

IMPORTANT EXHIBITOR INFORMATION ENCLOSED FOR THE FOLLOWING:

Cal CUPA Conference

Anaheim Marriott

March 24-27, 2025

EXHIBITOR MOVE-IN:	Monday, March 24, 2025	12:30pm – 4:45pm
	-Exhibitors with booth by Ballroom airwall -Booths in Ballroom by airwall (Booth 33,34,41,42,43,44,51,52,53,54,61,62, 63,64,71,72,73,74)	2:00pm – 4:45pm
SHOW HOURS:	Monday, March 24, 2025 - Reception	4:45 pm – 6:00 pm
	Tuesday, March 25, 2025	7:00 am – 4:45 pm
	Tuesday, March 25, 2025 - Reception	4:45 pm – 9:00 pm
	Wednesday, March 26, 2025	8:00 am – 4:45 pm
	Wednesday, March 26, 2025 - Reception	4:45 pm – 6:00 pm
	Thursday, March 27, 2025	8:00 am – 1:00 pm
EXHIBITOR MOVE- OUT:	Thursday, March 27, 2025	1:00 pm – 3:00 pm
FREIGHT FORCED OFF SHOW FLOOR:	Thursday, March 25, 2025	3:00 pm

BOOTH SPACE INCLUDES:

8' Backwall and 3' Siderail (8 x 10 booths only)

- 1 6' Draped Table
- 2 Upholstered Chairs
- 1 Wastebasket
- 1 I.D. Sign

TABLETOP INCLUDES:

- 1 6' Draped Table
- 2 Upholstered Chairs
- 1 Wastebasket
- 1 I.D. Sign

SHOW READY EXPO

9150 Hyssop Dr. Rancho Cucamonga, CA 91730
Phone: (909) 468-0444 * Fax: (909) 992-3700

A Welcome Message from the Decorator

SHOW READY EXPO is pleased to have been selected as The Official Contractor for the **Cal Cupa Conference** to be held at the **Anaheim Marriott**. We would like to welcome all exhibitors and participants of this event. It is our goal to assist you in any way possible to help ensure a successful show.

This exhibitor kit contains important information regarding the show. Please take the time to thoroughly review all the information that is included in this kit. In addition to the information, there are forms for services designed to enhance your show experience. If there is another service you may be in need of, not found in this kit; please feel free to call us.

This information is time sensitive, and it is important that you adhere to the deadlines to insure efficient service, as well as discount pricing. Please return all pertinent forms to the address stipulated on the forms themselves.

SPECIAL NOTES

In order to keep the appearance of the show in a professional manner; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape. For safety reasons, standing on tables, chairs, or other rental equipment is strictly prohibited. Show Ready cannot be held responsible for injuries or falls caused by the improper use of rental furniture.

DISCOUNT PRICING

To qualify for **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are specified at the top of each order form. Deadlines vary according to the services and are listed individually. Please make a note of these time frames in order to receive **DISCOUNT PRICING**.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly.

SHOW READY realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909)468-0444.

We look forward to seeing you at the show!

**The Staff at
SHOW READY EXPO**

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MOVE-IN & MOVE-OUT PROCEDURES

Please Initial & Return with ALL Orders _____

Cal Cupa Conference 2025

Company Name _____

Booth # _____

Exhibit Move-in Procedures:

Please refer to the Material Handling Sheets for:

1. Advance & Direct Shipments
2. Proper labeling for Advance and Direct Shipments
3. Dates & Times
4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
5. Direct shipments will be delivered to your booth when they are received.

Please refer to the front page for move in dates & times

1. Teamster will unload commercial freight haulers as well as exhibitor private vehicles on dates & times specified.
2. To avoid overtime charges; remind drivers that they should be in line 1-2 hours early in order to be unloaded by the deadline.
3. Drivers are to go to the check in area and will be instructed on where to go to be unloaded.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet (if any) will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

The Exhibitor is Responsible for Properly Labeling ALL Shipments, Providing Show Ready with a Bill of Lading by the Close of the Show, & ALL Shipping Charges Billed by the Carrier, Regardless of the Outbound Method used to Ship Booth Materials

Once you are in line at the dock, DO NOT leave your vehicle unattended at any time; if you do, your vehicle will be towed.

Bill of Ladings for outbound shipments via your choice of carrier:

1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline.
2. Drivers are to go to the check in area.
3. When all of your materials are completely packed and ready to go, please turn in a Bill of Lading at the Service Desk.

For Exhibitors with privately owned vehicles who cannot hand carry all booth materials (POV):

1. When all of your materials are completely packed and ready to go, drive your vehicle to the loading dock & check in.
2. You will be loaded according to the order of check-in.

For Exhibitors with Company or Rented Trucks:

1. When all of your materials are completely packed and ready to go, please go to the service desk to receive a Bill of Lading to be filled out.
2. Once the Bill of Lading is filled out, you will be directed to the loading dock where you will be loaded in the order you were processed.

For Exhibitors using Show Ready Expo's Show Carrier, TForce Freight:

1. When all your materials are completely packed and ready to go, please go to the service desk to receive a Bill of Lading to be filled out.
2. Make sure all your materials are properly labeled & leave them clearly visible INSIDE your booth space.
3. If you do not have an account with TForce Freight, they will bill the receiver at the time of delivery of your materials.

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY 3:00 PM, March 27, 2025

*At this time, SHOW READY EXPO will re-route your freight via the house carrier: **TForce Freight** at the exhibitor's expense.*

Exhibitors are allowed to move materials that can be "hand carried" by one (1) person without the use of dollies, hand trucks or other mechanical devise.

No flat trucks, handcars, 2 wheelers, or dollies will be allowed on Show Floor.

No vehicles of any type will be allowed to park on the loading dock without permission.

SHOW READY EXPO

9150 Hyssop Dr. Rancho Cucamonga CA 91730
Phone: (909) 468-0444 * Fax: (909) 992-3700
Email: admin@showreadyexpo.com

PAYMENT POLICY FORM

Must be included with all orders

Cal CUPA Conference
March 24-27, 2025

Company Name: _____ Booth # _____

Contact Name: _____ Email _____

Phone / Cell # _____ Fax # _____

Address: _____

City/ State/ Zip: _____

- **This form must be completed with a valid credit card and enclosed with all order forms and is to be on file with Show Ready prior to any service(s) being performed and up to 30 days after the close of the show regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment **must** be included with order form and **must** be received prior to the deadline date for all orders mailed, faxed, or emailed! Payments by check must be made in U.S. funds drawn on a U.S. bank **and** please fill out the authorization form below.
- Customer is responsible for ALL loss and/or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount of Check Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check, please make payable to SHOW READY EXPO and fill out the following information: Check

Number: _____ Driver License Number: _____

Address _____

City _____ State _____ Zip Code _____

For ALL ORDERS, a Credit Card is required & will remain on file with Show Ready for up to 30 days after show close. Please provide the following information: For Payment _____ To Keep on File _____

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please Check: _____ AmEx _____ Master Card _____ Visa _____ Discover _____

Expiration Date: _____ CVV: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

SHOW READY EXPO

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MATERIAL HANDLING ORDER FORM

* Note Deadline Dates & Times

Cal Cupa Conference

Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS.** THESE RATES ARE SUBJECT TO SURCHARGES (See Below).

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE SHOW READY'S ESTIMATED WEIGHTS.

ALL SHIPMENTS MUST BE PRE-PAID. COLLECT SHIPMENTS WILL BE REFUSED.

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out		Materials
Advance Crated or skidded shipments (Common Carriers, 3 rd Party Carriers, Company Trucks) <i>*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt</i>	Advance Warehouse	\$175.00 per cwt		<i>*Please provide the approximate shipment</i> crate _____
Direct Crated or skidded shipments (Common Carriers, 3 rd Party Carriers, Company Trucks) <i>*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt</i>	Showsite	\$170.00 per cwt		carton _____ skid/pallet _____
Personally Owned Vehicles – Cartload (100 lb. MAX) (Station wagons, regular size 4 x 4, mini vans) <i>*Accepted on exhibitor move-in days during service desk hours</i>	Showsite	\$170.00	One Trip per vehicle only	fiber case _____ color _____
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Max weight per shipment is 50 lbs. and/or 4 pieces <i>*Shipments received that exceed the max, will be charged as separate shipments or at the 200lb minimum.</i>	Advance Warehouse Showsite	\$65.00 1 st package each additional \$32.50 \$57.50 1 st package each additional \$28.75		carpet /pad _____ color _____
Drayage Back to SRE Warehouse You may schedule your carrier to pick up your shipment from Show Ready's Warehouse 1 to 2 days after move-out.	Outbound Shipments	Include an additional 50% to estimated Material Handling (\$200.00 min.)		hanging sign _____ other _____

(ST = Straight Time / OT = Overtime)

Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM, after 4:00 PM, after deadline, or anytime Saturday, Sunday, and/or Holidays.

- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time, and/or difficulty locating your shipment if delivered to someone other than the appointed show freight receiver. Please notify your carrier of these date(s) and times.
- Separate shipments received by Show Ready will not be combined.
- Forced Freight: Shipments left on showsite floor will be re-routed to Show Ready's warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor's expense via the house carrier.

SHIPPING ADDRESSES - PLEASE LABEL SHIPMENTS AS FOLLOWS

Please Note: Show Ready is NOT liable for shipments not properly labeled, improper information received by exhibitor's carrier resulting in delivery of materials by any means other than instructed, and/or shipments received by anyone other than the appointed show freight receiver.

ADVANCE WAREHOUSE	CONVENTION SITE
Company Name / 3 rd Party Exhibiting Company Name Booth # Cal Cupa Conference C/O SHOW READY EXPO 9150 Hyssop Dr. Rancho Cucamonga, CA 91730 ARRIVAL DATES: 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted to be considered <i>On Time</i> : March 14, 2025 Last day accepted with additional <i>Off Target</i> fee: March 19, 2025	Company Name / 3 rd Party Exhibiting Company Name Booth # Cal Cupa Conference C/O SHOW READY EXPO Anaheim Marriott 700 W. Convention Way, Anaheim CA 92802 ARRIVAL DATES: Day(s) accepted: Monday, March 24, 2025 - 8:00 AM-4:00 PM <i>*POV only accepted on exhibitor move-in days during service desk hours</i>

ESTIMATED CHARGES FOR MATERIAL HANDLING:

Inbound Carrier _____ Estimated Arrival _____

Estimated Weight (round up to next 100 lbs.) _____ LBS x _____ Estimated Rate _____ PER CWT = _____ (100 lb. = 1) Sub-Total Estimated Material Handling _____

Yes, I have read, agree to, completed, and enclosed along with this order, the Material Authorization, and the Payment Policy Form.

SHOW READY EXPO

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LABELS FOR SHIPMENTS

** Note Deadline Dates & Times*

Cal Cupa Conference

Please use the following labels for ALL shipments to assist Show Ready in the proper identification and delivery of your materials.

ADVANCE SHIPMENTS TO WAREHOUSE

MUST ARRIVE BY 4PM MARCH 19TH, 2025

Cal Cupa Conference

FROM (Company / 3rd Party): _____

TO (Exhibitor): _____ BOOTH # _____

C/O SHOW READY EXPO
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730

Carrier Name: _____

Number of Pieces: _____ of _____

DIRECT SHIPMENTS TO SHOWSITE

WILL ONLY BE ACCEPTED ON, March 24th, 2025

Cal Cupa Conference

FROM (Company / 3rd Party): _____

TO (Exhibitor): _____ BOOTH # _____

C/O SHOW READY
Anaheim Marriott
700 W. Convention Way
Anaheim, CA 92802

Carrier Name: _____

Number of Pieces: _____ of _____

SHOW READY EXPO

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MATERIAL AUTHORIZATION FORM

Cal Cupa Conference

Company Name _____ Booth # _____

We hereby authorize SHOW READY EXPO (SRE), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of SR's charges in connection with the handling of our shipment(s) and we guarantee payment to SR by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that SR or its subcontractor's liability shall be limited to any loss or damage which results solely from SR's or its subcontractor's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from SR's warehouse), that SR or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of SR shall sign a delivery receipt, Bill of Lading, or other documents, we agree that SR or its subcontractors, will do so as our agent, and we accept the responsibility there of.
 - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by SR or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that SR and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
 - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that SR or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize SR or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to SR or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with SRE or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to SR for drayage or any other services provided by SR or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay SR upon receipt of invoice for all such charges, and we further agree that any claim we may have against SR, or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to the SR office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: _____ Booth #(s): _____

Address: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Date: _____

Authorized by: _____ Signature: _____

Please Print

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MATERIAL HANDLING INFORMATION SHEET

Cal Cupa Conference

SHOW READY EXPO(SRE) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. SR shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use SHOW READY EXPO'S estimated weights. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED – NO EXCEPTIONS.

*** INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

SHOW READY EXPO shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

SHOW READY EXPO shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

SHOW READY EXPO shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth

For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to SHOW READY EXPO by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

SHOW READY EXPO shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

SHOW READY EXPO's liability shall be limited to physical loss or damage to the specific article, which is lost or damaged, and in any event SHOW READY EXPO's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

SHOW READY EXPO shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to SHOW READY EXPO by an exhibitor (and/or other shipper acting on behalf of an exhibitor shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to SHOW READY with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at SRE's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the SHOW READY EXPO service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location SHOW READY EXPO, will be authorized to divert the shipment to another carrier at its discretion. SHOW READY EXPO will assume no liability in such instance.

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OUTBOUND SHIPPING FORM

Forced Freight: 3:00 PM March 27, 2025

Cal Cupa Conference

Company Name _____ Booth # _____

**Outbound Shipments without proper labeling and/or shipping documents not turned in prior to the deadlines as outlined on page 4, will be charged an additional \$10.00 per cwt.*

Please fill out Outbound Shipping Information below.

Ship To:

Showsite Scheduled (Exhibitor’s Carrier)
(Please fill out Carrier information below)

T Force Freight (Show Carrier)

Drayage Back to SRE Warehouse (\$200.00 min. charge)
(Additional Cost – Please see Material Handling Order Form for details & fill out Carrier information below)

The exhibitor is responsible for ALL freight shipping charges & must provide Show Ready Expo with a completed Bill of Lading for outbound shipments. Upon request, a blank Bill of Lading may be provided to the exhibitor, if needed, at any time prior to the completion of move-out.

The exhibitor is responsible to schedule a pickup when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.

Forced Freight: Shipments left on showsite floor will be re-routed to Show Ready’s warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor’s expense via the house carrier. (\$200.00 min. charge)

Exhibitor’s Carrier: _____

Date _____ **Time** _____

Please fill in the date and time that you have scheduled your carrier to pick up your shipment.

FIRE DEPARTMENT REGULATIONS

SHOW READY EXPO

9150 Hyssop Dr. Rancho Cucamonga CA 91730

Phone: (909) 468-0444 * Fax: (909) 992-3700

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tarpaper, nylon, and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

UNION REGULATIONS

SHOW READY EXPO

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Phone: (909) 468-0444 * Fax: (909) 992-3700

To assist you in planning for your participation in the fourth-coming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than ½ hour without the use of tools.

If your exhibit preparation, installation or dismantling required more than one-half hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

ELECTRICAL UNION

Members of IBEW claim jurisdiction of hardwiring ordered outlets to the line side of the exhibitor's equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitor's equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs, of 120 volts to their ordered outlets.

SAFETY

Standing on chairs, tables, or other rental furniture is strictly prohibited. The furniture is not engineered to support your standing weight. Show Ready is not responsible for injuries caused by improper use of the furniture.

TIPPING

SHOW READY requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all SHOW READY employees.