



What you need When you need it

CONVENTION SERVICES

480 South Geneva Road, Orem, Utah 84058

PHONE (801)-222-9311 FAX (801) 437-0678

Exhibitor Services Kit

Dear Exhibitor,

We are pleased to have been selected by Show Management as your Official Service Contractor for:

The 2012 UV Expos

Big Business Expo, Home Expo, Women's Expos & Salt Lake Business Expo
at the UCCU Center (Utah County) and the South Towne Expo Center (Salt Lake)

This Exhibitor Kit contains information and order forms on the wide variety of services we offer. Advance ordering allows us to bring our equipment and services to you at a lower cost.

Please carefully review and submit the enclosed forms relevant to your exhibit. Orders may be faxed or mailed to Diamond Rental Convention Services (DRCS).

Discount Pricing Deadline: Two weeks prior to the Expo

To receive discount pricing, orders must be submitted with full payment no later than the discount pricing deadline.

If you have questions about DRCS product or services, or need additional information please contact us:

Diamond Rental Convention Services
Customer Service
801-222-9311
Fax: 801-437-0678

We are here to help make your show a success

LIMITS OF LIABILITY RESPONSIBILITY



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Placing an order for services of tradesmen and/or the use of equipment by an exhibitor or representative of the exhibitor shall be construed as an offer subject to approval of DRCS at its sole discretion. Upon DRCS's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Paragraphs 1 through 13 below. Furthermore, once DRCS has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to DRCS or its subcontractors on behalf of the Exhibitor shall also be bound by the terms and conditions of said paragraphs.

Be sure to insure your freight from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Contact your insurance agent for further information.

1. Diamond Rental Convention Services ("DRCS") and its subcontractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Regarding incoming and outgoing shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by DRCS and the arrival of the Exhibitor's representative and/or the packing and pickup of freight from the booth to the loading of the carrier. It is understood and agreed that during such time that the booth is unattended, DRCS and its subcontractors are not liable for any loss, damage, or disappearance of freight after it has been delivered to, or before it has been picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading for outgoing shipments will be checked and corrected at the time the freight is picked up from the booth.
3. DRCS and its subcontractors shall not be liable for any damage incurred during the handling of freight requiring special handling unless DRCS has been given 14 days advance notice in order to obtain the proper equipment.
4. DRCS and its subcontractors shall not be liable for an loss, delay or damage due to events beyond their control, including but not limited to, strikes, labor disputes, lockouts, or work stoppages of any kind, theft, windstorm, water, vandalism, acts of God, mysterious power or utility outages and other events by force of Nature.
5. DRCS and its subcontractors shall not be liable for any normal wear and tear in handling of equipment.
6. It is understood that DRCS and its subcontractors are not insurers. Any insurance should be obtained by the exhibitor. Amounts payable by DRCS are limited to the scope of liability as set forth herein and are unrelated to the value of the Exhibitor's property. It is understood and agreed that DRCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that DRCS and its subcontractors are found to be liable for loss or damage to the Exhibitor's equipment, such liability shall be limited to the specific article that was lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by DRCS, its subcontractors or their employees.
7. DRCS and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages including, but not limited to delay, any actual, potential or assumed loss of profits or revenues, loss of profits or revenues, loss of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitors materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitors material.
8. Any claims for loss or damage must be submitted to DRCS by the close of the show. No suit or action shall be brought against DRCS or its subcontractors more than one year after the cause of action occurs.
9. The Exhibitor agrees that DRCS or its subcontractors will provide receipt, handling, temporary storage and reloading of freight, solely as the Exhibitor's agent and not as bailee or shipper. It is agreed that any employee of DRCS or its subcontractors who signs a receipt, bill of lading or other document, does so as the Exhibitor's agent and the Exhibitor accepts all responsibility thereof.
10. DRCS and its subcontractors shall not be liable for, nor guarantees piece counts or conditions of any shipments received without receipts, freight bills or specified units counts on receipts, such as UPS or other.
11. Empty container labels may be obtained from the DRCS Service Desk and the use of these labels are for EMPTY STORAGE ONLY. Labeling of containers are the sole responsibility of the Exhibitor or exhibitor's representative and DRCS and it subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. DRCS reserves the right to change designated carriers, if such carriers do not pick up on time, at close of show. Where no disposition is made by the Exhibitor, freight will be taken to the DRCS warehouse until shipping instructions are received. It is understood and agreed that the Exhibitor will be responsible for payment of charges relating to handling and storage at the warehouse. DRCS assumes not liability as a result of such rerouting and handling.
13. In the event of a dispute with DRCS or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, the Exhibitor agrees not to withhold payment in any amount due to DRCS for freight handling or any other services provided by DRCS or it subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay DRCS prior to close of show for any and all charges and further agrees that any claim the Exhibitor may have against DRCS or its subcontractors shall be pursued independently by the exhibitor as a separate transaction to be resolved on its own merits.

GENERAL INFORMATION



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The 2011 Utah Valley Expos

Big Business Expo, Home & Garden Expo, Women's Expos
 Center at UVU in Orem - February 23, April 8, April 22 & September 9, 2011

Discount Deadline: Two weeks prior

COMPANY NAME	DATE	BOOTH #
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Welcome!

We are pleased to have been selected as your official Service Contractor and look forward to helping you make sure your participation is a success.

Please review your packet carefully. As a reminder, DRCS requires a payment in full at the time you place your order, along with a credit card authorization to be on file. Don't forget to take advantage of our discount prices by ordering early! Simply return your order with payment in full by the deadline date on the order forms.

Please contact DRCS with any questions, or special requests. We will do our best to provide you with your show needs and look forward to serving you.

Show Information	
Exhibitor Move In	The day before each expo, between 8 AM - 8 PM FYI: Bringing dollies or push carts will help you easily move your items into the hall.
Show Schedule	Business Expo, February 23- 24, 11 a.m. to 5 p.m. Home Expo, April 8-9, 11 a.m. to 8 p.m. Women's Expo, April 22-23, 11 a.m. to 8 p.m. and September 9-10, 11 a.m. to 8 p.m.
Exhibitor Move Out	Immediately after the end of the show. The UCCU Center will be open until 10:00 PM (ALL EXHIBITS MUST BE OUT BY 10:00 PM)

Booth Package																	
	<table border="1"> <tr> <td>Depth:</td> <td>10'</td> </tr> <tr> <td>Width:</td> <td>10'</td> </tr> <tr> <td>Drape Color:</td> <td>See your rep for each shows color sceme</td> </tr> <tr> <td>Aisle Carpet:</td> <td>Green Aisle Carpet</td> </tr> <tr> <td colspan="2">Items included with booth:</td> </tr> <tr> <td>8' high back wall drape</td> <td>BLACK /BLACK/BLACK/BLACK</td> </tr> <tr> <td>3' high sidewall drape</td> <td>BLACK</td> </tr> <tr> <td colspan="2">One 7" x 44" ID Sign</td> </tr> </table>	Depth:	10'	Width:	10'	Drape Color:	See your rep for each shows color sceme	Aisle Carpet:	Green Aisle Carpet	Items included with booth:		8' high back wall drape	BLACK /BLACK/BLACK/BLACK	3' high sidewall drape	BLACK	One 7" x 44" ID Sign	
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One 7" x 44" ID Sign																	
<p align="center">Electrical is NOT included in booth - Please see the enclosed order Electrical Order Form.</p>																	

SHIPPING REQUIREMENTS & INFORMATION
PLEASE CONTACT DIAMOND RENTAL FOR INFORMATION & DETAILS AT 801-222-9311
Show Official Server Contractor

Diamond Rental Convention Services

480 South Geneva Road
 Orem, UT 84058
 Contact: Sharon Curley
 Phone: (801) 222-9311
 Fax: (801) 437-0678

ELECTRICAL SERVICES



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 480 South Geneva Road, Orem, Utah 84058
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The 2011 Utah Valley Expos

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COMPANY NAME	DATE	BOOTH #
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Lighting And Utility Outlets				
Two connections per outlet, 120v. 60 cycle alternating current				
Qty	Description	Regular	Discount	Total
	Outlet up to 500 watts	\$100.00	\$90.00	
	Outlet up to 1000 watts	\$140.00	\$110.00	
	Outlet up to 2000 watts	\$190.00	\$150.00	

Floodlights				
Price includes outlet and labor for installation. Special requests require additional labor.				
Qty	Description	Regular	Discount	Total
	150w. clamp bracket drape stanchions	\$82.00	\$71.00	
	1000w. Quartz light overhead*	\$250.00	\$199.00	

*Not available in all locations

Motor and equipment Outlets				
Maximum of one connection per outlet 120v./2208v.				
120 volt				
Qty	Description	Regular	Discount	Total
	Up to 5 amps	\$100.00	\$90.00	
	Up to 10 amps	\$140.00	\$110.00	
	Up to 15 amps	\$170.00	\$132.00	
	Up to 20 amps	\$190.00	\$150.00	

Electrical Labor				
Qty	Description	Regular	Overtime	Total
	Electrician	\$62.50	\$115.00	

Labor before 8:00 am & after 4:30 pm will be at the overtime rate.
 Saturday, Sunday & Holidays will be at the overtime rate.
 Rates are per person, per hour.

() **OK TO PROCEED** without exhibitor supervision. Please include a scaled floorplan with order. A 20% supervision fee will be added-\$25.00 min.

() **DO NOT PROCEED** without exhibitor supervision. Please provide specific date and time to avoid additional fee.

Date of install _____ Time _____

Starting time can only be guaranteed in those instances where electrical labor is requested for the start of the working day, 8:00 am. Labor is calculated by the hour. If labor is exhibitor supervised, labor charges will commence at specified time regar

prices include installation, rental, and removal, unless additional labor is required. For specific information regarding your needs, please call DRCS.

208 volt Single Phase				
All 208v outlets require electrical labor.				
Qty	Description	Regular	Discount	Total
	Up to 10 amps	PLEASE CALL OUR OFFICE FOR PRICING & LABOR CHARGES For Single Phase Electrical. MUST BE ORDERED PRIOR to Move-in		
	Up to 15 amps			
	Up to 20 amps			
	Up to 30 amps			
	Up to 40 amps			
	Up to 60 amps			
	Up to 100 amps			

Motor & Equipment Outlets – Additional Charges

Add: \$2.00 to AMP to boost 208V to 230 V (20 AMP minimum). Outlets over 20 AMPS & 208V services will require electrical labor. Prices do not include connection to equipment or special wiring.

Note: Rates listed include power usage and surcharge paid to facilities. Call for quotes on all other voltage requirements.

Notice:

All wiring and other electrical installations, motors, etc., must be approved. To prevent overloading of circuits, exhibitor shall not be permitted to add wattage, except upon ordering same. All outlets will be installed on the floor at the wall of the booth. Island booth outlets will be brought to one location. Connections from outlets to equipment shall be LABOR AND MATERIAL. All motors over 1 HP shall have a MAGNETIC STARTER DISCONNECT SWITCH (wired), furnished by the exhibitor. DRCS is not responsible for voltage fluctuation or power failure of temporary conditions. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage. For your protection install a surge protector on computerized equipment and machinery or on over/under sensor. No credits will be issued on outlets or lights as ordered even though not used. DRCS will provide a booth check each night to determine if proper wattage is being used. The exhibitor is responsible for additional wattage to their booth.

Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes of show closing.
 Outlets requiring 24 hour service and/or dedicated circuits will be double the listed price.

TOTAL THIS PAGE \$

CANCELLATION POLICY

Items Cancelled after Move-In begins will be charged at 50% of Original Price. Items cancelled after installation will be charged at 100% of Original Price.

Electrical Rules and Regulations

ELECTRICAL SERVICES

1. All wiring and other electrical installations, motors, etc., must be U.L. approved or meet fire marshal regulations.
2. To prevent overloading of circuits, exhibitor shall not be permitted to add wattage, except upon ordering same.
3. All outlets will be installed on the floor at the wall of the booth. Island booth outlets will be brought to one location only.
4. Connections from outlets to equipment shall incur LABOR AND MATERIAL charges.
5. All motors over 1 HP shall have a MAGNETIC STARTER DISCONNECT SWITCH (wired), furnished by the exhibitor.
6. DRCS is not responsible for voltage fluctuation or power failure of temporary conditions.
7. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage. For your protection install a surge protector on computerized equipment and machinery or on over/under sensor.
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