



WELCOME EXHIBITORS

The Franchise Show - Dallas

March 20-21, 2021

Dallas Market Hall
Main Hall

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and **we promise excellent service.**

Save money by ordering before the deadline. There are two pricing levels, discount and standard. To receive the discount price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

Joy Gallaiford
joy@nationalevent.com
905-477-2677 X 284

Each 10'L x 10'W Booth Space will Receive:

- 8' High Back Drape
- 3' High Side Drape
- 1 Identification Sign

The Exhibit Booth Space IS Carpeted in Grey

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Friday, March 19, 2021

Setup Times

12:00 PM - 6:00 PM

Show Dates

Saturday, March 20, 2021

Sunday, March 21, 2021

Show Times

11:00 AM - 5:00 PM

11:00 AM - 4:00 PM

Dismantle Dates

Sunday, March 21, 2021

Dismantle Times

4:00 PM - 8:00 PM

* All carriers **MUST** check in to pick up Exhibitor freight by 6:00 PM or freight will be brought back to the Coast to Coast warehouse, at the exhibitor's expense.

* All exhibit materials must be removed from the exhibit hall by 8:00 PM.



EXHIBITOR SERVICES

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Coast to Coast TSS, Inc. has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call Exhibitor Services at 303-991-2791.

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* Electrical Services will be handled by GES Electrical, the Exclusive Dallas Market Hall contractor.

David Herrman Cell: 214-243-4344 dherrmann@ges.com

*Dallas Market Center Wi-Fi - No Charge. To connect, open up your device and click onto Dallas Market Hall.

* Please contact Exhibit Services at Coast to Coast Trade Show Services, Inc. if you need any help with your order. The phone number is 303-991-2791.

* Send all Order Forms to Coast to Coast Trade Show Services, Inc. at:

Fax: 303-991-2794

Email: exhibitservices@coasttocoasttss.com

* Exhibitors may ship their freight using any carrier of their choice. If you have not made arrangement to ship your items out at the close of the show, please talk to a Coast to Coast Trade Show Service representative on show site.



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- To take advantage of "discount" pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

When ordering, forms must be returned to fax # 303-991-2794 or emailed to exhibitservices@coasttocoasttss.com

PAYMENT SCHEDULE

- Coast to Coast Trade Show Services, Inc. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the "discount" price.
- All charges must be paid in full before your rental items will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**
- Purchase Orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at "standard" pricing.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

DISCOUNT PRICE DEADLINE DATE
WEDNESDAY, MARCH 10, 2021

This form must be returned by fax to 303-991-2794 or by email to exhibitservices@coasttocoasttss.com

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Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accessories Order	\$ _____
Carpet Order	\$ _____
Cleaning Service Order	\$ _____
Custom Sign Order	\$ _____
Floral & Plant Order	\$ _____
Display Labor Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____
TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX	\$ _____

Coast to Coast TSS reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

Circle One: AMEX MASTERCARD VISA Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

If sending a check it must arrive a week prior to the show. The order form must to be sent to Coast to Coast by fax or email.

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.

All charges must be paid before delivery of exhibit materials.