

915 W. 5th Street, Azusa, CA 91702 | Phone: 626-795-5131 Fax: 626-577-8044 | Toll Free: 800-468-3279 www.dolphinevents.biz





Exhibitors Information Packet

Pasadena Convention Center 300 E Green St. Pasadena, CA 91101

SHOW HOURS:

Wednesday

May 15th

9 AM to 3 PM

MOVE IN:

Tuesday

May 14th

2:00 PM to 7:30 PM

MOVE OUT:

Wednesday

May 15th

3:30 PM to 7:30 PM

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: Wednesday May 15th @ 7:30pm

DOLPHIN EVENT SERVICE'S

915 W 5th Street, Azusa, CA 91702 Office: (626) 660-0227 email: <u>kevin@dolphinevents.biz</u>

A Message from the Decorator

Dolphin Event Service's has been selected as The Official Service/Drayage contractor for IPM Expo being held at the **Pasadena Convention Center.** We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment MUST be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is: by 4 pm May 1st 2024.

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. Dolphin Event Service's 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 (626) 795-5131

We look forward to serving you.

The Staff at **Dolphin Event Service's**

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

DOLPHIN EVENT SERVICE'S

Company Name	Booth #
•	

Exhibit Move-in Procedures:

- o 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.
- o Please refer to the front page for move in dates & times.
 - 1. DOLPHIN EVENT SERVICES will permit vendors to unload and load their personal vehicles from 1:30 pm to 7:00 pm on the date specified.
 - 2. Exhibitors needing assistance loading/unloading need to contact DOLPHIN EVENT SERVICES in advance to make arrangements.

Exhibit Move-out Procedures:

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

- o 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. Have your driver check in at the check- in area.
 - 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- o For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:
 - 1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
 - 2. You will receive your outbound paperwork once you are at the loading dock ready for loading.
 - 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- o For Exhibitors with Company or Rented Trucks:
 - 1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out.
 - 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.
- 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed. If your booth materials are not completely packed up and ready to be loaded when the staff arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: 7:30 pm Wednesday May 15th

At this time, DOLPHIN EVENT SERVICES' will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission. No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT POLICY FORM Must be Included with all orders.

DOLPHIN EVENT SERVICE'S

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email: kevin@dolphinevents.biz

Company Name:	Booth #					
Address:						
City/ State/ Zip:						
Phone #	Fax #					
Email:						
	nclosed with all order forms and on file with DOLPHIN EVENT SERVICES prior to ardless if another form of payment is being used.					
• Cancellation Policies: Please note car	ncellation policies on the various forms.					
 In order to receive DISCOUNT PRICUS. funds drawn on a U.S. bank. 	CING full payment <i>must</i> be included with order form! If paying by check; make payment in If paying by credit card; please fill out the enclosed authorization form.					
• Customer is responsible for loss or da	amage to equipment.					
	is authorization to charge your credit card for any additional amounts incurred as a result of your representative for this event.					
• ALL ACCOUNTS MUST BE SETT	LED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.					
• THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.						
Amount Enclosed \$	Amount to be charged to Credit Card \$					
If paying by Check; please fill out	the following information:					
Check Number:	Driver's License Number:					
Address						
City	StateZip Code					
If paying by Credit Card; please	provide the following information:					
Credit Card Number:						
Please Check:AMERICAN EXF	PRESSMASTERCARDVISA CVC Code					
Expiration Date:	Name as it Appears on Card					
Authorized By:	Cardholder's Signature:					
Cardholders Billing Address	CityStateZip Code					
mail Address:						

FURNITURE RENTAL ORDER FORM Deadline for discount: May 1st 2024 at 4:00 pm

DOLPHIN EVENT SERVICE'S

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Company Name							Booth#		
Tables & Counter Tables	Discount	Floo	or	Quanti	ity	Total			
Tables: 30" W x 30" H									
4 ft. undraped table	\$45.00	\$65.0							
6 ft. undraped table	\$55.00	\$75.0							
8 ft. undraped table	\$65.00	\$85.0	00	-	_				
Prices includes top covered in	white plastic and	l 3 sides d	raped.						
4 ft. draped table	\$85.00	\$105.					Blue	White	
6 ft. draped table	\$95.00	\$115.							
8 ft. draped table	\$115.00	\$125.	00				Black	Red	
o in anapou more	4110100	4							
4th sided table skirt	\$35.00	\$45.0	0						
Counter Tables: 30" W x 42"	H								
4 ft. undraped counter table	\$55.00	\$75.0	0						
6 ft. undraped counter table	\$65.00	\$85.0	0						
8 ft. undraped counter table	\$75.00	\$95.0		-					
o it. undraped counter more	ψ73.00	Ψ,σ,σ	•	-					
4 ft. draped counter table	\$95.00	\$115.	00						
6 ft. draped counter table	\$105.00	\$125.	00						
8 ft. draped counter table	\$115.00	\$135.	00						
4th side counter skirt	\$45.00	\$55.0	00						
Cocktail Table 36"rd 42" Hig	h								
Cocktail undraped round table		\$125.0	00					Bl	lack
Cocktail draped round table	\$135.00	\$165.0					Color of linen		Vhite
Cookian draped round more	Ψ155.00	Ψ						·	
Chairs									
Black bar stool	\$50.00	\$70.0	Λ						
Padded Arm Chair	\$40.00	\$50.00				St.	_		
Folding Chair	\$10.00	\$15.0			 -		_		
Padded Counter Stool	\$55.00	\$75.00		-	_	0	-		
radded Counter Stool	\$33.00	\$75.00	,	-	_		_		
Accessories			Discount		Floor		Quantity	Total	
Backwall Drape (8 ft.high)			\$8.50 per	foot	\$9.50 p	er foot			
Crossbar / Spreader			\$15.00		\$25.00)			
Easel			\$50.00		\$60.00)			
Garment Rack (5' H x 5' H)			\$75.00		\$95.00				
Stanchions with 8 ft. chain			\$60.00		\$80.00		5	·	
Side Rail Drape (3 ft. high)			\$5.50 per	foot		per foot			
Wastebasket									
Upright with Base			\$10.00 \$12.00	1001	\$15.00 \$19.00)			

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after Dolphin Events installs.

Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____ Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: May 1st 2024 at 4:00pm

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email: kevin@dolphinevents.biz

9 x 10 Ft	uantity D		ARD BOOTH				
9 x 10 Ft.	uantity D	iscount	Floor	Total	Profession with the second		
10 WHO DEL NO DEL NO				Total	Please select	color:	
9 x 20 Ft 9 x 30 Ft.	\$2	245.00	\$355.00	\$ \$	GR Bla Bh	ack	
9 x 40 Ft.			\$668.00	\$ \$	Re		
Rental includes inst MULTIPLIES OF T Carpet canceled wil installation. STANI	TWO OR MORE, I be charged at 50	THE CARPETS % of original pri	ARE NOT GUA ce after move-in	ARANTEED TO I begins and 100%	BE A COLOR M of original price	ATCH. Standard	
		CUSTO	м воотн с				
Complete Area Size	ex	=			Floor \$3.85 = \$	Total	
THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100%.							
CARPET PADDING - TAPE - PLASTIC COVERING							
	CARP	LI PADDING	J-IAIL-IL	ADIIC COVE	TOTAL OF THE PARTY		
				Discount	Floor		
Carpet Padding Additional Taping Plastic Covering				Discount	Floor	Total	

SUBTOTAL CARPET RENTAL ORDER \$ _____ Yes, I have completed and enclosed along with this order the Payment Policy Form.

MATERIAL HANDLING ORDER FORM

Note: Deadline Dates & Times: May 7th 2024

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Company Name	Booth #
MATERIAL HANDLING RATES – ROU	JNDTRIP 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: DOLPHN EVENT SERVICE'S ESTIMATED WEIGHTS.

Please Circle one of following options.

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$90.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$75.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans	Showsite	\$75.00 per load
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 25 lbs	Advance Warehouse Showsite	\$35.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and 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. Please notify our carrier of the dates and times.
 - Separate shipments received by Dolphin Event Services will not be combined.
 - Forced Freight: Shipments left on showsite floor will be re-routed to Dolphin Event Service's warehouse for a charge of \$40.00 per 100LBS based on incoming weight or shipped at exhibitors' expense via the house carrier.

PLEASE SPECIFY ADVANCE WAREHOUSE OR CONVENTON SITE ON ORDER FORM: SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth #	Your Company Name Booth #
Show Name: 915 W. 5 th Street Azusa, CA 91702	Show Name NOT AVAILABLE
ARRIVAL DATES: 30 days prior to last day accepted M / F 8:00 am – 3:00pm Closed for Lunch 12pm – 1:00pm Last day accepted: 05/07/2024	ARRIVAL DATES: Day(s) accepted: NOT AVAILABLE:

ESTIMATED CHARGES FOR MATERIAL HANDI												
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	T T	$\neg \Delta$	Δ	IRKI	4	- 13	JR		TH		/ 4	-

LBS. x	PER	CWT.= \$

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

MATERIAL AUTHORIZATION FORM

DOLPHIN EVENT SERVICE'S

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email: kevin@dolphinevents.biz

Company Name	Booth #
Company Name	Bootn #

We hereby authorize Dolphin Event Service's, 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 Dolphin Event Service charges in connection with the handling of our shipment(s) and we guarantee payment to Dolphin Event Services 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 Dolphin Event services or its subcontractor's liability shall be limited to any loss or damage which results solely from Dolphin Event Services or its subcontractors 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 Dolphin Event Services warehouse), that Dolphin Event Service's or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of Dolphin's shall sign a delivery receipt, Bill of Lading, or other documents, we agree that Dolphin's 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 Dolphin Events 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 Dolphin Events 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 Dolphin Event or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize Dolphin Events or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to Dolphin Events 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 Dolphin Events 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 Dolphin Events for drayage or any other services provided by Dolphin Events or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Dolphin Events upon receipt of invoice for all such charges, and we further agree that any claim we may have against Dolphin Events 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 Dolphin Events 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:		Signatu	re:	
Please Print:				

MATERIAL HANDLING INFORMATION SHEET

DOLPHIN EVENT SERVICE'S

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email: kevin@dolphinevents.biz

Dolphin Event Services 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. Dolphin Event Service 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 Dolphin Event Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

• ENSURE 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.

Dolphin Event Services shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

Dolphin Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

Dolphin Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth.

Dolphin Event Services 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.

Dolphin Event Service's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

Dolphin Event Service'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.

Dolphin Event Service's 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 Dolphin Event Services 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 Dolphin Event Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at Dolphin'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 Dolphin Event Services' service desk.

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

Outbound Material Handling

DOLPHIN EVENT SERVICE'S

915 W. 5th street, Azusa, CA 91702 (626) 795-5131 email: kevin@dolphinevents.biz

pick up your shipment.

Company Name		Booth #	
Please fill out Outbo	ound Shipping Info	rmation below.	
Ship To:			
		- - -	
Exhibitor's Carrier	•	·	_
	sure that the carrie	le a pickup when usi er is scheduled to pick	•
Date	Time		
Please fill in the dat	e and time that you	ı have scheduled vour	r carrier to

IMPORTANT

ALL FREIGHT *MUST* BE PICKED UP BY: <u>7:30PM Wednesday May 15th 2024</u> **OR** WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

FIRE DEPARTMENT REGULATIONS

DOLPHIN EVENT SERVICE'S

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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, tar paper, 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 purpose