



*Making Trade Shows Successful*

327 West Redberry Road  
Draper, Utah 84020  
TELEPHONE: 801-255-5171  
FAX: 801-523-7093  
EMAIL: [jpdisplay@msn.com](mailto:jpdisplay@msn.com)  
[www.jpdisplay.us](http://www.jpdisplay.us)



South Towne Convention Center  
May 6–8, 2010

Dear Vendor:

We are pleased to inform you that JP Display has been selected by the Show Management as the official Service Contractor for the **HOME MACHINE QUILTING SHOW**.

In order to assist you in selecting your additional decorating needs, we are enclosing our equipment and service order forms. Advance ordering helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be **emailed**, **faxed** or **mailed** to JP Display. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery or the performance of services. JP Display requires a credit card authorization on file for each Vendor using JP Display services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into JP Display, for referenced purposes.

**TO RECEIVE DISCOUNT PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:  
April 23, 2010**

If you have questions regarding JP Display services, or need additional information, please call:

**Jp Display  
Customer Service  
801-255-5171  
Fax: 801-255-5173  
[Jayson\\_jpdisplay@q.com](mailto:Jayson_jpdisplay@q.com)  
[Nicole\\_jpdisplay@q.com](mailto:Nicole_jpdisplay@q.com)**

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to

**Jennifer Pond  
Event Manager**



**801- 205 -4701  
[Jennifer@hmqs.org](mailto:Jennifer@hmqs.org)**

Wishing you a successful show....



**NO PHONE ORDERS PLEASE**

# SHOW INFORMATION



3327 West Redberry Road  
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South Towne Convention Center  
 May 6 – 8, 2010

<b>FACILITY:</b>	<b>South Towne Convention Center – Halls 4 &amp; 5</b>		
<b>VENDOR MOVE IN:</b>	<b>May 5, 2010</b> <b>May 6, 2010</b>	<b>Wednesday</b> <b>Thursday</b>	<b>7:00am ~ 8:00pm</b> <b>7:00am ~ 9:00am</b>
<b>SHOW SCHEDULE:</b>	<b>May 6, 2010</b> <b>May 7, 2010</b> <b>May 8, 2010</b>	<b>Thursday</b> <b>Friday</b> <b>Saturday</b>	<b>10:00am ~ 5:00pm</b> <b>10:00am~ 8:00pm</b> <b>10:00am~ 5:00pm</b>
<b>VENDOR MOVE OUT:</b>	<b>May 8, 2010</b>	<b>Saturday</b>	<b>5:00pm~ 9:00pm</b>
<b>ALL VENDOR MATERIAL MUST BE REMOVED FROM THE EXHIBIT HALL BY:</b>	<b>May 8, 2010</b>	<b>Saturday</b>	<b>9:00pm</b>

## EXHIBIT HALL INFORMATION

- Vendor Booths are located in ~Exhibit Halls 4 & 5
- Exhibit Hall floor is concrete
- Each 10'x10' booth will received the booth package outlined in the adjacent information.
- **BOOTHS DO NOT COME WITH ANY FURNISHINGS.** There is a special packaged furniture option for only \$50, which includes one 8' skirted table, two chairs and a wastebasket, but this package must be ordered through Jennifer Pond at HMQS **BEFORE THE SHOW.** The furniture will not be available at the show in a package or for that special HMQS rate. To be sure you ordered your booth furniture package with your booth registration, contact [jennifer@hmqs.org](mailto:jennifer@hmqs.org) today.

## BOOTH PACKAGE INCLUDED WITH IN-LINE BOOTHS:

- 8' Back drape – White
- 8' Side drape – White (2 panels per rod)
- 7" x 44" ID Sign ~ to include Company Name  
City & State  
Booth #

*Booth ID signs will be printed with the contact information you included for the public on your HMQS vendor booth registration contract.*

*Orders must be received with **payment** by April 23, 2010 to receive discount pricing.*



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**PAYMENT POLICY:**

JP Display requires payment at the time of order for all services. JP Display also requires that all Vendors using JP Display provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include: labor, material handling, and other services.

**METHOD OF PAYMENT:**

JP Display accepts Check, Visa, MasterCard, American Express, and Discover card. Payment in full is required prior to completion of move in.

**THIRD PARTY BILLING:**

JP Display will accommodate requests for third party billing, however, the responsibility for all payments is the responsibility of the Vendor, JP Display reserves the right to contract collection action against the Vendor if the designated third party does not meet the payment requirements (To designate an authorized third party billing agent see the payment calculation form).

**ADJUSTMENTS AND CANCELLATIONS:**

Due to expenses incurred by JP Display in providing certain services, some items and services are subject to cancellation/re-stocking fees. More information is available on the individual order form.

**ADVANCE PAYMENT DISCOUNT PRICE:**

JP Display can provide faster, more efficient service to Vendors who place orders early. For this reason we offer a discount rate to those who place orders prior to the stated deadline. Full payment must be received with your order if you wish to receive this discount. Orders charged to JP Display accounts do not qualify for discount rates. All orders placed after the order deadline and at the show will be charged regular prices.

All orders cancelled at show site will be charged at 50% of the original price. Alls orders cancelled after delivery will be charged at full price.

A service charge of \$20.00 will be assessed to individuals or companies for return checks.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 1.5% per month or 18% per annum. In the event of default the customer agrees to pay all costs of collection, including attorney fees and court costs.

# PAYMENT AUTHORIZATION



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South Towne Exposition Center  
 May 6 – 8, 2010

RETURN ORDER FORMS AND PAYMENT TO: JP DISPLAY

COMPANY Name #	Booth
----------------	-------

Address Zip	City	State
----------------	------	-------

Contact Name	Phone #	Fax #
--------------	---------	-------

Email
-------

Authorized Signature	Authorized Contact ( Please Print)
----------------------	------------------------------------

### Credit Card Charge Authorizations

ACCOUNT NUMBER																	
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VISA    
  MASTERCARD    
  AMERICAN EXPRESS    
  DISCOVER

*** EXPIRATION		DATE			
----------------	--	------	--	--	--

*** CREDIT CARD SECURITY CODE ( Last three digits on back of Credit Card ) ***		
--------------------------------------------------------------------------------	--	--

Cardholder's billing address (if different from above)	City	State	Zip
--------------------------------------------------------	------	-------	-----

X Cardholder's Signature	Cardholder's Name (Please Print)
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Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or money order; however, **we require your credit card authorization to be on file with JP Display.** For your convenience, we will use this authorization to charge your credit card for any additional accounts incurred as a result of show site orders placed by your representative for this event.

### SUMMARY OF ORDERS

Electrical .....	
Carpet .....	
Furniture .....	
Cleaning .....	
Labor .....	
Material Handling .....	
Other Services .....	
Subtotal .....	
Please add 6.85% Utah Sales Tax .....	

FULL PAYMENT IN U.S. FUNDS \*TOTAL \_\_\_\_\_

- Advance pricing applies only to orders received with full payment prior to the deadline date.

# ELECTRICAL ORDER FORM



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**Return Order Forms and Payment to: JP Display**

When ordering electrical power check the UL rating plate on each electrical item you are using in your booth. Add and total the voltage requirements for all electrical items. If the total requirement is 475 watts, order 500 watts of power (N/A to 208 phase outlets). The power used CAN NOT EXCEED the maximum power ordered. Vendor agrees to all terms and conditions contained on this form. Contract will be considered executed upon receipt of signed document and payment. No orders are received without payment. Cancellation policy; 50% refund applies to orders less than 20amps/ 120 volts cancelled from move-in through show opening. No refunds available after show are open.

QTY	ELECTRICAL OUTLETS	120 VOLT PRE-ORDER	120 VOLT FLOOR ORDER	208 VOLT SINGLE PHASE PRE-ORDER	208 VP:T SINGLE PHASE FLOOR ORDER	208 VOLT THREE PHASE PRE-ORDER	208 VOLT THREE PHASE FLOOR ORDER	TOTALS
	500 WATTS OR 5 AMPS	75.00	94.00	N/A	N/A	N/A	N/A	
	1000 WATTS OR 10 AMPS	103.00	131.00	173.00	224.00	231.00	302.00	
	1500 WATTS OR 15 AMPS	134.00	173.00	201.00	259.00	268.00	348.00	
	2000 WATTS OR 20 AMPS	149.00	191.00	222.00	286.00	297.00	447.00	
	208Volt 50 AMPS OR LESS	N/A	N/A	326.00	411.00	407.00	505.00	
	208Volt 100 AMPS OR LESS	N/A	N/A	387.00	488.00	517.00	624.00	
<b>ELECTRICIAN</b>	QTY	For assistance with any special electrical needs or <b>if you have island booth, you must order a minimum of 1 hour electrician labor.</b>					TOTALS	
		65.00 PER MAN HOUR			127.00 OVERTIME			

All electrical in **island booths** will be adjusted to a 1 hour minimum electrician labor. ELECTRICAL LABOR IS REQUIRED on all motor and machine hookups which require more than 120 volts or 20 amps. Any concealed wiring or under carpet wiring must be installed by JP Display electricians. Minimum 1 hour move-in (connect) and ½ hour move-out (discount). Overtime rates apply to all work performed before 8:00 a.m. or 5:00 p.m., Sat., Sun. and Holidays.

QTY	OPTIONAL EQUIPEMENT (POWER NOT INCLUDED)	PRE-ORDER	FLOOR ORDER	TOTALS
	150 WATTS FLOODLITE	58.00	87.00	
	300 WATT HALOGEN	88.00	132.00	
	25' EXTENSION CORD	18.00	25.00	
	MULTI OUTLET STRIP	16.00	25.00	
	PIGTAIL / CORD-CAP	33.00	49.00	

For Outlets requiring 24 Hour service, the Price is DOUBLE THE RATE of the outlet ordered. For Dedicated Circuits, the Price is DOUBLE THE RATE of the outlet ordered. JP Display may not be held responsible for damage or loss of equipment, software, or revenues due to power failure or voltage fluctuations beyond our control or due to temporary conditions or loose connections. For your protection, you should install surge/ over-under voltage protections on your computer or other voltage sensitive equipment as you deem necessary.

		Page Total
COMPANY NAME	BOOTH #	\$

# CARPET/MISC. ORDER FORM



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## Return Order Forms & Payment to: JP Display

CARPET UPGRADE	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
9' x 10' check color box below		80.00	108.00	
9' x 20' check color box below		159.00	216.00	
9' x 30' check color box below		238.00	322.00	
9' x 40' check color box below		318.00	412.00	
9' x 50' check color box below		400.00	508.00	
CUSTOM BOOTH CARPET	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot. MINIMUM ORDER IS 100 Sq. Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$2.00 per sq. ft.	\$2.50 per sq. ft.	
PLUSH BOOTH CARPET	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot. MINIMUM ORDER IS 100 Sq. Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$3.50 per sq. ft.	N/A	
AVAILABLE COLORS <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Forest Green				
ACCESSORIES- Description	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
Carpet Padding- 100 Sq. Ft. minimum		\$0.80 per sq. ft.	\$1.20 per sq. ft.	
Visqueen- 100 Sq. Ft. minimum		\$0.30 per sq. ft.	\$0.55 per sq. ft.	
Double Face Tape- Per Roll		\$20.00 per roll	\$24.00 per roll	
Clear Tape- Per Roll		\$10.00 per roll	\$13.00 per roll	
Duck Tape- Per Roll		\$12.00 per roll	\$15.00 per roll	
2 CHROME STANCHIONS		61.00	80.00	
WASTE BASKET		10.00	15.00	
EASEL		16.00	20.00	
GARMENT RACK		95.00	108.00	
COAT RACK		43.00	55.00	
GLASS SHOWCASE 4' W		295.00	N/A	
TACKBOARD 4' X 8'		95.00	118.00	
PEGBOARD 4' X 8'		95.00	118.00	

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

# FURNISHINGS ORDER FORM



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## Return Order Forms & Payment to: JP Display

SKIRTED DISPLAY TABLES		QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE			61.00	79.00	
6' LONG 30" WIDE			71.00	92.00	
8' LONG 30" WIDE			86.00	112.00	
AVAILABLE COLORS: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Forest Green <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Orange <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy					
UNFINISHED DISPLAY TABLES					
4' LONG 30" WIDE			27.00	35.00	
6' LONG 30" WIDE			37.00	48.00	
8' LONG 30" WIDE			41.00	53.00	
SKIRTED COUNTER HIGH DISPLAY TABLES 40" TALL AND CABARET TABLE					
30" x 42" ROUND WITH BLACK LINEN ONLY			45.00	57.00	
4' LONG 30" WIDE			72.00	85.00	
6' LONG 30" WIDE			82.00	98.00	
8' LONG 30" WIDE			97.00	120.00	
AVAILABLE COLORS: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Forest Green <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Orange <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy					
UNFINISHED COUNTER HIGH DISPLAY TABLES 40" TALL					
4' LONG 30" WIDE			32.00	41.00	
6' LONG 30" WIDE			42.00	54.00	
8' LONG 30" WIDE			47.00	60.00	
4 <sup>TH</sup> SIDE TABLE SKIRT 30" HIGH			28.00	36.00	
4 <sup>TH</sup> SIDE TABLE SKIRT 40" HIGH			33.00	43.00	
CHAIRS					
PADDED SIDE CHAIR			37.00	44.00	
PADDED STOOL, COUNTER HIGH			47.00	58.00	
MISC.		QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
UPRIGHT POLE W/BASE 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12' <input type="checkbox"/>			6.25	7.25	
EXTENDABLE CROSS BAR			6.25	7.25	
DRAPERY BACKGROUND		QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
3' HIGH DRAPE		_____ X	5.00	6.50	
8' HIGH DRAPE		_____ X	11.00	14.00	
12' HIGH DRAPE		_____ X	14.00	18.00	
AVAILABLE COLORS: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Forest Green <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy					
				PAGE TOTAL	
COMPANY NAME		BOOTH #		\$	

# MATERIAL HANDLING ORDER FORM



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South Towne Exposition Center  
 May 6 – 8, 2010

**Advance Warehouse Address:**

*Will be accepted From April 6 – April 30, 2010*  
 Jp Display %YRC Freight  
 2410 South 2700 West  
 Salt Lake City, Utah 84119

**Direct Shipments**

***CAN NOT be accepted until May 5, 2010***  
 South Towne Exposition Center  
 9575 South State Street  
 Sandy, Utah 84070

Determine your material handling cost and add the estimated cost to the Payment Calculation page.  
 To assist you in preparing this form, please read, "Shipping and Handling Instructions" and "Limits of Liability".

**MATERIAL HANDLING-** Crated, boxed or skidded materials will be received at the warehouse up to 30 days in advance of show or at the show site. The materials will be delivered to the respective booths. Empty containers will be removed and stored until the end of the show. At that time, they will be returned to the original booth. When materials are prepared for shipment, turn in bill of lading and JP will load on specified carrier. In the event your carrier does not show, JP Display reserves the right to force on Official Show Carrier.

**ADVANCED SHIPMENTS TO JP DISPLAY WAREHOUSE**

<b>CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply to shipments that meet the deadline only (see the "Delivery Deadline" below).	\$48.00	\$96.00	
<b>CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that are loaded by cubic space and/or packed in a manner that requires additional handling (such as ground loading, side door loading, etc.) also included shipments without documentation, such as FedEx, UPS, and other air and express couriers. Cumulative weights not allowed. Prices apply to shipments that meet the deadline only. See "Delivery Deadline" below.	\$52.00	\$104.00	

**DIRECT SHIPMENTS TO SHOW SITE**

<b>CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>	PER 100 LBS	MIN CHARGE	EST. TOTAL
Define above in Advance Shipment.	\$41.00	\$82.00	
<b>CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>	PER 100 LBS	MIN CHARGE	EST. TOTAL
Define above in Advance Shipment.	\$47.00	\$94.00	
<b>UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING</b>			
	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that require special handling, uncrated items, unboxed items, or machinery/heavy equipment. The same pricing conditions apply that are listed above for the other Material Handling Services.	\$53.00	\$106.00	

# MATERIAL HANDLING ORDER FORM



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**Direct Shipments**

***CAN NOT be accepted until May 5, 2010***  
 South Towne Exposition Center  
 9575 South State Street  
 Sandy, Utah 84070

Determine your material handling cost and add the estimated cost to the Payment Calculation page.  
 To assist you in preparing this form, please read, "Shipping and Handling Instructions" and "Limits of Liability".

<b>SMALL PACKAGE</b>			
Small Package freight received at the warehouse and direct to show site with a total shipment weight under 50 lbs will be charged the following rates. Prices apply to shipments that meet the deadline only (see the "Delivery Deadline" below).	FIRST SMALL PACKAGE	EACH ADDTL. PACKAGE	EST. TOTAL
	\$30.00	\$5.00	
<b>DELIVERY DEADLINES</b>			
Freight not received at the <u>warehouse five (5) business days prior to the first day of Vendor move-in</u> , and any shipments received after the show has opened, will be subject to the following additional charges.	PER 100 LBS	MIN CHARGE	EST. TOTAL
	\$12.00	\$24.00	
<b>OUTBOUND MATERIAL HANDLING ONLY</b>			
Freight handled only at the close of the show, Material Handling fees including taking materials to the doc, and loading on designated carrier	PER 100 LBS	MIN CHARGE	EST. TOTAL
	\$21.00	\$42.00	

<b>MATERIAL HANDLING COST CALCULATION FORMULA</b>	
Shipment weight (round to the next 100 lbs.) _____ = _____ Total CWT @ \$ _____ Per 100= \$ _____	

**PLEASE ADD TOTAL ESTIMATED MATERIAL HANDLING COSTS IN YOUR PAYMENT CALCULATIONS.**

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

# JP Display

**RUSH – DO NOT DELAY!**

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



**JP Display – c/o YRC Freight  
2410 South 2700 West  
Salt Lake City, Utah 84104**

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**ADVANCED JP WAREHOUSE**

# JP Display

**RUSH – DO NOT DELAY!**

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



**JP Display – c/o YRC Freight  
2410 South 2700 West  
Salt Lake City, Utah 84104**

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**ADVANCED JP WAREHOUSE**

# JP Display

**RUSH – DO NOT DELAY!**

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



**JP Display c/o South Towne Exposition Center  
9575 South State Street  
Sandy, UT 84070**

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**DIRECT TO SHOW SITE TO ARRIVE MAY 5, 2010**

# JP Display

**RUSH – DO NOT DELAY!**

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



**JP Display c/o South Towne Exposition Center  
9575 South State Street  
Sandy, UT 84070**

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**DIRECT TO SHOW SITE ARRIVE MAY 5, 2010**

# GENERAL LABOR ORDER FORM



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Return Order Forms & Payment to: JP Display

### LABOR FOR INSTALL / DISMANTLE

General Display Labor is for all installation and dismantling of exhibits, including signs and floor covering installation.

### LABOR RATES

**STRAIGHT TIME: 8:00am to 5:00pm Monday - Friday**

\$48 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (1/2) hour increments.

**OVERTIME: Hours prior to 8:00am and After 5:00pm All day Saturday, Sunday and Holidays**

\$72 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (1/2) hour increments.

PRICES ARE FOR EACH INSTALL AND EACH DISMANTLE, NOT THE TOTAL TIME.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE FORKLIFT SERVICE:

### INSTALL

DATE	START TIME	TOTAL MEN NEEDED

### DISMANTLE

DATE	START TIME	TOTAL MEN NEEDED

ONSITE CONTACT & CELL # \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

# FORKLIFT ORDER FORM



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**FORKLIFT FOR INSTALL / DISMANTLE OF DISPLAY AND / OR PLACEMENT OF EQUIPMENT.**  
 For moving freight in and out of the exhibit hall, please use the Material Handling form.  
 (lift capacity 4000 lbs)

**FORKLIFT RATES**

**STRAIGHT TIME**  
 \$94 PER HOUR (1 HOUR MINIMUM CHARGE PER USE)

**OVERTIME**  
 \$142 PER HOUR (1 HOUR MINIMUM CHARGE PER USE)

**PRICES ARE FOR EACH INSTALL AND EACH DISMANTLE, NOT THE TOTAL TIME.**

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE FORKLIFT SERVICE:

**INSTALL**

DATE	START TIME	TOTAL TIME NEEDED

**DISMANTLE**

DATE	START TIME	TOTAL TIME NEEDED

**COMPANY CONTACT** \_\_\_\_\_

**SPECIAL INSTRUCTIONS** \_\_\_\_\_

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

# CLEANING ORDER FORM



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South Towne Exposition Center  
 May 6 - 8, 2010

**TO ENSURE YOUR BOOTH IS SHOW READY, SPECIFY YOUR REQUIREMENTS BELOW. PLEASE CALL US IF YOU HAVE A SPECIAL NEED. JP DISPLAY IS THE EXCLUSIVE CLEANING CONTRACTOR FOR YOUR SHOW AND WILL HANDLE ALL CLEANING SERVICES ON THE EXHIBIT FLOOR.**

**The cost of vacuuming and shampooing will be invoiced on the total area of your booth with a 100 sq ft minimum.**

**BOOTH CLEANING SERVICES** Please mark your selections.      **REGULAR**      **ADVANCED**  
**Vacuumping** (includes emptying your wastebasket nightly. Call for a quote on booths over 1000 sq. ft.)  
 Daily (entire show).....cost per square foot per day      \$ 0.19      **\$ 0.15**  
 Less Than Daily.....cost per square foot per day      \$ 0.20      **\$ 0.18**  
**Specify dates if less than daily** \_\_\_\_\_

**Shampooing**  
 Before show opens Daily cost per square foot per day      \$ 0.28      **\$ 0.24**

**Mopping & Waxing** Available upon request, call for quote.

**Porter Service:** JP Display will remove refuse from containers at regular intervals during show hours

SQUARE FOOTAGE	ONE DAY SERVICE	SHOW DURATION	AMOUNT
0-500	\$34.00	\$ 87.00	\$
501-1500	\$45.00	\$114.00	\$
1500 – UP	\$53.00	\$135.00	\$

**Specify date of one-day service** \_\_\_\_\_

**CALCULATION OF ORDER**

	Sq. ft	x	rate	x	# of days	= total
<b>Vacuumping</b>						\$
<b>Shampooing</b>						\$
<b>Porter Service</b>						\$

**CANCELLATION POLICY:**

Services not cancelled at least 24 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

# VENDOR DESIGNATED CONTRACTOR



327 West Redberry Road  
 Draper, Utah 84020  
 TELEPHONE: 801-255-5171  
 FAX: 801-523-7093  
 EMAIL: [jpdisplay@msn.com](mailto:jpdisplay@msn.com)  
[www.jpdisplay.us](http://www.jpdisplay.us)



South Towne Exposition Center  
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Vendor Name		Date		Booth#	
Street Address		City	State	Zip	
Phone #	Fax #	Email			
Ordered by		Signature			
Contractor name		Authorized Representative			
Street Address		City	State	Zip	
Phone #	Fax #	Email			
Show Site Representative (If Different Than Above)					

### **Rules and Regulations for Vendor Designated Contractor**

A Vendor Designated Contractor (vDC) is any company other than JP Display, the Official Service Contractor, which an Vendor may wish to use inside the exhibit hall before, during, or after the show.

Usually, an VDC is contracted to set or supervise the setting of an Vendor's display. An VDC **May Not** perform any of the following functions: **Drayage / Material Handling, Electrical, Plumbing, Mechanical, Booth Cleaning, Booth Security, Floral, Telephone, Food & Beverage Service, and Draping and Decorator Labor.** However, an VDC may be contracted to supervise the procurement of the item listed above.

***An VDC must provide the following to JP Display, no later than 30 days prior to Vendor move-in. Requests received later than 30 days prior to Vendor move in will be denied.***

1. The above form must be filled out completely and returned to JP Display.
2. VDC must furnish current certificates of insurance naming JP Display as additional insured for both liability and workers compensation. Liability coverage must be at least \$2,000,000 aggregate and 1,000,000 each occurrence. Workers compensation coverage must be at least \$1,000,000 aggregate and 500,000 each occurrence. Failure to provide proper insurance documentation will result in VDC being barred from the exhibit hall.
3. VDC must provide payment in full for all services ordered from JP Display (Please see Payment Policy Sheet for more Information). The Vendor is ultimately responsible for any charges incurred by its VDC. Any unpaid charges incurred by an VDC will be collected from the responsible Vendor prior to the close of the show.
4. VDC must confine its activities to the vendor space of the contracting Vendor. No storage areas, service desks, or work facilities will be allowed.
5. VDC may not solicit business on the exhibit floor.
6. Exhibit hall, service, storage areas, and loading docks are under the control of the Official Service Contractor (JP Display) and all activities must be coordinated through JP display.
7. JP display accepts no responsibility for damage to any Vendor material under the control of the EDC or to material that has been left in public areas such as aisle ways, loading docks, storage or work areas, or hallways.
8. VDC employees must identify themselves to JP Display personnel and wear appropriate identification badges at all times. Temporary identification badges will be available from the JP Display service desk if necessary.
9. VDC and its employees will conduct themselves within the governing show rules as established by the show management or association. Such rules may include rules governing the appearance and conduct of workers and during what hours work may be performed. Please check with show management to verify the details of such rules.



**SOUTH TOWNE**  
EXPOSITION CENTER  
**TELEPHONE ORDER FORM**

Facility Services  
9575 South State Street  
Sandy, UT 84070  
(801) 565-4411 voice  
(801) 565-4454 fax

Event: <b>HOME MACHINE QUILTING SHOW</b>	Event Date: <b>MAY 6-8, 2010</b>
Company Name: _____	Booth / Location: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____
Ordered By: _____	Email Address: _____

	Quantity:	Advanced Order:	Standard Order:	Total:
<b>Telephone Line</b> *- Analog telephone line with dial "9", Includes telephone set.	_____	\$200.00	\$250.00	_____
<b><u>CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES</u></b>				
Primary use for this line is: Telephone: <input type="checkbox"/> Fax: <input type="checkbox"/> Credit Card Line: <input type="checkbox"/> Modem Line: <input type="checkbox"/>				
Do you require a telephone set? <b>Yes / No</b> Number of telephone sets required: _____				

**Programming Options -**

Toll Restriction, Call Waiting, Transfer	_____	\$15.00	\$30.00	_____
No dial 9, Voice Mail, Hunt	_____	\$50.00	\$75.00	_____
Duplication	_____		\$60.00	_____
Relocation	_____		\$75.00	_____

**Telephone Equipment \*-**

Speaker or Two-Line Telephone	_____		\$50.00	_____
Polycom Conference Telephone	_____		\$125.00	_____

**Special Services -**

**CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES**

Copper Dry Pair Patch	_____		\$200.00	_____
100BaseT Fiber Patch	_____		\$500.00	_____
Technician Labor (one hour minimum)	_____		\$75.00/ hr	_____
Description of labor: _____				

**\*Tax on Telephone line and Equipment only**

**Payment must be received before service is provided.** Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations.

**Please provide a diagram of booth indicating service location.** Return this form to South Towne Expo Center Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (801) 565-4454.

**SUBTOTAL** \_\_\_\_\_  
**TAX (6.85%)** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Card Number: _____	Expiration Date: _____
Name: _____	Signature: _____



Facility Services  
 9575 South State Street  
 Sandy, UT 84070  
 (801) 565-4411 voice  
 (801) 565-4454 fax

# INTERNET SERVICE ORDER FORM

Event: <b>HOME MACHINE QUILTING SHOW</b>	Event Date: <b>MAY 6-8, 2010</b>
Company Name: _____	Booth / Location: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____
Ordered by: _____	Email Address: _____

### Shared High Speed Internet Services -

Direct Access to Internet. One 10/100BaseT (Cat5) line to booth with RJ45 connector. Hubs and cables not included. Exhibitors are responsible for set-up and configuration of personal equipment. Servers/Gateways are excluded - you must order Priority Internet Service (see below).

	Quantity:	Standard Order:	Total:
Single 256K Connection w/ 1 IP Address (routers not allowed) -	_____	\$120.00	_____
Shared 256K Connection w/ 1 IP Address -	_____	\$350.00	_____
Single 768K Connection w/ 1 IP Address (routers not allowed) -	_____	\$500.00	_____
Shared 768K Connection w/ 1 IP Address -	_____	\$700.00	_____
Single T-1 (1.54 Mbps) Connection w/ 2 IP Addresses (routers not allowed) -	_____	\$850.00	_____
Shared T-1 (1.54 Mbps) Connection w/ 2 IP Addresses -	_____	\$1,100.00	_____
Additional IP Addresses -	_____	\$45.00	_____

### Priority Internet Service -

5 Mbps Bandwidth w/ 30 IP Addresses - \_\_\_\_\_  
 Up to 5 drops. One 10/100BaseT (Cat5) line to each location. Hubs and cables not included. Exhibitors are responsible for set-up and configuration of personal equipment.  
 Additional Internet Drops - \_\_\_\_\_

\$5,000.00 \_\_\_\_\_

### Equipment -

8 Port Hub - \_\_\_\_\_  
 16 Port Hub - \_\_\_\_\_  
 24 Port Hub - \_\_\_\_\_  
 Patch Cable (up to 25') - \_\_\_\_\_  
 In Booth Networking Labor - (one hour minimum) \_\_\_\_\_

\$350.00 \_\_\_\_\_  
 \_\_\_\_\_  
 \$75.00 \_\_\_\_\_  
 \$120.00 \_\_\_\_\_  
 \$150.00 \_\_\_\_\_  
 \$25.00 \_\_\_\_\_  
 \$ 75.00 per hour \_\_\_\_\_

### Special Services -

ISDN Line (BRI) - 128Kbps digital service, RJ45 connector.  
 Credit card or deposit required for usage charges. \_\_\_\_\_  
 Copper Dry Pair Patch - \_\_\_\_\_  
 10BaseT Fiber Patch - \_\_\_\_\_  
 100BaseT Fiber Patch - \_\_\_\_\_  
 Misc. Technical Labor (one hour minimum) - \_\_\_\_\_  
 Description of labor: \_\_\_\_\_

\$525.00 \_\_\_\_\_  
 \$200.00 \_\_\_\_\_  
 \$350.00 \_\_\_\_\_  
 \$500.00 \_\_\_\_\_  
 \$75.00 per hour \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

**Payment must be received before service is provided.** Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations. **Please provide a diagram of booth indicating service location.** Return this form to South Towne Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (801) 565-4454.

**TAX (6.85%)\*** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**\*Tax on Equipment only**

Card Number: _____	Expiration Date: _____
Name: _____	Signature: _____



Facility Services  
9575 South State Street  
Sandy, UT 84070  
(801) 565-4411 voice  
(801) 565-4454 fax

1. Payment for services must accompany orders to qualify for advanced order rates.
2. Checks are to be made payable to South Towne Expo Center.
3. Credit will not be given for services installed and not used.
4. Quantities of some telecommunications services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
5. Notification of cancellation must be received a minimum of ten days prior to show move-in.
6. Equipment and Internet configurations (IP information) must be picked up at the service desk during move-in.
7. All changes from original order will be assessed a relocation charge of \$75.00 per line.
8. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
9. South Towne Expo Center is not responsible for lost or damaged equipment while in the exhibitor's possession. A replacement fee will be assessed on all equipment not returned.
10. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the South Towne Expo Center.
11. Under no circumstances shall anyone other than South Towne Expo Center Technicians do any special wiring in the convention center without prior written approval.
12. Telecommunication services ordered by outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by South Towne Expo Center Technicians. These services will be assessed co-location fees for wiring and labor.
13. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of communication equipment. Additional labor charges will be assessed when special services are required.
14. Copies of all charges will be faxed approximately one week after show close.
15. Disputes concerning service must be filed by the exhibitor with the Facility Services Department prior to the close of the show. Disputes will be resolved by the South Towne Expo Center in a timely manner.
16. Payment in full must be rendered on all orders when order is placed. **NO EXCEPTIONS PLEASE.** All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request. Any long distance charges incurred at the show will be charged to the exhibitor's credit card.
17. This order form is accurate as of June 1, 2009. If you have received an order form that is more than one year past this date please call (801) 565-4411 to obtain a current form.