

MPIBA



Mountains & Plains Independent Booksellers Association
the place for booksellers, book lovers, and the book industry

Fall Discovery Show 2015

October 8-10, 2015

The Renaissance Denver Hotel
Denver, Colorado

EXHIBITOR SERVICES MANUAL





WELCOME EXHIBITORS

Mountains & Plains Independent
Booksellers Association
Fall Discovery Show 2015

October 8-10, 2015

The Renaissance Denver Hotel
Denver, Colorado

WE'RE HERE TO HELP! If there is anything you need, 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, which must be received by our office by 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 will be pleased to answer any questions and assist you with any last minute needs.

All questions regarding Discovery Show policies, display limitation, and the event schedule should be directed to:

Kathy Keel
Project Manager
Mountains & Plains
Independent Booksellers Association
Phone: 970-484-3939
Fax: 970-484-0037
Email: info@mountainsplains.org

MPIBA IS A TABLE-TOP SHOW

Each Space will Receive:

1 - 6' x 30" Black Skirted Table
1 Chair
1 Table Sign
1 - 30" Tall x 36" Round Cocktail Table
per Designated Exhibitor

* The Exhibit Floor is Carpeted

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Thursday, October 8, 2015

Setup Times

7:30am - 2:30pm

Gala Opening Reception

Thursday, October 8, 2015

4:00pm - 8:00pm

Exhibit Hall Dates

Friday, October 9, 2015

Exhibit Hall Hours

9:30am - 4:00pm

Exhibit Hall will be closed for lunch from 12:30pm to 1:30pm

Exhibitor Breakdown Dates

Friday, October 9, 2015

Exhibitor Breakdown Times

4:00pm - 6:00pm

Saturday, October 10, 2015

9:00am - 12:00pm

*All Exhibitors will be moved to half of the Colorado Ballroom, so that exhibitors can continue to break down in that half on Friday afternoon, October 9, and again on Saturday morning, October 10.

Charity Book Collection (Book Donation)

Saturday, October 10, 2015

12:00/Noon - 2:00pm

All items **MUST** be removed from the ballroom no later than Noon on Saturday, October 10, 2015.



PAYMENT & PRICING POLICIES

**Mountains & Plains Independent
Booksellers Association
Fall Discovery Show 2015**

October 8-10, 2015

**The Renaissance Denver Hotel
Denver, Colorado**

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
kay.defiore@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 deadline date and 100% of original price after installation. 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(s) 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.



ORDER SUMMARY & PAYMENT FORM

**DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 25, 2015**

Mountains & Plains Independent
Booksellers Association
Fall Discovery Show 2015

October 8-10, 2015

The Renaissance Denver Hotel
Denver, Colorado

ESTIMATED MATERIAL HANDLING SERVICES..... \$ _____

TOTAL CHARGES..... \$ _____

**Coast to Coast TSS reserves the right to correct orders figured incorrectly.
No adjustments will be made after the close of the Trade Show.**

PLEASE MAKE YOUR REPRESENTATIVE AWARE OF OUR PAYMENT POLICY.

METHOD OF PAYMENT

CREDIT CARD INFORMATION * CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

WE AUTHORIZE COAST TO COAST TRADE SHOW SERVICES, INC. TO CHARGE ANY AMOUNTS INCURRED BY ME OR MY SHOW REPRESENTATIVE

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (REQUIRED) _____

VISA MC AMEX

EXP. DATE _____ PLEASE ENTER SECURITY 3 DIGIT(MC/VI) OR 4 DIGIT (AX) CODE PRINTED ON CARD

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO "COAST TO COAST TRADE SHOW SERVICES, INC"

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

ALL CHARGES MUST BE PAID BEFORE DELIVERY OF EXHIBIT MATERIALS

PLEASE FILL OUT THE INFORMATION BELOW

EXHIBITOR / COMPANY NAME _____

ORDERED BY _____

PHONE () _____ FAX () _____

EMAIL _____

ADDRESS _____

CITY/STATE _____ ZIP _____

Please fax all orders to 303-991-2794 or email to exhibitservices@coasttocoasttss.com



MATERIAL HANDLING

**DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 25, 2015**

Mountains & Plains Independent
Booksellers Association
Fall Discovery Show 2015

October 8-10, 2015

The Renaissance Denver Hotel
Denver, Colorado

SHIPMENTS TO WAREHOUSE

Friday, August 7 through Monday, September 7, 2015

Author Books and Exhibitor Materials can begin arriving at Coast to Coast Warehouse.

Monday, September 7, 2015

Deadline for Author Books to arrive at Coast to Coast Warehouse.

Saturday, September 26, 2015

Exhibitor Materials Received on or after this date will incur Surcharges from Coast to Coast.

Wednesday, September 30, 2015

Last day for Exhibitor Materials to arrive at Coast to Coast WITH surcharges.

DO NOT SHIP DIRECTLY TO THE EXHIBIT SITE

DO NOT SHIP DIRECTLY TO THE RENAISSANCE DENVER HOTEL . THE FACILITY DOES NOT HAVE THE MANPOWER, STORAGE, OR MATERIAL HANDLING EQUIPMENT NECESSARY TO RECEIVE EXHIBITOR SHIPMENTS, TO TAG AND SORT SHIPMENTS AND ENSURE THAT SHIPMENTS ARE PUT IN THEIR PROPER TABLE SPACES OR ROOMS.

ALL SHIPMENTS SENT DIRECTLY TO THE RENAISSANCE WILL BE CHARGED THREE TIMES THE BELOW PRICES.

<u>SHIPPING INFORMATION</u>	<u>INBOUND RATES PER SHIPMENT</u>	
<u>SHIPMENTS TO WAREHOUSE</u>	EACH DELIVERY IS CONSIDERED A SEPARATE SHIPMENT. TO KEEP COSTS DOWN SHIP ALL ITEMS TOGETHER.	
<u>SHOW SPECIAL</u> Individual cartons, letters or small packages delivered to Coast to Coast, limited to 50 lbs per piece, per delivery day.	<u>FIRST CARTON</u> \$ 45.00	<u>EACH ADD'L CARTON</u> \$ 15.00
<u>PRICE PER 100 POUNDS (200 POUND MINIMUM PER SHIPMENT)</u> Crated skidded or boxed exhibit materias received at Coast to Coast. This includes up to 30 days of storage, delivery to show-site booth, removal and storage of empty crates and boxes, return of empty crates and boxes at show closing and loading onto outbound carrier.	<u>RATE/100 LBS</u> \$ 73.00	<u>MINIMUM SHIPMENT</u> \$ 146.00
<u>LATE SHIPMENT SURCHARGES</u> These additional charges are incurred if shipments arrive at the warehouse <u>after the deadline date</u> *(see top of page). In addition to the late shipment charge, if shipments arrive after the truck has left the warehouse, exhibitor will also be charged for a truck and driver at \$75.00 per hour with a 4-hour minimum if the show site is within Metro Denver and \$105.00 per hour with a 4-hour minimum outside Metro Denver.	<u>LATE SHIPMENT SURCHARGE</u> 20% ADDITIONAL	



**ESTIMATED MATERIAL
HANDLING**

**DISCOUNT PRICE DEADLINE DATE
FRIDAY, SEPTEMBER 25, 2015**

Mountains & Plains Independent
Booksellers Association
Fall Discovery Show 2015

October 8-10, 2015

The Renaissance Denver Hotel
Denver, Colorado

INBOUND SHIPPING INFORMATION

Ship To: Coast to Coast TSS, Inc.
4195 Oneida Street, Unit I
Denver, CO 80216

EXHIBITOR NAME _____

*Please specify Exhibit Hall or Author Appearance on all cartons

COMPLETE AND RETURN TO COAST TO COAST TRADE SHOW SERVICES

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER(S)	TRACKING NUMBERS (PLEASE PROVIDE PRO #'s)	ESTIMATED COST PER SHIPMENT
SHIPMENT 1					
SHIPMENT 2					
SHIPMENT 3					
SHIPMENT 4					
SHIPMENT 5					

Shipment 1: Shipped from Address _____
 Shipment 2: Shipped from Address _____
 Shipment 3: Shipped from Address _____
 Shipment 4: Shipped from Address _____
 Shipment 5: Shipped from Address _____

Total Amount Due \$ _____

OUTBOUND SHIPPING INFORMATION

OUTBOUND BILLS OF LADING MUST BE COMPLETED AND TURNED IN TO THE COAST TO COAST TRADE SHOW SERVICE DESK.

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 TRADE SHOW SERVICE DESK, UNIDENTIFIABLE SHIPMENTS WILL BE DISCARDED.

A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. PLEASE COMPLETE CREDIT CARD INFORMATION ON THE "ORDER SUMMARY AND PAYMENT" FORM.

EXHIBITORS MAY CHOOSE TO RETURN ITEMS BACK TO THE COAST TO COAST WAREHOUSE. THE FEE FOR THIS SERVICES IS \$ 35.00 PER 100 POUNDS. PLEASE LET US KNOW IF THIS SERVICE IS NEEDED DURING SETUP OR DISMANTLE OF THE SHOW.



MATERIAL HANDLING LIMITS OF LIABILITY

IMPORTANT!
PLEASE READ

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

LIMITS OF COAST TO COAST TSS LIABILITY AND RESPONSIBILITY

1. Coast to Coast shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Coast to Coast 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 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 by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Coast to Coast 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 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 shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Coast to Coast shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Coast to Coast 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 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 warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Coast to Coast 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 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 will assume no liability for such shipments.
9. Empty container labels will be available at the Coast to Coast 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 assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Coast to Coast 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 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 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, 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 for any other services provided by Coast to Coast as an offset against the amount of the alleged loss or damage. Instead they agree to pay Coast to Coast 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 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 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 service desk will be classified as abandoned. Coast to Coast shall not be responsible for such materials. Coast to Coast is not responsible for any delay of rush shipments. Coast to Coast 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 is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Coast to Coast here under are based on the value of the material handling service and the scope of Coast to Coast' liability as set forth above.

SHIPPING LABELS

Warehouse Receiving Hours: Monday through Friday, 8:00 am to 4:00 pm

<p>Coast to Coast TSS, Inc. 4195 Oneida St., Unit I Denver, CO 80216</p> <p>For Exhibit Hall</p> <p>For Author Appearance</p> <p>EXHIBITOR _____</p> <p>_____</p> <p>MPIBA Fall Discovery Show 2015</p>	<p>Coast to Coast TSS, Inc. 4195 Oneida St., Unit I Denver, CO 80216</p> <p>For Exhibit Hall</p> <p>For Author Appearance</p> <p>EXHIBITOR _____</p> <p>_____</p> <p>MPIBA Fall Discovery Show 2015</p>
<p>Coast to Coast TSS, Inc. 4195 Oneida St., Unit I Denver, CO 80216</p> <p>For Exhibit Hall</p> <p>For Author Appearance</p> <p>EXHIBITOR _____</p> <p>_____</p> <p>MPIBA Fall Discovery Show 2015</p>	<p>Coast to Coast TSS, Inc. 4195 Oneida St., Unit I Denver, CO 80216</p> <p>For Exhibit Hall</p> <p>For Author Appearance</p> <p>EXHIBITOR _____</p> <p>_____</p> <p>MPIBA Fall Discovery Show 2015</p>