

MACNA Aquatic Expo

April 2-3, 2022

Georgia International Convention Center
2000 Convention Center Concourse
College Park, GA 30337

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

MACNA
Aquatic Expo

April 2-3, 2022

Georgia International
Convention Center
College Park, GA

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:

E-mail: expo@masna.org

Each 10' L x 10' W Booth Space will Receive:
8' High Blue Drape
3' High Blue Side Drape
1 - 6' Blue Skirted Table
2 Chairs
1 Wastebasket
1 Identification Sign

The Exhibit Area Is Not Carpeted.

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Exhibitor Move In Dates

Friday, April 1, 2022
Saturday, April 2, 2022

Exhibitor Move In Times

Noon - 7:00 PM
8:00 AM - 9:00 AM

Show Dates

Saturday, April 2, 2022
Sunday, April 3, 2022

Show Times

9:00 AM - 5:00 PM
10:00 AM - 5:00 PM

Dismantle Dates

Sunday, April 3, 2022

Dismantle Times

5:00 PM - 11:59 PM

All exhibit materials must be removed from the facility by 11:59 PM on Sunday, April 3, 2022.

All Carriers must check in to pick up freight between 5:00 PM and 7:00 PM. If your carrier does not arrive by 7:00 PM your freight will be shipped back to you via our Logistics Company, Event Service Solutions.



EXHIBITOR SERVICES

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

<u>Exhibitor Services</u>	<u>ADVANCE ORDER</u>	<u>Page Number</u>
_____ Drayage Memo	5
_____ Order Summary and Payment Form	Wednesday, March 23, 2022	6
_____ Booth Tables	Wednesday, March 23, 2022	7
_____ Booth Furnishings & Accessories	Wednesday, March 23, 2022	8
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Send all Coast to Coast Trade Show Services, Inc. order forms to:

Fax: 303-991-2794

Email: exhibitservices@coasttocoasttss.com

Our Trade Show carrier is ESS - Event Service Solution. Please feel free to contact them with both your inbound and out-bound freight shipping needs. Information can be found on page 15.

Coast to Coast Trade Show Services, Inc. is responsible to bring all shipped freight into the exhibit hall. Representatives from the Conference Center WILL NOT deliver freight into the booth spaces. Full Material Handling charges will apply.



PAYMENT & PRICING POLICIES

MACNA
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DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the dates indicated.

**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 exhibit table 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 the deadline date and 100% if cancelled less than 7 days prior to exhibitor move in. No adjustments will be made after the close of the show.

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.
- All rental items are subject to applicable taxes.



Coast to Coast
TRADE SHOW SERVICES, INC.

EXHIBITOR SERVICES DRAYAGE MEMO

MACNA
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EXHIBITORS MUST READ

Freight may be delivered to the Coast to Coast Trade Show Services, Inc. (C2C) advance warehouse for delivery to MACNA Aquatic Expo up to 30 days prior to move in. This is the best way to ensure timely delivery to your booth space.

Freight may only be delivered to the show site on the move in date of April 1st. Delivery to your booth space will be first come, first served. Material Handling and Forklift rates will be applied prior to freight being moved to your booth space. Rocks delivered to the show facility, needing to be delivered to your booth space with a forklift, will be charged forklift rates.

C2C has jurisdiction over the exhibit hall at the Georgia International Convention Center. Facility staff are not allowed to transport your freight into and out of the exhibit hall. They will be allowed to bring your materials to the exhibit hall front door only, which will be turned over to C2C and full material handling fees will be applied before freight is delivered.

Please use the Advance Warehouse Labels to ship all items.

All freight received by Common Carriers will be assessed full material handling fees before freight is delivered to the booth space.

POV Deliveries: Exhibitors may deliver exhibit materials in their personally owned vehicles (POV). A personal vehicle is defined as a car, van, SUV, or pick-up truck. If you need help delivering your items to your booth space, Cart Service will be provided by Show Management. Please sign up at the Coast to Coast Service Desk when you arrive.

Live animals may only be delivered to show site on Friday, April 1st, from Noon to 5:00 PM. The exhibitor **MUST** be available to receive live animals.



BOOTH TABLES ORDER FORM

*Advance Order Discount Deadline Date
Wednesday, March 23, 2022*

MACNA
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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 98.00	\$ 132.00	\$ _____
_____	4' UNDRAPED	\$ 75.50	\$ 101.90	\$ _____
_____	6' DRAPED	\$ 125.75	\$ 169.75	\$ _____
_____	6' UNDRAPED	\$ 95.50	\$ 128.75	\$ _____
_____	8' DRAPED	\$ 150.00	\$ 202.50	\$ _____
_____	8' UNDRAPED	\$ 120.00	\$ 162.00	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 55.00	\$ 74.25	\$ _____

PLEASE CIRCLE DRAPE COLOR: BLACK BLUE GREY RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	4' DRAPED	\$ 131.00	\$ 176.85	\$ _____
_____	4' UNDRAPED	\$ 87.50	\$ 118.12	\$ _____
_____	6' DRAPED	\$ 155.00	\$ 204.50	\$ _____
_____	6' UNDRAPED	\$ 115.00	\$ 155.00	\$ _____
_____	8' DRAPED	\$ 180.00	\$ 243.00	\$ _____
_____	8' UNDRAPED	\$ 135.50	\$ 182.45	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 70.00	\$ 94.50	\$ _____

PLEASE CIRCLE DRAPE COLOR: BLACK BLUE GREY RED WHITE

TOTAL	\$ _____
3.50% ADMINISTRATION FEE	\$ _____
SUBTOTAL	\$ _____
7.75% SALES TAX	\$ _____
TOTAL AMOUNT DUE	\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



Coast to Coast
TRADE SHOW SERVICES, INC.

BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

*Advance Order Discount Deadline Date
Wednesday, March 23, 2022*

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1.	2.	3.	4.	5.
<u>QUANTITY</u>	<u>FURNITURE</u>		<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>
_____	1. COUNTER HIGH STOOL WITH BACK		\$ 95.00	\$ 128.25
_____	2. FOLDING CHAIR		\$ 30.00	\$ 40.50
_____	3. PADDED SIDE CHAIR		\$ 60.00	\$ 81.00
_____	4. PADDED ARM CHAIR		\$ 75.00	\$ 101.25
_____	5. 36" ROUND X 30" HIGH PEDESTAL TABLE		\$ 95.00	\$ 128.25
_____	5. 36" ROUND X 40" HIGH PEDESTAL TABLE		\$ 95.00	\$ 128.25
				<u>TOTAL</u>
				\$ _____

6.	7.	8.	9.	10.	11.	12.
	<u>ACCESSORIES</u>			<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	6. FLOOR EASEL			\$ 46.75	\$ 63.10	\$ _____
_____	7. BAG STAND			\$ 135.00	\$ 182.25	\$ _____
_____	8. CHROME SIGN HOLDER			\$ 99.00	\$ 133.65	\$ _____
_____	9. FISH BOWL			\$ 30.00	\$ 40.50	\$ _____
_____	10. LITERATURE RACK			\$ 155.00	\$ 204.50	\$ _____
_____	11. RAFFLE DRUM			\$ 98.00	\$ 132.00	\$ _____
_____	12. WASTEBASKET			\$ 25.50	\$ 34.40	\$ _____
_____	POSTER BOARD 4' X 8'			\$ 130.00	\$ 175.50	\$ _____

TOTAL \$ _____
 3.50% ADMINISTRATION FEE \$ _____
 SUBTOTAL \$ _____
 7.75% SALES TAX \$ _____
 TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____

Coast to Coast TSS ~ 3999 Holly St., Unit 14 ~ Denver, CO 80207 Phone: 303-991-2791 Fax: 303-991-2794
 exhibitsservices@coasttocoasttss.com



BOOTH CARPET ORDER FORM

**Advance Order Discount Deadline Date
Wednesday, March 23, 2022**

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 150.00	\$ 202.50	\$ _____
_____	9' X 20' CARPET	\$ 300.00	\$ 405.00	\$ _____
_____	9' X 30' CARPET	\$ 450.00	\$ 607.50	\$ _____

CARPET COLOR - PLEASE CIRCLE

BLUE	GREEN	RED	BURGUNDY	GREY	BLACK

SPECIAL CUT CARPETING - 32 OZ WT

_____	FULL COVERAGE CARPET	\$ 3.80 PER SQ FT	\$ 4.78 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		

CARPET PADDING AND VISQUEEN (100

_____	SINGLE CARPET PAD	\$ 1.25 PER SQ FT	\$ 1.70 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

_____	VISQUEEN COVERING	\$.1.50 ER SQ FT	\$ 2.10 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

	TOTAL	\$ _____
	3.50% ADMINISTRATION FEE	\$ _____
	SUBTOTAL	\$ _____
	7.75% SALES TAX	\$ _____
	TOTAL AMOUNT DUE	\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



DISPLAY LABOR ORDER FORM

**Advance Order Discount Deadline Date
Wednesday, March 23, 2022**

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Advance Order On Site Order

Straight Time	\$ 89.00	\$ 120.15
Overtime	\$ 133.50	\$ 180.25

Monday through Friday: 8:00 AM to 4:30 PM
Monday through Friday 4:30 PM to midnight
Saturday and Sunday: 8:00 AM to 4:30 PM, double time rates before 8:00 AM and after 4:30 PM.

- 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.
- Labor cancellations must be received 7 days prior to the move-in and move-out respectively. Failure to notify Coast to Coast TSS, Inc. of cancellation will result in no refund.
- A credit card is required for all labor orders.
- Double time rate effective midnight to 8:00 AM, Monday through Sunday, national, and union holidays.

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 for the scheduled labor at the Coast to Coast TSS, Inc. customer service desk.

Labor	# of Laborers	Date	Start Time	Total Time Needed	Supervision Option
Installation	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised
Dismantle	_____	_____	_____	_____	A. Coast to Coast Supervised B. Exhibitor Supervised

TOTAL	\$ _____
3.50% ADMINISTRATION FEE	\$ _____
SUBTOTAL	\$ _____
7.75% SALES TAX	\$ _____
TOTAL AMOUNT DUE	\$ _____

Is display booth being shipped to warehouse or show site? _____ # of crates: _____ # of cartons: _____
of Fiber Cases: _____ Are blueprints & exhibit instructions shipped with display? _____
Contact name: _____ Cell Phone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION

Send to exhibitservices@coasttocoastss.com

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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's **Certificate of Insurance** is received by the deadline date above.

I _____ 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 the section below and return this form, along with the Order Summary and Payment Form, to
Coast to Coast Trade Show Services, Inc.**

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



CUSTOM SIGNS ORDER FORM

**Advance Order Discount Deadline Date
Wednesday, March 23, 2022**

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Full Color Digital Signs and Banners

Coast to Coast TSS, Inc. is capable of providing photo quality, high resolution digital graphics, banners, logos, exhibit graphics, and other types of art work in any size required.

Pricing below is based on full color digital printing, mounting, and laminating on foam core material. Banners will be printed on white banner vinyl. Sizes or substrates other than those listed will be quoted on a per square foot basis. Please provide print-ready, high resolution files with crops and bleeds in .pdf or .eps formats. Call us for custom work.

<u>QTY</u>	<u>SIGN SIZE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>ADDITIONAL CHARGES</u>	<u>TOTAL</u>
_____	11" X 14"	\$ 78.00	\$ 156.00	_____	\$ _____
_____	14" X 22"	\$ 83.25	\$ 166.50	_____	\$ _____
_____	22" X 28"	\$ 119.00	\$ 239.00	_____	\$ _____
_____	28" X 44"	\$150.00	\$301.50	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
 <u>BANNERS W/ GROMMETS</u>					
_____	2' X 4'	\$ 96.00	\$130.00	_____	\$ _____
_____	3' X 6'	\$216.00	\$292.50	_____	\$ _____
_____	4' X 8'	\$384.00	\$520.00	_____	\$ _____
_____	Call for additional sizes			_____	\$ _____
TOTAL					\$ _____
3.50% ADMINISTRATION FEE					\$ _____
SUBTOTAL					\$ _____
7.75% SALES TAX					\$ _____
TOTAL AMOUNT DUE					\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



FORKLIFT ORDER FORM

*Advance Order Discount Deadline Date
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THIS FORM MUST BE COMPLETED FOR ALL FORKLIFT ORDERS TO YOUR BOOTH SPACE.

Forklift Orders Include:

1. Lift heavy items from vehicles for installation and dismantle of booth displays.
2. Unloading and loading booth items.
3. Remove heavy items in booth space.
4. Delivering rocks to booth space.

Fee: 5000 pound Capacity with Operator - \$235.00 per hour

A one hour minimum charge will be made for all orders.

After the first hour, service may be provided in 1/2 hour increments.

All exhibitors requesting forklift service must check in at the Coast to Coast Customer Service Desk.

	<u>Day and Date</u>	<u>Rate per Hour</u>	x	<u># of Hours</u>	=	<u>Total</u>
Installation	_____	\$ 235.00	x	_____	=	_____
Dismantle	_____	\$ 235.00	x	_____	=	_____

	TOTAL	\$ _____
	3.50% ADMINISTRATION FEE	\$ _____
	SUBTOTAL	\$ _____
	7.75% SALES TAX	\$ _____
	TOTAL AMOUNT DUE	\$ _____

PLEASE FILL OUT THE INFORMATION BELOW

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? Liftgate? 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



MATERIAL HANDLING RATES

Advance Order Discount Deadline Date
Wednesday, March 23, 2022

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Billed weights are per shipment and are rounded up to the next 100 pounds. **When recording weights for payment you must round up to the next 100 pounds. Example: 335 pounds = 400 pounds billed weight**

Any freight received in the warehouse before 8:00 AM and after 4:00 PM and freight moved on show site during overtime hours may be charged the additional overtime rates listed below.

May begin arriving at the warehouse: **Tuesday, March 1, 2022**
 Last day for shipments to arrive at discounted rate: **Wednesday, March 23, 2022**
 Last day for shipment to arrive at standard rate: **Monday, March 28, 2022**

ALL SHIPMENTS SENT TO SHOW SITE WILL BE CHARGED FULL MATERIAL HANDLING RATES BEFORE SHIPMENTS ARE DELIVERED TO YOUR BOOTH SPACE. ALL COLLECT SHIPMENTS WILL BE REFUSED.

SHIPPING INFORMATION	RATES PER SHIPMENT	
ADVANCE SHIPMENTS TO THE ADVANCE WAREHOUSE & SHOW SITE	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. CONSOLIDATE FREIGHT FOR THE BEST RATES.	
PRICE PER 100 LBS (200 LB MINIMUM PER SHIPMENT) This rate is used for shipments that arrive via carriers such as YRC, UPS Freight, etc. with items that are on pallets or crated and can easily be unloaded and require no additional handling.	<u>Discount Rate / 100 LBS</u> \$ 87.00 <u>Standard Rate / 100 LBS</u> \$ 117.45	<u>Minimum Shipment</u> \$ 174.00 <u>Minimum Shipment</u> \$ 239.90
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS (200 LB MINIMUM PER SHIPMENT) Materials delivered by carriers that require additional handling such as ground unloading, stacked or constricted space unloading, side door loading, and individual piece unloading such as FedEx Ground and UPS Ground shipments with no documentation. These shipments require additional time, labor and equipment to unload.	<u>Discount Rate / 100 LBS</u> \$ 97.00 <u>Standard Rate / 100 LBS</u> \$ 130.95	<u>Minimum Shipment</u> \$ 194.00 <u>Minimum Shipment</u> \$ 261.90
SMALL PACKAGE SHIPMENTS: Strictly SMALL cartons, letters or small packages, without documentation limited to 25 pounds per shipment, per delivery, per day. All shipments weighing over 25 pounds will be charged according to the 200 minimum.	<u>Discount Rate for Each Piece in Shipment</u> \$ 46.00 <u>Standard Rate for Each Piece in Shipment</u> \$ 62.10	
LATE SHIPMENT CHARGES: These additional charges are incurred if shipments arrive at the warehouse after the deadline date (see top of page). In addition to the standard material handling rates, exhibitor will be charged for a truck and driver at \$75.00 per hour with a 4-hour minimum if the show site is within the Metro area and \$105.00 per hour with a 4-hour minimum outside the Metro area.	<u>Standard Rate / 100 LBS</u> \$ 113.40 *Plus the Truck and Driver Rate	<u>Minimum Shipment</u> \$ 226.80
OVERTIME CHARGES: Add overtime charges if handled In OR Out of the Warehouse and Show Site before 8:00 am and after 4:00 pm at the	Shipments In or Out: \$ 25.00 per CWT Additional Fee	

* Advanced Material Handling includes all freight received stored at the advanced warehouse for up to or up to 30 days, delivery made to your booth space, removal and storage of empty crates and boxes (if properly labeled), return of empty crates and boxes at show closing and loading onto outbound carrier.



MATERIAL HANDLING ORDER FORM

*Advance Order Discount Deadline Date
Wednesday, March 23, 2022*

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ADVANCE SHIPPING INFORMATION

Delivery is Monday through Friday from 8:00 AM to 4:00 PM.
Any freight received before 8:00 AM and after 4:00 PM will be charged overtime material handling rates.
[Advance Warehouse Shipping Labels found on page 19.](#)

	Number of Pieces per Shipment	Estimated Weight	Carrier	Tracking Number of Shipment	Estimated Material Handling Fee
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					

	TOTAL	\$ _____
	3.50% ADMINISTRATION FEE	\$ _____
	SUBTOTAL	\$ _____
	7.75% SALES TAX	\$ _____
	TOTAL AMOUNT DUE	\$ _____

SHOW SITE SHIPPING INFORMATION

Items may only arrive on show site on Friday, April 1, 2022 from 8:00 AM to 5:00 PM. Deliveries on any other days will be refused by the Georgia International Convention Center. Deliveries of live animals MAY ONLY ARRIVE when exhibitor is present from Noon to 5:00 PM.
[Show Site Shipping Labels found on page 20.](#)

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR NAME _____ BOOTH NUMBER _____



MOVE OUT INFORMATION

MACNA
Aquatic Expo

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College Park, GA

Each exhibitor must complete teardown on Sunday, April 3, 2022 from 5:00 PM to 11:59 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 Logistics Company, Event Services Solutions. A representative will be on show site to help you with your shipping needs.

If you have made previous arrangements with a freight carrier, they **MUST** check in with Coast to Coast TSS to pick up your items in the exhibit hall between 5:00 PM and 7:00 PM on Sunday, April 3, 2022. The address for the pick up is:

Georgia International Convention Center
2000 Convention Center Concourse
College Park, GA 30337

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 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 following the show.

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

PLEASE REMOVE ALL OLD SHIPPING LABELS.

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.



COAST TO COAST TRADE SHOW SERVICES LIMITS OF LIABILITY AND RESPONSIBILITY

MACNA
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College Park, GA

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

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 SHIPPING LABELS

Delivery is Monday through Friday from 8:00 am to 4:00 pm.

Any freight received before 8:00 AM and after 4:00 PM will be charged overtime material handling rates

<p>Coast to Coast TSS, Inc C/O P&H Design Works 4525 Frederick Dr. S.W. Suite B Atlanta, GA 30336</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>MACNA Aquatic Expo</p>	<p>Coast to Coast TSS, Inc C/O P&H Design Works 4525 Frederick Dr. S.W. Suite B Atlanta, GA 30336</p> <p>Exhibitor _____</p> <p>Booth Number _____</p> <p>MACNA Aquatic Expo</p>
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SHOW SITE SHIPPING LABELS

Freight via Common Carriers may only arrive on show site on Friday, April 1st from 8:00 AM to 5:00 PM.

Live animals and items, not on pallets or crates, may be delivered Friday, April 1st during exhibitor set-up from Noon to 5:00 PM. Exhibitor must be available to receive live animal deliveries

Coast to Coast TSS, Inc.
c/o Georgia International Convention Center
2000 Convention Center Concourse
College Park, GA 30337

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