



**TRIUMPH**  
expo & events inc.

# TriggrCon 2018

July 27 - 29, 2018

Meydenbauer Center

Bellevue, Washington

Triumph Expo & Events Inc. is proud to be your general services contractor for TriggrCon 2018.

## HOW TO USE THIS EXHIBITOR KIT:

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

## ORDERING ONLINE:

Click [HERE](#) and then click on the link to TriggrCon 2018

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

## USERNAME:

10355

## PASSWORD:

Dynamic (case sensitive)

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

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

**Shipping Services**  
**Top-quality Graphics**

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

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

Your Exhibitor Services and Logistics Specialist

Triumph Expo & Events, Inc.

Phone: 877-607-1010

Fax: 206-431-4846

[csr@triumphexpo.com](mailto:csr@triumphexpo.com)



# QUICK FACTS

## DEADLINES

<b>EAC/INSURANCE:</b>	FRIDAY, JULY 13, 2018	
<b>DISCOUNT PRICING:</b>	FRIDAY, JULY 13, 2018	
<b>ADVANCE SHIPPING:</b>	MONDAY, JULY 23, 2018	8:00 AM - 4:00 PM

## SCHEDULE

<b>EXHIBITOR MOVE IN:</b>	THURSDAY, JULY 26, 2018	12:00 PM - 10:00 PM
<b>RANGE DAY DELIVERY:</b>	THURSDAY, JULY 26, 2018	5:00 AM
<b>RANGE DAY PICK-UP:</b>	THURSDAY, JULY 26, 2018	6:00 PM
<b>SHOW DATES/TIMES:</b>	FRIDAY, JULY 27, 2018	11:00 AM - 4:00 PM
	SATURDAY, JULY 28, 2018	10:00 AM - 6:00 PM
	SUNDAY, JULY 29, 2018	10:00 AM - 4:00 PM
<b>EXHIBITOR MOVE OUT:</b>	SUNDAY, JULY 29, 2018	4:00 PM - 8:00 PM
<b>CARRIER CHECK-IN DEADLINE:</b>	SUNDAY, JULY 29, 2018	6:00 PM

Empty crates will be returned beginning at 4:00 PM on SUNDAY, JULY 29, 2018.

All exhibitor materials must be removed from the facility by 8:00 PM Sunday.

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

<b>INCLUDED FURNISHINGS:</b>	10' X 10' Booth	Two Side Chairs
	Red & black 8' high back drape	Wastebasket
	Red 3' high side drape	One-line Exhibitor ID sign
	One 8' table skirted in black	One 500 Watt power outlet

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

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

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

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



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

# FREIGHT/MATERIAL HANDLING FEES

**20 LBS or less per shipment (small package) \$ 39.50**
**SMALL PACKAGES:** Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. **(Shipments above 20 lbs are subject to rates below)**
**OFF-TARGET:** Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of \$0.29/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

## ADVANCE SHIPMENTS (21-200 lbs)

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

CRATED MATERIALS		MATERIALS W/ SPECIAL HANDLING	
<b>\$ 154.00</b>	Minimum Charge	<b>\$ 202.00</b>	Minimum Charge
<b>\$ 0.77</b>	each add'l pound over 200 lbs	<b>\$1.01</b>	each add'l pound over 200 lbs

**ADVANCE SHIPMENT DEADLINE DATE: JULY 23, 2018**

## DIRECT SHIPMENTS

**NOT ALLOWED**

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

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

**RETURN TO WAREHOUSE:** Exhibitors will be charged 29 cents per pound (\$174 minimum for any shipment that must be returned to the warehouse plus 29 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site's designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

**IMPORTANT**

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

### CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

 ADVANCE SHIPMENT 

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

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

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

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

Carry this total to payment summary page

# MATERIAL HANDLING - TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



TriggrCon 2018  
Meydenbauer Center  
July 27 - 29, 2018  
*DISCOUNT PRICE DEADLINE - Friday, July 13, 2018*

## SHIPPING INFORMATION

**ADVANCE SHIPPING  
ADDRESS:**

Company Name and Booth Number  
TriggrCon 2018  
Triumph Expo & Events  
12610 Interurban Ave S.  
Suite 120  
Seattle, WA 98168

**ADVANCE SHIPMENTS  
ACCEPTED:**

ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

**ADVANCE SHIPPING  
DEADLINE:**

4:00 PM on Monday, July 23, 2018

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

**DIRECT SHIPPING  
NOT ALLOWED**

**NOT ALLOWED**

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

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE** JULY 23, 2018

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

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

**WAREHOUSE  
TRIGGRCON**

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

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

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE** JULY 23, 2018

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

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

**WAREHOUSE  
TRIGGRCON**

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

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

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE** JULY 23, 2018

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

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

**WAREHOUSE**

**RANGE DAY**

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

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

**TRIUMPH EXPO & EVENTS**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE** JULY 23, 2018

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

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

**WAREHOUSE**

**RANGE DAY**

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

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

# OUTBOUND SHIPPING INFORMATION

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

## SHIPPING WITH TRIUMPH

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

**MATERIAL HANDLING AGREEMENT/BILL OF LADING:** Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

**LABELS:** Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

**METHOD OF PAYMENT:** A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

**TRACKING:** Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

**BILLING OF SHIPPING CHARGES:** Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

## SHIPPING WITH ALL OTHER CARRIERS

**MATERIAL HANDLING AGREEMENT/BILL OF LADING:** All outbound shipments from the show **MUST** have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

**LABELS:** Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

**DRAYBACK:** If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of \$174 (up to 600 lbs) and 29 cents per each additional pound.

**WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:** MEYDENBAUER CENTER  
11100 NE 6th ST  
BELLEVUE, WA 98004

**WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:** All carriers **MUST** be checked in by 6:00 PM on 7-29-18. After 6:00 PM, freight will be re-routed according to the information given on the MHA/BOL.



**OUTBOUND**

**DO NOT DELAY**

**FROM: TRIGGRCON 2018  
MEYDENBAUER CENTER  
11100 NE 6th ST  
BELLEVUE, WA 98004**

**TO:**

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

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

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

**OUTBOUND**

**DO NOT DELAY**

**FROM: TRIGGRCON 2018  
MEYDENBAUER CENTER  
11100 NE 6th ST  
BELLEVUE, WA 98004**

**TO:**

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

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

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

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

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



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



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

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

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

**PICK-UP ADDRESS:**

Insurance:  Inbound  Outbound  Both  Neither

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

Loading Dock  Lift Gate Needed

Hours your dock is opened for pickup:

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

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

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

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

LIST EACH PIECE	DIMENSIONS IN INCHES			WT. (LBS)	LIST EACH PIECE	DIMENSIONS IN INCHES			WT. (LBS)
<small>Carton/Crate/Pallet/Fibercase</small>					<small>Carton/Crate/Pallet/Fibercase</small>				
EXAMPLE: Carton	Lx 24"	Wx 12"	Hx 12"	135 lbs		Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
	Lx	Wx	Hx			Lx	Wx	Hx	
Total Pieces :					Total Weight :				

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

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

**RETURN ADDRESS:**

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

Express: 2-3 Bus. Days

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

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

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

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

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

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

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

# UNION LABOR JURISDICTION



**TRIUMPH**  
expo & events inc.

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

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

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

## **MATERIAL HANDLING / DRAYAGE:**

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

## **SAFETY:**

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

## **TIPPING:**

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

# EXHIBITOR FAQ

- WHAT IS MATERIAL HANDLING?** Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.
- CAN I PHONE IN MY ORDER?** The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.
- WHAT IS INCLUDED WITH MY BOOTH SPACE?** On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.
- WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?** In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.
- CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/ CHANGE THE SKIRT COLOR, ETC?** The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.
- HOW DO I SEND MY SHIPMENT AFTER THE SHOW?** The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.
- If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is \$174 for up to 600 lbs and 29 cents per each additional pound.



# PAYMENT SUMMARY

## EXHIBITOR INFORMATION

*I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.*

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Prepared by (Print Name) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

*I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)*

Visa     Mastercard     American Express     Check     Check# \_\_\_\_\_

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Printed Name on Card \_\_\_\_\_

Credit Card Holder E-mail (REQUIRED) \_\_\_\_\_

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

**PAYMENT MUST ACCOMPANY ALL ORDERS**  
To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:  
**Triumph Expo & Events Inc**

**FOR ALL CHECK ORDERS**  
Credit card authorization must be provided for any additional fees incurred.

**WASHINGTON STATE SALES TAX**  
applies to all exhibitors including non-profit agencies within Washington State (RCW 82.04.070)

ORDER FORMS	PAGE TOTALS
Tables, Counters and Risers \$ _____	
Chairs, Fabric and Accessories \$ _____	
Carpeting \$ _____	
Graphics and Signage \$ _____	
TRU-X Modular Exhibits \$ _____	
TRU-X Accessories \$ _____	
Installation and Dismantle Labor \$ _____	
Other \$ _____	
<b>Subtotal</b> \$ _____	
WA State Sales Tax @ 10.% \$ _____	
Cleaning Services \$ _____	
Freight/Material Handling \$ _____	
<b>TOTAL</b> \$ _____	

# **PAYMENT and LABOR - TERMS AND CONDITIONS**

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

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

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

## **DEFINITIONS**

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

## **PAYMENT TERMS**

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

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

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

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

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

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

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

## **IMPORTANT**

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

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



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

## TABLES AND COUNTERS - THE CLASSIC COLLECTION

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



- |  |  |  |
|--|--|--|
|  <b>BLACK (01)</b>  |  <b>TEAL (07)</b>   |  <b>BURGUNDY (13)</b>     |
|  <b>WHITE (02)</b>  |  <b>DOVE (08)</b>   |  <b>CHAMPAGNE (14)</b>    |
|  <b>SILVER (03)</b> |  <b>BERRY (09)</b>  |  <b>TERRA COTTA (15)</b>  |
|  <b>BLUE (04)</b>   |  <b>PURPLE (10)</b> |  <b>NAVY BLUE (16)</b>    |
|  <b>GREEN (05)</b>  |  <b>YELLOW (11)</b> |  <b>NEON GREEN (17)**</b> |
|  <b>RED (06)</b>    |  <b>WILLOW (12)</b> |  |

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

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

SKIRTED TABLES (1) - (4)					
Qty.	Color	Length	Discount	Standard	Amount
		4'	87.40	122.40	
		6'	97.70	136.80	
		8'	113.10	158.30	
		4th Side	36.10	50.50	

SKIRTED COUNTERS (5) - (8)					
Qty.	Color	Length	Discount	Standard	Amount
		4'	96.40	135.00	
		6'	108.50	151.90	
		8'	126.60	177.20	
		4th Side	40.70	57.00	

UNSKIRTED TABLES (1) - (4)				
Qty.	Length	Discount	Standard	Amount
	4'	51.30	71.80	
	6'	61.50	86.10	
	8'	76.90	107.70	
	Skirt	36.10	50.50	

UNSKIRTED COUNTERS (5) - (8)				
Qty.	Length	Discount	Standard	Amount
	4'	60.30	84.40	
	6'	72.30	101.20	
	8'	90.40	126.60	
	Skirt	40.70	57.00	



TABLE RISERS (11)				
Qty.	Length	Discount	Standard	Amount
	4' L x 7" H x 8" D	57.30	80.20	
	4' L x 13" H x 8" D	57.30	80.20	
	6' L x 7" H x 8" D	65.80	92.10	
	6' L x 13" H x 8" D	65.80	92.10	

**\*\* Please note that Neon Green table skirts are NOT an exact match for our Rave Green drape option.**

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

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

*Carry this total to payment summary page*



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



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

**PEDESTAL TABLES 30" DIAMETER**

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



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



**Black - 1**



**White - 2**



**Navy Blue-3**



**Burgundy - 4**



**Yellow - 5**



**Red - 6**



**Uncovered**

COVERED PEDESTAL TABLES					(21)
Qty.	Size	Color	Discount	Standard	Amount
	30" HIGH		101.30	141.80	
	30" HIGH		101.30	141.80	
	30" HIGH		101.30	141.80	
	42" HIGH		119.60	167.40	
	42" HIGH		119.60	167.40	
	42" HIGH		119.60	167.40	

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

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

Carry this total to payment summary page





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



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

**SEATING - THE CLASSIC COLLECTION**

(09)



**Black Plastic Stack Chair**



**Black OR Grey Padded Side Chair**



**Black OR Grey Padded Arm Chair**



**Black Steno Chair**



**Black Executive Chair**

STANDARD SEATING					
Qty.	Color	Item	Discount	Standard	Amount
		Black Plastic Stack Chair	38.30	53.60	
		Padded Side Chair	61.90	86.70	
		Padded Arm Chair	66.60	93.20	
		Black Steno Chair	83.70	117.20	
		Black Executive Chair	138.40	193.80	



**Black Bar Stool**



**Black Gaslift Stool**



**Mimi Stool in Red or White**



**Cascade Stool in Black or White**

RAISED SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Bar Stool	76.10	106.50	
	Black Gaslift Stool	83.70	117.20	

RAISED SEATING					
Qty.	Color	Item	Discount	Standard	Amount
		Mimi Stool	126.00	176.40	
		Cascade Stool	126.00	176.40	

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

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

Carry this total to payment summary page

**MAKE YOUR EXHIBIT YOUR OWN!  
CUSTOM SETUPS EXCLUSIVELY FROM THE TRIUMPH PREMIUM COLLECTION**



**Set the scene with a theme lounge with custom graphics, simple, elegant furniture and pieces from our Illuminate Collection!**

**Be comfy backstage with plush furnishings, space to work and keep everything handy in a fresh and functional greenroom setup.**



**Bring attendees into your exhibit by sponsoring a power lounge with charging stations and furnishings with optional graphic panels!**



**Set up a functioning conference room in your exhibit! Triumph has computer stations, full-size desks, conference tables and accessories to fit your needs.**



**Create your own showroom with our full range of show cases and display pieces! Hang pictures, display items in our secure cabinets, even set up a storefront on the show floor!**



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



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

**THE PREMIUM COLLECTION**

(13)

Styles may vary based on inventory availability



**Leather Sofa in Ivory**



**Leather Loveseat in Ivory**



**Leather Arm Chair in Ivory**

IVORY LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Ivory Sofa	393.20	550.50	
	Ivory Loveseat	328.10	459.30	
	Ivory Arm Chair	291.10	407.50	



**Leather Sofa in Black**



**Leather Loveseat in Black**



**Leather Arm Chair in Black**

BLACK LEATHER SEATING				
Qty.	Item	Discount	Standard	Amount
	Black Sofa	393.20	550.50	
	Black Loveseat	328.10	459.30	
	Black Arm Chair	291.10	407.50	

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

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

Carry this total to payment summary page



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



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

**THE PREMIUM COLLECTION**

(13)

**Coffee Tables**

**End Tables**

**Black/  
Brown**



**White**



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



**LED**



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



**Cushion Swivel  
Ottoman in  
Black**



**Cube Ottoman in  
Black**



**Cube Ottoman in  
White**



**Bench Ottoman  
in Black**



**Bench Ottoman  
in White**



**Bench Ottoman  
in Espresso**

COFFEE AND END TABLES				
Qty.	Item	Discount	Standard	Amount
	Coffee Table - blk/brn	107.30	150.20	
	End Table - blk/brn	70.70	99.00	
	Coffee Table - white	107.30	150.20	
	End Table - white	70.70	99.00	
	Coffee Table - gls/blk	223.30	312.60	
	Coffee Table - gls/wht	223.30	312.60	
	End Table - gls/blk	173.70	243.20	
	End Table - gls/wht	173.70	243.20	
	Coffee Table - LED	314.20	439.90	
	End Table - LED	246.80	345.50	
	Charging Table - blk	292.80	409.90	
	Charging Table - wht	292.80	409.90	
	Add Graphic - Charging Table Only	344.20	481.90	

OTTOMANS				
Qty.	Item	Discount	Standard	Amount
	Swivel Ottoman - blk	70.70	99.00	
	Cube Ottoman - blk	70.80	99.10	
	Cube Ottoman - wht	70.80	99.10	
	Bench Ottoman - blk	93.20	130.50	
	Bench Ottoman - wht	93.20	130.50	
	Bench Ottoman - esp	93.20	130.50	

LAMPS				
Qty.	Item	Discount	Standard	Amount
	Table Lamp	47.10	65.90	
	Floor Lamp	58.90	82.50	

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

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

Carry this total to payment summary page



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



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

### THE CUSTOM COLLECTION: ACCESSORIES

(TQ)


**COMPUTER KIOSK**

**SHOWCASE 6' FULL-VIEW**

**SHOWCASE 4' QUARTER VIEW**

**SHOWCASE 6' UPRIGHT**

**SHOWCASE 6' UPRIGHT TOWER**

**SHOWCASE 6'X2' UPRIGHT TOWER**

**LED PEDESTAL SHOWCASE**

#### KIOSK/SHOWCASES

Qty.	Item	Discount	Standard	Amount
	Computer Kiosk w/ Interchangeable Panels	240.70	337.00	
	Showcase - 6' Full-View (6'L x 38"H x 18"D)	324.70	454.60	
	Showcase - 4' Quarter-View (4'L x 42"H x 18"D)	243.20	340.50	
	Showcase - 6' Upright (6'H x 38"W x 18"D)	336.30	470.80	
	Showcase - 6' Upright Tower (6'H x 18"W x 18"D)	243.20	340.50	
	Showcase - 6'x2' Upright Tower (6'H x 24"W x 18"D)	206.40	289.00	
	Showcase - LED Pedestal (42"H x 18"W x 18"D)	336.60	471.20	


**SINGLE-SIDED GONDOLA**

**DOUBLE-SIDED GONDOLA**

**1M COUNTER**  
 (Also Available in 1.5 and 2M)

**1M CURVED COUNTER FLAT BACK**

**LED CURVED BAR**

**LED PEDESTAL**

PANEL COLOR OPTIONS ARE: WHITE PVC, BLACK PVC, BLACK FABRIC, GREY FABRIC AND BLUE FABRIC, OR CUSTOM GRAPHIC OPTIONS ARE AVAILABLE.

#### GONDOLAS/COUNTERS

Qty.	Panel Color	Item	Discount	Standard	Amount
		Single Sided Gondola (38"H x 39"L x 12"D)	240.50	336.70	
		Double Sided Gondola (38"H x 39"L x 24"D)	305.30	427.40	
		1M Counter (1M L x .5M"D x 42"H)	213.90	299.50	
		1.5M Counter (1.5M L x .5M"D x 42"H)	226.30	316.80	
		2M Counter (2M L x .5M"D x 42"H)	252.20	353.10	
		1M Curved Counter Flat Back (53.9"L x 25.7"D x 42"H)	288.80	404.30	
		LED Curved Bar (2M L - curved - .75MD x 42"H)	371.00	519.40	
		LED Pedestal (42"H x 18"D x 18"W)	313.90	439.50	
		Cabinet Lock w/ 2 keys (can also be used for showcases)	33.60	47.00	

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

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

*Carry this total to payment summary page*

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



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

**STANDARD ACCESSORIES**

(11)



Qty.	Item	Discount	Standard	Amount
	Coat Tree	34.20	47.90	
	Easel	39.70	55.60	
	Chrome Sign Holder (22" x 28")	59.50	83.30	



Qty.	Item	Discount	Standard	Amount
	6-Pocket Lit Rack	59.50	83.30	
	20-Pocket Lit Rack	69.00	96.60	
	Accordion Lit Rack	64.70	90.60	
	Bag Stand - Straight	59.50	83.30	
	Bag Stand - Waterfall	59.50	83.30	



Qty.	Item	Discount	Standard	Amount
	Wastebasket	13.70	19.20	
	Raffle Drum	49.60	69.40	
	Fish Bowl	18.40	25.80	



Qty.	Item	Discount	Standard	Amount
	Chrome Stanchion (Single w/ black rope)	34.20 56.60	47.90 79.20	
	Chrome Stanchion (Single w/ red rope)	34.20 56.60	47.90 79.20	
	Retractable Stanchion	50.90	71.30	



Qty.	Item	Discount	Standard	Amount
	Garment Rack	70.00	98.00	
	Mini Refrigerator	121.60	170.20	

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

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

Carry this total to payment summary page



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

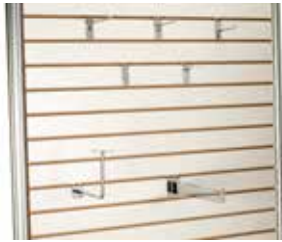


PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**THE DISPLAY COLLECTION**

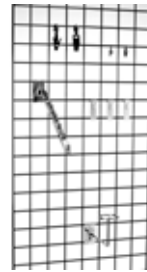
(TS)

Slat wall sold per panel

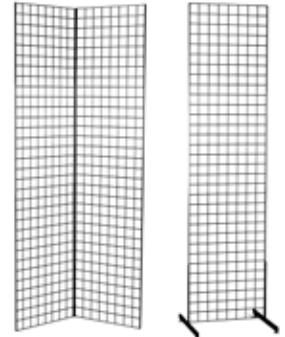


--	--	--	--	--

Slat Wall - wht 240.10 336.10



Each panel is 2'x8'. Two panels must be rented to create a free-standing display OR feet may be rented with a single panel.



--	--	--	--	--

Grid Wall Panel, each 61.70 86.30  
Grid Wall Feet per pair 25.90 36.30

All slat wall accessories come in chrome ONLY



15" Straight Faceout	9.10	12.70		
12" Straight Faceout	9.10	12.70		
Hat Display	9.10	12.70		

Picture Hook 2.80 3.90



6 Ball Waterfall (chrome)	9.10	12.70		
Picture Hook (chrome)	2.80	3.90		
2" Peg Hook (chrome)	2.80	3.90		

2" Peg Hook (black) 2.80 3.90



37"L x 12"D

1" Peg Hook	2.80	3.90		
4" Peg Hook	5.40	7.60		
6" Peg Hook	7.30	10.20		
Shelf w/ Brackets - wht	49.60	69.40		

Shelf w/ Brackets - blk 49.60 69.40



7" Peg Hook (black)	7.30	10.20		
9" Peg Hook (black)	7.30	10.20		
2" Clever Clip (black)	2.80	3.90		

4" Clever Clip (black) 5.40 7.60

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

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

Carry this total to payment summary page

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



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

### THE CARPET COLLECTION

#### STANDARD CARPET

(CA) - (CD)



Qty.	Color	Size	Discount	Standard	Amount
		10x10	121.00	169.40	
		10x20	242.10	338.90	
		10x30	363.10	508.30	
		10x40	484.10	677.70	

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

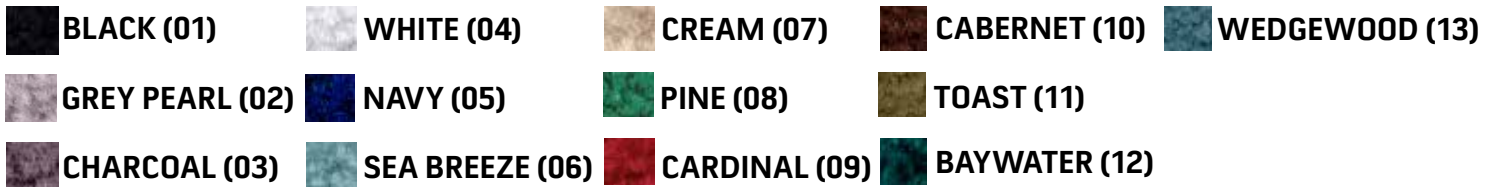
Color	Size (SQ. FEET)	Discount	Standard	Amount
		2.60	3.60	

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

Item	Size (SQ. FEET)	Discount	Standard	Amount
Carpet Pad		1.00	1.40	
Poly Vinyl Sheeting		0.48	0.67	

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

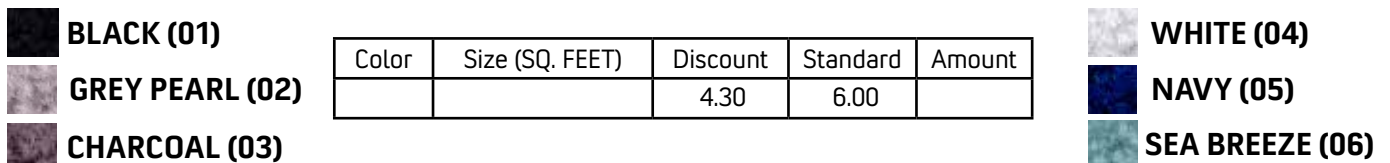
(CG)



Color	Size (SQ. FEET)	Discount	Standard	Amount
		3.40	4.80	

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

(CH)



Color	Size (SQ. FEET)	Discount	Standard	Amount
		4.30	6.00	

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

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

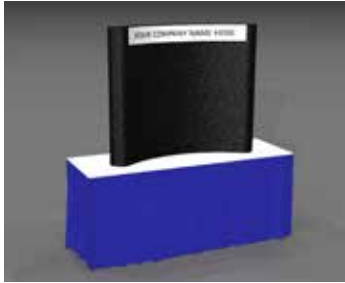
Carry this total to payment summary page



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



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



**POP-UP TABLE TOP**

**POP-UP TABLE TOP**

Package Includes:

- Standard Header
- 6' Draped Table
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 492.20	\$ 689.10	\$ _____

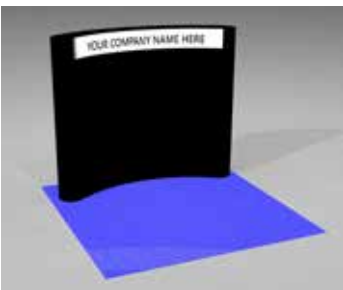
**TABLE SKIRT COLOR**

- Black    Silver    Blue    Green    Red  
 Burgundy    Teal    Berry    Purple

**LETTERING COLOR**

- Black    Blue  
 Green    Grey  
 Red    Burgundy

Standard Header Copy  
(please print clearly)



**POP-UP FLOOR UNIT**

**POP-UP FLOOR UNIT**

Package Includes:

- Standard Header
- 10' x 10' Standard Color Carpet
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 695.00	\$ 973.00	\$ _____

**CARPET COLOR**

- Black    Tuxedo    Silver    Blue    Green    Red    Latte  
 Burgundy    Teal    Berry    Purple    Cayenne    Bluejay

**LETTERING COLOR**

- Black    Blue  
 Green    Grey  
 Red    Burgundy

Standard Header Copy  
(please print clearly)

**CUSTOM GRAPHICS & COMPANY LOGO** header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork.  
(Please contact exhibitor services for exact panel size & dimensions)

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



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



TRU-X PACKAGE A1

**TRU-X PACKAGE A1**

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,635.20	\$ 2,289.30	\$ _____



TRU-X PACKAGE A2

**TRU-X PACKAGE A2**

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 2,018.10	\$ 2,825.30	\$ _____



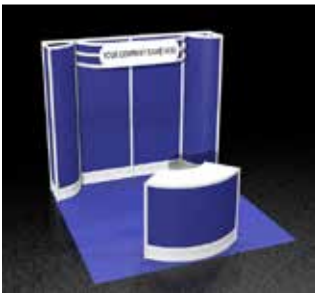
TRU-X PACKAGE A3

**TRU-X PACKAGE A3**

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1M Counter
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$ 1,750.70	\$ 2,451.00	\$ _____



TRU-X PACKAGE A4

**TRU-X PACKAGE A4**

Package Includes:

- Standard Header
- 10' X 10' Standard Color Carpet
- 1MD Curved Counter Flat Back
- 2 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$2,033.40	\$ 2,846.80	\$ _____

**CARPET COLOR**

- Black 
  Tuxedo 
  Silver 
  Blue 
  Green 
  Red 
  Latte 
  Burgundy 
  Teal 
  Berry 
  Purple 
  Cayenne 
  Bluejay

**PANEL OPTIONS**

- FABRIC** -  Black  Blue  Grey  
**HARDWALL** -  White  Custom Graphic

**LETTERING COLOR**

- Black  Blue  
 Green  Grey  
 Red  Burgundy

Standard Header Copy  
(please print clearly)

**METAL FRAME COLOR**

- Black  Silver

**CUSTOM GRAPHICS & COMPANY LOGO** header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork. (*Please contact exhibitor services for exact panel size & dimensions*)



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



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



**TRU-X PACKAGE B1**

**TRU-X PACKAGE B1**

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 4 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$3,733.50	\$5,226.90	\$ _____



**TRU-X PACKAGE B2**

**TRU-X PACKAGE B2**

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$4,066.70	\$5,693.40	\$ _____



**TRU-X PACKAGE B3**

**TRU-X PACKAGE B3**

Package Includes:

- Standard Header
- 10' X 20' Standard Color Carpet
- 2 - 1MD Curved Counter Flat Back
- 1M Counter
- 3 Arm Lights (*power not included*)
- Installation & Dismantle of Exhibit

DISCOUNT RATE	STANDARD RATE	TOTAL
\$4,580.80	\$6,413.10	\$ _____

**CARPET COLOR**

- Black  Tuxedo  Silver  Blue  Green  Red  Latte  Burgundy  
 Teal  Berry  Purple  Cayenne  Bluejay

**PANEL OPTIONS**

- FABRIC** -  Black  Blue  Grey  
**HARDWALL** -  White  Custom Graphic

**LETTERING COLOR**

- Black  Blue  
 Green  Grey  
 Red  Burgundy

**Standard Header Copy**  
(please print clearly)

\_\_\_\_\_

**METAL FRAME COLOR**

- Black  Silver

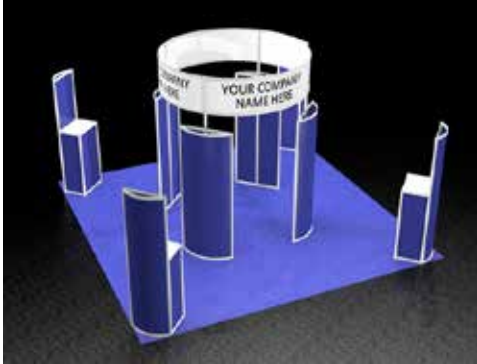
**CUSTOM GRAPHICS & COMPANY LOGO** header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork. (*Please contact exhibitor services for exact panel size & dimensions*)



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



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



**TRU-X PACKAGE C1**

Package Includes:

- 4 Section Circular Standard Header
- 20' X 20' Standard Color Carpet
- 4 - Arm Lights (*power not included*)
- 4 - Display/ Computer Counters with 8' high Curved Display Surface
- Central Structure with 8' High Display Surfaces
- Installation & Dismantle of Exhibit

**TRU-X PACKAGE C1**

**METAL FRAME COLOR**

- Black  Silver

**DISCOUNT RATE**

\$3,946.00

**STANDARD RATE**

\$ 5,524.40

**TOTAL**

\$ \_\_\_\_\_

**PANEL OPTIONS**

**FABRIC** -  Black  Blue  Grey **HARDWALL** -  White  Custom Graphic

**CARPET COLOR**

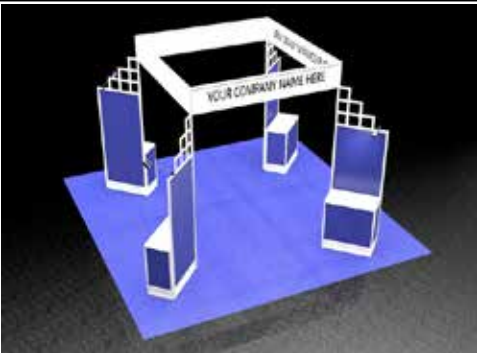
- Black  Tuxedo  Silver  Blue  Green  Red  Latte  Burgundy  
 Teal  Berry  Purple  Cayenne  Bluejay

**LETTERING COLOR**

- Black  Blue  
 Green  Grey  
 Red  Burgundy

Standard Header Copy  
(please print clearly)

\_\_\_\_\_



**TRU-X PACKAGE C2**

Package Includes:

- 4 Section Square Standard Header
- 20' X 20' Standard Color Carpet
- 4 - Arm Lights (*power not included*)
- 4 - 1 Meter x .5 Meter Counters with Locking Sliding doors
- 4 - 8' High x 1 Meter Display Surfaces
- 4 - 54" High x 1 Meter Display Surfaces
- Installation & Dismantle of Exhibit

**TRU-X PACKAGE C2**

**METAL FRAME COLOR**

- Black  Silver

**DISCOUNT RATE**

\$2,571.30

**STANDARD RATE**

\$3,599.80

**TOTAL**

\$ \_\_\_\_\_

**PANEL OPTIONS**

**FABRIC** -  Black  Blue  Grey **HARDWALL** -  White  Custom Graphic

**CARPET COLOR**

- Black  Tuxedo  Silver  Blue  Green  Red  Latte  Burgundy  
 Teal  Berry  Purple  Cayenne  Bluejay

**LETTERING COLOR**

- Black  Blue  
 Green  Grey  
 Red  Burgundy

Standard Header Copy  
(please print clearly)

\_\_\_\_\_

**CUSTOM GRAPHICS & COMPANY LOGO** header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and requirements for submitting artwork.  
(Please contact exhibitor services for exact panel size & dimensions)

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



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

**GRAPHICS & SIGNAGE**  
**SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE**

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

STANDARD GRAPHIC SIGNAGE					STANDARD BANNERS				
Qty.	Item	Discount	Standard	Amount	Qty.	Item	Discount	Standard	Amount
	22" x 28" Single-Sided	79.80	111.70			3'x6' Single-Sided	267.70	374.80	
	22"x28" Double-Sided	103.80	145.30			3'x6' Double-Sided	374.90	487.10	
	28" x 44" Single-Sided	107.10	149.90						
	28"x44" Double-Sided	139.20	194.90						
	24"x87" Single-Sided	272.50	381.50						
	24"x87" Double-Sided	354.30	496.00						
	38.125"x87" Single-Sided	311.50	436.10						
	38.125"x87" Double-Sided	404.90	566.90						

**BANNER OPTIONS:** Grommets  Pole Pockets

CUSTOM BANNER & GRAPHIC	DISCOUNT RATE	STANDARD RATE	TOTAL
SIZE: _____ x _____ = _____ sq. ft.	_____ sq. ft. X \$16.50/sq. ft.	<b>OR</b> \$24.75/sq. ft.	= \$ _____

**CUSTOM BANNER OPTIONS:** Grommets  Pole Pockets



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



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

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

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

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

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

Carry this total to payment summary page

# GRAPHICS SUBMISSIONS GUIDELINES

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

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

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

## FILE TYPES

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

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

## PAGE LAYOUT / IMAGE SIZE

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

## FONTS

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

## PROOFING

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

## SENDING FILES (Exhibitors)

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

## SENDING FILES (Show Management)

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

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



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



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

# FORKLIFT

(27)

## LABOR RATE INFORMATION

**STRAIGHT TIME (ST) RATES:** charged from 8:00 am - 4:30 pm Monday through Friday.

**OVERTIME (OT) RATES:** charged before 8:00 am and after 4:30 pm Monday through Friday and all day Saturday, Sunday and holidays.

**ONE HOUR MINIMUM PER PERSON.** We will make every effort to provide labor at requested times. Please report to the Exhibitor Services Desk to confirm your labor.

## STANDARD FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				157.50	204.80		
OVERTIME - IN				196.90	256.00		
STRAIGHT TIME - OUT				157.50	204.80		
OVERTIME - OUT				196.90	256.00		

## 4-STAGE FORKLIFT w/ driver

	DATE	TIME IN	TIME OUT	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS	TOTAL
STRAIGHT TIME - IN				206.30	268.20		
OVERTIME - IN				257.90	335.30		
STRAIGHT TIME - OUT				206.30	268.20		
OVERTIME - OUT				257.90	335.30		

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

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

Carry this total to payment summary page



**TriggrCon 2018**  
**Meydenbauer Center**  
**July 27 - 29, 2018**

DISCOUNT PRICE DEADLINE - Friday, July 13, 2018

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

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

# INSTALLATION & DISMANTLE LABOR 1 of 2 (25)

### LABOR RATE INFORMATION

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

### EXHIBITOR SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				80.80	105.00		
OVERTIME - IN				121.10	157.40		
STRAIGHT TIME - OUT				80.80	105.00		
OVERTIME - OUT				121.10	157.40		

### TRIUMPH SUPERVISED LABOR

		A	B	B	C		
	DATE	TIME IN	# OF PEOPLE	ADVANCE HOURLY RATE	STANDARD HOURLY RATE	# OF HOURS PER PERSON	TOTAL A x B x C
STRAIGHT TIME - IN				105.00	136.50		
OVERTIME - IN				157.50	204.80		
STRAIGHT TIME - OUT				105.00	136.50		
OVERTIME - OUT				157.50	204.80		

**COMMENTS / NOTES:**

SEE NEXT PAGE FOR FURTHER INFORMATION

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

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

*Carry this total to payment summary page*



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



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

# INSTALLATION & DISMANTLE LABOR 2 of 2

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

## TELL US ABOUT YOUR EXHIBIT:

### SET-UP INFORMATION

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

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

ELECTRICAL PLACEMENT: drawing attached  drawing with exhibit  electrical under carpet

GRAPHICS: with exhibit  shipped separately

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

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

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

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

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

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

## HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

### DELIVER TO:

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

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

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

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

## PLEASE PROVIDE AN EMERGENCY CONTACT:

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

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



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

# Exhibitor Appointed Contractor (EAC) Approval Form

(AD)

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

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

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

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

PLUMBING    ELECTRICAL    TELEPHONE LINES    DRAYAGE    RIGGING    BOOTH CLEANING    CATERING

## EXHIBITOR INFORMATION

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

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

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

## EAC INFORMATION

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

Address \_\_\_\_\_

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

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

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

Comments \_\_\_\_\_

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



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

## THIRD PARTY AUTHORIZATION

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

(AD)

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

- |   |  |
|---|--|
| <input type="checkbox"/> ALL SERVICES                 | <input type="checkbox"/> RENTAL FURNITURE AND CARPET |
| <input type="checkbox"/> BOOTH CLEANING               | <input type="checkbox"/> GRAPHICS                    |
| <input type="checkbox"/> I&D LABOR - SUPERVISION      | <input type="checkbox"/> OTHER SERVICES              |
| <input type="checkbox"/> MATERIAL HANDLING - IN & OUT |  |

## THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Credit Card Account # \_\_\_\_\_ Exp Date \_\_\_\_\_ Personal  Company   
 Billing Address \_\_\_\_\_  
 Billing City/State/Zip \_\_\_\_\_  
 Third Party Company Name \_\_\_\_\_  
 Third Party Billing Address \_\_\_\_\_  
 Third Party City/State/Zip \_\_\_\_\_  
 Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

## EXHIBITOR INFORMATION

Exhibitor Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Exhibitor Company Name \_\_\_\_\_ Booth# \_\_\_\_\_  
 Exhibitor Address \_\_\_\_\_  
 Exhibitor City/State/Zip \_\_\_\_\_  
 Ph \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_



## Order Meydenbauer Center Exhibitor Services Online

*Our online ordering system is quick, secure, and easy to use*

### System offers easy ordering of:

- **Technical Services**  
*Electricity, Phone, Internet, Water*
- **Food and Beverage**
- **Audiovisual**

### Advance rate price discount on technical services:

Available up to 14 days before the first day of event move-in day

### Order online today at:

[www.meydenbauer.com/exhibitors](http://www.meydenbauer.com/exhibitors)

### If you need assistance:

Call 425.637.1020 or email [sales@meydenbauer.com](mailto:sales@meydenbauer.com)