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

ORDERING ONLINE: Click HERE and then click on the link to the EERI 2017 ANNUAL MEETING (or copy and paste this link into your browser: http://www.triumphexpo.com/exhibitor.shtml)

USERNAME: 9490

PASSWORD: Efficient (case sensitive)

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event.

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

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 503-417-8000
Fax: 206-431-4846
esr@triumphexpo.com
QUICK FACTS

DEADLINES

ADVANCE SHIPPING: FRIDAY, MARCH 3, 2017 4:00 PM
DIRECT SHIPPING: NOT PERMITTED

SCHEDULE

EXHIBITOR MOVE IN: TUESDAY, MARCH 7, 2017 12:00 PM - 5:00 PM
SHOW DATES/TIMES: WEDNESDAY, MARCH 8, 2017 8:00 AM - 8:00 PM
THURSDAY, MARCH 9, 2017 8:00 AM - 8:00 PM
FRIDAY, MARCH 10, 2017 8:00 AM - 12:00 PM
EXHIBITOR MOVE OUT: FRIDAY, MARCH 10, 2017 12:00 PM - 5:00 PM
CARRIER CHECK-IN DEADLINE: FRIDAY, MARCH 10, 2017 4:00 PM

Empty crates will be returned beginning at 12:00 PM on FRIDAY.
All exhibitor materials must be removed from the facility by 5:00 PM.

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

INCLUDED FURNISHINGS: Tabletop Exhibit Space
Two Side Chairs*
Black 8’ high back drape
One 8’ skirted table*

*Furnishings provided by the Portland Marriott Downtown Waterfront

EXHIBIT HALL FLOORING: The exhibit area will be carpeted.

PAYMENT POLICY: Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to esr@triumphexpo.com or fax to 206-431-4846. Orders paid by check must include credit card information or your order will not be processed.
**FREIGHT/MATERIAL HANDLING FEES**

**20 LBS or Less per shipment (small package)**

$41.00

**SMALL PACKAGES:** Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

**OFF-TARGET:** Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of $0.27/lb off-target fee (Minimum 200 lb). This will be added automatically to the invoice.

**ADVANCE SHIPMENTS (21-200 lbs)**

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

<table>
<thead>
<tr>
<th>CRATED MATERIALS</th>
<th>MATERIALS W/ SPECIAL HANDLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>$154.00 Minimum Charge</td>
<td>$182.00 Minimum Charge</td>
</tr>
<tr>
<td>$0.77 each add’l pound over 200 lbs</td>
<td>$0.91 each add’l pound over 200 lbs</td>
</tr>
</tbody>
</table>

**DIRECT SHIPMENTS ARE NOT ACCEPTED FOR THIS EVENT**

**DIRECT SHIPMENTS (21-200 lbs)**

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

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

**RETURN TO WAREHOUSE:** Exhibitors will be charged 27 cents per pound ($162 minimum for any shipment that must be returned to the warehouse plus 27 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site’s designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

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

**CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES**

**ADVANCE SHIPMENT**

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

Total Estimated Fees $ ____________

**TOTAL** $ ____________

*Carry this total to payment summary page*

**ADVANCE SHIPMENT DEADLINE DATE: MARCH 3, 2017**

**DIRECT SHIPMENTS ARE NOT ACCEPTED FOR THIS EVENT**

**PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.**
1. DEFINITIONS. For purposes of this contract, “TE&E” means Triumph Expo & Events Inc. and their employees, agents, directors and assigns. All notices hereinafter referred to any subcontractors TE&E may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (“EAC”). Further, it is hereby understood and agreed that the “EXHIBITOR” is in fact the “Shipper” for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwrapped or shrink-wrapped materials, glassware, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E shall not be responsible for crates and packaging which are unsuitable for handling during normal packaging or loading. Crate and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:
   - Error in the above procedures
   - Removal of containers with old empty labels 
   - Improper or incorrect empty labels
   - Empty container labels will not be liable for loss or damage to crates and containers or their contents while said items are in empty container storage.

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

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

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S APPOINTED CARRIERS, SHIPPER OR AGENT FOR TRANSPORTATION AFTER THE EVENT. Includin, including but not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

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

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

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

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

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

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E’s sole and exclusive MAXIMUM LIABILITY for loss or damage to EXHIBITOR’S materials and EXHIBITOR’S sole and exclusive remedy in the event of loss or damage shall be limited to $30.00 per pound per article with a maximum of $50.00 per item or $500.00 per shipment.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. TE&E’s liability shall be limited to any loss or damage which results solely from TE&E’S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR’S shipment(s) or which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TE&E be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirec, incidental, or consequential damages, whether such damages occur either prior to, during or after the event, or from the failure to perform EXHIBITOR’S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use interruption of business, or other consequential or indirect economic losses.

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

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential) or liability of any kind, whether punitive or exemplary, for any loss or damage, any expense (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following: EXHIBITOR’S negligence supervision of any labor secured through TE&E or the negligent handling of such labor by any of EXHIBITOR’S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TE&E’S equipment.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E’s employees, agents, directors and officers with respect to all matters for which TE&E has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees and states that the consideration and/or EAC made to him or her is adequate. The invalidity or unenforceability of any provision hereof shall not, affect, modify, or impair the validity and enforceability of all other provisions hereon.
SHIPPING INFORMATION

ADVANCE SHIPPING ADDRESS:  
Company Name and Booth Number  
EERI 2017 ANNUAL MEETING  
Triumph Expo & Events  
330 SE DIVISION PLACE  
PORTLAND, OR 97202

ADVANCE SHIPMENTS ACCEPTED:  
ACCEPTED UP TO 30 DAYS BEFORE MOVE IN

ADVANCE SHIPPING DEADLINE:  
4:00 PM on MARCH 3, 2017

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

DIRECT SHIPPING: NOT PERMITTED

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.
<table>
<thead>
<tr>
<th>TO:</th>
<th>C/O</th>
<th>EXHIBITOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TRIUMPH EXPO &amp; EVENTS INC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>330 SE DIVISION PLACE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PORTLAND, OR, 97202</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WAREHOUSE</th>
<th>EERI 2017</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BOOTH #</th>
<th>CARRIER</th>
</tr>
</thead>
</table>

| NO. OF PIECES | |
|-------------| |

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

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

SHIPPING WITH TRIUMPH

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

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

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

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

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

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

SHIPPING WITH ALL OTHER CARRIERS

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

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

DRAYBACK: If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of $162 (up to 600 lbs) and 27 cents per each additional pound.

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?: PORTLAND MARRIOTT DOWNTOWN WATERFRONT 1401 SW NAITO PARKWAY PORTLAND, OR 97201

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?: All carriers MUST be checked in by 4:00 PM on MARCH 10, 2017. After 4:00 PM, freight will be re-routed according to the information given on the MHA/BOL.
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

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

FROM: EERI 2017 ANNUAL MEETING
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

OUTBOUND
DO NOT DELAY

FROM: EERI 2017 ANNUAL MEETING
Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

OUTBOUND
DO NOT DELAY

TO: ____________________________

______________________________

______________________________

______________________________

BOOTH # __________ NO. OF PIECES ______

CARRIER ____________________________

TO: ____________________________

______________________________

______________________________

______________________________

BOOTH # __________ NO. OF PIECES ______

CARRIER ____________________________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
### INBOUND / OUTBOUND SHIPPING REQUEST

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

**PICK-UP ADDRESS:**

<table>
<thead>
<tr>
<th>Dimensions in Inches</th>
<th>WT. (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lx 24” Wx 12” Hx 12”</td>
<td>135 lbs</td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
</tr>
</tbody>
</table>

Insurance: [ ] Inbound [ ] Outbound [ ] Both [ ] Neither

Pick-up Date: __________  
Shipments Ready By: ______ am/pm

[ ] Loading Dock  
[ ] Lift Gate Needed

Hours your dock is open for pickup:

Dock opened: _______ am/pm  Dock closed: _________ am/pm

Contents of Freight / Comments / Special Instructions:

Contact Name __________________ Ph __________________ E-mail __________________

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

**RETURN ADDRESS:**

<table>
<thead>
<tr>
<th>Dimensions in Inches</th>
<th>WT. (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lx</td>
<td></td>
</tr>
<tr>
<td>Wx</td>
<td></td>
</tr>
<tr>
<td>Hx</td>
<td></td>
</tr>
</tbody>
</table>

**SHIPPING METHOD:**

[ ] Deferred / Ground: 3-7 Bus. Days  
[ ] Express: 2-3 Bus. Days

Approx. Weight: __________  Total No. of Pieces __________

Crates [ ] Cartons [ ] Fiber Cases [ ] Other: ____________________

Contents of Freight / Comments / Special Instructions:

Contact Name __________________ Ph __________________ E-mail __________________

Date Freight Must be Received at Destination __________________

---

Are the pallets/skids stackable?  [ ] YES  [ ] NO  If additional insurance, declared value is $__________________

---

No hazardous materials will be accepted for transport.

---

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

List each piece:  

<table>
<thead>
<tr>
<th>Carton/Crate/Pallet/Fibercase</th>
<th>Dimensions in Inches</th>
<th>WT. (LBS)</th>
</tr>
</thead>
</table>

Total Pieces: __________________

Total Weight: __________________

---

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)

Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed

Inside Delivery: Delivery including a flight of stairs or an elevator

Lift Gate: Truck required when no elevated dock or forklift is available

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Triumph Expo & Events Inc.

Triumph does not accept responsibility for any exhibitor property left on the floor unattended.

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Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor’s expense.

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Triumph Expo & Events Inc.

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

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

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

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

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

**WHAT IS MATERIAL HANDLING?**
Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

**CAN I PHONE IN MY ORDER?**
The short answer is no. We don’t accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

**WHAT IS INCLUDED WITH MY BOOTH SPACE?**
On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

**WHY CAN'T I SHIP DIRECTLY TO SHOW SITE?**
In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

**CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/ CHANGE THE SKIRT COLOR, ETC?**
The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

**HOW DO I SEND MY SHIPMENT AFTER THE SHOW?**
The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed lables and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is $162 for up to 600 lbs and 27 cents per each additional pound.
PAYMENT SUMMARY

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

Prepared by (Print Name)_____________________________ Date________________
Signature ________________________________________ Booth # (s) ____________________________
Company Name ____________________________________________
Address ____________________________________________________________
City _______________ State __________ Zip __________ Phone __________________
Fax # _______________ E-mail ____________________________________________

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

Visa [ ] Mastercard [ ] American Express [ ] Check [ ] Check# ____________________________
Account # __________________________________Expiration Date ____________________________

Printed Name on Card__________________________________________________________
Credit Card Holder E-mail (REQUIRED) ______________________________________________
Authorized Signature ___________________________________________________________

ORDER FORMS
Tables, Counters and Risers $ __________
Chairs, Fabric and Accessories $ __________
Carpeting $ __________
Graphics and Signage $ __________
TRU-X Modular Exhibits $ __________
TRU-X Accessories $ __________
Installation and Dismantle Labor $ __________
Freight/Material Handling $ __________
Cleaning Services $ __________

TOTAL $ __________
PAYMENT and LABOR - TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

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

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

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