

# Oklahoma Bridal & Wedding Expo - Tulsa

**November 20, 2022**

**Expo Square  
4145 E. 21st Street  
Tulsa, OK**

## **Exhibitor Services Manual**





# WELCOME EXHIBITORS

Oklahoma Bridal & Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

**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:

American Consumer Shows  
info@acsshows.com  
516-422-8100

**Each 10' L x 10' W Booth Space will Receive:**  
  
8' High White Back Drape  
3' High White Side Drape  
1 Identification Sign  
  
The Exhibit Booth Space IS Concrete

## EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Sunday, November 20, 2022

Setup Times

8:00 AM - 12:00 PM

Show Dates

Sunday, November 20, 2022

Show Times

1:00 PM - 5:00 PM

Dismantle Dates

Sunday, November 20, 2022

Dismantle Times

5:00 PM - 8:00 PM

\* All carriers **MUST** check in to pick up Exhibitor freight by 6:30 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

**Oklahoma Bridal &  
 Wedding Expo - Tulsa**  
**November 20, 2022**  
**Expo Square**  
**Tulsa, OK**

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.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Order Summary and Payment Form	Monday, November 7, 2022	5
Booth Table	Monday, November 7, 2022	6
Booth Furnishings	Monday, November 7, 2022	7
Booth Accessories	Monday, November 7, 2022	8
Booth Carpet	Monday, November 7, 2022	9
Exhibitor Appointed Contractor	-----	10
Labor Jurisdiction Guidelines	-----	11
Display Labor	Monday, November 7, 2022	12
Material Handling Information & Categories	-----	13
Material Handling Rates & Order Form	Monday, November 7, 2022	14
Material Handling Limits of Liability	-----	15
Advance Warehouse Shipping Labels	-----	16
Show Site Shipping Labels	-----	17
Move Out Information	-----	18
Back to Warehouse Order Form	-----	18

- \* Electrical and Internet Services will be handled by the American Consumer Show Staff.
- \* Event Services Solutions is our Official Trade Show Carrier. Please contact them for all your inbound and outbound shipping needs. Information can be found on page 19.
- \* 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](mailto: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, Inc. representative during the set-up or dismantle of the show.



## PAYMENT & PRICING POLICIES

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

### 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**  
**MONDAY, NOVEMBER 7, 2022**

Oklahoma Bridal & Wedding Expo - Tulsa  
 November 20, 2022  
 Expo Square  
 Tulsa, OK

This form must be returned by fax to 303-991-2794 or by email to [exhibitservices@coasttocoastss.com](mailto:exhibitservices@coasttocoastss.com)

Booth Table Order .....	\$ _____
Booth Furnishings Order .....	\$ _____
Booth Accessories Order .....	\$ _____
Carpet Order .....	\$ _____
Custom Sign Order .....	\$ _____
Display Labor Order .....	\$ _____
Estimated Material Handling Order .....	\$ _____
Back to Warehouse Order .....	\$ _____
<b>TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX</b>	<b>\$ _____</b>

**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.**



# BOOTH TABLE ORDER FORM

**DISCOUNT PRICE DEADLINE DATE  
MONDAY, NOVEMBER 7, 2022**

Oklahoma Bridal & Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK



<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 52.50	\$ 70.90	\$ _____
_____	6' SKIRTED	\$ 58.50	\$ 79.00	\$ _____
_____	8' SKIRTED	\$ 65.50	\$ 88.50	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 20.50	\$ 27.70	\$ _____
_____	TABLE SKIRT, 30" TALL	\$ 20.50	\$ 27.70	\$ _____
PLEASE CIRCLE DRAPE COLOR: GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 61.50	\$ 83.00	\$ _____
_____	6' SKIRTED	\$ 68.70	\$ 92.70	\$ _____
_____	8' SKIRTED	\$ 77.00	\$ 104.00	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 25.50	\$ 34.45	\$ _____
_____	TABLE SKIRT, 42" TALL	\$ 25.50	\$ 34.45	\$ _____
PLEASE CIRCLE DRAPE COLOR: GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
				SUBTOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				TOTAL \$ _____
				8.52% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# FURNITURE ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, NOVEMBER 7, 2022**

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$ 26.35	\$ _____
_____	Padded Side Chair	\$ 45.00	\$ 60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$ 72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$ 105.30	\$ _____
_____	Padded Swivel Chair	\$ 75.00	\$ 101.25	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Single Step Table Riser - 4'	\$ 47.50	\$ 64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 52.00	\$ 72.10	\$ _____
_____	Single Step Table Riser - 8'	\$ 62.00	\$ 83.70	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 15.00	\$ 20.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$ 74.25	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$ 6.75	\$ _____

TOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_  
8.52% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# ACCESSORY ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, NOVEMBER 7, 2022**

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$ 35.00	\$ 47.25	\$ _____
_____	Bag Stand	\$ 62.50	\$ 84.40	\$ _____
_____	Crossbar	\$ 15.00	\$ 20.75	\$ _____
_____	Upright & Base	\$ 20.00	\$ 27.00	\$ _____
_____	Super Base	\$ 15.00	\$ 20.75	\$ _____
_____	Drape Panels - 3' High	\$ 12.50	\$ 16.85	\$ _____
_____	Drape Panels - 8' High	\$ 12.50	\$ 16.85	\$ _____
_____	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
_____	Chrome Sign Holder	\$ 58.15	\$ 78.50	\$ _____
_____	Fish Bowl	\$ 12.00	\$ 16.20	\$ _____
_____	Literature Rack	\$ 78.00	\$ 105.30	\$ _____
_____	Raffle Ticket Drum	\$ 85.00	\$ 114.75	\$ _____
_____	Poster Board - 4' X 8'	\$125.00	\$ 168.75	\$ _____
_____	Waste Basket	\$ 15.50	\$ 20.90	\$ _____
_____	6' Glass Showcase	\$ 329.00	\$ 444.15	\$ _____
_____	4' Glass Showcase	\$ 250.00	\$ 337.50	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.52% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_





# CARPET ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, NOVEMBER 7, 2022**

**Oklahoma Bridal &  
Wedding Expo - Tulsa**  
**November 20, 2022**  
**Expo Square**  
**Tulsa, OK**

<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 116.50	\$ 157.50	\$ _____
_____	9' X 20' CARPET	\$ 233.00	\$ 315.00	\$ _____
_____	9' X 30' CARPET	\$ 349.50	\$ 472.50	\$ _____
_____	9' X 40' CARPET	\$ 466.00	\$ 629.00	\$ _____

CARPET COLOR (PLEASE CIRCLE):    BLUE        GREEN        RED        MAROON        GRAY        BLACK



Rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. Any carpet canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

### CUSTOM CUT BOOTH CARPET

<u>BOOTH AREA SIZE</u>	_____ X _____ = _____ Sq. Ft. @	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
		\$3.50	\$5.25	=	_____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, front edge taping and pickup at the close of the show. Custom size booth carpet canceled after being cut will be charged at 100%

CARPET COLOR (PLEASE CIRCLE):    BLUE        GREEN        RED        MAROON        GRAY        BLACK



### ADDITIONAL ITEMS

<u>CARPET PADDING</u>	_____ X _____ = _____ Sq. Ft. @	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
		\$ .95	\$1.30	=	_____
<u>ADDITIONAL TAPING</u>	_____ Linear Ft. @	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
		\$1.50	\$1.75	=	_____
<u>PLASTIC COVERING</u>	_____ X _____ = _____ Sq. Ft. @	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>=</u>	<u>TOTAL</u>
		\$ .95	\$1.30	=	_____

TOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_  
8.52% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



# EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

If using a contractor, please send this form by fax to 303-991-2794 or email to [exhibitservices@coasttocoasttss.com](mailto:exhibitservices@coasttocoasttss.com)

Oklahoma Bridal & Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

This form is for the exhibitor (exhibiting company) to request to use an Exhibitor Appointed Contractor (EAC) to install and dismantle the exhibiting company's display.

The EAC must be duly licensed, bonded, insured and authorized to perform work in the state, municipality and facility of the event and agree to all facility and event rules and regulations. The EAC will act as the exhibiting company's official representative. However, the exhibiting company is ultimately responsible for the actions and for payment of any services ordered by the EAC. If the EAC is found to be violating any show rules, soliciting additional work on the exhibit floor, or impeding the completion of the work of the official contractor, the EAC may be asked to leave at any time.

### Exhibitor Appointed Contractor Information:

Exhibitor Appointed Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### Exhibiting Company Information:

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

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

Fax \_\_\_\_\_ Email \_\_\_\_\_

On Site Supervisor \_\_\_\_\_ Cell Phone \_\_\_\_\_

This authorization is not complete or valid until and unless the EAC **Certificate of Insurance** is received by one week before the show begins.

I \_\_\_\_\_ **do** \_\_\_\_\_ **do not** authorize the above EAC to charge show services to my credit card listed on the Order Summary and Payment Form.

Exhibitor's Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this section and return this form along with the Certificate of Insurance to Coast to Coast Trade Show Services, Inc.**

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



## LABOR JURISDICTION GUIDELINES

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

Coast to Coast Trade Show Services, Inc. is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions throughout the nation, we ask that you read the following information.

**GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.**

### **INSTALLATION AND DISMANTLE LABOR**

Coast to Coast TSS, Inc. will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Coast to Coast TSS, Inc. Service Desk at the exhibit site.

### **MATERIAL HANDLING LABOR**

Coast to Coast TSS, Inc. will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

### **EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)**

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

### **UTILITIES LABOR**

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Coast to Coast TSS, Inc. Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Coast to Coast TSS, Inc. personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Coast to Coast TSS, Inc. personnel.



# DISPLAY LABOR ORDER FORM

Oklahoma Bridal & Wedding Expo - Tulsa  
 November 20, 2022  
 Expo Square  
 Tulsa, OK

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, NOVEMBER 7, 2022**

	<u>Discount</u>	<u>Standard</u>	
Straight Time	\$ 74.00	\$ 99.90	Monday through Friday: 8:00 am to 4:30 pm
Overtime	\$111.00	\$149.85	Monday through Friday: 4:30 pm to midnight and Saturday and Sunday: 8:00 am to 4:30 pm
Double Time	\$148.00	\$199.80	Monday through Sunday and National and Union Holidays: Midnight to 8:00 am

- Starting time can be guaranteed only when labor is requested at 8:00 am. All labor for 8:00 am start times will be dispatched to booth space. For all other times, please check in at the Coast to Coast TSS, Inc. service desk.
- One (1) hour minimum per person - thereafter, labor is charged in one-half (1/2) hour increments per person.
- Cancellations received less than 5 days before the first day of exhibitor scheduled move-in will be billed at 100%.
- Labor services rates are per person, per hour, with a one (1) hour minimum.

**A. Coast to Coast TSS, Inc. Supervised** - This option allows for exhibits to be installed prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Coast to Coast TSS, Inc. Trained craftspeople perform the work through Coast to Coast TSS, Inc. and, where possible, on straight time. A 25% additional charge (\$50.00 minimum) will be added to the labor rates.

**B. Exhibitor Supervised** - All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled laborer at the Coast to Coast TSS, Inc. customer service desk.

<u>Labor</u>	<u># of Laborers Requested</u>	<u>Date</u>	<u>Time</u>	<u>Estimated Time</u>	<u>Supervision Option (Circle A or B)</u>
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

TOTAL	\$	_____
SUPERVISION FEE	\$	_____
3.50% ADMINISTRATION FEE	\$	_____
SUBTOTAL	\$	_____
8.52% SALES TAX	\$	_____
TOTAL AMOUNT DUE	\$	_____

**Please Provide the Following Information:**

Is display booth being shipped to warehouse of show site? \_\_\_\_\_  
 Shipment: # of crates: \_\_\_\_\_ # of cartons: \_\_\_\_\_ # of carpets/pads: \_\_\_\_\_  
 Blueprints & Exhibit Instructions: Attached? \_\_\_\_\_ Shipped with Display? \_\_\_\_\_ In What Item? \_\_\_\_\_  
 Show Site Contact Name \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



# MATERIAL HANDLING INFORMATION & CATEGORIES

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, NOVEMBER 7, 2022**

- Exhibitors may ship all freight to the Coast to Coast TSS advanced warehouse beginning a month before exhibitor move in date. Items will be delivered to your booth space prior to exhibitor move in.
- Exhibitors that ship to show site must ensure that freight does not arrive prior to Sunday, November 20, 2022.
- Coast to Coast TSS staff will only be available to receive show site freight deliveries during move in hours. Material handling rates will be applied.
- When shipping freight, company name, booth number and show name must be clearly labeled on all items.
- All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.
- All shipments returned to the Coast to Coast TSS warehouse following the show will be charged a Back to Warehouse fee of \$49.50 100 pounds with a minimum of 200 pounds at \$99.00. It is the responsibility of the exhibitor to schedule the carrier pick up.
- To store empty containers on show site, please pick up empty stickers at the Coast to Coast TSS service desk. At the close of the show, containers will be brought to your booth space, in random order, and delivered as quickly as possible.

## FREIGHT CATEGORIES

### **CRATED OR SKIDDED RATE (200 Pound minimum) TO ADVANCE WAREHOUSE**

Shipments that arrive at the warehouse via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at warehouse include 30 days of free storage, delivery to show-site booth, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

### **SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO ADVANCE WAREHOUSE**

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

### **SMALL PACKAGE SHIPMENTS TO ADVANCED WAREHOUSE**

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

### **CRATED OR SKIDDED RATE (200 Pound minimum) TO SHOW SITE**

Shipments that arrive at show site via a common carrier such as UPS Freight, ARC Best, etc., that require no special handling to unload at the dock. Fiber cases are included. Shipments received at show site will receive free storage, delivery to booth space, removal and storage of empty containers (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.

### **SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 Pound Minimum) TO SHOW SITE**

Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, individual piece unloading such as FedEx or UPS Ground, carpet, shipments with no documentation or certified weight tickets, and shipments that require additional time, labor and equipment to unload.

### **SMALL PACKAGE SHIPMENTS TO SHOW SITE**

Cartons, letters or small package, **limited to 25 pounds per shipment, per delivery**. Includes FedEx and UPS shipments. These items will be delivered to the booth space without guarantee of piece count or condition.

### **LATE SHIPMENT SURCHARGES**

These additional charges are incurred if shipments arrive at the advance warehouse after the Coast to Coast TSS truck has left to set up the trade show event. Exhibitor will be charged for a truck and driver with a four hour minimum.



**Coast to Coast**  
TRADE SHOW SERVICES, INC.

# MATERIAL HANDLING RATES & ORDER FORM

**DISCOUNT PRICE DEADLINE DATE**  
**MONDAY, NOVEMBER 7, 2022**

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments, other than small package rates, you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight.

### SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse:

Thursday, October 20, 2022

Last day for shipment to arrive at warehouse:

Wednesday, November 16, 2022

### SHIPMENTS TO SHOW SITE

\*Freight may only arrive on Sunday, November 20, 2022 from 8:00 AM to 12:00 AM. Full Material Handling fees will apply.

### MATERIAL HANDLING RATE SCHEDULE (200 pound minimum except for small packages)

<u>Category</u>	<u>Discount</u>	<u>Standard</u>
Crated or Skidded to Advance Warehouse	\$ 89.00	\$120.15
Special Handling to Advanced Warehouse	\$ 99.00	\$133.65
Small Package to Advanced Warehouse	\$ 46.00	\$ 62.10
Additional Small Packages in above shipment	\$ 12.50	\$ 16.85
Crated or Skidded to Show Site	\$ 79.00	\$106.65
Special Handling to Show Site	\$ 89.00	\$133.65
Small Packages to Show Site	\$ 46.00	\$ 62.10
Additional Small Packages in above shipment	\$ 12.50	\$ 16.85
Late Shipment Fees (\$75.00/hour /4 hour minimum)	\$ _____	\$ _____

### ESTIMATED CHARGES

	<u>Type of Freight</u>	<u># of Pieces</u>	<u>Weight</u>	<u>Carrier</u>	<u>Tracking #</u>	<u>Rate</u>	<u>Amount Due</u>
Shipment 1	_____	_____	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____	_____	_____
Shipment 4	_____	_____	_____	_____	_____	_____	_____

TOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_  
8.52% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_



## MATERIAL HANDLING LIMITS OF LIABILITY

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

COAST TO COAST TSS, INC. LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

### LIMITS OF COAST TO COAST TSS, INC. LIABILITY AND RESPONSIBILITY

1. Coast to Coast TSS, Inc. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Coast to Coast TSS, Inc. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Coast to Coast TSS, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Coast to Coast TSS, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast TSS, Inc. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Coast to Coast TSS, Inc. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Coast to Coast TSS, Inc. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast TSS, Inc. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast TSS, Inc. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Coast to Coast TSS, Inc. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Coast to Coast TSS, Inc. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast TSS, Inc. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Coast to Coast TSS, Inc. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Coast to Coast TSS, Inc. will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast TSS, Inc. Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Coast to Coast TSS, Inc. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast TSS, Inc. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Coast to Coast TSS, Inc. will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Coast to Coast TSS, Inc. shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Coast to Coast TSS, Inc., relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Coast to Coast TSS, Inc. for any other services provided by Coast to Coast TSS, Inc. as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast TSS, Inc. at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Coast to Coast TSS, Inc. independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 ½ percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Coast to Coast TSS, Inc. reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Coast to Coast TSS, Inc. service desk will be classified as abandoned. Coast to Coast TSS, Inc. shall not be responsible for such materials. Coast to Coast TSS, Inc. is not responsible for any delay of rush shipments. Coast to Coast TSS, Inc. will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. Exhibitors are urged to carry all-risk insurance covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Coast to Coast TSS, Inc. is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast TSS, Inc. here under are based on the value of the material handling service and the scope of Coast to Coast TSS, Inc. liability as set forth above.

# ADVANCE WAREHOUSE SHIPPING LABELS

Shipments may arrive at the warehouse from Tuesday, October 4th to Wednesday, November 2nd.

Receiving available Mondays through Fridays, 8:00 AM - 4:00 PM.

Material Handling Fees will Apply.

<p><b>Coast to Coast TSS, Inc</b> <b>827 Ave H East, Suite 215</b> <b>Arlington, TX 76011</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>	<p><b>Coast to Coast TSS, Inc</b> <b>827 Ave H East, Suite 215</b> <b>Arlington, TX 76011</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>
<p><b>Coast to Coast TSS, Inc</b> <b>827 Ave H East, Suite 215</b> <b>Arlington, TX 76011</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>	<p><b>Coast to Coast TSS, Inc</b> <b>827 Ave H East, Suite 215</b> <b>Arlington, TX 76011</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>



# SHOW SITE SHIPPING LABELS

May only arrive on Show Site on Saturday, November 20, 2022 from 8:00 AM to 12:00 PM.

All shipments arriving on any other days will be refused.

Material Handling Fees will Apply.

<p><b>Coast to Coast TSS, Inc.</b> <b>c/o Expo Square</b> <b>4145 E 21st Street</b> <b>Tulsa, OK 74114</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>	<p><b>Coast to Coast TSS, Inc.</b> <b>c/o Expo Square</b> <b>4145 E 21st Street</b> <b>Tulsa, OK 74114</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>
<p><b>Coast to Coast TSS, Inc.</b> <b>c/o Expo Square</b> <b>4145 E 21st Street</b> <b>Tulsa, OK 74114</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>	<p><b>Coast to Coast TSS, Inc.</b> <b>c/o Expo Square</b> <b>4145 E 21st Street</b> <b>Tulsa, OK 74114</b></p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>Oklahoma Bridal &amp; Wedding Expo - Tulsa</p>



**MOVE OUT INFORMATION &  
BACK TO WAREHOUSE  
ORDER FORM**

***THIS SERVICE MAY BE ORDERED ANY TIME***

Oklahoma Bridal &  
Wedding Expo - Tulsa  
November 20, 2022  
Expo Square  
Tulsa, OK

Each exhibitor must complete teardown Sunday, November 20, 2022 from 5:00 PM - 8:00 PM.

Exhibitors shipping items out at the close of the show may ship with any carrier of their choice. If you have not made previous arrangements with a carrier you may use our Trade show Carrier. Please see a Coast to Coast representative following the show.

If you have made previous arrangements with a freight carrier, your carrier **MUST** check in with Coast to Coast to pick up your items at show site no later than 6:30 PM on Sunday, November 20, 2022. The address for the pick-up is:

Expo Square  
4145 E 21st Street  
Tulsa, OK 74114

If your carrier does not show up to pick up your items, Coast to Coast TSS will be forced to ship your items back via our Logistics Company, Event Service Solutions. For this reason, all exhibitors shipping out at the close of the show **MUST** fill out a Bill of Lading with Coast to Coast TSS, Inc. informing us of your shipping needs. Contact information must be on this form in the event that your carrier is a "No Show" and we need to contact you with shipping information.

**DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH.** In the event a Bill of Lading in not turned in to the Coast to Coast TSS Customer Service Representative, your freight carrier will not pick up your freight.

If you need to have your items brought back to the Coast to Coast TSS warehouse following the show please speak to a Coast to Coast TSS representative. The fee for this service is \$49.50 per 100 pounds with a 200 pound minimum of \$99.00.

Number of Pounds \_\_\_\_\_ Total \_\_\_\_\_

If you need your pallet shrink wrapped before shipping, the fee for this services is \$50.00 per pallet.

Number of Pallets \_\_\_\_\_ Total \_\_\_\_\_

TOTAL \$ \_\_\_\_\_  
3.50% ADMINISTRATION FEE \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_  
8.52% SALES TAX \$ \_\_\_\_\_  
TOTAL AMOUNT DUE \$ \_\_\_\_\_

Coast to Coast Trade Show Services, Inc. will NOT be held responsible for any booth contents that become missing or damaged during the move out.

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

***Official Show Carrier Services  
On This Show and YOUR Carrier  
For ALL Your Events***

**Offering:**

**Air: Next Day, 2 Day, Deferred**

**Ground: Full Truckload, Less-Than-Truckload**



EVENT SERVICE SOLUTIONS



We know  
making you  
happy the first  
time will bring  
you back every  
time.

**To, Between, and From Your Shows**

- Event Industry Carriers = Surprises Avoided
- Estimates are always Easy and FREE
- Full coverage of North America = pickups anywhere
- Special Needs? Liffgate? Residential? Just Ask!
- In-transit tracking assures on-time delivery
- Easy-to-use Online Shipping Tools

We track your shipment during transit and  
handle all communications needed for  
on-time delivery...

**SO YOU DON'T HAVE TO!**

By phone or email,  
we are here to  
help!

**800.577.3929**

*Estimate@eventservicesolutions.com*

**Fax: 702.826.5536**