



**APCO WESTERN REGIONAL
CONFERENCE EXPOSITION
Ogden Eccles Conference
Center
April 7th - 8th, 2020**

327 West Redberry Road
Draper, Utah 84020
TELEPHONE: 801-523-7083
FAX: 801-523-7093
EMAIL: orders@jpdisplay.com
www.jpdisplay.com

Dear EXHIBITOR:

We are pleased to inform you that JP Display has been selected by the Trade Show Management as the official Service Contractor for the **2020 APCO WESTERN REGIONAL CONFERENCE EXPOSITION**.

In order to assist you in selecting your additional decorating needs, we are enclosing our equipment and service order forms. Advance ordering helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be **emailed, faxed or mailed** to JP Display. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery or the performance of services. JP Display requires a credit card authorization on file for each EXHIBITOR using JP Display services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into JP Display, for referenced purposes.

**TO RECEIVE DISCOUNT PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:
Friday, March 27th, 2020**

If you have questions regarding JP Display services, or need additional information, please call:

**JP Display
Customer Service
801-523-7083
Fax: 801-523-7093
orders@jpdisplay.com**

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the following:

**Russ Clark
(385)887-3224
exhibits@2020apcowrc.org**

Wishing you a successful show....



NO PHONE ORDERS PLEASE



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SHOW INFORMATION

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FACILITY:	Ogden Eccles Conference Center – Exhibit Hall C
EXHIBITOR MOVE IN:	April 6 th ---Monday--- 12:00pm to 5:00pm April 7 th ---Tuesday--- 7:00am to 11:00am
SHOW SCHEDULE:	April 7 th ---Tuesday--- 11:00am to 5:00pm April 8 th ---Wednesday--- 10:00am to 3:00pm
EXHIBITOR MOVE OUT:	April 8 th ---Wednesday--- 3:00pm to 7:00pm – Ballroom 3 April 8 th ---Wednesday--- 5:00pm to 8:00pm - Hallways
ALL EXHIBIT MATERIALS MUST BE REMOVED FROM THE EXHIBIT HALL BY:	April 8 th ---Wednesday--- 8:00pm

MATERIAL HANDLING INFORMATION

ADVANCE WAREHOUSE ADDRESS:

Will be accepted from March 2nd – April 2nd

Company Name & Booth #
 JP Display
 31 West Glover Lane
 Midvale, UT. 84047

DIRECT SHIPMENTS:

CAN NOT be accepted until April 1st, 2020

Company Name & Booth #
 Ogden Eccles Conference Center
 2415 Washington Boulevard
 Ogden, Utah 84401-2315

Booth ID Sign will be printed as it appears on the EXHIBITOR contact list provided

**EACH 10' WIDE IN-LINE
 BOOTH PACKAGE INCLUDES**

- 8' High Back drape – BLACK
- 3' High Side drape - BLACK
- 7" x 40" ID Sign
- 2 – Chairs
- 1 – 8', 6', 4' Skirted Table OR Cabaret Table
- 1 – Waste Basket

*Please Fill-Out & Return the Included Skirted Table Form

**Vendor Must Specify Which Table in Advance. \$25.00 Fee
 Will be Charged for Change Outs on Show Floor.**



ORDER FORM FOR Included Skirted Table.

Each exhibitor is entitled to one (1) skirted table as part of your booth package.

Please order by March 27th, 2020

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

EMAIL: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON: _____

BOOTH NUMBER: _____

- Yes, we would like the table. (If yes, please indicate table size below)
- No, we will not need the table.

TABLE OPTIONS

Check only one (1) per Booth

- 4' Skirted
- 6' Skirted
- 8' Skirted
- 30" Round x 40" high with Black linen

Booth # _____

Do not order any other tables for the show using this form. You may order additional tables from JP Display. Forms for additional tables, chairs and other services are enclosed in the manual below.

PLEASE RETURN TO:



Fax (801) 523-7093

PAYMENT POLICY



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PAYMENT POLICY:

JP Display requires payment at the time of order for all services. JP Display also requires that all EXHIBITORS using JP Display provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include: labor, material handling, and other services.

METHOD OF PAYMENT:

JP Display accepts Check, Visa, MasterCard, American Express, and Discover card. Payment in full is required prior to completion of move in.

THIRD PARTY BILLING:

JP Display will accommodate requests for third party billing, however, the responsibility for all payments is the responsibility of the EXHIBITOR, JP Display reserves the right to contract collection action against the EXHIBITOR if the designated third party does not meet the payment requirements (To designate an authorized third party billing agent see the payment calculation form).

ADJUSTMENTS AND CANCELLATIONS:

Due to expenses incurred by JP Display in providing certain services, some items and services are subject to cancellation/re-stocking fees. More information is available on the individual order form. Questions and adjustments for charges outlined on the invoice must be addressed within seven (7) days from receipt of the invoice or the amount is final.

ADVANCE PAYMENT DISCOUNT PRICE:

JP Display can provide faster, more efficient service to EXHIBITORS who place orders early. For this reason we offer a discount rate to those who place orders prior to the stated deadline. Full payment must be received with your order if you wish to receive this discount. Orders charged to JP Display accounts do not qualify for discount rates. All orders placed after the order deadline and at the show will be charged regular prices.

All orders cancelled at show site will be charged at 50% of the original price. All orders cancelled after delivery will be charged at full price.

A service charge of \$20.00 will be assessed to individuals or companies for return checks.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 1.5% per month or 18% per annum. In the event of default the customer agrees to pay all costs of collection, including attorney fees and court costs.

PLEASE RETURN ONLY THE FORMS & PAGES WITH SERVICES ORDERED.



PAYMENT AUTHORIZATION

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Return with Order Forms and Payment to: JP Display

COMPANY Name	Booth #
---------------------	----------------

Address	City	State	Zip
----------------	-------------	--------------	------------

Contact Name	Phone #	Fax #
---------------------	----------------	--------------

Email

Authorized Signature	Authorized Contact (Please Print)
-----------------------------	---

Credit Card Charge Authorizations

ACCOUNT NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

*** EXPIRATION DATE ***
MONTH / YEAR

*** CREDIT CARD SECURITY CODE (Last three digits on back of Credit Card) ***			
---	--	--	--

Cardholder's billing address (if different from above)	City	State	Zip
---	-------------	--------------	------------

X

Cardholder's Signature	Cardholder's Name (Please Print)
-------------------------------	---

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or money order; however, **we require your credit card authorization to be on file with JP Display.** For your convenience, we will use this authorization to charge your credit card for any additional accounts incurred as a result of show site orders placed by your representative for this event.

SUMMARY OF ORDERS PLEASE RETURN ONLY FORMS WITH ORDERS AND PAYMENT AUTHORIZATION PAGE. THANKYOU!

Electrical	_____
Furniture	_____
Carpet	_____
Cleaning	_____
Accessories	_____
Labor	_____
Material Handling	_____
Other Services	_____
	SUB TOTAL	_____
	Please add 7.25% Utah Sales Tax	_____

FULL PAYMENT IN U.S. FUNDS *TOTAL _____

- Advance pricing applies only to orders received with full payment prior to the deadline date.

ELECTRICAL SERVICES ORDER FORM



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Return Order Form and Payment to: JP Display

When ordering electrical power please check the UL Rating Plate on each electrical item to be used in the booth. Round up the wattage or amperage to the nearest usage description listed below. The electrical usage **CAN NOT EXCEED** the maximum power ordered. Exhibitor agrees to all terms and conditions contained on this form. Contract will be considered executed upon receipt of signed document and payment. No orders can be serviced without receipt of payment. Cancellation policy: 50% refund applies to orders less than 20amps 120 volts cancelled from move-in through show opening. No refund is available after the show has opened.

QTY	ELECTRICAL OUTLETS	120 VOLT PRE-ORDER	120 VOLT FLOOR ORDER	208 VOLT SINGLE PHASE PRE-ORDER	208 VOLT SINGLE PHASE FLOOR ORDER	208 VOLT THREE PHASE PRE-ORDER	208 VOLT THREE PHASE FLOOR ORDER	TOTALS
	500 WATTS OR 5 AMPS							
	1000 WATTS OR 10 AMPS							
	1500 WATTS OR 15 AMPS							
	2000 WATTS OR 20 AMPS							
	208 VOLT <input type="checkbox"/> 30 <input type="checkbox"/> 40 <input type="checkbox"/> 50 AMPS							
	208 VOLT <input type="checkbox"/> 60 <input type="checkbox"/> 100 AMPS							
	208 VOLT 200 AMPS / 400 AMPS PLEASE CALL FOR PRICING							

ELECTRICAL LABOR

All electrical in **Island booths** will be adjusted to a 1 hour minimum electrical labor.

ELECTRICAL LABOR IS REQUIRED on all motor and machine hookups which require more than 20 amps 120 volts. Any wiring under carpet and on the floor in traffic areas must be installed by JP Display's electrical staff. A minimum of 1 hour for installation (connect) and ½ hour removal (disconnect) will be charged to the electrical order. The Overtime rate applies to all work performed before 8:00 am and/or after 5:00 pm and all day Saturday, Sunday and Holidays.

QTY	OPTIONAL EQUIPEMENT (POWER NOT INCLUDED)	PRE-ORDER	FLOOR ORDER	TOTALS
	50 WATT HALOGEN ARM LIGHT			
	<input type="checkbox"/> 25' EXTENSION CORD <input type="checkbox"/> MULTI OUTLET STRIP			

For Outlets requiring 24 Hour service, the Price is DOUBLE THE RATE of the outlet ordered. For Dedicated Circuits, the Price is DOUBLE THE RATE of the outlet ordered. JP Display may not be held responsible for damage or loss of equipment, software, or revenues due to power failure or voltage fluctuations beyond our control or due to temporary conditions or loose connections. For your protection, you should install surge/ over-under voltage protections on all electronic devices, computers and other voltage sensitive equipment as is considered necessary.

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

(CONTACT SHOW MANAGEMENT)

ELECTRICAL SERVICES PLACEMENT FORM



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Placement of electrical outlet other than to 'Back Center of Booth' will require a 1 hour minimum electrician charge. Please include this page with the electrical order form requiring particular placement to ensure proper placement of outlets in your booth.

Helpful Grid tools:

- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of the booth.
- Use Bold 'X' to indicate where the outlet needs to be placed. Indicate the power usage.
- Indicate the AISLE number and booth number adjacent to your booth.

BOOTH SIZE _____ SQUARE = 's _____ FT.

BACK OF BOOTH - AISLE OR BOOTH NUMBER _____

AISLE OR BOOTH
 NUMBER _____

AISLE OR BOOTH
 NUMBER _____

FRONT OF BOOTH - AISLE OR BOOTH NUMBER _____

COMPANY NAME

BOOTH #

CARPET ORDER FORM



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BOOTH CARPET	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
9' x 10' check color box below		100.00	118.00	
9' x 20' check color box below		179.00	226.00	
9' x 30' check color box below		258.00	332.00	
9' x 40' check color box below		338.00	422.00	
9' x 50' check color box below		410.00	518.00	
CUSTOM BOOTH CARPET	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot MINIMUM ORDER- 100 Square Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$2.25 per sq. ft.	\$2.75 per sq. ft.	
PLUSH BOOTH CARPET Includes Visqueen	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot MINIMUM ORDER- 100 Square Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$3.75 per sq. ft.	N/A	
AVAILABLE COLORS: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> RED <input type="checkbox"/> FOREST GREEN <input type="checkbox"/> ORANGE				
CARPET PADDING 100 Square Foot MINIMUM		\$0.90 per sq. ft.	\$1.30 per sq. ft.	
VISQUEEN 100 Square Foot MINIMUM		\$0.60 per sq. ft.	\$1.10 per sq. ft.	
COMPANY NAME		BOOTH #		PAGE TOTAL
				\$

FURNISHINGS ORDER FORM



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SKIRTED DISPLAY TABLES 30" HIGH	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		71.00	89.00	
6' LONG 30" WIDE		81.00	102.00	
8' LONG 30" WIDE		96.00	122.00	
CHANGE BOOTH PACKAGE INCLUDED TABLE SIZE OR SKIRT COLOR	<input type="checkbox"/> 4' or <input type="checkbox"/> 8' SKIRT COLOR	30.00 30.00	50.00 50.00	
SKIRTED COUNTER HIGH DISPLAY TABLES 40" TALL	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		82.00	95.00	
6' LONG 30" WIDE		92.00	108.00	
8' LONG 30" WIDE		107.00	130.00	
ADDITIONAL SKIRTING	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4 TH SIDE TABLE SKIRT 30" HIGH		35.00	41.00	
4 TH SIDE TABLE SKIRT 40" HIGH		38.00	48.00	
AVAILABLE COLORS: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Forest Green <input type="checkbox"/> Orange <input type="checkbox"/> Plum <input type="checkbox"/> Yellow <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy				
UNFINISHED DISPLAY TABLE 30" HIGH	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		37.00	45.00	
6' LONG 30" WIDE		47.00	58.00	
8' LONG 30" WIDE		51.00	63.00	
UNFINISHED COUNTER HIGH DISPLAY TABLES 40" TALL	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		42.00	51.00	
6' LONG 30" WIDE		52.00	64.00	
8' LONG 30" WIDE		67.00	80.00	
ROUND TABLES	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
30" X 30" HIGH WITH <input type="checkbox"/> BLACK LINEN		50.00	62.00	
30' X 40" HIGH WITH <input type="checkbox"/> BLACK LINEN		55.00	67.00	
60" x 30" HIGH WITH <input type="checkbox"/> BLACK LINEN		60.00	72.00	
CHAIRS	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
PADDED SIDE CHAIR - BLACK		40.00	50.00	
PADDED STOOL-GREY COUNTER HIGH		50.00	65.00	
PLASTIC STOOL-BLACK COUNTER HIGH		40.00	40.00	
COMPANY NAME		BOOTH #		PAGE TOTAL
				\$

CLEANING ORDER FORM



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TO ENSURE YOUR BOOTH IS SHOW READY, SPECIFY YOUR REQUIREMENTS BELOW. PLEASE CALL US IF YOU HAVE SPECIAL NEEDS. JP DISPLAY IS THE EXCLUSIVE CLEANING CONTRACTOR FOR YOUR SHOW AND WILL HANDLE ALL CLEANING SERVICES ON THE EXHIBIT FLOOR.

The cost of vacuuming will be invoiced on the total square feet of your booth with a **100 square foot minimum for ONE TIME Vacuuming service.**

Return Order Form and Payment to: JP Display

Vacuuming DAILY:

BOOTH SIZE	Square Feet	Rate \$0.20	# Of Days	TOTAL
9' x 10'	90	\$27.00 Per Day		
9' x 20'	180	\$54.00 Per Day		
9' x 30'	270	\$81.00 Per Day		
9' x 40'	360	\$108.00 Per Day		
9' x 50'	450	\$135.00 Per Day		

Vacuuming ONE TIME ONLY:

VACUUM ONCE PRIOR TO SHOW OPENING: CHECK BOX:

SPECIFY DATE OF ONE TIME VACUUM SERVICE: DATE: _____ CHECK BOX:

Porter Service: JP Display will remove trash from waste baskets at regular intervals during show hours.

1 DAY	\$40.00
SHOW DURATION	\$95.00

PORTER SERVICE NEEDED, CHECK BOX: 1 DAY SHOW DURATION

CALCULATION OF PORTER SERVICE			TOTAL:
BOOTH SIZE	(minimum of 100 square feet) _____ Square Feet	Rate \$0.25	TOTAL:

CANCELLATION POLICY:

Services not cancelled at least 24 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

ACCESSORIES ORDER FORM



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ACCESSORIES- Description	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
WASTE BASKET		15.00	20.00	
EASEL-Tripod Aluminum		20.00	28.00	
GARMENT RACK – <input type="checkbox"/> 2-Arm Waterfall <input type="checkbox"/> 2-Arm Straight Arm		95.00	108.00	
COAT RACK		43.00	55.00	
GLASS SHOWCASE <input type="checkbox"/> 4' W x 38" H x 20" D <input type="checkbox"/> 5' W x 38" H x 20" D		350.00	N/A	
TACKBOARD 4' X 8'		95.00	118.00	
PEGBOARD 4' X 8'		95.00	118.00	
LITERATURE RACKS – Z Style		75.00	95.00	
2 BLACK STANCHIONS With 7' Black Tape		61.00	80.00	
BAKERS RACK – 3 Tier		50.00	75.00	
Double Face Tape- Per Roll		20.00 per roll	24.00 per roll	
Clear Tape- Per Roll		10.00 per roll	13.00 per roll	
Duct Tape- Per Roll		12.00 per roll	15.00 per roll	
SPECIALTY FURNITURE		CALL FOR ORDER FORMS		
SPECIAL DISPLAY RACKS		CALL FOR ORDER FORMS		
MISCELLANEOUS	QUANTITY	PRE-ORDER	FLOOR ORDER	
UPRIGHT POLE W/BASE 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12' <input type="checkbox"/>		6.25	7.25	
EXTENDABLE CROSS BAR		6.25	7.25	
DRAPERY BACKGROUND	QUANTITY	PRE-ORDER	FLOOR ORDER	
3' HIGH DRAPE (select color below)	____ ft. X	5.00 per ft.	6.50 per ft.	
8' HIGH DRAPE (select color below)	____ ft. X	11.00 per ft.	14.00 per ft.	
AVAILABLE COLORS: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Burgundy <input type="checkbox"/> Plum <input type="checkbox"/> Forest Green <input type="checkbox"/> Kelly Green <input type="checkbox"/> Teal				
			<i>PAGE TOTAL</i>	
COMPANY NAME	BOOTH #	\$		

HARD WALL BOOTH RENTAL ORDER FORM



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Exhibit Booth Rental includes Installation & Dismantle of Exhibit Standard Carpet with vacuuming 2 Arm Lights per 10' section Custom Header with Company Name & Logo				
DISPLAY UNIT	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
10' X 10' EXHIBIT BOOTH Rental- Fabric hard wall		\$995.00	\$1250.00	
10' X 20' EXHIBIT BOOTH Rental- Fabric hard wall		\$1900.00	\$2500.00	
COLOR CHOICE Please select one color only.		CUSTOM EXHIBIT UNITS AVAILABLE UPON REQUEST Please contact us a order@jpdisplay.com		
BACKGROUND FABIC COLOR: <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Other -Custom Graphic PANELS specify in Special Instructions below. Gray will be provided if no color is indicated.				
CARPET COLOR SELECTION: <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Burgundy Gray will be provided if no color is indicated.				
CUSTOM HEADER COPY: or <input type="checkbox"/> emailed company logo in high resolution file to orders@jpdisplay.com				
PRINT TEXT OR COPY				
SPECIAL INSTRUCTIONS				

CANCELLATION POLICY:

Services not cancelled at least 72 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

COMPANY NAME	BOOTH #	PAGE TOTAL
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FLORAL & PLANT DÉCOR ORDER FORM



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ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT THE END OF THE EVENT.		SPECIAL SERVICES AVAILABLE UPON RQUEST: <i>Banquet & Luncheon Centerpieces ~ Fountains ~ Garden Areas Stage Décor ~ Hospitality Suites ~ Lounge Areas ~ Corsages</i>		
CUSTOM FLORAL SERVICES	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
Fresh Floral Arrangement 12 – 14” High		95.00	130.00	
Fresh Floral Arrangement 15 - 18” High		150.00	180.00	
RENTAL GREEN FOLIAGE & FLOWERING PLANTS	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
3’ Green Plant		80.00	95.00	
4’ Green Plant		100.00	115.00	
5’ Green Plant		130.00	145.00	
6’ Green Plant		150.00	165.00	

Company Contact: _____

Phone Number / Email: _____

Special Instructions: _____

CANCELLATION POLICY:

Services not cancelled at least 48 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

COMPANY NAME	BOOTH #	PAGE TOTAL
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SIGN & GRAPHIC ORDER FORM



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<p><i>All Signs and Graphics are digitally produced on white 1/4" foam core. Pricing listed is for a single-sided sign to include text/copy and supplied high resolution logo. Please specific background and copy color.</i></p>	<p>CUSTOM SIGNS & BANNERS AVAILABLE UPON REQUEST: Vinyl ~ Cling ~ Backlit ~ POP Display ~ Lamination ~ LOGO REPRODUCTION ~ GRAPHIC DESIGN</p> <p><i>Please contact us at orders@jpdisplay.com for a custom quote.</i></p>			
SIGN SERVICE	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
7" X 11" Sign		35.00	50.00	
7" X 44" Sign		40.00	55.00	
14" X 22" Sign		50.00	65.00	
22" X 28" Sign		60.00	75.00	
28" x 44" Sign		85.00	100.00	
<input type="checkbox"/> Easel Back <input type="checkbox"/> Loose Arrow COLOR: _____		15.00	17.50	
<p>COLOR CHOICE Please select one color only.</p>				
<p>BACKGROUND COLOR: <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Other White will be provided if no color is indicated.</p>				
<p>COPY COLOR: <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Other Black will be provided if no color is indicated.</p>				
<p>POSITION DIRECTION: <input type="checkbox"/> HORIZONTAL <input type="checkbox"/> VERTICAL Vertical will be provided if not indicated.</p>				
<p>COMPLETE COPY: or <input type="checkbox"/> Attached is the layout.</p>				
<p>PRINT TEXT OR COPY</p>				
<p>SPECIAL INSTRUCTIONS:</p>				

CANCELLATION POLICY:

Services not cancelled at least 72 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

GENERAL LABOR ORDER FORM



327 West Redberry Road
 Draper, Utah 84020
 TELEPHONE: 801-523-7083
 FAX: 801-523-7093
 EMAIL: orders@jpdisplay.com
 www.jpdisplay.com



**APCO WESTERN REGIONAL
 CONFERENCE EXPOSITION**
 Ogden Eccles Conference Center
 April 7th - 8th, 2020

Return Order Forms and Payment to: JP Display

LABOR FOR INSTALL / DISMANTLE

General Display Labor is for all installation and dismantling of exhibits, including signs and floor covering installation.

LABOR RATES

STRAIGHT TIME: 8:00am to 5:00pm Monday - Friday
 \$58 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (½) hour increments.

OVERTIME: Hours prior to 8:00am and after 5:00pm All day Saturday, Sunday and Holidays
 \$87 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (½) hour increments.

JP Display SUPERVISION REQUIRED: ADDITIONAL 25% OF TOTAL CHARGE (\$100.00 MINIMUM CHARGE)

PRICES ARE FOR EACH INSTALLATION AND EACH DISMANTLE, NOT THE TOTAL TIME.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE I/D LABOR SERVICE:

INSTALLATION

DAY / DATE	# OF LABORERS	START TIME	STOP TIME	TOTAL HOURS

DISMANTLE

DAY / DATE	# OF LABORERS	START TIME	STOP TIME	TOTAL HOURS

SUPERVISORS NAME _____
AND CELL # _____
SPECIAL INSTRUCTIONS _____

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

FORKLIFT ORDER FORM



327 West Redberry Road
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FORKLIFT FOR INSTALL / DISMANTLE OF DISPLAY AND / OR PLACEMENT OF EQUIPMENT
 Moving freight in and out of the exhibit hall, please use the Material Handling form. (lift capacity 4000 lbs)

FORKLIFT RATES

STRAIGHT TIME: 8:00am to 5:00pm - Monday - Friday

- \$57 PER HALF HOUR (1/2 HOUR MINIMUM CHARGE PER USE)
- \$114 PER HOUR (1 HOUR MINIMUM CHARGE PER USE)

OVERTIME: Hours prior to 8:00am and after 5:00pm- All day Saturday, Sunday & Holidays

- \$152 PER HOUR (1 HOUR MINIMUM CHARGE PER USE)

PRICES ARE FOR EACH INSTALLATION AND EACH DISMANTLE, NOT THE TOTAL TIME.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE FORKLIFT SERVICE:

INSTALLATION

DAY / DATE	START TIME	END TIME	TOTAL AMOUNT \$

DISMANTLE

DAY / DATE	START TIME	END TIME	TOTAL AMOUNT \$

COMPANY CONTACT _____

SPECIAL INSTRUCTIONS _____

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

OVERHEAD SIGN HANGING FORM



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 Draper, Utah 84020
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OVERHEAD HANGING SIGN/BANNER INSTALLATION / REMOVAL OF OVERHEAD HANGING SIGN/BANNER
 Service includes High Lift, Certified Lift Operator, Ground spotter, and cabling equipment to support hanging sign or banner.
 (800 lbs maximum weight load per hang)
 Please call for a quote if weight is over maximum weight load.

OVERHEAD SIGN HANGING RATES

STRAIGHT TIME: 8:00AM TO 5:00PM Monday - Friday

\$225 PER HOUR (1 HOUR MINIMUM CHARGE PER INSTALLATION AND/OR REMOVAL)

OVERTIME: All hours prior to 8:00AM and after 5:00PM / Saturday / Sunday / Holidays

\$275 PER HOUR (1 HOUR MINIMUM CHARGE PER INSTALLATION AND/OR REMOVAL)

ADDITIONAL SIGN HANGING LABORER INSIDE HIGH LIFT REQUIRED CAN BE ORDERED AT THE RATES LISTED ON THE GENERAL LABOR ORDER FORM. PLEASE INDICATE IN THE SPECIAL INSTRUCTIONS AREA BELOW IF REQUIRED.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE HIGH LIFT SERVICE:

INSTALLATION OF OVERHEAD HANG

DAY / DATE	START TIME	BANNER SIZE & SHAPE	ANTICIPATED TIME PER BANNER HANG

REMOVAL

DAY / DATE	START TIME	ANTICIPATED TIME PER BANNER REMOVAL

COMPANY CONTACT _____ **CELL #** _____

SPECIAL NSTRUCTIONS

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

MATERIAL HANDLING ORDER FORM



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APCO WESTERN REGIONAL
 CONFERENCE EXPOSITION
 Ogden Eccles Conference Center
 April 7th - 8th, 2020

ADVANCE WAREHOUSE ADDRESS:

Will be accepted from March 2nd – April 2nd, 2020

Company Name & Booth #
 JP Display
 31 West Glover Lane
 Midvale, UT. 84047

DIRECT SHIPMENTS:

CAN NOT be accepted until April 1st, 2020

Company Name & Booth #
 Ogden Eccles Conference Center
 2415 Washington Boulevard
 Ogden, Utah 84401-2315

Determine your material handling cost and add the estimated cost to the Payment Authorization page.
 To assist you in preparing this form, please read the material handling information below:

MATERIAL HANDLING - Crated, boxed or skidded materials will be received at the warehouse up to 30 days in advance of the first move in date. All materials will be delivered to respective booths. Empty containers will be removed and stored until the end of the show as per Fire Marshal requirements. At the close of the show containers will be returned to the original booth. When materials are prepared for outbound shipping, please turn in the outbound Bill of Lading(s) to the JP Display Service Desk. JP Display will load materials on specified carrier as indicated on returned and completed outbound Bill of Lading(s). In the event your carrier does not show, JP Display reserves the right to force shipment(s) outbound with our official Show Carrier.

ADVANCED SHIPMENTS TO JP DISPLAY WAREHOUSE

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply to shipments that meet the deadline only. See the "Delivery Deadline" below.	\$116.00	\$58.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Shipments that are loaded by cubic space and/or packed in a manner that requires additional handling such as ground and side door unloading. Shipments without documentation, such as FedEx, UPS, and other air or express couriers are considered Special Handling due of extensive documentation of separate tracking numbers for each piece received. Cumulative weights not allowed. Prices apply to shipments that meet the deadline only. See "Delivery Deadline" below.	\$130.00	\$65.00	

DIRECT SHIPMENTS TO SHOW SITE (materials will NOT be accepted at show site until first move in date)

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Define above in Advance Shipment.	\$102.00	\$51.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	MIMUMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Define above in Advance Shipment.	\$120.00	\$60.00	

UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING

UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Shipments that require special handling, uncrated items, unboxed items, or machinery/heavy equipment. The same pricing conditions apply that are listed above for the other Material Handling Services.	\$130.00	\$65.00	

MATERIAL HANDLING ORDER FORM



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 CONFERENCE EXPOSITION
 Ogden Eccles Conference Center
 April 7th - 8th, 2020

ADVANCE WAREHOUSE ADDRESS:

Will be accepted from March 2nd – April 2nd, 2020

Company Name & Booth #
 JP Display
 31 West Glover Lane
 Midvale, UT. 84047

DIRECT SHIPMENTS:

CAN NOT be accepted until April 1st, 2020

Company Name & Booth #
 Ogden Eccles Conference Center
 2415 Washington Boulevard
 Ogden, Utah 84401-2315

Determine your material handling cost and add the estimated cost to the Payment Authorization page.
 To assist you in preparing this form, please read the material handling information on prior page:

SMALL PACKAGE

Small Package freight received at the warehouse and direct to show site with a total shipment weight under 50 lbs. will be charged the following rates. Prices apply to shipments that meet the deadline only. See the "Delivery Deadline" below.	FIRST SMALL PACKAGE	EACH ADDTL. PACKAGE	EST. TOTAL
	\$45.00	\$10.00	

DELIVERY DEADLINES

Freight not received at the warehouse five (5) business days prior to the first day of Exhibitor move-in, and any shipments received after the show has opened, will be subject to the following additional charges.	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
	\$44.00	\$22.00	

OUTBOUND MATERIAL HANDLING ONLY

Freight handled only at the close of the show, Material Handling fees include taking materials to the dock and load on designated carrier.	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
	\$70.00	\$35.00	

MATERIAL HANDLING COST CALCULATION FORMULA

Advanced or Direct to Show Site Material Handling (CWT means PER 100 pound) (Pricing outlined above in PER 100 LBS column)

Weight of Shipment (round up to the nearest 100 lbs.) _____ LBS = _____ CWTs X \$ _____ = \$ _____

OR **200 LB MINIMUM CHARGE** → = \$ _____

Small Package
 Small Package **First Package** \$ 35.00 + \$5.00 for **EACH** Additional Packages → = \$ _____

Outbound Material Handling ONLY

Weight of Shipment (round up to the nearest 100 lbs.) _____ LBS = _____ CWTs X \$25.00 = \$ _____

OR **200 LB MINIMUM CHARGE** → = \$ _____

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$



RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

ACPO WESTERN REGIONAL CONFERENCE

JP Display
31 West Glover Lane
Midvale, UT. 84047

No. _____ of _____ pcs.
(Example 1 of 10)

ADVANCED JP WAREHOUSE



RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

APCO WESTERN REGIONAL CONFERENCE EXPOSITION

JP Display
31 West Glover Lane
Midvale, UT. 84047

No. _____ of _____ pcs.
(Example 1 of 10)

ADVANCED JP WAREHOUSE



RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

APCO WESTERN REGIONAL CONFERENCE EXPOSITION

C/O JP Display
2415 Washington Boulevard
Ogden, Utah 84401-2315

No. _____ of _____ pcs.
(Example 1 of 10)

DIRECT TO SHOW SITE TO ARRIVE APRIL 1ST, 2020



RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

APCO WESTERN REGIONAL CONFERENCE EXPOSITION

C/O JP Display
2415 Washington Boulevard
Ogden, Utah 84401-2315

No. _____ of _____ pcs.
(Example 1 of 10)

DIRECT TO SHOW SITE TO ARRIVE APRIL 1ST, 2020



OUTBOUND SHIPPING INSTRUCTIONS FORM

PRE-PRINTED OUTBOUND LABELS

327 West Redberry Road
Draper, Utah 84020
TELEPHONE: 801-523-7083
FAX: 801-523-7093
EMAIL: orders@jpdisplay.com
www.jpdisplay.com



APCO WESTERN REGIONAL
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Ogden Eccles Conference Center
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Return Order Form and Payment to: JP Display

OUTBOUND SHIPMENTS WILL REQUIRE A BILL OF LADING TO RELEASE THE SHIPMENTS TO THE DESIGNATED CARRIERS. JP DISPLAY WILL BE PLEASED TO PREPARE THESE FORMS FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN.

PLEASE TAKE ADVANTAGE OF THIS SERVICE AND COMPLETE AND RETURN THIS FORM.

ALL ARRANGEMENTS FOR OUTBOUND TRANSPORTATION OF SHIPMENTS IS THE RESPONSIBILITY OF THE EXHIBITOR IF NOT USING  THE PREFERRED CARRIER.

OUTBOUND SHIPPING ADDRESS:

SHIP TO: COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP _____

TELEPHONE: _____ ATTN: _____

PLEASE PRE-PRINT OUTBOUND SHIPPING LABELS

QUANTITY

METHOD OF SHIPMENT INSTRUCTIONS:

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

STANDARD GROUND –  PREFERRED CARRIER

STANDARD GROUND – OTHER COMMON CARRIER

_____ CARRIER NAME

VAN LINE _____ CARRIER NAME

DEFERRED: 3-4 BUSINESS DAYS  PREFERRED CARRIER

DEFERRED: 3-4 BUSINESS DAYS - OTHER CARRIER

_____ CARRIER NAME
 NEXT DAY DELIVERY _____ CARRIER NAME

2 DAY DELIVERY _____ CARRIER NAME

OTHER _____ CARRIER NAME

WHEN YOU HAVE COMPLETED PACKING YOUR SHIPMENTS AND THEY ARE READY TO BE PICKED UP PLEASE RETURN THE COMPLETED OUTBOUND SHIPPING BILL OF LADING TO THE JP EXHIBITOR SERVICE DESK.

VERIFY THE PIECE COUNT, ANTICIPATED WEIGHT AND A SIGNATURE IS ON THE BILL OF LADING FORM.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

SHIPPING LABELS FOR UPS, FED EX AND OTHER AIR CARRIER SHIPMENTS MUST BE PROVIDED BY THE EXHIBITOR.

ALL ARRANGEMENTS FOR OUTBOUND TRANSPORTATION OF SHIPMENTS IS THE RESPONSIBILITY OF THE EXHIBITOR.

COMPANY CONTACT & CELL NUMBER: _____

COMPANY NAME	BOOTH #

EXHIBITOR DESIGNATED CONTRACTOR



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 Draper, Utah 84020
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EXHIBITOR Name		Date		Booth#	
Street Address		City	State	Zip	
Phone #	Fax #	Email			
Ordered by		Signature			
Contractor name		Authorized Representative			
Street Address		City	State	Zip	
Phone #	Fax #	Email			
Show Site Representative(If Different Than Above)					

Rules and Regulations for EXHIBITOR Designated Contractor

An EXHIBITOR/EXHIBITOR Designated Contractor (EDC) is any company other than JP Display, the Official Service Contractor, which an EXHIBITOR may wish to use inside the exhibit hall before, during, or after the show.

Usually, an EDC is contracted to set or supervise the setting of an EXHIBITOR's display. An EDC **May Not** perform any of the following functions: **Drayage / Material Handling, Electrical, Plumbing, Mechanical, Booth Cleaning, Booth Security, Floral, Telephone, Food & Beverage Service, and Draping and Decorator Labor.** However, an EDC may be contracted to supervise the procurement of the item listed above.

An EDC must provide the following to JP Display, no later than 30 days prior to EXHIBITOR move-in. Requests received later than 30 days prior to EXHIBITOR move in will be denied.

1. The above form must be filled out completely and returned to JP Display.
2. EDC must furnish current certificates of insurance naming JP Display as additional insured for both liability and workers compensation. Liability coverage must be at least \$2,000,000 aggregate and 1,000,000 each occurrence. Workers compensation coverage must be at least \$1,000,000 aggregate and 500,000 each occurrence. Failure to provide proper insurance documentation will result in EDC being barred from the exhibit hall.
3. EDC must provide payment in full for all services ordered from JP Display (Please see Payment Policy Sheet for more Information). The EXHIBITOR is ultimately responsible for any charges incurred by its EDC. Any unpaid charges incurred by an EDC will be collected from the responsible EXHIBITOR prior to the close of the show.
4. EDC must confine its activities to the exhibit space of the contracting EXHIBITOR. No storage areas, service desks, or work facilities will be allowed.
5. EDC may not solicit business on the exhibit floor.
6. Exhibit hall, service, storage areas, and loading docks are under the control of the Official Service Contractor (JP Display) and all activities must be coordinated through JP display.
7. JP display accepts no responsibility for damage to any EXHIBITOR material under the control of the EDC or to material that has been left in public areas such as aisle ways, loading docks, storage or work areas, or hallways.
8. EDC employees must identify themselves to JP Display personnel and wear appropriate identification badges at all times. Temporary identification badges will be available from the JP Display service desk if necessary.
9. EDC and its employees will conduct themselves within the governing show rules as established by the show management or association. Such rules may include rules governing the appearance and conduct of workers and during what hours work may be performed. Please check with show management to verify the details of such rules.