



# California Hospital Association

## 2022 Disaster Planning Conference

### EXHIBITOR SERVICE KIT

(INSTRUCTIONS AND ORDER FORMS)

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**Welcome CHA Exhibitors,**

**Curtin Convention & Exposition Services, Inc. is pleased to serve as the General Service Contractor for this event.**

**We welcome the opportunity to blend our experience with your thoughts to develop a custom look and theme for your exhibit space.**

**Please contact us at (415) 883-7818 or [info@curtinconvention.com](mailto:info@curtinconvention.com) for any additional services you need. We look forward to assisting you towards a successful exhibit at CHA.**

**All orders must comply with Curtin's payment terms and conditions as specified in this Exhibitor Service Kit.**

## CHA 2022 Disaster Planning Conference September 13-14, 2022

Pasadena Convention Center

300 E. Green Street

Pasadena, CA 91101

### Official Service Contractor

Curtin Convention & Exposition Services, Inc.

Phone: 415-883-7818

2269 Chestnut Street, Suite 628

Fax: 415-883-1755

San Francisco, California 94123

**Online Ordering:** You will be notified via email when online ordering is open along with instructions on how to access the system.

**Email Order Forms or Questions:** [info@curtinconvention.com](mailto:info@curtinconvention.com)

### Exhibit Space Information

**Exhibit Location:** Halls A

**Booth Size:** 10' deep x 10' wide

**Drape Color:** Booth spaces will be set with 8' high **grey** back drape and 3' high **grey** side drape.

**Furniture:** Each booth space includes (1) 8' **blue** skirted tables, (2) chairs, (1) wastebasket and (1) ID Sign. No substitutions or credits allowed.

**Electrical:** Each company will receive (1) 500-watt, 120 Volt Duplex Outlet. Extension cords and power strips are not included. These items will be available to rent through Edlen Electrical. \*Information to follow.

**Booth Carpet:** The booth spaces are **NOT** carpeted. \*Booth carpet is available to rent. Please refer to page 11.

**\*The aisles will be carpeted with salt & pepper carpet. Please note that the aisles are going to be wider than the aisle carpet and the aisles will have ½ foot to a 1' on each side – non carpeted – between carpet and actual booths to create more social distancing.**

### Additional Services

**Additional Services:** Audio Visual and Internet Services are NOT included in your booth space. To order please refer to the appropriate Vendors Order Form included in this Exhibitor Service Kit.

Question: Please contact the appropriate Vendor.

First day freight can arrive to warehouse	Friday	August 12, 2022
<b>Last day to receive Advance Price on additional furniture, poster boards, labor, signs and electrical service.</b>	Friday	August 26, 2022
Advance Freight paperwork and payment due <b>*25% charge will apply if paperwork/payment is not received by due date.</b>	Thursday	September 8, 2022
<b>Last day Freight can arrive at the warehouse</b>	<b>Thursday</b>	<b>September 8, 2022, by 2pm.</b>
Deadline to cancel Display Labor	Thursday	September 8, 2022
Exhibit Set-Up Times: 1:00pm to 4:00pm	Monday	September 12, 2022
Exhibit Hours: 7:30am to 6:00pm <b>Dedicated Exhibit times:</b> Exhibit Viewing & Continental Breakfast: 8:00 – 9:00 a.m. Breaks: 10:15 – 10:45 a.m. & 1:45 – 2:15 p.m. Exhibit Show Reception: 4:30 – 6:00 p.m.  <b>*Schedule continued on next page.</b>	Tuesday	September 13, 2022

<b>Exhibit Hours:</b>	<b>7:00am to 1:45pm</b>	Wednesday	September 14, 2022
<b>Dedicated Exhibit times:</b>			
Exhibit Viewing & Continental Breakfast: 7:00 – 7:45 a.m.			
AM Break & Prize Drawing: 9:15 – 9:45 a.m.			
<b>Exhibit Teardown Hours:</b>	<b>2:00pm to 4:00pm</b>	Wednesday	September 14, 2022
<b>Earliest time Freight can be picked up:</b>	<b>2:15pm</b>	Wednesday	September 14, 2022
<b>Show floor must be clear by:</b>	<b>4:00pm</b>	Wednesday	September 14, 2022

**Advance Warehouse Shipping Address & Please Label as follows: \*Material Handling Charges apply**

**Advance Shipments to the Warehouse:**

**Shipments must arrive during the below timeframe:**

TO: (Company Name and Booth Number)

**\*August 12, 2022 – September 8, 2022**

FOR: CHA 2022 Disaster Planning Conference

**\*Shipments must arrive by 2pm.**

C/O: YRC Freight/Curtin Convention

9933 East Beverly Blvd, Pico Rivera, CA 90660

\*Warehouse hours: 7am to 2pm (Monday-Friday) Closed on Weekends and Holidays.

**Advance Warehouse Information**

**Advance Warehouse:**

- The Advance Warehouse receives and stores advance shipments up to 30 days prior to the first day of move-in of the conference.
- Shipments sent to the Advance Warehouse prior to the deadline date will be delivered to your booth space the morning of the listed Exhibitor set up date.

**International Shipments:**

- All International Shipments must be cleared through US Customs.
- Curtin Convention and the Advance Warehouse will not clear your shipments through US Customs.
- Exhibitor's shipping into the USA is responsible for obtaining a Customs Broker to clear shipments through US Customs.
- If you have any questions, please contact your shipping company.

**Advance Warehouse/Material Handling Charges in and out of Booth space include:**

- Labor and equipment to unload shipment from your shipping company.
- Storage up to 30 days in advance at the advance freight receiving warehouse address.
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound shipping companies and private owner vehicles

**Deadline:**

- **Thursday, September 8, 2022, by 2pm.**
- Shipments received after **Thursday, September 8, 2022**, will be charged a 25% surcharge fee, plus a transit charge from the Advance Warehouse to the conference facility. Transit charges will be determined at the time of the receipt of the Late Freight

**Show site Shipping Address via 3rd Party Carriers and Private Owner Vehicles: Material Handling Charges apply**

**Direct Shipments to Show site:**

**IMPORTANT: Shipments must NOT arrive prior to September 12, 2022.**

TO: (Company Name and Booth Number)

**\*Unloading at the loading Dock for Hall A: \*During the listed Set Up dates/times.**

FOR: CHA 2022 Disaster Planning Conference

C/O: Pasadena Convention Center/Curtin Convention

300 E. Green Street-Pasadena, CA 91101

**\*IMPORTANT: Onsite Curtin Contact for your Driver is Greg Pacheco/Cell (408) 674-8470. Driver is to go to Loading Dock located from the west side of the convention center, via Marengo Avenue. Please have your driver call Curtin onsite contact listed above prior to arrival.**

\*Shipping information continued on next page.

**Show site Information: \*Delivery of Freight by Private Owner Vehicles and 3<sup>rd</sup> Party Carriers.**

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All Private Owner Vehicles and Third Party Carriers will be unloaded/loaded at the facility's loading dock (area). during the listed Set up and Tear Down date/times. ***\*Use of the Loading Dock (Area) is EXCLUSIVE to Union unloading and loading of materials***

**Show site Information: \*Delivery of Freight by Private Owner Vehicles and 3<sup>rd</sup> Party Carriers Continued.**

- **Hand Carry** - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. The loading area is under union jurisdiction, and exhibitors will be required to self-park and then bring in materials through the main entrance of the Exhibit Hall. ***\*Multiple trips are not permitted.***
- **Unloading Service by Weight** – If the full contents of an Exhibitor's booth materials **EXCEED the Hand Carry and Cartload options**, the Exhibitor's full contents will be weighed at the loading area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All private owner vehicles and third-party shipping companies will be unloaded/loaded at a charge of \$185.000 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes unloading and reloading after the trade show. Please refer to the Material Handling Order Forms enclosed in this Exhibitor Service Kit for rates and description.
- **Display Vehicles:** Exhibitors displaying vehicles on the show floor, need to be pre-approved by CHA. All vehicles need to follow rules/regulations of the facility and subject to fire department approval. Coordination of move-in and move-out of vehicles will be handled through CURTIN. \*A round trip "Spotting Fee" of \$350.00 will apply to all vehicles. Please contact Dianna Curtin at [dianna@curtinconvention.com](mailto:dianna@curtinconvention.com) or (415) 883-7818 for information/detailed instruction.



## Outbound Shipping Information: after the close of the conference

### Exhibitors using the Official Show Carrier:

- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT at show site.

### Exhibitors NOT using the Official Show Carrier:

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the Facility's Loading Area after **2:15pm, Wednesday, September 14, 2022.**
- All materials must be off the show floor by **4:00pm, Wednesday, September 14, 2022.**
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **4:00 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- Please make sure all Drivers have our Teamster Foreman's name and cell number for the pick up: \*Greg Pacheco/Cell (408) 674-8470.

## Payment Policy:

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin **17 days prior (August 26, 2022)** to show installation.

Payment can be made by:

- Company or Personal Check – mail with order forms.
- Credit Card - By filling out the enclosed Credit Card Charge Authorization Form or ordering online through our online portal.  
VISA, MasterCard and American Express accepted.

**NOTE:** If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755 or email your order forms to [info@curtinconvention.com](mailto:info@curtinconvention.com). Any other form of payment must be sent with all forms to the address captioned above. OR You may order services online using our online portal.

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

**CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after date printed on Display Labor Order Form. *(3-Days prior to show move in date.)*

Any discrepancy in items ordered and items received, or any questions or complaint concerning services, **MUST** be reported to the Curtin Service Desk at the show immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.

#### UNION REGULATIONS:

Stated below are the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

**SIGN, DISPLAY AND ALLIED CRAFTS UNION:** Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs, and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

**TEAMSTERS UNION:** This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carriable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

**ELECTRICIANS UNION:** The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spotlights.

#### SAFETY:

Standing on Chairs, Tables or other Rental Furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

### Limits of Liability & Responsibility

**1.** CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.

**2.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

**3.** CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.

**4.** CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.

**5.** CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

**6.** It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, 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 \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees.

**7.** CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential, or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which make it impossible or impractical to exhibit the Exhibitor's materials.

**8.** Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one month after the cause of action accrues.

**9.** The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

**10.** CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

## Limits of Liability & Responsibility

**11.** Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12.** In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.

**13.** The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

**14.** No credit or refund will be issued on any orders cancelled after the advance order deadline date.

**15.** No credit or refund will be issued after the close of the event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

**16.** Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g., shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ATTENTION

## PETROLEUM SURCHARGE INFORMATION

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the exhibitor service kit. **The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. "Computation of Charges" page.**

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your support.

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

### Forms and Payment

CURTIN order forms and payment should be emailed, mailed, or faxed directly to CURTIN at [info@curtinconvention.com](mailto:info@curtinconvention.com) or fax (415) 883-1755 or ordering online through portal.

ALL OTHER order forms (AudioVisual & etc.) and payments should be emailed or faxed directly *to the appropriate company providing these services*. Contact information is located on the other forms enclosed.

Please see PAYMENT POLICY ENCLOSED

### Recap of Payment

#### **CURTIN Order Forms only**

FURNITURE, CARPET & ACCESSORIES	\$ _____
POSTERBOARDS	\$ _____
CLEANING	\$ _____
DISPLAY LABOR	\$ _____
3-PANEL BACKWALL AND COUNTER	\$ _____
SIGNS*	\$ _____
FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
<b>2% Petroleum Surcharge</b>	\$ _____
<i>SALES TAX</i>	\$ _____

\*(Note: 8.50% Sales Tax applicable on Signs ONLY)

**TOTAL (U.S. dollars) \$ \_\_\_\_\_**

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form along with your CURTIN orders.

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION Form can FAX form with accompanying CURTIN Order Forms to: (415) 883-1755 or scan/email to [info@curtinconvention.com](mailto:info@curtinconvention.com)

**\*IMPORTANT: If emailing this form, please leave the Account Number and Security Code off the form. Curtin Staff will contact you for that information.**

Card Type: ☐ American Express ☐ VISA ☐ MasterCard

Indicate: ☐ Company Credit Card ☐ Personal Credit Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3- or 4-digit Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please clearly print the following information:

Cardholder Name: \_\_\_\_\_

Cardholder Billing Street Address: \_\_\_\_\_

City/State/Country/Zip or Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For your convenience, we will use this authorization form to charge your credit card for any additional amounts incurred because of show site orders placed by your representative. These charges will include labor and freight handling as applicable.



Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

**\*Each booth space includes: (1) 8' Black Skirted Table, (2) chairs & (1) Wastebasket. Use order form for additional furniture/items only.**

CHAIRS:			TABLES:		
	Advance	Regular		Advance	Regular
Side Chair, Plastic, Grey or Black	\$95.00	\$133.00	(30" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
Armchair Padded, Grey	\$142.00	\$196.00	4' X 2' Display Table	\$167.00	\$230.00
Stool, Padded, Grey or Black	\$148.00	\$199.00	6' X 2' Display Table	\$195.00	\$264.00
			8' X 2' Display Table	\$220.00	\$297.00
			4th side draped (additional)	\$56.00	\$66.00
			*Undraped Tables will be charged less \$10.00 off above prices.		
CARPET:			DISPLAY COUNTERS:		
10' Booth Carpet	\$244.00	\$364.00	(42" High, White Vinyl Top and Pleated Skirt on (3) Sides)		
20' Booth Carpet	\$485.00	\$672.00	4' X 2' Display Counter	\$197.00	\$270.00
30' Booth Carpet	\$671.00	\$932.00	6' X 2' Display Counter	\$225.00	\$305.00
*Larger sizes available upon request.			8' X 2' Display Counter	\$253.00	\$341.00
			4th side draped (additional)	\$66.00	\$76.00
			*Undraped Counters will be charged less \$10.00 off above prices.		
CARPET PADDING:			ROUND TABLES: (Tablecloth is included; indicate White or Black)		
10' Booth Carpet	\$122.00	\$197.00	36" diameter X 30" high	\$240.00	N/A on site
20' Booth Carpet	\$243.00	\$318.00	30" diameter X 42" high	\$240.00	N/A on site
30' Booth Carpet	\$336.00	\$411.00			
*Larger sizes available upon request.			BOOTH ACCESSORIES:		
			Wastebasket	\$26.00	\$36.00
			Easel	\$83.00	\$103.00
			Bag Rack	\$151.00	N/A on site
			Literature Rack	\$185.00	N/A on site
			Evaluation Box	\$76.00	N/A on site

## PLACE ORDER HERE (Please Print Clearly)

Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):

☐ Blue ☐ Red ☐ Violet ☐ Silver ☐ White ☐ Burgundy ☐ Black ☐ 4<sup>th</sup> Side Skirted ☐ Undraped

Carpet Color (Grey will be provided if no color is indicated): ☐ Blue ☐ Red ☐ Grey ☐ Black ☐ Salt/Pepper.

Quantity	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = \_\_\_\_\_

**Payment Policy:** To obtain the advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in *begins* will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%. **Advance Order Discount Deadline Date: August 26, 2022.**

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

For Specialty Furniture, please log on to our Website at: <http://www.curtinconvention.com/specialty-furnishings/>

Click on the PDF to view the complete catalog with the pricing guide on the final few pages.

Examples of Specialty Furniture include couches, stage chairs, side tables, bar stools, powered pieces and much more are shown below.



To order Specialty Furniture or Items, please complete the below grid. Selections will be filled based on inventory availability. If the item(s) are unavailable, a Curtin representative will contact you.

Quantity	Item #	Description	Price	Total Price

TOTAL THIS PAGE (U.S. FUNDS) = \_\_\_\_\_

**Payment Policy:** To obtain the advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in *begins* will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%. **Advance Order Discount Deadline Date: 08/26/22**

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

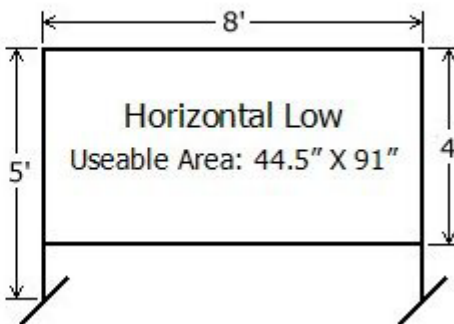
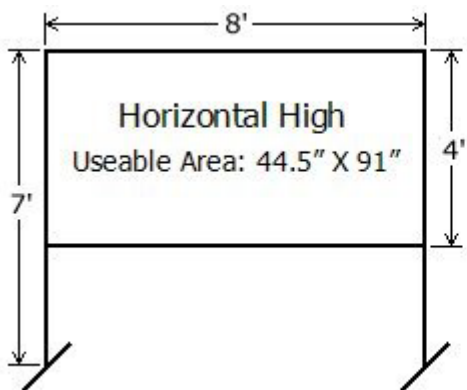
Posterboards are covered in Dove (light gray) Braelok and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide.

\*Horizontal High stands 7' tall and Horizontal Low stands 5' tall

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

Quantity	Item	Advance Price	Show Price	Total
_____	Horizontal High	\$ 162.00	\$ 194.00	= _____
_____	Horizontal Low	\$ 162.00	\$ 194.00	= _____
TOTAL THIS PAGE= _____				(U.S. FUNDS)



**Advance Price Discount Deadline Date: August 26, 2022.**

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>			Booth Number(s)	
Company Name			Order Date	
Address		City	State	Zip
Email Address	Name		Phone Number	

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths, and emptying of wastebaskets **ARE NOT INCLUDED** in your space rental for this Event.

If you would like to order cleaning for your booth space(s), please complete this form and return to Curtin.

We require the following service:

	PRICE PER DAY PER BOOTH	X # DAYS	X BOOTHS*	= \$ TOTAL
<input type="checkbox"/> Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly.	\$40.00	_____	_____	= _____
<input type="checkbox"/> Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter.	\$40.00	_____	_____	= _____

TOTAL THIS PAGE = \_\_\_\_\_  
(U.S. FUNDS)

Detail special instructions:

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# Optional Hard Shell Display

## 3-Panel Backwall 10 ft. wide x 8 ft. tall

### 3-Panel Backwall 10' wide x 8' tall

\$585.00 (3) Plain White Panels

\$1,250.00 (3) Panels with Graphics

Your Company Message Here!

### Cube Counter 40" tall x 38" wide x 19" deep

\$420 Plain White All Sides

\$630 With a Graphic Kickpanel (front)

### Cube Counter

40"t x 38"w x 19"d

Your Branding Here!

**Deadline to receive Artwork Files: 08/26/22\*** All artwork files must be camera-ready to print and received by the above deadline date! The following is the link to the artwork guidelines and the link to the upload your camera-ready to print artwork files to our dropbox. Please label your artwork files for CHA/Company Name.

<http://www.curtlinconvention.com/artwork-guidelines>

#### Design Specs and to place an order: \*For Specs; please leave 1" around the perimeter free of text or graphics.

• Optional Backwall with 3-Branded Panels: Size artwork to 91.25" tall x 38.25" wide each: 3-Branded Panel set =	\$1,250.00/per set	Yes: _____
• Optional Backwall 3-Plain White Panels:	3-White Panel set = \$ 585.00/per set	Yes: _____
• Cube Counter with Branded Front Panel: Size artwork to 35.1/2" tall x 38.25" wide each:	Cube Counter/Front Panel = \$ 630.00/per unit	Yes: _____
• Optional Cube Counter 2-sides Branded: Size artwork to 35.1/2" tall x 18.1/2" wide each:	2-side panels Branded = \$ 44.00/each	Yes: _____
• Cube Counter/Plain White Panels:	Cube Counter/White Panels = \$ 420.00/per unit	Yes: _____

\*Prices above includes tax and shipping. \*Labor Charges do apply and will automatically be applied to your order.

Labor Rates are based on the set up/removal dates & times. \$153/ST or \$248/OT

Add labor to install (example: 1.5 hrs x \$153/ST = \$229.50)

Add labor to remove (example: 1 hr x \$248/OT = \$248)

See Exhibitor Service Kit for additional furniture options.

\*Prices are subject to change.

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs most often are not read. Your message should ONLY include "highlight" wording to obtain interest.

**SPECIAL NOTE:** Please indicate the quantity of signs you require under "Number of Signs" on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

<b>HORIZONTAL:</b>	<u>Quantity</u>	<u>Size</u>	<u>Advance Price</u>	<u>*Show Price</u>
	_____	11" X 14"	\$ 13.50	\$ 23.50
	_____	22" X 28"	\$ 43.50	\$ 53.50
	_____	24" X 36"	\$ 60.50	\$ 70.50
	_____	28" X 44"	\$ 85.50	\$ 90.50
<b>VERTICAL:</b>	<u>Quantity</u>	<u>Size</u>	<u>Advance Price</u>	<u>*Show Price</u>
	_____	11" X 14"	\$ 13.50	\$ 23.50
	_____	22" X 28"	\$ 43.50	\$ 53.50
	_____	24" X 30"	\$ 60.50	\$ 70.50
	_____	28" X 44"	\$ 85.50	\$ 90.50

HORIZONTAL

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TOTAL this page = \_\_\_\_\_ (US Funds) \*Plus 8.5% Sales tax.

All signs are on white Foam Core. Please indicate the color of the letters or upload camera ready to print files. \*See below for link.

☐ Blue ☐ Red ☐ Black ☐ Easel Back

COPY: (Please print) \_\_\_\_\_

**\*Advance Price Discount Deadline Date: August 26, 2022.**

**Deadline to receive camera-ready to print artwork files: August 26, 2022.**

**Link to artwork guidelines and link to upload artwork files:**

<http://www.curtinconvention.com/artwork-guidelines/>

**Cancellation Policy:** No cancellations or refunds after signage has been produced.

Event/Convention <b>CHA 2022 Disaster Planning Conference</b>		Booth Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

**SET UP:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

**DISMANTLE:** We will require \_\_\_\_\_ display persons, each person for approximately \_\_\_\_\_ hours.

THE EXHIBIT CONSISTS OF \_\_\_\_\_ SHIPPING CASES (OR CRATES)  
(Please do not include cartons of literature or other items)

☐ Drawings, blueprints, and photos are enclosed in case # \_\_\_\_\_.

☐ Drawings, blueprints, and photos are enclosed with this order.

**Please select one of the following installation choices:**

☐ **CURTIN DECEMBERPROCEED TO INSTALL:** Before Exhibitor representative arrives, Curtin will attempt to start the set-up of your exhibit as soon as it arrives at your booth space and we will supervise the installation. \*The Charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. This charge applies to dismantle labor as well.

☐ **APPROXIMATE STARTING TIME (WAIT TO INSTALL):** Curtin will not proceed to install until Exhibitor representative informs the Curtin Service Desk at the show site, they are ready for labor at approximately:

Start Time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

☐ **INSTALL AT DEFINITE STARTING TIME:** If a definite starting time is selected, Curtin will have display persons available at the Curtin Service Desk. Labor charges will start at the designated labor time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

Start time: \_\_\_\_\_ (time), \_\_\_\_\_ (day), \_\_\_\_\_ (date).

**Rates:** There is a one-hour minimum per display person. All labor is subject to union contract changes.

**Straight Time:** 8:00 AM to 4:30 PM weekdays

- Advance Price: \$153.00/hr. – Regular Price: \$173.00/hr.

**Overtime:** 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays, and Holidays

- Advance Price: \$248.00/hr. – Regular Price: \$268.00/hr.

\*Special instructions from the exhibitor: \_\_\_\_\_

TOTAL this page = \$\_\_\_\_\_ (US Funds)

**\*Advance Price Discount Deadline Date: August 26, 2022.**

**\*Cancellation Policy: No Refunds or Credits issued after September 8, 2022.**



<b>Convention Name: CHA 2022 Disaster Planning Conference</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

<b>Originating City/State of Shipment:</b>	<b>Shipping Date:</b>
<b>Carrier:</b>	<b>Approximate Arrival Date(s):</b>
<b>Local Representative:</b>	<b>No. of Shipments:</b>
<b>Phone # of Local Representative:</b>	<b>No. of Total Pieces:</b>

**When estimating and recording total weight per shipment, please round to the next 100 pounds.**

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge of \$370.00)	Charge
<b>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</b> Crated shipments via common carrier to the advance warehouse.	\$185.00/cwt x _____ lbs.	\$
<b>SHIPMENTS TO SHOW SITE</b> Crated shipments via 3-party carrier and private vehicles to show site. <i><b>*Shipments will only be received during the listed Set up Dates and Times.</b></i>	\$185.00/cwt x _____ lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier ( <b>FedEx, UPS, DHL, etc.</b> ) to the advance warehouse.	\$215.00/cwt x _____ lbs.	\$
<b>LATE SHIPMENTS – 25% Surcharge</b> Shipments received at the warehouse after <b>09/08/22</b> will be charged a 25% surcharge. A transit charge from advance warehouse to the show site will be applied. Transit charges will be determined at the time of the receipt of late freight.	25% surcharge added to above fee	\$
<b>TOTAL PAYMENT</b>		<b>\$</b>

**IMPORTANT:** It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need special handling services such as a forklift, extra handling labor, etc., call (415)883-7818 to make arrangements.

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.**

<b>Authorized By:</b>	<b>Signature:</b>
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<b>Convention Name: CHA 2022 Disaster Planning Conference</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

**OUTBOUND SHIPPING IS NOT AUTOMATIC**

**Reforwarding Instructions for outbound shipments at the end of event:**

**PLEASE READ THE INFORMATION BELOW AND COMPLETE THIS FORM**

**Exhibitors using the Official Show Carrier:**

- YRC FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors with their outbound shipments.
- Bills of Lading and Labels will be provided for those exhibitors using YRC FREIGHT to ship out.

**Exhibitors NOT using the Official Show Carrier:**

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the facility's Loading Area after **2:00pm, Wednesday, September 14, 2022.**
- All materials must be off the show floor by **4:00pm, Wednesday, September 14, 2022.**
- Representatives must turn in a Bill of Lading to the CURTIN Service Desk prior to leaving the show floor.
- Any material left on the show floor after **4:00pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left on the tradeshow floor by exhibitor.
- CURTIN will count and ship pieces as we find them in the booth upon removal.
- CURTIN will not be responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before we have picked up materials for loading out of the exhibit area.
- At the close of the show where carriers fail or refuse to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material be hauled to a warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

**Method of Outbound Shipment (check one)**

<b>YRC Freight [ ]</b>	<b>Air [ ]</b>	<b>Van Line [ ]</b>	<b>Other _____</b>	<b>Private Vehicle [ ]</b>
<b>Return Shipping Address:</b>				
<b>Contact Person/Phone Number:</b>				
<b>Carrier:</b>		<b>Number of Outbound Pieces:</b>		

**Important Shipping Dates for the Advance Warehouse:**

- First date freight can arrive to the Advance Warehouse: **Friday, August 12, 2022.**
- Last date freight can arrive to the Advance Warehouse: **Thursday, September 8, 2022, by 2pm.**

**Shipping Labels: Instructions and Information**

- See sample shipping label below for label instructions.
- Make of copy of your completed shipping label(s) for your reference.
- These shipping labels are for your convenience. If you use your own label, they must contain all of the information shown on the Sample Shipping Label below.
- Cut the completed shipping label(s) out and securely affix the label(s) to each piece in your shipment.

**\*Sample Shipping Label**

**TO: ABC Company** **Booth #: 200**  
**FOR: CHA 2022 Disaster Planning Conference**  
**C/O: YRC Freight/Curtin Convention**  
**9933 East Beverly Blvd**  
**Pico Rivera, CA 90660**  
**1 of 2**

Use for Shipments:

**TO:** **Booth #:**  
**FOR: CHA 2022 Disaster Planning Conference**  
**C/O: YRC Freight/Curtin Convention**  
**9933 East Beverly Blvd**  
**Pico Rivera, CA 90660**  
**\_\_\_\_\_ of \_\_\_\_\_**

**\*MUST ARRIVE BY 09/08/2022, by 2pm!**

## CHA 2022 Disaster Planning Conference

**If your company plans to use an exhibitor appointed contractor (Installation and Dismantle Company) other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than September 1, 2022. Failure to do so will result in the inability of this exhibitor-appointed contractor to erect or dismantle your exhibit.**

**In addition, your selected exhibitor-appointed contractor must furnish an original Certificate of Insurance showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc., must receive these certificates of insurance no later than September 1, 2022. \*These requirements will be strictly enforced.**

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibitor Contact (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sub-Contractor / Display House \_\_\_\_\_

Type of Work to Be Performed \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Emergency 24-Hour Telephone Number \_\_\_\_\_

Estimated Number of Workers \_\_\_\_\_ Estimated Date of Arrival \_\_\_\_\_

Return this page completed, via fax to (415) 883-1755 or scan/email to [dianna@curtinconvention.com](mailto:dianna@curtinconvention.com).

### NOTES:

- Exhibitor-appointed contractors **cannot** perform any of the following services:  
Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor-appointed contractors must comply with union regulations and hire union personnel from the appropriate union that has jurisdiction over the exhibit area.
- It is the responsibility of the exhibiting company to see that each representative of exhibitor-appointed contractors abides by the Official Rules and Regulations of this Event.

## Move-out Notice for Shipping



We get your show on the *Road* or in the *Air*

### YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground**, **Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

#### YRC Freight's Services Advantages:

##### **Time Critical - Any Need, Any Speed, Guaranteed.**

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

**Standard Ground** – The most reliable standard ground service in the Exhibit industry

**Caravan Service** – Conveniently transports your exhibit materials from show to show

**Any Size Shipment** – We have the ability to move everything from small packages to full truckloads at competitive prices

**Sealed Exhibit** – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

**World Class Customer Service** – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

**Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!**

Contact us at 1- 800-531-EXPO (3976), [yrcfreight.com](http://yrcfreight.com) or [exhibit.services@yrcfreight.com](mailto:exhibit.services@yrcfreight.com)

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.  
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$430
TRIPOD SCREEN		\$95
25' HDMI CABLE		\$26

MONITOR	QUANTITY	DAILY RATE
32" MONITOR TABLE TOP		\$240
55" MONITOR		\$655
70" MONITOR		\$1115
FLOOR STAND		\$75

AUDIO	QUANTITY	DAILY RATE
PERSONAL SPEAKER		\$110

INTERNET	QUANTITY	SHOW RATE
EXHIBITOR WIRELESS CONNECT <b>BASIC</b>		\$95
EXHIBITOR WIRELESS CONNECT <b>PLUS</b>		\$130
EXHIBITOR ADDITIONAL WIRELESS		\$36
EXHIBITOR SINGLE CONNECT <b>BASIC</b>		\$215
EXHIBITOR ADDITIONAL WIRED		\$55

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$240
FLIPCHART PACKAGE		\$71

To guarantee 2022 Pricing, The customer must **order and sign** on / or before 12.31.2022. Any orders received after 12.31.2022, will be subject to 2023 pricing.

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At (626) 395-0246


**PASADENA**