Dear Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **2020 NGS Family History Conference**, being held at **Salt Palace Convention Center, May 20-23, 2020**. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

For your convenience Valley Expo & Displays offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

**To place online orders you will be required to register with Valley Online:**

- If you received this Exhibitor Service Kit in the “Ordering Open” email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com)

- If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password on Valley’s online ordering website [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com). If you have forgotten your password, press "Forgot Password" to receive a new temporary password.

- To register online for access visit [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com) press “Register Now” and complete your registration setup, once complete an email will be sent with your login credentials.

**Helpful Hints**

- Order early and take advantage of the discount pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at show site will incur an additional cost and delays may occur.
- All correspondence, including final invoices, will be sent to the contact listed on the Recap of Cost & Payment form.
- Valley Expo & Displays will not accept orders without payment in full.

Valley Expo & Displays does not take orders over the phone. All preshow orders must be entered online at [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com), faxed to (815-873-1544), or emailed to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) by **May 12, 2020**. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

Thank you for your business and we look forward to seeing you at the show!

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Please contact our **Exhibitor Services Department** at 877.332.4292 or email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) with any questions you may have.
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

Valley Customer Service

- 815.873.1500  Fax 815.873.1544  email: events@valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Standard Time)
- No telephone orders accepted; please complete and submit your order by Fax, Email, or Online.

Show Management

- Erin Shiffllett
- (703) 525-0050

Booth Package

A standard 10'x10' booth will include:
- Silver 8' Back Drape and 3' Side Drape
- (1) 8' Skirted Table
- (2) Armchairs
- (1) Wastebasket
- (1) 7” x 44” Identification Sign

Your exhibit area is NOT carpeted with facility carpeting.

Exhibitor Move-In: Tuesday May 19, 2020  10:00am-5:00pm
                        Wednesday May 20, 2020  7:30am-9:30am

Show Hours:
- Wednesday May 20, 2020  9:30am-5:30pm
- Thursday May 21, 2020   9:00am-5:30pm
- Friday May 22, 2020     9:00am-5:30pm
- Saturday May 23, 2020   9:00am-3:00pm

Exhibitor Move Out: Saturday May 23, 2020  3:00pm-8:00pm

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by:
  5:00pm on 5/23/2020.

Advance to Warehouse
Receiving Dates: 4/17/2020 thru 5/15/2020
Receiving Hours: Mon-Fri  7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #
FOR: 2020 NGS Family History Conference
C/O Valley Expo & Displays
YRC Freight
2410 S 2700 W
Salt Lake City UT 84119

Direct to Show Site
Receiving Dates and Times:
5/19/2020; 10:00am-5:00pm
5/20/2020; 7:30am-9:30am

TO: Exhibiting Company Name and Booth #
FOR: 2020 NGS Family History Conference
C/O Valley Expo & Displays
Salt Palace Convention Center
100 S. West Temple
Salt Lake City UT 84101
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

Important Deadlines
- Take advantage of order discount pricing! To receive discounted pricing your orders must be received with payment in full no later than the date below. Orders received after discounted price deadline will have their order placed at “Standard” pricing.
  
  **Discount Price Deadline**  
  Tuesday, April 28, 2020

- Freight received before or after receiving dates will incur an additional surcharge.
  
  **Advance Shipments receiving dates**: 4/17/2020 thru 5/15/2020
  **Advance Shipments receiving times**: Mon - Fri 7:30AM-2:30PM
  **Show Site Shipments receiving dates & times**: 5/19/2020, 10:00am-5:00pm
  5/20/2020, 7:30am-9:30am

Payment Policies
- Payment information required when placing an order. Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Valley Expo & Displays services, any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH, wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations & Adjustments
- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.
- Exhibitor may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS!

Tax Exemption
- If your company is exempt for payment of sales tax, Valley Expo & Displays requires an exemption certificate for the state in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

Third Party Payment Billing Exhibitor Appointed Contractor
- All third party and EAC forms must be completely filled out and submitted to Valley Expo & Displays. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitor must inform their EAC that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

Miscellaneous
- Rental items not ordered, yet found in booth space, are invoiced at "Floor" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public space are not a part of exhibitor's booth space and must be kept clear.
- All final invoices are emailed to contact listed on the recap of cost and payment form. You may also log into [https://valleyexpodisplays.boomerecommerce.com](https://valleyexpodisplays.boomerecommerce.com) to print a copy of your receipt. All additional receipts requested through Valley will incur a $5.00 administration fee.
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply only to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney’s fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays.

SERVICES AND EQUIPMENT ORDERED

- Booth Furniture Order Form
- Accessories Order Form
- Booth Carpet Order Form
- Advance Freight Handling Order Form
- Direct Freight Handling Order Form
- Vehicle Placement Order Form
- Portable/Modular Display Rental Order Form
- Exhibitor Supervised Event Labor Order Form
- Valley Supervised Event Labor Order Form
- Forklift Service Order Form
- Booth & Exhibit Porter Service Order Form
- Sign & Banner Order Form
- Specialty Furniture Order Form

Total Now Due

Please provide the following information so we may credit your account properly. All correspondents including final invoice(s) will be emailed to the contact provided below.

Company Name: ____________________________
Booth #: ____________________________
Date: ____________________________

Billing Address: ____________________________
City & State: ____________________________
Zip Code: ____________________________

Email Address: ____________________________
Name (please print): ____________________________

Phone: ____________________________
Fax: ____________________________
Check No. (if paying by check): ____________________________

___ Visa ___ MC ___ AMEX ___ Discover

Exp. Date ___ / ___
CVCS ______

Card Number: ____________________________

Cardholder’s Name (please print): ____________________________

Cardholder Signature: ____________________________
This form is to be used if you wish to have a Third Party handle your display, and be billed for services. The Recap of Cost & Payment Form MUST be completed by the Third Party to be billed for services, however, we also must be provided with the Exhibiting Company’s credit card information below for our files. Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that by signing this form or placing an order the Exhibiting Company agrees it is ultimately responsible for payment of charges. If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.

Exhibiting Company Name: ____________________________________________ Booth #: ________
Exhibitor Name: _______________________________________________________
Exhibitor Signature: ___________________________________________________

Exhibiting Company’s credit card information:
___ Visa ___ MC ___ Amex ___ Discover ___/___ Exp. Date ___ CVC2
Account #: ____________________________

X
Cardholder’s Signature: ________________________________
Print Cardholder’s Name: ________________________________
Cardholder’s Billing Address: ____________________________
City: __________ State: ________ Zip Code: ______________

Indicate which services are to be invoiced to the Third Party:

_____ ALL VALLEY SERVICES
_____ RENTAL FURNITURE/CARPET/SIGNS
_____ I&D LABOR/SUPervision
_____ BOOTH CLEANING
_____ MATERIAL HANDLING IN & OUT
_____ OTHER: _____________________________________________

Third Party Company Name: ____________________________________________
Contact Name: ________________________________________________________
E-Mail for Invoice: _____________________________________________________
Address: _____________________________________________________________
City: __________ State: ________ Zip Code: ______________

Third Party Company’s credit card information:
___ Visa ___ MC ___ Amex ___ Discover ___/___ Exp. Date ___ CVC2
Account #: ____________________________

X
Cardholder’s Signature: ________________________________
Print Cardholder’s Name: ________________________________
Cardholder’s Billing Address: ____________________________
City: __________ State: ________ Zip Code: ______________
Submit this form if the exhibiting company intends to use a contractor other than Valley Expo & Displays. If the exhibiting company fails to comply with any of the requirements listed below, the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley Expo & Displays unless the following requirements are fulfilled:

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in an occurrence.
   b. $2,000,000 with respect to injuries to more than one person in any occurrence.
   c. Workers’ Compensation Insurance including employee liability coverage in the minimum amount not less than $1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
   d. Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.
   e. Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence and ($1,000,000) each aggregate.
   f. Valley Expo & Displays, Show Management and Facility must be named as additional insureds on a primary and non-contributory basis.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
   a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
   b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
   c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services.
   e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor’s booth space and must be kept clear.
   f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
   g. Must coordinate all of its activities with Valley Expo & Displays.
   h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.

6. All information must be received by Valley Expo & Displays’ office no later than 30 days prior to the first day of move-in.

Exhibiting Company Name: ________________________________

Booth Number: ________________________________

Exhibitor Appointed Contractor: ________________________________

Address: ________________________________

City: __________________ State: ______ Zip Code: ______________

Phone Number: ________________________________

Email Address: ________________________________

Contact at Show: ________________________________

Type of Service to be preformed: ________________________________
Orders with payment in full must be received by April 28, 2020 for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. Be sure to indicate skirting color. Orders received without color indicated will receive Foreman’s choice.

**Skirting Color Selection:**

- Black
- Blue
- Burgundy
- Red
- Teal
- Silver
- Purple
- White
- Gold
- Green

### TABLES & CHAIRS ORDER FORM

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skirted Tables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 30&quot; H</td>
<td></td>
<td>$138.00</td>
<td>$179.40</td>
<td></td>
</tr>
<tr>
<td>6' L x 30&quot; H</td>
<td></td>
<td>$149.85</td>
<td>$194.80</td>
<td></td>
</tr>
<tr>
<td>8’ L x 30” H</td>
<td></td>
<td>$168.35</td>
<td>$218.85</td>
<td></td>
</tr>
<tr>
<td>4’ L x 42” H</td>
<td></td>
<td>$144.65</td>
<td>$188.05</td>
<td></td>
</tr>
<tr>
<td>6’ L x 42” H</td>
<td></td>
<td>$179.25</td>
<td>$233.05</td>
<td></td>
</tr>
<tr>
<td>8’ L x 42” H</td>
<td></td>
<td>$192.00</td>
<td>$249.60</td>
<td></td>
</tr>
<tr>
<td><strong>4th Side Skirting &amp; Drape</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30” x 13’ Skirting Only (4th Side)</td>
<td></td>
<td>$67.05</td>
<td>$87.20</td>
<td></td>
</tr>
<tr>
<td>42” x 13’ Skirting Only (4th Side)</td>
<td></td>
<td>$77.40</td>
<td>$100.65</td>
<td></td>
</tr>
<tr>
<td>3’ Drape (Side) per LnFt</td>
<td></td>
<td>$10.10</td>
<td>$13.15</td>
<td></td>
</tr>
<tr>
<td>8’ Drape (Back) per LnFt</td>
<td></td>
<td>$14.15</td>
<td>$18.40</td>
<td></td>
</tr>
<tr>
<td><strong>Plain Tables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ L x 30” H</td>
<td></td>
<td>$62.05</td>
<td>$80.70</td>
<td></td>
</tr>
<tr>
<td>6’ L x 30” H</td>
<td></td>
<td>$91.10</td>
<td>$118.45</td>
<td></td>
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<tr>
<td>8’ L x 30” H</td>
<td></td>
<td>$108.85</td>
<td>$141.55</td>
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<tr>
<td>4’ L x 42” H</td>
<td></td>
<td>$83.50</td>
<td>$108.95</td>
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<td>6’ L x 42” H</td>
<td></td>
<td>$112.50</td>
<td>$146.25</td>
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</tr>
<tr>
<td>8’ L x 42” H</td>
<td></td>
<td>$129.55</td>
<td>$168.45</td>
<td></td>
</tr>
<tr>
<td>White Vinyl, 8’ Long (tabletop covering)</td>
<td></td>
<td>$12.60</td>
<td>$16.40</td>
<td></td>
</tr>
<tr>
<td><strong>Cocktail Tables</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30” Round, 30” High</td>
<td></td>
<td>$104.60</td>
<td>$136.00</td>
<td></td>
</tr>
<tr>
<td>30” Round, 42” High</td>
<td></td>
<td>$116.90</td>
<td>$152.00</td>
<td></td>
</tr>
<tr>
<td><strong>Chairs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td></td>
<td>$27.30</td>
<td>$35.50</td>
<td></td>
</tr>
<tr>
<td>Side Chair</td>
<td></td>
<td>$56.25</td>
<td>$73.15</td>
<td></td>
</tr>
<tr>
<td>Padded Chair</td>
<td></td>
<td>$69.95</td>
<td>$90.95</td>
<td></td>
</tr>
<tr>
<td>Bar Stool with Back</td>
<td></td>
<td>$87.05</td>
<td>$113.20</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** $7.75% Sales Tax **Total**
Orders with payment in full must be received by April 28, 2020 for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full.

### Accessories Order Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
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<tbody>
<tr>
<td>Tripod Adjustable Easel</td>
<td>________</td>
<td>$32.80</td>
<td>$42.65</td>
<td>________</td>
</tr>
<tr>
<td>Garment Rack</td>
<td>________</td>
<td>$40.55</td>
<td>$52.75</td>
<td>________</td>
</tr>
<tr>
<td>Bag Stand</td>
<td>________</td>
<td>$98.85</td>
<td>$128.55</td>
<td>________</td>
</tr>
<tr>
<td>Literature Stand</td>
<td>________</td>
<td>$122.30</td>
<td>$159.00</td>
<td>________</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>________</td>
<td>$18.10</td>
<td>$23.55</td>
<td>________</td>
</tr>
<tr>
<td>8' Upright with Base</td>
<td>________</td>
<td>$17.05</td>
<td>$22.20</td>
<td>________</td>
</tr>
<tr>
<td>Crossbar</td>
<td>________</td>
<td>$11.35</td>
<td>$14.80</td>
<td>________</td>
</tr>
<tr>
<td>Table Riser 1'x1'x4' White Skirted</td>
<td>________</td>
<td>$76.75</td>
<td>$99.80</td>
<td>________</td>
</tr>
<tr>
<td>Posterboard 4' x 8'</td>
<td>________</td>
<td>$180.75</td>
<td>$235.00</td>
<td>________</td>
</tr>
<tr>
<td>Horizontal / Vertical (Circle one)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Labor to assemble Grid Wall is not included. Please refer to the Labor Order Form for assistance in assembling your grid wall if it will be needed.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2' W x 4' H Panel</td>
<td>________</td>
<td>$42.50</td>
<td>$55.25</td>
<td>________</td>
</tr>
<tr>
<td>2' W x 6' H Panel</td>
<td>________</td>
<td>$49.15</td>
<td>$63.90</td>
<td>________</td>
</tr>
<tr>
<td>2' W x 8' H Panel</td>
<td>________</td>
<td>$62.35</td>
<td>$81.10</td>
<td>________</td>
</tr>
<tr>
<td>&quot;T&quot; Base, per set</td>
<td>________</td>
<td>$29.30</td>
<td>$38.10</td>
<td>________</td>
</tr>
<tr>
<td>24&quot; Shelf Bracket</td>
<td>________</td>
<td>$16.05</td>
<td>$20.90</td>
<td>________</td>
</tr>
<tr>
<td>48&quot; Shelf Bracket</td>
<td>________</td>
<td>$22.75</td>
<td>$29.60</td>
<td>________</td>
</tr>
<tr>
<td>6 Ball Waterfall</td>
<td>________</td>
<td>$10.75</td>
<td>$14.00</td>
<td>________</td>
</tr>
<tr>
<td>Hang Rail</td>
<td>________</td>
<td>$12.10</td>
<td>$15.75</td>
<td>________</td>
</tr>
<tr>
<td>Picture Hanger</td>
<td>________</td>
<td>$2.90</td>
<td>$3.80</td>
<td>________</td>
</tr>
<tr>
<td>Hat Display</td>
<td>________</td>
<td>$6.80</td>
<td>$8.85</td>
<td>________</td>
</tr>
<tr>
<td>Peg Hook</td>
<td>________</td>
<td>$2.90</td>
<td>$3.80</td>
<td>________</td>
</tr>
<tr>
<td>4&quot;, 6&quot;, 12&quot; (circle one)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Subtotal                                  | $        |
| 7.75% Sales Tax                           | $        |
| Total                                     | $        |
Orders with payment in full must be received by April 28, 2020 for discounted prices.

Prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different then your booth size you MUST include a layout diagram, failure to provide diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line.

Carpet orders received without color indicated will receive Foreman’s choice.

### Color Selection for Standard Booth Carpeting

<table>
<thead>
<tr>
<th>Color</th>
<th>9’ x 10’</th>
<th>9’ x 20’</th>
<th>9’ x 30’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>199.10</td>
<td>388.90</td>
<td>597.75</td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match and may not cover your entire booth area.

### Color Selection for Custom Booth Carpeting

Custom size booth carpet is available in 10’ widths only. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

### Color Selection for Luxury Booth Carpeting

Luxury carpet is available in 10’ widths only. Rental also includes plastic covering (Visqueen) for your protection. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

### Padding and Taping

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Foot</th>
<th>Advance</th>
<th>Floor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padding</td>
<td></td>
<td>2.00 per sq ft</td>
<td>2.60 per sq ft</td>
<td></td>
</tr>
<tr>
<td>Visqueen (plastic covering)</td>
<td></td>
<td>1.00 per sq ft</td>
<td>1.30 per sq ft</td>
<td></td>
</tr>
<tr>
<td>Additional taping</td>
<td></td>
<td>2.00 per sq ft</td>
<td>2.60 per sq ft</td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal

$  

7.75% Sales Tax

$  

Total

$  

Must include Recap of Cost and Payment Form along with order form.
2020 NGS Family History Conference  
Salt Palace Convention Center, May 20-23, 2020

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a bill of lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the BOL will be assigned and approximate weight by Valley. This weight will prevail.

**SHIPPING ADDRESS AND RECEIVING DATES**

**Advanced Warehouse Shipping Address**

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY NAME</th>
<th>BOOTH NUMBER</th>
<th>2020 NGS FAMILY HISTORY CONFERENCE</th>
<th>YRC FREIGHT</th>
<th>C/O VALLEY Expo &amp; Displays</th>
<th>2410 S 2700 W</th>
<th>SALT LAKE CITY UT 84119</th>
</tr>
</thead>
</table>

- Use this address and information on your inbound bill of lading if shipping your freight to the advance warehouse.
- For your convenience, please use the freight labels provided in this service kit.
- Receiving hours: M - F 7:30AM - 2:30PM.
- All shipments must be prepaid: Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

**Advanced Warehouse Receiving Dates**

First day freight will be accepted at advanced location: **April 17, 2020**

Last day freight will be accepted: **May 15, 2020**

**Direct to Show Site Shipping Address**

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY NAME</th>
<th>BOOTH NUMBER</th>
<th>2020 NGS FAMILY HISTORY CONFERENCE</th>
<th>SALT PALACE CONVENTION CENTER</th>
<th>C/O VALLEY Expo &amp; Displays</th>
<th>100 S. WEST TEMPLE</th>
<th>SALT LAKE CITY UT 84101</th>
</tr>
</thead>
</table>

- Use this address and information on your inbound bill of lading if shipping your freight direct to the show site.
- For your convenience, please use the freight labels provided in this service kit.
- All shipments must be prepaid: Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

**Direct to Show Site Receiving Dates and Times**

Do not send shipments to arrive in advance of 5/19/2020 to the show site. The facility has no means of storage, and will refuse your shipment.

- Days freight will be accepted at show site: 5/19/2020; *10:00am-5:00pm*  
  5/20/2020; *7:30am-9:30am*  

  *Drivers must check in one hour before end time.*

Authorization To Provide Freight Handling Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of $500 per item, or $1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitor's exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
ADVANCE SHIPMENT

TO: ___________________________________________

EXHIBITING COMPANY

2020 NGS FAMILY HISTORY CONFERENCE

SHOW NAME

____________________________________________

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2410 S 2700 W
SALT LAKE CITY UT 84119

Shipment Should Arrive Between:
April 17, 2020 thru May 15, 2020

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier_______________________________________
Number of pieces_______________________________

11 of 56
EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO: ___________________________________________

EXHIBITING COMPANY

SHOW NAME ______________________________________

BOOTH NUMBER _________________________________

C/O VALLEY EXPO & DISPLAYS
SALT PALACE CONVENTION CENTER
100 S. WEST TEMPLE
SALT LAKE CITY UT 84101

Shipment Should Arrive:
5/19/2020; 10:00am-5:00pm
5/20/2020; 7:30am-9:30am

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier ________________________________________
Number of pieces ____________________________

2020 NGS FAMILY HISTORY CONFERENCE

2020 NGS FAMILY HISTORY CONFERENCE

SHOW NAME ______________________________________

BOOTH NUMBER _________________________________

C/O VALLEY EXPO & DISPLAYS
SALT PALACE CONVENTION CENTER
100 S. WEST TEMPLE
SALT LAKE CITY UT 84101

Shipment Should Arrive:
5/19/2020; 10:00am-5:00pm
5/20/2020; 7:30am-9:30am

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier ________________________________________
Number of pieces ____________________________
Exhibit Services
Reliable trade show shipping services
The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We’ll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications

ycrfreight.com | 800.531.EXPO (3976) | Live Chat
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Advantages

There are several advantages to shipping in advance to the warehouse versus directly to the show site:
- Exhibitors can confirm shipment has arrived in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site. Exceptions may occur.
- Delivery dates and times are more flexible.

Information

- Freight is accepted April 17, 2020 through May 15, 2020.
- To ensure timely arrival of your materials at show site, freight should arrive by 5/15/2020. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one “cwt” (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two categories of freight:
  - Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS Ground, & DHL are included in this category due to their delivery procedures.

- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the advance warehouse before or after the deadline dates listed above.

<table>
<thead>
<tr>
<th>Rate Classifications</th>
<th>Price Per CWT</th>
<th>200lb Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded</td>
<td>$ 98.25</td>
<td>$ 196.50</td>
</tr>
<tr>
<td>Special Handling</td>
<td>$ 127.60</td>
<td>$ 255.20</td>
</tr>
</tbody>
</table>

Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

<table>
<thead>
<tr>
<th>Rate Classification</th>
<th>Weight</th>
<th>CWT</th>
<th>Price Per CWT</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early/Late Delivery Show Site/Advance Warehouse Surcharge</td>
<td>+ 100 =</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Overtime - Inbound and/or Outbound Surcharge</td>
<td>OT (+ 25%)</td>
<td>DT (+ 50%)</td>
<td>OT (+ 25%)</td>
<td>DT (+ 50%)</td>
</tr>
<tr>
<td>Double Time - Inbound and/or Outbound Surcharge</td>
<td>20% Surcharge per CWT</td>
<td>25% Surcharge per CWT</td>
<td>50% Surcharge per CWT</td>
<td>25% Surcharge per CWT</td>
</tr>
<tr>
<td>No Weight ticket - Reweigh Surcharge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments**

<table>
<thead>
<tr>
<th>Estimate of Charges</th>
<th>(Overtime/Double Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Package</td>
<td></td>
</tr>
<tr>
<td>First Carton</td>
<td></td>
</tr>
<tr>
<td>Additional Carton</td>
<td># of additional carton x $16.25</td>
</tr>
</tbody>
</table>

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

**Total Estimated** $
As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Information

Estimated Material Handling Charges
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the nearest 100 lbs. Each 100 lbs. is considered one “cwt” (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are three categories of freight:
  - Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS Ground, & DHL are included in this category due to their delivery procedures.
  - Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates listed above.

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays

(Overtime/Double Time will be applied to all freight received at the show site that must be moved into or out of booth during above listed times)

Rates

<table>
<thead>
<tr>
<th>Rate Classifications</th>
<th>Price Per CWT</th>
<th>200lb Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded</td>
<td>$ 93.15</td>
<td>$ 186.30</td>
</tr>
<tr>
<td>Special Handling</td>
<td>$ 121.00</td>
<td>$ 242.00</td>
</tr>
<tr>
<td>Uncrated</td>
<td>$ 144.65</td>
<td>$ 289.30</td>
</tr>
</tbody>
</table>

Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton $ 67.10
Each Additional Carton $ 16.25

Additional Surcharges

<table>
<thead>
<tr>
<th>Surcharge Description</th>
<th>Price Per CWT</th>
<th>200lb Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early/Late Delivery Show Site/Advance Warehouse Surcharge</td>
<td>20% Surcharge per CWT</td>
<td></td>
</tr>
<tr>
<td>Overtime - Inbound and/or Outbound Surcharge</td>
<td>25% Surcharge per CWT</td>
<td></td>
</tr>
<tr>
<td>Double Time - Inbound and/or Outbound Surcharge</td>
<td>50% Surcharge per CWT</td>
<td></td>
</tr>
<tr>
<td>No Weight ticket - Reweigh Surcharge</td>
<td>25% Surcharge per CWT</td>
<td></td>
</tr>
</tbody>
</table>

Estimate of Charges

<table>
<thead>
<tr>
<th>Rate Classification</th>
<th>Weight</th>
<th>CWT</th>
<th>Price Per CWT</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ 100</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Additional Surcharges</td>
<td>(%) added to price per CWT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OT (+ 25%)</td>
<td>DT (+ 50%)</td>
<td>OT (+ 25%)</td>
<td>DT (+ 50%)</td>
</tr>
</tbody>
</table>

Small Package

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Carton</td>
<td>$</td>
</tr>
<tr>
<td>Additional Carton</td>
<td>$ (number of additional carton x $16.25)</td>
</tr>
</tbody>
</table>

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly. Total Estimated $
## FREIGHT SERVICE QUESTIONNAIRE

**ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM**

1. Estimate total number of pieces being shipped:
   - ______ Crated
   - ______ Uncrated
   - ______ Machinery
   - ______ Total

2. Indicate total number of trucks in each category that you will use:
   - ______ Van Line
   - ______ Common Carrier
   - ______ Flatbed
   - ______ Company Truck
   - ______ Overseas Container

3. List carrier name(s):

   ______________________________________
   ______________________________________
   ______________________________________

4. If using a Customs Broker, please print name:

   ______________________________________
   Phone _________________________________

5. Print the name of person in charge of your move-in:

   ______________________________________
   Phone _________________________________

6. What is the minimum number of days required to set your displays?

   ______

7. What is the weight of the single heaviest piece that must be lifted?

   ______ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

   ______ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

   ______________________________________
   ______________________________________
   ______________________________________

   It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

**DIRECT SHIPMENTS ONLY:**

1. What date and time are you scheduling your shipment(s) to arrive on-site?

   ______________________________________
   ______________________________________
Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. Do not leave this in your booth with your shipment.

Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays’ official show carrier at exhibitor’s expense.

Tear Down

- The show closes at 3:00pm on 5/23/2020. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after Aisle carpet is removed.

Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up at the show site location.
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

Carrier check in Date and Time: 5/23/2020; 5:00pm

Outbound Bill of Lading

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a bill of lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bill of Ladings are available at the valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

Outbound Miscellaneous Services

- Shrink Wrap $ 81.90 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
- Banding $ 1.40 per foot + dismantle labor (please see labor order form for dismantle labor rates)

Labels

- Each individual item in your shipment must be clearly labeled. Blank labels are available at the Valley Service Desk.
BILL OF LADING INSTRUCTIONS
These instructions are designed to clarify information required on a Bill of Lading.

**COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD**

- **The Show Name**
- **Today's Date**

The booth number you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.

- **The company name you are exhibiting under.** The name of this convention center or exhibit hall, including city and state.

- **List the name of the carrier you have chosen to ship your freight.**

- **If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.**

- **What does your shipment consist of?** Fill in the exact quantities of each “kind of package” and specific include weights.

- **Name and address of the party responsible for the freight charges.**

Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping. (ie YRC, FedEx, van line, etc.)

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

Check “Collect” if the “Ship To” address and the “Freight charges guaranteed by” addresses are the same. If the addresses are different, then you have involved a third party and the “Prepaid/3rd Party” option should be selected.

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

**RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.**

A SHIPPING LABEL MUST BE PLACED ON EACH PIECE. LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.
Valley Expo & Displays charges a round-trip fee of **$165.00 per vehicle** to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshall requires disconnecting the battery, sealing the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A Valley Representative will contact you regarding a specific time for dual axle vehicles measure distance from the front wheel to between the back wheels to place a vehicle on the tradeshow floor.

<table>
<thead>
<tr>
<th>Vehicle Description</th>
<th>A) Overall Width</th>
<th>B) Overall Length</th>
<th>Total Square Feet</th>
<th>C) Wheel Distance</th>
<th>D) Wheel Distance</th>
<th>1) Front Axle Wgt.</th>
<th>2) Rear Axle Wgt.</th>
<th>Total Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

* For dual axle vehicles measure distance from the front wheel to between the back wheels

**Total Due** $ ______

Please indicate expected date and time vehicle will be arriving at the showsite

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM or PM</td>
</tr>
</tbody>
</table>

*Must include Recap of Cost and Payment Form along with order.*
RENTAL EXHIBITS THAT INSPIRE

Time, cost savings and flexibility are key benefits to renting a tradeshow exhibit. Renting an exhibit is a cost-effective alternative and provides the opportunity to “try before you buy” so you can evaluate what works best for your event and exhibiting needs. Renting saves precious marketing dollars and allows you the flexibility to change your display for each audience and for each show. One of the greatest benefits of renting a tradeshow booth is the time you will save!
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

Counter Kit 129 Fan Counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Counter Kit 135 Rectangle Counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Counter Kit 137 Rectangle Counter with Display Case Top

- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.
2020 NGS Family History Conference  
Salt Palace Convention Center, May 20-23, 2020

Counter Kit 138 Full View Display Case

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72” wide x 24” deep x 40” high.
- Rentals include: material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 01

Featuring accessible storage with locking doorstop laminated accent panel cover.
- Dimensions approximately: 39.38” W x 39.38” H x 17.75” D 301 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 02

Featuring accessible storage with locking doors, white laminate siding and center backlit cabinet.
- Dimensions approximately: 70.88” W x 39.38” H x 23.63” D 489 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.
**Hybrid Pro Modular Counter 09**

![Image of Hybrid Pro Modular Counter 09](image)

Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.
- Dimensions approximately: 46"W x 37.5"H x 23"D 370 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

**Hybrid Pro Modular Counter 10**

![Image of Hybrid Pro Modular Counter 10](image)

Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.
- Dimensions approximately: 64"W x 37.5"H x 30"D 486 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.
Inline Kit 1102 (DK 102) Floor Standing Hardwall Display

Aluminum extrusion frame with cool gray sintra infill panels.
- Dimensions approximately: 10ft wide x 8ft high.
- Standard carpet color selection.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Formulate Master 10ft VC1 Vertical Curve Fabric Backwall Kit 1105

The Formulate® VC1 Vertical Curve 10ft Fabric Display.
- Dimensions approximately: 114.07"W x 92.08"H x 23.96"D 49lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
Vector Frame Master 10Ft Modular Backwall Kit 1115

Kit 15 features push-fit fabric graphics, an easy-to-assemble extrusion frame with curved corners and rigid graphic wing accents. The center panel is IL-UMINATED!

- Dimensions approximately: 112"W x 95"H x 19.75"D 111 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

**NOT Included:** electrical service and electrical labor to install lights.

Hybrid Pro 10ft Modular Backwall Kit 1103

Hybrid Pro™ Modular Kit 1103 features high quality, push-fit graphics created with top-of-the-line technology, coupled with sturdy aluminum frames that are built to last. This display kit features a monitor mount and locking storage counter that can be further customized with graphics, as well as a fabric canopy and an illuminated panel to capture the attention of your audience.

- Dimensions approximately: 111.63"W x 94.75"H x 30.38"D 396 lbs.
- Rentals include: standard carpeting, visqueen, padding, foreground counter, background counter, graphics, material handling, installation and dismantle of exhibit only.

**NOT Included:** Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Hybrid Pro 10ft Modular Backwall Kit 1106

Hybrid Pro™ Modular Kit 06 features two monitor mounts, backwall counters with lockable storage, and LED display lighting to illuminate custom, push-fit SEG graphics.

- Dimensions approximately: 118.63"W x 94.75"H x 29.5"D 282 lbs.
- Rentals include: standard carpeting, visqueen, padding, 2 background counters, graphics, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Inline Kit 2367 (DK367) 20ft Hardwall Display

Aluminum extrusion frame with cool gray sintra infill panels.
- 2 meter back wall counter with sliding doors.
- (2) 2 meter shelves.
- Dimensions approximately: 20'W x 8'H.
- Rentals include: standard carpeting, visqueen, padding, counter, graphic, material handling, installation and dismantle of exhibit only.

Formulate Master 20ft WH1 Horizontal Curve Fabric Backwall Kit 2390

Formulate 20 WV1 combines a stretch zipper pillowcase fabric graphic with a simple aluminum tube frame to provide unique design.
- Dimensions approximately: 231.99"W x 92.11"H x 23.87"D 150 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

Formulate Master 20ft WS1 Straight Frame Fabric Backwall Kit 2395

The Formulate® 20ft Master Straight backwall incorporates a sleek, straight aluminum frame with a zipper pillowcase fabric graphic to create a sharp, bold backwall.

- Dimensions approximately: 235"W x 92.49"H x 17.72"D 117 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Hybrid Pro 20ft Modular Backwall Kit 2311

Hybrid Pro™ Modular Kit 11 combines sturdy aluminum frames, custom SEG graphics and monitor mounts with backwall counters with locking storage.

- Dimensions approximately: 222.75"W x 94.75"H x 19.63"D 835lbs.
- Rentals include: standard carpeting, visqueen, padding, 2 foreground counters, 2 background counters, graphics, material handling, installation and dismantle of exhibit only.

**NOT Included:** Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Hybrid Pro 20ft Modular Backwall Kit 2314

Hybrid Pro™ Modular Kit 14 features monitor mounts and backwall counters with locking storage.

- Dimensions approximately: 225.13"W x 94.75"H x 41.69"D 464 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 background counters, foreground counter, graphics, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Hybrid Pro 20ft Modular Backwall Kit 2316

Hybrid Pro™ Modular Kit 16 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. Monitor mounts and backwall counters add functionality and locking storage, while dual slot wall features provide ample room for displaying products. LED display lighting accent the slot walls and illuminate the display.

- Dimensions approximately: 232.38"W x 94.5"H x 37.5"D 658 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 background counters, foreground counter graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)

Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.
NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Hybrid Pro 20 x 20 Modular Island Kit 4017

Hybrid Pro™ Modular Kit 17 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. A 15' 9" central tower, and two curved side arms. A trio of kiosks combining dual monitor mounts, rigid display panels and counters with locking storage. LED display lighting atop the central tower illuminates.
- Dimensions approximately: 240"W x 189"H x 240"D  1353 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 counters, stem lights, graphic, and material handling.
NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Hybrid Pro 20x20 Modular Island Kit 4018

Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11’ 10” tall and topped with LED display lights. A counter with locking storage and literature.

- Dimensions approximately: 153.5”W x 141.75”H x 153.5”D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 counters, graphics, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Double Deck System

Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11’ 10” tall and topped with LED display lights. A counter with locking storage and literature racks provide functionality and room to display literature and sales pieces.

- Dimensions approximately: 153.5”W x 141.75”H x 153.5”D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.
Tree House Room

The Formulate™ Tree House is 15 ft in diameter, 8ft tall and features two 7 ft tall doorways, encouraging traffic flow through the structure.

- Dimensions approximately: 180"W x 96"H
  - 230 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.
- NOT Included: Labor to install & dismantle exhibit.
Orders with payment in full must be received by April 28, 2020

All orders subject to availability of equipment. All display rentals include graphic. All 10Ft, 20Ft and 20 x 20 Displays include standard carpeting, visqueen, padding, and material handling.

Electrical service and labor to install lights are not included. Graphic taxes and outbound shipping of your purchased graphic from the event are not included. 20’ x 20 Displays do not included labor to install or dismantle, please refer to the labor order form in this kit for cost and to order.

<table>
<thead>
<tr>
<th>Kit#</th>
<th>Description</th>
<th>Rental Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>129</td>
<td>Fan Counter</td>
<td>$1,600.45</td>
</tr>
<tr>
<td>135</td>
<td>Rectangle Counter</td>
<td>$1,013.55</td>
</tr>
<tr>
<td>137</td>
<td>Rectangle Counter w/Display</td>
<td>$1,115.55</td>
</tr>
<tr>
<td>138</td>
<td>Full View Display Counter</td>
<td>$1,100.20</td>
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<tr>
<td>001</td>
<td>Hybrid Pro Modular Counter 01</td>
<td>$2,354.25</td>
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<tr>
<td>002</td>
<td>Hybrid Pro Modular Counter 02</td>
<td>$3,197.10</td>
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<tr>
<td>009</td>
<td>Hybrid Pro Modular Counter 09</td>
<td>$2,718.05</td>
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<tr>
<td>010</td>
<td>Hybrid Pro Modular Counter 10</td>
<td>$3,803.45</td>
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<tr>
<td>1102</td>
<td>Inline Floor Standing Hardwall</td>
<td>$2,659.85</td>
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<tr>
<td>1105</td>
<td>Formulate Master 10ft VC1 Vertical Curve Fabric Backwall</td>
<td>$1,331.60</td>
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<tr>
<td>1115</td>
<td>Vector Frame Master 10Ft Modular Backwall Kit 15</td>
<td>$3,955.15</td>
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<tr>
<td>1103</td>
<td>Hybrid Pro 10ft Modular Backwall Kit 03</td>
<td>$10,745.60</td>
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<tr>
<td>1106*</td>
<td>Hybrid Pro 10ft Modular Backwall Kit 06</td>
<td>$6,108.20</td>
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<td>2367</td>
<td>Inline 20 Ft Hardwall w/Counter</td>
<td>$6,466.35</td>
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<td>2390</td>
<td>Formulate Master 20ft WV1 Vertical Curve Fabric Backwall</td>
<td>$3,239.95</td>
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<td>2395</td>
<td>Formulate Master 20ft WV1 Vertical Straight Fabric Backwall</td>
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<td>2311</td>
<td>Hybrid Pro 20ft Modular Backwall Kit 11</td>
<td>$20,674.15</td>
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<td>Hybrid Pro 20ft Modular Backwall Kit 14</td>
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<td>Hybrid Pro 20ft Modular Backwall Kit 16</td>
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<td>4087*</td>
<td>Island 20 x 20 Ft Display</td>
<td>$16,252.65</td>
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<td>4017*</td>
<td>Hybrid Pro 20s20 Modular Island Kit 17</td>
<td>$19,368.30</td>
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<td>4018*</td>
<td>Hybrid Pro 20x20 Modular Island Kit 18</td>
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<td>DDS</td>
<td>Double Deck System</td>
<td>$60,515.40</td>
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<tr>
<td>THR</td>
<td>Tree House Room</td>
<td>$17,149.05</td>
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</tbody>
</table>

Color Selection for Standard Carpeting (10Ft, 20Ft, and 20' x20' Displays ONLY)

- [ ] Blue
- [ ] Green
- [ ] Black
- [ ] Burgundy
- [ ] Red
- [ ] Gray

*Kit that include lighting

<table>
<thead>
<tr>
<th>Kit #</th>
<th>Qty</th>
<th>Price</th>
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</thead>
</table>

Subtotal $  
7.75% Sales Tax $  
Total $  

Must include Recap of Cost and Payment Form along with order form.
## Item Description

### Touch Tables

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Event Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovate Edge 46” Touch Table 10-PT Win10</td>
<td>$1,916.50</td>
</tr>
<tr>
<td>Innovate Edge 55” Touch Table 10-PT Win10</td>
<td>$2,058.45</td>
</tr>
<tr>
<td>Innovate Edge 55” Touch Table 60-PT Win10</td>
<td>$4,471.75</td>
</tr>
<tr>
<td>Innovate Edge Ultra HD 4K 65” Touch Table 60-PT Win10</td>
<td>$5,039.60</td>
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</table>

### Ultra HD 4K Resolution Displays

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Event Rental</th>
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</thead>
<tbody>
<tr>
<td>100” Led Display</td>
<td>$6,388.20</td>
</tr>
<tr>
<td>85” Led Display</td>
<td>$3,549.00</td>
</tr>
<tr>
<td>84” QLed Display</td>
<td>$1,916.50</td>
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<tr>
<td>65” Led Display</td>
<td>$1,348.65</td>
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<tr>
<td>60” Led Display</td>
<td>$1,064.70</td>
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<td>55” Led Display</td>
<td>$851.80</td>
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<tr>
<td>49” Led Display</td>
<td>$709.80</td>
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<tr>
<td>43” Led Display</td>
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<tr>
<td>40” Led Display</td>
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<tr>
<td>32” Led Display</td>
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<td>28” Led Display</td>
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<td>27” Led Display</td>
<td>$248.45</td>
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<td>24” Led Display</td>
<td>$262.70</td>
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### Indoor Kiosk Solutions

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<th>Item Description</th>
<th>Event Rental</th>
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<tbody>
<tr>
<td>58” Innovate Portrait Kiosk 10-PT Multi Touch-Black</td>
<td>$1,277.65</td>
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<tr>
<td>40” Innovate Portrait Kiosk 10-PT Multi Touch-White</td>
<td>$1,064.70</td>
</tr>
<tr>
<td>32” Innovate Portrait Kiosk</td>
<td>$745.30</td>
</tr>
<tr>
<td>15.6” Innovate Portrait Kiosk 10-PT Multi Touch-White</td>
<td>$603.35</td>
</tr>
<tr>
<td>55” Innovate Touch Pad-Android or Apple</td>
<td>$6,033.30</td>
</tr>
<tr>
<td>55” Portrait Touchscreen Kiosk-Core i5, Win 8 10-PT MT</td>
<td>$2,129.40</td>
</tr>
<tr>
<td>55” Portrait Double-sided Touchscreen Kiosk Core i5, Win 8 10-PT MT</td>
<td>$3,336.10</td>
</tr>
<tr>
<td>46” Landscape Touchscreen Kiosk Core i5, Win 8 10-PT MT - Silver</td>
<td>$1,703.55</td>
</tr>
<tr>
<td>27” Interactive Touchscreen Kiosk II - Core i3, Win 8 10-PT MT Black</td>
<td>$1,206.70</td>
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<tr>
<td>23” Interactive Touchscreen Kiosk II - Core i7, Win 8 10-PT MT Black</td>
<td>$709.80</td>
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</tbody>
</table>

### Charging Stations (plus $125 Activation)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Event Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Locker Charging Station - Up to 6 Devices</td>
<td>$1,206.70</td>
</tr>
<tr>
<td>Charging Station Package W/46” Display</td>
<td>$2,058.45</td>
</tr>
</tbody>
</table>
Orders with payment in full must be received by April 28, 2020 for discounted prices.

<table>
<thead>
<tr>
<th>Display Accessories</th>
<th>1 Week Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Pole Floor Stand - 72&quot;</td>
<td>84&quot;</td>
</tr>
<tr>
<td>Kiosk Stand for 32&quot;-75&quot; Displays</td>
<td>$461.40</td>
</tr>
<tr>
<td>Single Pole Floor Stand - 72&quot;</td>
<td>$106.50</td>
</tr>
<tr>
<td>Shelf, Spandex, Landscape &amp; Portrait Mounts, 360 Degree Mounts</td>
<td>$34.25</td>
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<tr>
<td>Multi Media Solutions</td>
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<tr>
<td>PP Media BOX only - need additional tech time depending on scope of the project.</td>
<td>$525.60</td>
</tr>
</tbody>
</table>

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.

Labor, Installation & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge. Please refer to labor install and dismantle order forms located within this kit for labor rates. Valley Expo & Displays does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.

Equipment: Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee: Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. Cancellation: Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

Payment: All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.

Please write down description below of item ordering below:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>QTY</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Subtotal $ 
7.75% Sales Tax $ 
Total $ 

Must include Recap of Cost and Payment Form along with order form.
2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

Orders with payment in full must be received by April 28, 2020 for discounted prices.

All installation and dismantling work will be preformed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervise work preformed, please complete the Valley Supervised Labor form.

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$113.05</td>
<td>$147.00</td>
</tr>
<tr>
<td>Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday</td>
<td>$169.58</td>
<td>$220.50</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$226.10</td>
<td>$294.00</td>
</tr>
</tbody>
</table>

A minimum charge of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Exhibitor must check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

**Move In Dates & Times**
- 5/19/2020; 10:00am-5:00pm
- 5/20/2020; 7:30am-9:30am

**Move Out Dates & Times**
- 5/23/2020; 3:00pm-8:00pm

Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up); however, such starting times are approximate as they are dependent up on completion times of prior job assignments.

**Estimate of Charges**

<table>
<thead>
<tr>
<th>Computation of Labor Charges</th>
<th># of Workers</th>
<th># Hours</th>
<th>Labor Rate</th>
<th>Total Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>X</td>
<td>X</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Dismantling</td>
<td>X</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays’ liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor’s property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.
Orders with payment in full must be received by April 28, 2020 for discounted prices.

- All work is preformed under the supervision of Valley personal
- Exhibits can be set up prior to your arrival at exhibitor move in
- Exhibitor must forward all necessary instruction, drawing and diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.
- The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor’s property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Information & Requirements

Contact Person: __________________________ Phone: __________________________

Email: __________________________

Freight will be shipped to: [ ] Advance Warehouse [ ] Direct to Show Site

Date Shipped: __________________________ Inbound Carrier: __________________________

Total # of: Crates ________ Cartons ________ Fiber Cases ________ Other ________

Setup Plans/Photo: [ ] Attached to order [ ] To be sent with Exhib. in crate # ________ [ ] Sent to events@valleyexpodisplays.com

Flooring/Carpet: [ ] With exhibit [ ] Rented from Valley

Electrical Placement: [ ] Electrical under carpet [ ] Electrical in back of booth

Graphic: [ ] With exhibit [ ] Shipped separately

Special Tools/Hardware/Equipment Required: __________________________________________

Outbound Shipping Information

Ship to: __________________________

Method of shipment*: [ ] Common Carrier [ ] UPS [ ] FedEx [ ] Show Carrier

*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.

If labels are provided where will they be: __________________________________________

Freight Charges: [ ] Prepaid [ ] Collect

Bill to: __________________________

A minimum charge of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Rate Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$ 141.35</td>
<td>$ 183.80</td>
</tr>
<tr>
<td>Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday</td>
<td>$ 212.03</td>
<td>$ 275.70</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$ 292.70</td>
<td>$ 367.60</td>
</tr>
</tbody>
</table>

Description of labor requested:

Estimate of Charges

<table>
<thead>
<tr>
<th>Computation of Labor Charges</th>
<th># of Workers X</th>
<th># Hours X</th>
<th>Labor Rate</th>
<th>Total Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Dismantling</td>
<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays’ liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor’s property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.
## 2020 NGS Family History Conference
Salt Palace Convention Center, May 20-23, 2020

### IMPORTANT INFORMATION & RATES

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator. Please call for quote if forklift over 5,000lbs is required.

Forklift time required to move freight to and from the dock to your booth is included in the freight handling charges, refer to Advance or Direct order forms for further information.

### DISCOUNT ORDER FORM

**Register Here for Online Ordering...**
http://valleyexpodisplays.com/page/register
**EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM**
**FAX: 815.873.1544**

**DISCOUNT PRICE DEADLINE:**
April 28, 2020

4950 American Road  
·  Rockford, IL 61109  
·  Phone: 815.873.1500  
·  Fax: 815.873.1544

### INSTALLATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate (per hour)</th>
<th>Standard Rate (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$ 295.95</td>
<td>$ 384.75</td>
</tr>
<tr>
<td>Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday</td>
<td>$ 443.93</td>
<td>$ 577.13</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$ 591.90</td>
<td>$ 769.50</td>
</tr>
</tbody>
</table>

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.

### Hours of Operation

- **Move In Dates & Times**
  - 5/19/2020; 10:00am-5:00pm
  - 5/20/2020; 7:30am-9:30am

- **Move Out Dates & Times**
  - 5/23/2020; 3:00pm-8:00pm

### Required Information

- Does the weight exceed 5,000 lbs?  
  - [ ] No  
  - [ ] Yes, _____________ total weight
- Is there any special handling equipment required to lift materials, i.e. extended forklift blades, special slings, etc.?  
  - [ ] No  
  - [ ] Yes  
  
  Please describe needs:

---

### DISMANTLE

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift crew is one (1) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Other:

- Please describe work.

---
Orders with payment in full must be received by April 28, 2020 for discounted prices.

Submit this form if you want to order Valley Expo & Displays cleaning service for your booth in order to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned.

**Standard Booth Size (10'x10') = Square Footage (100 square feet per booth)**

**Carpet Vacuuming:** Booth carpeting is clean upon installation; however, vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet; therefore, we recommend ordering vacuuming at least once prior to show opening.

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>X</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Prior to Show Opening</td>
<td></td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>4 Days - Prior to Show Opening Each Day</td>
<td></td>
<td>$2.60</td>
<td>$3.40</td>
<td></td>
</tr>
</tbody>
</table>

**Porter Service:** Includes wipedown & dusting of all display surfaces and furnishings, and emptying of wastebaskets nightly.

<table>
<thead>
<tr>
<th>Sq. Ft.</th>
<th>X</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Prior to Show Opening</td>
<td></td>
<td>$0.70</td>
<td>$0.90</td>
<td></td>
</tr>
<tr>
<td>4 Days - Prior to Show Opening Each Day</td>
<td></td>
<td>$2.80</td>
<td>$3.60</td>
<td></td>
</tr>
</tbody>
</table>

---

40 of 56
2020 NGS Family History Conference  
Salt Palace Convention Center, May 20-23, 2020

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **April 28, 2020** to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Event Labor Order Form for assistance in installing your signs if it will be needed. All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra.

Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.

**Upload your artwork to:** [http://ftp.hostedftp.com/~valleyexpo](http://ftp.hostedftp.com/~valleyexpo)  
Or email to **events@valleyexpodisplays.com**  
Please see the following page for artwork requirements on “Supplied Digital Arts Standards” form. Contact name, E-mail address and phone number are requested in case we have questions.

**Contact for sign questions:** ________________________________________________

**Email:** ________________________________________________

**Phone:** ________________________________________________

<table>
<thead>
<tr>
<th>Foamcore Signs</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Background</td>
<td>11” x 14”</td>
<td>________</td>
<td>$73.75</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>14” x 22”</td>
<td>________</td>
<td>$107.10</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>22” x 28”</td>
<td>________</td>
<td>$167.55</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>28” x 44”</td>
<td>________</td>
<td>$216.60</td>
<td>________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vinyl Banners White Background Only</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ X 4’</td>
<td>________</td>
<td>$179.80</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>2’ X 6’</td>
<td>________</td>
<td>$216.80</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>2’ X 8’</td>
<td>________</td>
<td>$316.70</td>
<td>________</td>
</tr>
</tbody>
</table>

Grommets for hanging are included

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Easel Back</td>
<td>________</td>
<td>$14.15</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>Sign Grommets</td>
<td>________</td>
<td>$5.50</td>
<td>________</td>
</tr>
<tr>
<td></td>
<td>Color Background</td>
<td>________</td>
<td>$Add 25%</td>
<td>________</td>
</tr>
</tbody>
</table>

**Sign copy to be arranged:** □ Horizontally  □ Vertically

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
</table>

| Subtotal | $ |
| 7.75% Sales Tax | $ |
| **Total** | $ |

Must include Recap of Cost and Payment Form along with order form.
Supplied Digital Art Standards

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at 815-873-1500 or e-mail events@valleyexpodisplays.com

Raster (Pixel-based) Art -
Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi at output size. For example, a file for 16 x 20 inch output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but cmyk is preferred. Its helpful if all your files are consistently one or the other.
Use for:
Photographic or continuous tone images.

Vector Art -
Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality. Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.
NOTE: A Raster image imported or placed, and then saved in these programs is not changed into vector art….it is still a raster image and may not be suitable for some output options.
Logos & illustrations produced as cut vinyl MUST be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.
Use for:
Cut vinyl, large format text, logos, graphic elements.

Art Size: Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

Raster Art can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

Vector Art should be Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign) files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

QuarkExpress users, supply eps files with fonts embedded. Native Quark files are no longer supported.

Media: CD or DVD. For FTP access contact your Valley representative.
Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

Still have questions?
Call 815-873-1500
or
E-mail: events@valleyexpodisplays.com
To view complete brochure and order forms please click on the link below:

Click on Link:  Valley Specialty Furnishings Brochure & Order Forms
# FLORAL ORDER FORM

**Name of Show:**  
**Location:**  
**Exhibitor:**  
**Bill to:**  
**Address:**  
**City:**  
**State:**  
**Zip:**  
**Phone:**  
**Fax:**  
**Email:**  
**Company Representative:**  
**Purchase Order #:**  
**Job #:**  
**Date Ordered:**  
**Payment Information:**  
Circle one: VISA, MC, AMEX, DISCOVER
**Name:**  
**Card #:**  
**Exp. Date:**  
**CVV code:**  
**Signature:**  
**Booth Contact:**  
**Contact Phone:**  
**Available Time/Date:**  
**Name of Show:**  
**Location:**  
**Exhibitor:**  
**Bill to:**  
**Address:**  
**City:**  
**State:**  
**Zip:**  
**Phone:**  
**Fax:**  
**Company Representative:**  
**Purchase Order #:**  
**Job #:**  
**Date Ordered:**  
**Payment Information:**  
Circle one: VISA, MC, AMEX, DISCOVER
**Name:**  
**Card #:**  
**Exp. Date:**  
**CVV code:**  
**Signature:**  

### Tropical Plants

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potted Ferns</td>
<td>$66.40</td>
<td></td>
</tr>
<tr>
<td>2’ Plants</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td>3’ Plants</td>
<td>$101.05</td>
<td></td>
</tr>
<tr>
<td>4’ Plants</td>
<td>$116.50</td>
<td></td>
</tr>
<tr>
<td>5’ Plants</td>
<td>$151.55</td>
<td></td>
</tr>
<tr>
<td>6’-7’ Plants</td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

**Containers for Plants:**  
Black ____  White ____

*TALLER PLANTS ARE AVAILABLE, PLEASE INQUIRE IN ADVANCE*

### Blooming Plants

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potted Mums <em>(Yellow, White, &amp; Lavender)</em></td>
<td>$73.05</td>
</tr>
<tr>
<td>Potted Azaleas <em>(Red, Pink, &amp; White)</em></td>
<td>$73.05</td>
</tr>
<tr>
<td>Bromeliads</td>
<td>$73.05</td>
</tr>
</tbody>
</table>

### Floral Arrangements

Please Choose Tropical or Seasonal
*(Please indicate desired colors)*
*Floral Arrangements are only guaranteed for 3 days*

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Arrangement <em>(12”x12”)</em></td>
<td>$86.50</td>
</tr>
<tr>
<td>Medium Arrangement <em>(18”x14”)</em></td>
<td>$110.00</td>
</tr>
<tr>
<td>Large Arrangement <em>(24”x18”)</em></td>
<td>$132.50</td>
</tr>
<tr>
<td>Tax (8%)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

---

Floral Exhibits, Ltd.  
Phone #: 773.277.1888  
2555 S Leavitt St.  
Fax #: 773.277.1919  
Chicago, IL 60608  
www.floralexhibits.com

**PLEASE RETAIN A COPY FOR YOUR RECORDS**
Payment Policy

Modern Expo & Events (MEE) requires payment in full at the time services are ordered. Further, MEE requires that you provide a credit card authorization to charge your account for services, which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

Modern Expo & Events accepts Master Card, Visa, American Express, Discover, company check (NO personal checks) or bank wire transfers (please call for wire transfer instructions) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Exhibitors will be charged a $50.00 fee for each returned NSF check.

If you are tax exempt in the state in which you will be exhibiting, you must provide MEE with a Sales Tax Exemption Certificate for the state. Please contact MEE for forms and instructions. Taxes vary by location and will be added to your invoices if you do not submit your Tax Exempt Certificate prior to the start of show.

No adjustments to invoices will be made after the close of show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a $100 cancellation fee.

All balances must be paid in full prior to the close of the event. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney’s fees, and court costs, that my be incurred in effort to collect any unpaid balance.
### ELECTRICAL SERVICES

#### 120 Volt Motor & Equipment Outlets
Orders of 4 or more outlets will require at least 1 hour minimum Electrician labor

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Pre-Order Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet up to 5 amp or 500 watt</td>
<td>98.00</td>
<td>127.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet up to 10 amp or 1000 watt</td>
<td>144.00</td>
<td>187.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet up to 15 amp or 1500 watt</td>
<td>189.00</td>
<td>246.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet up to 20 amp or 2000 watt</td>
<td>209.00</td>
<td>272.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 208 Volt Motor & Equipment Outlets
For all 208 Volt outlets you must also order at least 1 hour minimum Electrician labor

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Pre-Order Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 amps or less</td>
<td>284.00</td>
<td>369.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 amps</td>
<td>342.00</td>
<td>445.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 amps</td>
<td>567.00</td>
<td>737.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For power greater than 60 amps, please call for pricing

#### Miscellaneous

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Pre-Order Price</th>
<th>Regular Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cord</td>
<td>17.00</td>
<td>22.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power strip</td>
<td>17.00</td>
<td>22.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Electricity must be ordered for extension cord or power strip usage)

#### Electrician

For assistance with special electrical requirements. If you have an island or bulk booth, or are ordering a single phase or 3 phase outlet, you must order a minimum of 1 hour electrician labor.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Regular Price</th>
<th>Overtime</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td>Per man Hour</td>
<td>81.00</td>
<td>157.00</td>
<td></td>
</tr>
</tbody>
</table>

- Outlets requiring 24 hour service are priced at DOUBLE THE RATE of the outlet ordered.
- Dedicated Circuits are priced at DOUBLE THE RATE of the outlet ordered.
- HOT TUBS and HEAVY EQUIPMENT - As Per facility regulations, ALL hot tubs and heavy equipment are required to order the maximum amperage rated for that individual item. NO EXCEPTION. (Most hot tubs are rated at Single Phase 208V 60amp. Maximum Amperage = total electrical needed for heating element, pump, lights, etc.).
- All electrical in stand alone, bulk or island booths (4 or more booths grouped together) or orders of Single or 3 Phase outlets will be subject to a 1 hour minimum electrician labor charge.
- No credits will be issued for outlets installed as ordered and not used.

(See next page for additional rules and regulations)

### NOTE:

all electrical will be placed at the back of your booth unless otherwise indicated on page 12 of this kit. If you require your electrical to be placed anywhere else in your booth, there will be a minimum 1 hour electrician charge. Please see rates above in the Electrician section.
PLEASE ATTACH THIS PAGE TO THE ELECTRICAL ORDER FORM TO ENSURE PROPER PLACEMENT OF THE OUTLETS IN YOUR BOOTH.

Rates quoted for all connections cover delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation and a half hour for removal. All outlets will be placed at the center back of the booth unless otherwise indicated in the grid below.

**EXAMPLES OF PLACEMENT**

<table>
<thead>
<tr>
<th>In-line booths</th>
<th>Peninsula Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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Aisle # ______

**BACK OF BOOTH**

<p>| | |</p>
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**FRONT OF BOOTH**

Indicate Adjacent Booth or Aisle Number

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**ISLAND BOOTH**

Indicate Adjacent Booth or Aisle Number

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BACK OF BOOTH

Indicate Adjacent Booth or Aisle Number

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</tbody>
</table>

COMPANY NAME       DATE       BOOTH #

424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com

2020 NGS Family History Conference
Salt Palace Convention Center
May 20-23, 2020
Pre-Order Discount Deadline April 28, 2020
Electrical service is **NOT** included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Expo & Events for installation of electrical service and must pay MEE a fee for electrical service used on a rate schedule determined by the exhibit facility. Please help us provide you with the best service and avoid possible service issues by **ORDERING YOUR ELECTRICAL SERVICE IN ADVANCE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.**

Extension cords are **NOT** included in your order. They may be rented from Modern Expo & Event. Please see page 2 to order extension cords and other accessories.

Any extension cords brought in by Exhibitors or their Designated Contractors must be **FLAT** cords per facility policy.

Triple Outlet Adapters are **NOT** allowed per facility policy.

All cords **MUST** be taped down with black and yellow caution tape per facility policy.

**All cords MUST** be grounded.

Exhibitors and/or their contractors may **NOT** make any connection to a permanent facility electrical connection. Any exhibitor making an unauthorized electrical connection will have their electrical service disconnected until such service has been properly ordered and paid for through MEE representatives. MEE shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical service disconnected due to unauthorized connection or for failure to pay for electrical service.

Exhibitors may not share electrical connections with neighboring exhibitors

Exhibitors may not make connection to extension cords or other power supplies provided for the use of neighboring exhibitors.

Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of Modern Expo & Events and are not to be moved, altered or removed from the booth space by exhibitors or their contractors. Any material or equipment that is missing from the booth space at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by MEE.

Modern Expo & Events is not responsible for fluctuations in delivered power or interruptions in electrical service due to circumstances beyond its control such as facility power supply issues, power outages, brown-outs, etc.

Modern Expo & Events is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material. Please check to make sure that you understand your power needs and order enough electricity to adequately power those needs.

Electrical rates include providing power to a single location within the booth space. For in-line and peninsula booths, service is provided to the back center of the booth. For island booths, service is provided to a single location within the booth. Custom service drops are available for an additional fee. Electrical charges are based upon wattage/amperage, regardless of the amount of time used. If the exhibitor is found using electricity that has not been ordered, or found using more than was ordered, the exhibitor will be charged accordingly.

Electrical rates do not include connection of exhibitor equipment or display material to electrical service drop. Custom connection is available on a time and material basis.

Claims will not be considered unless filed prior to close of show.
The Business Services Center is your office away from the office!

We are an on-site, full service print, copy and shipping center, located inside the Convention Center, on the north end of the upper concourse.

For more information, contact the Business Center at (385) 468-2228 or businesscenter@saltpalace.com.

YOUR OFFICE...AWAY FROM THE OFFICE!

BUSINESS CENTER ACCOUNT
Set up an account with us for quick and easy access to all our services and supplies with the convenience of a single invoice at the close of the event. Receive a 10% discount on all services (excluding shipping costs).

Set up your account: Online or Submit a PDF Form

COPY AND PRINT SERVICES
Don’t pay expensive freight charges to get printed materials shipped in for your event and don’t waste time walking to an
all of your copy and printing needs here, in house. Here you can have copies and prints made while you wait or have us pick-up and deliver your projects to your exhibit booth or meeting room.

BEFORE THE EVENT: Call, email or place an order on-line. Your prints will be ready for you when you arrive.

DURING THE EVENT We can complete most jobs while you wait. If you need to create or revise your documents, we have computer access with the latest versions of

Adobe Creative Suite for editing in Illustrator, Photo-
shop and InDesign.

Submit a print job: Online

OFFICE SUPPLIES
W push pins, V

The list goes on and we have it!

COMPUTER AND INTERNET ACCESS
The Business Center computers all have high-speed access to the Internet.

Adobe Creative Suite for editing in Illustrator, Photo-

SCOOTER & WHEELCHAIR RENTALS

are visiting our convention center , daily and event rates.

Submit a Rental Reservation: Online or Submit a PDF Form

SHIPPING & RECEIVING
Avoid airline baggage fees and the hassle of carrying heavy luggage. The Salt Palace e use UPS,
FedEx and US Postal Services. We have regular weekday pickups and a large supply of boxes and packing materials.

*The Salt Palace Business Center can ship and receive any package under 150lbs.

Submit Receiving Information: Online or Submit a PDF Form

Use our convenient Event Identification Labels
The Salt Palace Convention Center is committed to delivering high quality Internet services. We have multiple carriers and leading-edge infrastructure. Our services are provided over a versatile system that can be tailored at the request of each event, operating multiple networks and provide access for thousands of users throughout the facility.

- High-speed Internet available anywhere in the facility over our in-house fiber optic network.
- Point-to-point LAN/VLAN networks
- High-density WiFi throughout the facility. 802.11 a/b/g/n/ac.
- 5 GHz in exhibit halls. 2.4 GHz and 5 GHz available in lobby areas and meeting rooms.
- Complimentary WiFi in all lobby areas and meeting rooms.
- Multiple access points in each exhibit hall, meeting room and lobby. Additional mobile access points to meet event-specific WiFi requirements.
- Able to operate multiple networks and provide access for thousands of concurrent WiFi connections.
- All services are active 24-hours a day for the duration of the event.
- Onsite technical staff with dedicated support during all event hours.

**Wired Internet**

**Internet Basic:** a single Internet drop, up to 3 Mbps shared. Includes one private IP address (DHCP). Used for standard web-browsing, email access, social media, online sales, etc. Internet Basic provides access for one device, access for additional devices can be purchased.

**Internet Business:** a single Internet drop, up to 10 Mbps shared. Includes one private IP address (DHCP). Used for web demonstrations, video playback, streaming applications, etc. Internet Business provides access for one device, access for additional devices can be purchased.

**Internet Dedicated:** a single Internet drop with dedicated, high-bandwidth service, 20 Mbps or more. Includes one private IP address (DHCP). VLANs can be purchased for access at multiple locations.

**Public IP address:** an option available for any of our wired Internet services.
Wireless Internet

**SP Guest - Complimentary:** up to 2 Mbps. for light web browsing, email, social media, etc. Broadcast in all meeting rooms, as well as lobby and concourse areas. Available in one hour sessions.

**SP Guest - Daily:** up to 3 Mbps. for light web browsing, email, social media, on-line sales, etc. Broadcast in all meeting rooms, as well as lobby and concourse areas. Available for purchase in full-day sessions.

**SP Premium***: High-speed (unthrottled) WiFi for web demonstrations, on-line sales, video playback, wireless printers, etc. Broadcast throughout the facility. Available for purchase in full-day sessions.

**Connect! Spot***: High-speed (unthrottled) personal WiFi for exhibit booths. Custom network name and password. Designed for exhibitors with multiple wireless devices and guests. Connect! Spot services can be purchased for 25, 50 or 100 connections.

*these services are broadcast in the 5 GHz frequency only. You must have a wireless adapter capable of 802.11 a/n/ac. Wireless-AC USB adapters are available for purchase in the Business Center, if needed.*

Telephone Services 2019

Analog telephone lines are available for voice and data service. Choose from a single-line handset or a Polycom conferencing station. Lines can be programmed with features such as toll restriction, line hunter/rollover, call waiting and Voicemail.

- VoIP to analog technology
- You must dial “9” to reach an outside line
- Active 24-Hours a day after installation
- A single-line telephone handset rental is included with all orders.
- A Polycom conferencing station is available to rent.

**Analog Telephone Line:** Standard line used for telephone calls, faxing and credit card terminals. Our lines are VoIP converted to analog. They may not work on older credit card or fax machines. We do have a limited number of POTS lines available.

**Polycom Conference Phone Set:** Large speaker for conferencing with a group.
Programming: Additional features such as call rollover, toll restriction and voicemail can be requested.

Digital Telephone Line: Digital Telephone lines are available for voice calling only. Digital handsets have additional features such as digital display, redial, call forward and call logs. Limited availability. Call for details and pricing.

Cable Television Services 2019

Keep up with breaking news or make sure your attendees can watch that big game! Comcast Cable Television services can be ordered in any exhibit hall or meeting room. Local channels and most standard cable channels are available. Many channels available in HD. A Comcast cable box and remote will be issued to you when the service is installed. HDMI Cable and television set not included.

Order Internet, Telephone and Cable Television: Online or Submit a PDF Order Form

Engineering Services 2019

Water Fill / Empty: One time fill for a single container (hot tub, aquarium, fountain, etc) and a one time empty.
Drain Line: Gravity flow drain line. Semi-rigid PVC. Slip-fit with hose clamp connection. Location must be in close proximity to a floor box. Available in most exhibit halls.
Compressed Air Connection: 100 PSI. 3/8 inch quick universal disconnect and c/o valve.
Natural Gas Connection: 1/2 inch quick disconnect Regulator not included. Equipment must have 1/2 inch NPT male fitting to adapt to.

IMPORTANT! Engineering services are available in exhibit halls only. Some services are limited to select areas.

- Halls A-E: Water connections and compressed air at columns. Natural gas on west wall only. Drain in floor boxes.
- Halls 1-4: Water connections in floor boxes of Halls 1 and 4 only. Compressed air in floor boxes. No drain service or natural gas.
- Halls 4 (expansion area, south end) and Hall 5: Water connection and compressed air are available at select columns. Natural gas is dropped from the ceiling on the south end. Drain in floor boxes.

Order Engineering Services: Online or Submit a PDF Order Form

Salt Palace Convention Center, Facility Services Department, (385) 468-2229, facilityservices@saltpalace.com
# Internet - Telephone - TV Services

## Exhibitor Order Form

### Event Information

- **Event Name:** 
- **Event Date:** 
- **Booth / Room:** 
- **Onsite Contact:** 
- **Onsite Contact Phone:**

### Exhibitor Information

- **Company Name:** 
- **Address:** 
- **City, State, ZIP:** 
- **Ordered By:** 
- **Email Address:**

### Wired Internet: Description of Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Quantity</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Basic: shared 3 Mbps, DHCP, private IP address for the first computer/device</td>
<td></td>
<td>$600</td>
<td>$720</td>
<td></td>
</tr>
<tr>
<td>Internet Business: shared 10 Mbps, DHCP, private IP address for the first computer/device</td>
<td></td>
<td>$1095</td>
<td>$1295</td>
<td></td>
</tr>
<tr>
<td>Additional computer, each</td>
<td></td>
<td>$175</td>
<td>$225</td>
<td></td>
</tr>
<tr>
<td>Upgrade to Public IP Address</td>
<td></td>
<td>$75</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>Dedicated Internet, 20 Mbps or more (up to 10 Gbps)</td>
<td></td>
<td></td>
<td></td>
<td>Quote</td>
</tr>
</tbody>
</table>

### Wireless Internet: Description of Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Quantity</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP Guest: Complimentary WiFi (available in all meeting rooms and lobby areas), 2 Mbps</td>
<td></td>
<td>Complimentary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP Guest: Daily WiFi (available in all meeting rooms and lobby areas), 3 Mbps</td>
<td></td>
<td>$15 device/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP Premium**: High-speed WiFi, 20 Mbps (full facility availability)</td>
<td></td>
<td>$60 device/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connect! Spot**: Custom High-speed WiFi, 20 Mbps, up to 25 connections</td>
<td></td>
<td>$1695</td>
<td>$2034</td>
<td></td>
</tr>
<tr>
<td>Connect! Spot**: Custom High-speed WiFi, 20 Mbps, up to 50 connections</td>
<td></td>
<td>$2445</td>
<td>$2934</td>
<td></td>
</tr>
<tr>
<td>Connect! Spot**: Custom High-speed WiFi, 20 Mbps, more than 50 connections</td>
<td></td>
<td>Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**In order to provide a high-quality, high-speed WiFi service, these networks are broadcast 5 GHz only. Please ensure your device(s) support 5 GHz before ordering.

### Telephone: Description of Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Quantity</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analog Telephone Line</td>
<td></td>
<td>$200</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Polycom Conference Telephone Set</td>
<td></td>
<td>$125</td>
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</tr>
</tbody>
</table>

### Cable Television: Description of Services

<table>
<thead>
<tr>
<th>Description of Services</th>
<th>Quantity</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable Television Service (Comcast / Xfinity)</td>
<td></td>
<td>$300</td>
<td>$400</td>
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</table>

### Additional Information

- To order on-line, click here.
- To qualify for the advance rate, order and payment must be received in full, a minimum of 10 days prior to event move-in.
- For Connect! Spot orders: enter your SSID (network name) and password. SSID: __________ Password: __________
- Telephone: description of services
- Cable Television: description of services

For more information, give us a call Facility Services Department (385) 468-2229
GENERAL CONDITIONS & REGULATIONS
1. The Salt Palace Convention Center (hereafter referred to as “SPCC”) is the exclusive provider of all telephone, Internet (wired and wireless) and Business Center sales within the facility.
2. Purchase and use of the SPCC services is limited to exclusive use by ordering client, their employees and guests. Resale or other unauthorized distribution of these services is prohibited.
3. Rates are subject to change.
4. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first served basis.
5. All services will be installed during designated move-in times. Installation will be finalized once the event floor is clear of freight and other obstacles. Services will be disconnected on the last day of the event, 30 minutes after the official closing time.
6. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the SPCC.
7. A replacement fee will be assessed on any materials and equipment that is damaged or not returned at the close of the event. Equipment can be returned to the SPCC Security Office or the Business Center at any time.
8. The SPCC is not responsible for the installation, programming or performance of personal (non-Salt Palace) equipment. Additional labor cost may be applied if assistance is required for installing or troubleshooting of personal equipment if the problem is found not to be the fault of the SPCC.
9. Under no circumstances shall anyone other than SPCC technicians do any special wiring in the convention center without prior written approval. Supplemental services ordered from outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by Salt Palace technicians. These services will be assessed co-location fees for service plus wiring and labor.
10. A drawing indicating service placement(s) is required to be submitted with all wired Internet, engineering, cable TV and telephone orders. If a drawing is not received, SPCC technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a $75 fee to relocate a line once it has been placed.
11. Rates quoted for all services include bringing the requested communication services to the booth or room in the most convenient manner and do not include special wiring, overhead drops and/or special set-up or installation of client equipment. Additional labor charges will be assessed when special services are required.
12. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the SPCC in a timely manner.

RATES & PAYMENTS
1. Payment for services must be paid in full before service is installed. All payments are in US Dollars.
2. The advance rate is available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify. All orders, additions and changes after this date will be charged at the standard rate.
3. A 3.5% convenience fee will be applied to orders paid by credit card.
4. Company checks are to be made payable to “Salt Palace Convention Center.” No personal checks accepted.
5. A notice to confirm your order and a link to the payment portal will be emailed within (5) business days. Please call if you do not receive this email.
6. Notification of cancellation must be received, in writing, a minimum of 10 days prior to move-in. Cancellation received fewer than 10 days prior, but before installation begins, will be assessed a 20% cancellation fee.
7. Any changes to your order after it has been installed will be assessed a minimum charge of $75.00 per line.
8. Service cannot be cancelled once installation has begun.

INTERNET SERVICE TERMS
1. Internet service is delivered to a single location within your booth or room. If you require access for more than one computer or device, make sure your order service for all additional devices.
2. Usernames/passwords and IP addresses are assigned approximately one week prior to each event. This information will be made available to you at the drop location, the Facility Services service desk or through the Salt Palace Business Center. It can also be emailed to you upon request.
3. Services that use public IP addresses require "Administrator Privileges" in order to enter the IP address in the computer's settings.
4. Wired Internet service can extend up to 30' from the original drop location as long as cabling is sufficiently secured and stays within your contracted space. Otherwise, an additional Internet drop will be required. Fees for a second Internet service will apply.
5. The SPCC cannot guarantee the performance or accessibility of services beyond the SPCC's gateway.
6. Most VPN (virtual private network) connections are supported through the wired system with direct access via a public IP address. However, corporate policies may restrict access or require additional support from your corporate IT professionals. The SPCC recommends testing VPN services prior to the event to ensure support.
7. All services are tested once installation is completed. Performance reports and other stats for Internet services are kept on file for up to one month and can be issued upon request.

WIRELESS (WI-FI) SERVICE TERMS
1. The SPCC wireless services offer basic access to the Internet over a 10 Gbps circuit. Bandwidth is shared with administration and other events in the facility. Dedicated bandwidth for a custom network is available upon request.
2. Wireless connection speeds will vary. The actual speed depends on a variety of factors such as: the number of users on the network; personal device capabilities; and the size and location of the load or download.
3. Wireless service is inherently vulnerable to interference from equipment and devices that transmit on the same radio channels, operate within the same frequency spectrum or have the ability to corrupt or block wireless frequencies. The SPCC cannot guarantee that interference will not occur.
4. Credit will not be given for decrease of wireless performance due to interference generated by the event and its exhibitors, contractors and attendees.
5. Using 5 GHz capable devices (802.11 a/n/ac) is strongly encouraged as wireless speeds and connectivity will not be guaranteed in the 2.4 GHz band. Only 5 GHz devices can be used on SP Premium and Connect Spot WiFi services.
6. The SPCC is not responsible for wireless networks that it does not own or manage.

The SPCC does NOT recommend wireless service for critical event services such as web presentations, on-line sales, registration or video streaming. For these and other critical activities, the SPCC recommends purchasing wired service.

INTERNET SECURITY
1. The SPCC does not provide security, such as firewalls, anti-virus etc., on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The SPCC is not responsible for any damages arising from the use of non-secured devices on the network.
2. The SPCC recommends that all devices directly or indirectly accessing the network have the latest virus scan software, security updates, system patches and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely affects the SPCC network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the SPCC’s discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

LEGAL USE OF INTERNET SERVICES & LIMITATION OF LIABILITY
1. Any illegal usage of SPCC services including transmission, distribution or storage of material or conduct in violation of any applicable local, state, federal or foreign laws or regulations is prohibited. Illegal usage of the SPCC services may result in termination of service.
2. Under the Digital Millennium Copyright Act (DMCA) it is illegal for any party to transmit or download copyrighted materials. Any violation of DMCA copyright laws may result in termination of Internet service and may result in legal action taken against the customer by either the copyright holder or the service provider.
3. The SPCC does not provide an expressed or implied warranty for the equipment and services provided, including no warranty of fitness for particular purpose or merchantability. Part of the agreement with the SPCC is a limitation of liability so that Client’s sole remedy or recourse against the SPCC shall be the return of the price that the client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The SPCC shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.
4. Client shall indemnify the SPCC from third party claims arising from Client’s use of the SPCC’s services and equipment.
# AIR - WATER - NATURAL GAS SERVICES

## EXHIBITOR ORDER FORM

---

### EVENT INFORMATION

- **Event Name:**
- **Event Date:**
- **Booth / Room:**
- **Onsite Contact:**
- **Onsite Contact Phone:**

### EXHIBITOR INFORMATION

- **Company Name:**
- **Address:**
- **City, State, ZIP:**
- **Ordered By:**
- **Email Address:**

---

### TO ORDER ON-LINE, CLICK HERE

---

### COMPRESSED AIR:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Advance Rate*</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed Air Connection: 3/8” universal quick disconnect and c/o valve, 100 PSI</td>
<td></td>
<td>$222</td>
<td>$318</td>
<td></td>
</tr>
</tbody>
</table>

---

### WATER:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Advance Rate*</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fill &amp; Empty - Up to 100 gallons: one time fill and one time empty for a single container</td>
<td></td>
<td>$126</td>
<td>$198</td>
<td></td>
</tr>
<tr>
<td>Water Fill &amp; Empty - 101 to 500 gallons: one time fill and one time empty for a single container</td>
<td></td>
<td>$222</td>
<td>$318</td>
<td></td>
</tr>
<tr>
<td>Water Fill &amp; Empty - over 500 gallons: one time fill and one time empty for a single container</td>
<td></td>
<td>Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold Water Connection: 3/4” standard hose bib with shut-off valve</td>
<td></td>
<td>$234</td>
<td>$330</td>
<td></td>
</tr>
</tbody>
</table>

What will the cold water connection be used for? (coffee machine, sink, etc.): ____________

- **Drain Line:** Semi-rigid PVC. Slip-fit with hose clamp connection. Gravity flow. Requires close proximity to a floor box. Not available in Exhibit Halls 1-4.
  - **Quantity:**
  - **Advance Rate*:** $234
  - **Standard Rate:** $330

PVC Size (1”, 1 1/2”, 2” ID): ____________

---

### NATURAL GAS CONNECTION:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Advance Rate*</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Gas Connection: 1/2” quick disconnect. Regulator not included. Your equipment must have a 1/2” NPT male fitting.</td>
<td></td>
<td>$264</td>
<td>$360</td>
<td></td>
</tr>
</tbody>
</table>

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**TOTAL** ____________

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### SCHEDULING

- **Install / Fill Date & Time:**
- **Uninstall / Empty Date & Time:**

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### FLOOR PLAN OR BOOTH TEMPLATE

A floor plan or booth template showing service location is required to be submitted with each order. If one is not received, the engineer will place service in the area of the booth that they deem to be most convenient. There is a $75 fee to relocate a line once it has been placed.

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Visa, MasterCard, American Express, Discover Card and company check accepted. A 3.5% convenience fee will be applied to credit card purchases.

Credit Card Payment: Once your order is processed you will receive an email with a link the payment portal.

Check Payment: Check can be mailed along with this form to the address listed at the right. Payment in full is required before installation will begin.

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For more information, give us a call Facility Services Department (385) 468-2229

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Submit this form to:

Email: facilityservices@saltpalace.com
Fax: 385-468-2171
Mail: Salt Palace Convention Center
Attn: Facility Services
100 S. West Temple, Salt Lake City, UT 84101
GENERAL CONDITIONS & REGULATIONS

1. Purchase and use of the SPCC services is limited to exclusive use by ordering client, their employees and guests. Resale or other unauthorized distribution of these services is prohibited.
2. Rates are subject to change.
3. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first served basis.
4. All services will be installed during designated move-in times. Installation will be finalized once the event floor is clear of freight and other obstacles. Services will be disconnected on the last day of the event, 30 minutes after the official closing time.
5. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the SPCC.
6. A replacement fee will be assessed on any materials and equipment that is damaged or not returned at the close of the event. Equipment can be returned to the SPCC Security Office or the Business Center at any time.
7. The SPCC is not responsible for the installation or performance of personal (non-Salt Palace) equipment. Additional labor cost may be applied if assistance is required for installing or troubleshooting of personal equipment if the problem is found not to be the fault of the SPCC.
8. Under no circumstances shall anyone other than SPCC technicians do any alterations to convention center infrastructure without prior written approval.
9. A drawing indicating service placement(s) is required to be submitted with all wired Internet, engineering, cable TV and telephone orders. If a drawing is not received, SPCC technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a $75 fee to relocate a line once it has been placed.
10. Rates quoted for all services include bringing the requested services to the booth or room in the most convenient manner and do not include overhead drops and/or special set-up or installation of client equipment. Additional labor charges will be assessed when special services are required.
12. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the SPCC in a timely manner.

RATES & PAYMENTS

1. Payment for services must be paid in full before service is installed. All payments are in US Dollars.
2. The advance rate is available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify. All orders, additions and changes after this dated will be charged at the standard rate.
3. A 3.5% convenience fee will be applied to orders paid by credit card.
4. Company checks are to be made payable to “Salt Palace Convention Center.” No personal checks accepted.
5. A notice to confirm your order and a link to the payment portal will be emailed within (5) business days. Please call if you do not receive this email.
6. Notification of cancellation must be received, in writing, a minimum of 10 days prior to move-in. Cancellation received fewer than 10 days prior, but before installation begins, will be assessed a 20% cancellation fee.
7. Any changes to your order after it has been installed will be assessed a minimum charge of $75.00 per line.
8. Service cannot be cancelled once installation has begun.