



THE GEOLOGICAL SOCIETY OF AMERICA®

Location: Utah Valley Convention Center, 220 West Center Street, Provo, UT 84601

Vendor Move In: Sunday, May 3, 2020 7:00 am – 5:00 pm

Show Times: Sunday, May 3, 2020 5:00 pm – 6:00 pm
Monday, May 4, 2020 9:00 am – 5:00 pm
Tuesday, May 5, 2020 9:00 am – 5:00 pm

Vendor Move Out: Tuesday, May 5, 2020 5:00 pm – 7:00 pm

Dear Exhibitor,

We are pleased to inform you that the Utah Valley Convention Center has been selected by the Show Management as the official Service Contractor for the **2020 Annual Meeting of the Rocky Mountain Section of The Geological Society of America.**

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

Orders may be e-mailed, faxed, or mailed to Utah Valley Convention Center. All orders paid for in advanced will be at a lower cost. **To receive the discounts, all orders must be placed 14 days prior to the first move-in date. If mailing payments, please mail to UVCC's Offices: 220 W. Center Street, Provo, UT 84601**

If you have any questions regarding Utah Valley Convention Center services, or need additional information please contact Becca Fisher at:

Phone: (801)851-2211

Fax: (801) 851-2220

brichardson@utahvalleycc.com

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

Audrey Heun

303-357-1008

aheun@geosociety.org

For information on the Utah Valley Convention Center please visit our website at

www.UtahValleyConventionCenter.com





Exhibitor Services
220 W. Center Street Suite 200
Provo, UT 84601
801-851-2211

Exhibitor Services Conditions and Regulations

- 1.** Payment for services must accompany an order to qualify for advance pricing. Checks are to be made payable to the Utah Valley Convention Center. We also accept Visa, MasterCard, and American Express.
- 2.** Credit will not be given for unused services that were installed.
- 3.** Quantities of services may be limited. Place order early to ensure availability.
- 4.** Some services may not be available the day of show. To ensure service, complete order form prior to show.
- 5.** Cancellation of services must be received 5 days prior to event.
- 6.** All services will be disconnected 30 minutes after show has ended.
- 7.** Exhibitor is responsible for lost or damaged equipment while equipment is in exhibitor's possession. A replacement fee will be assessed on all damaged or equipment not returned.
- 8.** All material and equipment used in installation remain the property of the Utah Valley Convention Center.
- 9.** Exhibitors will not hook up or share services with other vendors without prior approval or permission from the event manager or the building engineer.
- 10.** Additional labor may be assessed when special hookups or services are requested.
- 11.** Disputes concerning services must be filed by exhibitor prior to the close of the show.
- 12.** Payment in full must be rendered on all orders when order is placed. Services will not be allowed without full payment. Additional services provided at the show must be paid in full at time of request.
- 13.** No food may be sold without permission from the Utah Valley Convention Center Director of Food and Beverage.

- 14.** No outside food and beverage is allowed in the Utah Valley Convention Center. If requested by promoter, the UVCC Food and Beverage staff may sell food and drinks during the show.
- 15.** Any exhibitors handing out food must fill out a Food Sample Request Form and return it to the Utah Valley Convention Center prior to show. All handouts must be sample size.
- 16.** Any food licenses required is the responsibility of the exhibitor and not the Utah Valley Convention Center. No refunds will be given if exhibitor does not have proper licenses.
- 17.** The UVCC does not accept vendor shipments for storage and handling. All materials should be sent to an authorized UVCC drayage provider. The only exception to this is for shipments that require cold storage, and these shipments will be assessed a storage fee. See exhibitor packet for additional information.
- 18.** Exhibitors are responsible for any taxes that are associated with any sales.
- 19.** Helium balloons are not allowed anywhere inside the Utah Valley Convention Center. The exhibitor will be responsible for any labor it takes to get the balloons down from the ceiling or overhangs and/or any damages caused by the balloons.
- 20.** Carts may be available for vendor use during move-in and move-out. Lost or damaged carts will be the responsibility of the exhibitor using the carts. Exhibitors will follow any check out procedures for the carts.
- 21.** Exhibitors will have access to our loading dock. Unload your vehicle in a timely manner and move your vehicle off the loading dock as soon as unloaded to leave room for others.
- 22.** Exhibitors should park on the street or in one of two lots on the north side of 100 North, north of the UVCC. Do not park in any spaces marked as "reserved." Any towing fees are the responsibility of the exhibitor and not of the Utah Valley Convention Center.
- 23.** Utah Valley Convention Center is not responsible for any lost, stolen, or damaged property.



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2211 FAX: (801) 851-2220
brichardson@utahvalleycc.com



ELECTRICAL

| | |
|--------------------------------|--|
| Event: | Company Name: |
| Event Dates: | Mailing Address: |
| Exhibit Location/Booth: | City: State: Zip: |
| Ordered By: | Phone: Fax: |
| On-Site Contact: | E-mail: |

| | | | | | | |
|-----------|-----|------------------|-----------|-----|-------|-------------|
| EQUIPMENT | QTY | 14 DAY ADV PRICE | REG PRICE | TAX | TOTAL | 24 HR POWER |
|-----------|-----|------------------|-----------|-----|-------|-------------|

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
CALENDAR DAYS PRIOR TO EVENT MOVE IN. 14**

| | | | | | | |
|---|--|--------|--------|---------|--|--------|
| POWER STRIP | | \$ 5 | \$ 6 | x 7.25% | | Y or N |
| 120 V-SINGLE PHASE 10 AMPS (960 WATTS) | | \$ 65 | \$ 90 | N/A | | Y or N |
| 120 V-SINGLE PHASE 20 AMPS (1920 WATTS) | | \$ 90 | \$ 115 | N/A | | Y or N |
| 208 V-THREE PHASE 30 AMPS | | \$ 250 | \$ 300 | N/A | | Y or N |
| 208 V-Single PHASE 30 AMPS | | \$ 200 | \$ 250 | N/A | | Y or N |
| 208 V-SINGLE PHASE 50 AMPS | | \$ 300 | \$ 350 | N/A | | Y or N |
| 208 V-THREE PHASE 50 AMPS | | \$ 350 | \$ 400 | N/A | | Y or N |
| 208 V-SINGLE PHASE 100 AMPS | | \$ 400 | \$ 500 | N/A | | Y or N |
| 208 V-THREE PHASE 100 AMPS | | \$ 450 | \$ 550 | N/A | | Y or N |
| 24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X .5 | | | | N/A | | |

Service may not be available day of event.
Be sure to pre order your services.

If hard wiring of your item is required, additional charges may apply. Please contact (801) 851-2219 for additional information.

| PAYMENT INFORMATION | |
|------------------------------------|---|
| Credit Card Type: | Credit Card Number: |
| Expiration Date: | Security Code (Last 3 on back of card or 4 digits on front of Amex.) |
| Name on card (Please Print) | |
| Signature | Date |
| Billing Address: | |
| City: | State: Zip: |

Please make checks payable to:
Utah Valley Convention Center

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: **90% REFUND.**
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: **75% REFUND.**
If cancellation occurs after installation or after the start of the first scheduled move-in day: **NO REFUND.**

All terms, conditions, and rates on this form are subject to change at any time without notice.

TOTAL



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

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PHONE: (801) 851-2211 FAX: (801) 851-2220
brichardson@utahvalleycc.com


TELECOMMUNICATIONS / AUDIO VISUAL

| | | | |
|--------------------------------|-------------------------|---------------|-------------|
| Event: | Company Name: | | |
| Event Dates: | Mailing Address: | | |
| Exhibit Location/Booth: | City: | State: | Zip: |
| Ordered By: | Phone: | Fax: | |
| On-Site Contact: | E-mail: | | |

| | | | | |
|-----------|-----|---------------------|-----------|-------|
| EQUIPMENT | QTY | 14 DAY ADV PRICE | REG PRICE | TOTAL |
|-----------|-----|---------------------|-----------|-------|

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

| Item | QTY | 14 DAY ADV PRICE | REG PRICE | TOTAL |
|--|-----|------------------|-----------|-------|
| *WIRELESS PUBLIC INTERNET | | FREE | FREE | |
| *WIRED INTERNET CONNECTION | | \$ 75 | \$ 100 | |
| *(8) PORT SWITCH | | \$ 100 | \$ 150 | |
| *PHONE LINE | | \$ 100 | \$ 150 | |
| *CONFERENCE CALL PHONE WITH LINE | | \$ 150 | \$ 200 | |
| *CABLE TV (TV must be cable ready) | | \$ 50 | \$ 75 | |
| *6'x6' TRIPOD PROJECTION SCREEN W/SKIRT | | \$ 60 | \$ 100 | |
| *3500 LUMEN PROJECTOR | | \$ 250 | \$ 300 | |
| 32" LCD HD Monitor/TV – tabletop (BOA) | | \$ 150 | \$ 200 | |
| 42" LCD HD Monitor/TV –floor stand (BOA) | | \$ 200 | \$ 250 | |

* ALL ABOVE PRICING IS PER DAY PRICING

**All telephone connections
require that you dial 9 to
get an outside line**

Please make checks
payable to:
Utah Valley Convention
Center

| PAYMENT INFORMATION | |
|------------------------------------|--|
| Credit Card Type: | Credit Card Number: |
| Expiration Date: | Security Code (Last 3 digits on back of card or 4 digits on front of Amex.) |
| Name on card (Please Print) | |
| Signature | Date |
| Billing Address: | |
| City: | State: Zip: |

| | |
|-----------------|----|
| SUBTOTAL | \$ |
| 7.25% Sales Tax | |
| TOTAL | \$ |

CANCELLATION POLICY

- If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: **90% REFUND.**
- If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: **75% REFUND.**
- If cancellation occurs after installation or after the start of the first scheduled move-in day: **NO REFUND.**

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**UTAH VALLEY CONVENTION CENTER
EXHIBITOR SERVICE ORDER FORM**

220 WEST CENTER STREET
PROVO, UTAH 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2211 FAX: (801) 851-2220
brichardson@utahvalleycc.com



WATER SERVICE ORDER FORM

| | | | |
|-------------------------------|-------------------------|---------------|-------------|
| Event: | Company Name: | | |
| Event Dates: | Mailing Address: | | |
| Exhibit Location/Booth | City | State: | Zip: |
| Ordered By: | Phone: | Fax: | |
| On-Site Contact: | E-Mail: | | |

| EQUIPMENT | QTY | 14 DAY ADV PRICE | REG PRICE | TOTAL |
|-----------|-----|------------------|-----------|-------|
|-----------|-----|------------------|-----------|-------|

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

| | | | | |
|--|--|----------|----------|--|
| One Time Water Connection, Fill, & Drain 0-10 Gallons | | \$55.00 | \$65.00 | |
| One Time Water Connection, Fill, & Drain 11-200 Gallons | | \$100.00 | \$120.00 | |
| One Time Water Connection, Fill, & Drain 200 - 500 Gallons | | \$150.00 | \$175.00 | |
| One Time Water Connection, Fill, & Drain 500 - 1000 Gallons | | \$250.00 | \$300.00 | |

| PAYMENT INFORMATION | | | |
|------------------------------------|--|-------------------|--------------------|
| Credit Card Type: | Credit Card Number: | | |
| Expiration Date: | Security Code (Last 3 digits on back of card or 4 digits on front of Amex.) | | |
| Name on card (Please Print) | | | |
| Signature | Date | Total Sale | |
| Billing Address: | | X 7.25% Sale Tax | |
| City: | State | Zip | Grand Total |

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: **90% REFUND.**

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: **75% REFUND.**

If cancellation occurs after installation or after the start of the first scheduled move-in day: **NO REFUND.**

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UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

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PROVO, UTAH 84601

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PHONE: (801) 851-2211 FAX: (801) 851-2220
brichardson@utahvalleycc.com



FURNITURE & MISCELLANEOUS

| | |
|--------------------------------|--|
| Event: | Company Name: |
| Event Dates: | Mailing Address: |
| Exhibit Location/Booth: | City: State: Zip: |
| Ordered By: | Phone: Fax: |
| On-Site Contact: | E-mail: |

| | | | | |
|-----------|-----|----------------|-------------------|-------|
| EQUIPMENT | QTY | ADVANCED PRICE | DAY OF SHOW PRICE | TOTAL |
|-----------|-----|----------------|-------------------|-------|

EXHIBIT FURNITURE MAY ONLY BE ORDERED IF UVCC IS SERVING AS THE SHOW DECORATOR

| Item Description | QTY | ADVANCED PRICE | DAY OF SHOW PRICE | TOTAL |
|---|-----|----------------|-------------------|-------|
| 10x10 Exhibitor Booth (8'h. back drape; 3'h side drape; 1 skirted exhibit table; 2 chairs, wastebasket, & booth ID sign) | | INCLUDED | INCLUDED | |
| 8' x 30" Skirted Exhibitor Table | | \$20.00 | \$25.00 | |
| 8' x 30" Exhibitor Table | | \$10.00 | \$15.00 | |
| 72" Round Table | | \$15.00 | \$20.00 | |
| Folding Chair (Non-cushion) | | \$2.00 | \$3.00 | |
| Barstool | | \$15.00 | \$25.00 | |
| Cocktail table 30" Round | | \$15.00 | \$25.00 | |
| Dance Floor (3'x3' Sections) | | \$10.00 | \$15.00 | |
| 3' high pipe & drape | | \$2.00 ft. | \$3.00 ft. | |
| 8' high pipe & drape | | \$4.00 ft. | \$5.00 ft. | |
| Tensa Barrier Post with Retractable Rope | | \$10.00 | \$15.00 | |
| Non-Motor Pallet Jack | | \$25/hour | \$30/hour | |
| Forklift with Driver ** | | \$75/hour | \$85/hour | |
| Scissor Lift with Operator ** | | \$75/hour | \$85/hour | |
| Tripod Easel | | \$7.00 | \$10.00 | |

EXHIBITOR REMINDER:

IF YOU NEED POWER OR INTERNET FOR YOUR BOOTH, TAKE ADVANTAGE OF THE 14 DAY ADVANCED PRICING.

PLEASE MAKE CHECK PAYABLE TO UTAH VALLEY CONVENTION CENTER.

** (2) hour minimum

PAYMENT INFORMATION

| | |
|------------------------------------|--|
| Credit Card Type: | Credit Card Number: |
| Expiration Date: | Security Code (Last 3 digits on back of card or 4 digits on front of Amex.) |
| Name on card (Please Print) | |
| Signature | Date |
| Billing Address: | |
| City: | State: Zip: |

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.

If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.

If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

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SUBTOTAL

x 7.25% Sales Tax

TOTAL

| | |
|----|--|
| \$ | |
| \$ | |



UTAH VALLEY CONVENTION CENTER STAFFING ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2210 FAX: (801) 851-2220
brichardson@utahvalleycc.com



LABOR ORDER *

| | |
|-------------------------|-------------------|
| Event: | Company Name: |
| Event Dates: | Mailing Address: |
| Exhibit Location/Booth: | City: State: Zip: |
| Ordered By: | Phone: Fax: |
| On-Site Contact: | E-mail: |

| Description | Quantity | Advanced Rate per Hour | Day of Show Rate per Hour | Number of Hours | TOTAL |
|---------------------------|----------|------------------------|---------------------------|-----------------|-------|
| Box Office Supervisor | | \$22.00 | \$27.00 | | |
| Ticket Taker | | \$16.00 | \$21.00 | | |
| Ticket Seller | | \$16.00 | \$21.00 | | |
| Usher | | \$16.00 | \$21.00 | | |
| Badge Checkers | | \$16.00 | \$21.00 | | |
| Guest Services Supervisor | | \$22.00 | \$27.00 | | |
| Off Duty Police Officer | | \$35.00 | N/A | | |
| Dock Control | | \$20.00 | \$25.00 | | |
| General Security | | \$20.00 | \$25.00 | | |
| Fire Marshall | | TBD | N/A | | |
| EMT | | TBD | N/A | | |
| Electrician | | \$85.00 | \$95.00 | | |
| Carpenter/Plumber | | \$65.00 | \$75.00 | | |
| Technical Support | | \$50.00 | \$60.00 | | |
| Laborer | | \$20.00 | \$25.00 | | |
| Cleaning | | \$20.00 | \$25.00 | | |
| Union Rigger | | \$75.00 | N/A | | |

**(4) HOUR MINIMUM
ON ALL SHIFTS**

*May incur a service call fee

| PAYMENT INFORMATION | | Please make checks payable to: Utah Valley Convention Center |
|-----------------------------|---|---|
| Credit Card Type: | Credit Card Number: | |
| Expiration Date: | Security Code (Last 3 digits on back of card or 4 digits on front of Amex.) | |
| Name on card (Please Print) | | |
| Signature | Date | |
| Billing Address: | | |
| City: | State: | Zip: |

SUBTOTAL

x 7.25% Sales Tax

TOTAL

| | |
|----|-----|
| \$ | |
| | N/A |
| \$ | |

CANCELLATION POLICY

If cancellation occurs before move in or more than 6 days prior to the first scheduled move-in day: 90% REFUND.
 If cancellation occurs before move in but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
 If cancellation occurs after move in or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UT 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2210 FAX: (801) 851-2220
brichardson@utahvalleycc.com



BOOTH CLEANING SERVICE ORDER FORM

| | |
|--------------------------------|--|
| Event: | Company Name: |
| Event Dates: | Mailing Address: |
| Exhibit Location/Booth: | City: State: Zip: |
| Ordered By: | Phone: Fax: |
| On-Site Contact: | E-mail: |

| | | Cleaning Service* | ADVANCED PRICING | | DAY OF PRICING | | |
|---|---|---|------------------|-----------|----------------|-----------|----------------|
| | √ | | | | | | |
| 1 | | Initial vacuum before first show / event day only | \$0.25 | per sq ft | \$0.30 | per sq ft | Single Service |
| 2 | | Daily vacuum of booth for all show / event days (Includes #1 above) | \$0.20 | per sq ft | \$0.25 | per sq ft | Per Day |
| 3 | | Daily vacuum and Porter Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up | \$0.50 | per sq ft | \$0.60 | per sq ft | Per Day |

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

$$\begin{array}{ccccccc}
 \text{Booth Size} & & \times & & = & & \\
 \hline
 \text{Length} & & & \hline
 \text{Width} & & & \hline
 \text{Total Sq. Ft.} & & & & & & \\
 \text{(Min 100 Sq. Ft.)} & & & & & & \\
 \\
 \hline
 & & \times & & \times & & = & \$ & \\
 \hline
 \text{Total Sq. Ft.} & & & \hline
 \text{Rate per} & & & \hline
 \text{Sq. Ft.} & & & \hline
 \text{\# of days} & & & \hline
 \text{Total} & & & & & & & &
 \end{array}$$

| PAYMENT INFORMATION | | | Please make checks payable to: Utah Valley Convention Center | | | | | | |
|------------------------------------|--|-------------|--|--------------------|----|-------------------|-----|--------------------|----|
| Credit Card Type: | Credit Card Number: | | | | | | | | |
| Expiration Date: | Security Code (Last 3 digits on back of card or 4 digits on front of Amex.) | | | | | | | | |
| Name on card (Please Print) | | | | | | | | | |
| Signature | | Date | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total Sales</td> <td style="width: 50%; text-align: center;">\$</td> </tr> <tr> <td>x 7.25% Sales Tax</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>GRAND TOTAL</td> <td style="text-align: center;">\$</td> </tr> </table> | Total Sales | \$ | x 7.25% Sales Tax | N/A | GRAND TOTAL | \$ |
| Total Sales | \$ | | | | | | | | |
| x 7.25% Sales Tax | N/A | | | | | | | | |
| GRAND TOTAL | \$ | | | | | | | | |
| Billing Address: | | | | | | | | | |
| City: | State: | Zip: | | | | | | | |

CANCELLATION POLICY

If cancellation occurs more than 6 days prior to the first scheduled move-in day: **90% REFUND.**

If cancellation occurs 6 days or less prior to the first scheduled move-in day: **75% REFUND.**

If cancellation occurs after the start of the first scheduled move-in day: **NO REFUND.**

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Utah Valley Convention Center
220 West Center Street
Provo, Utah 84601
TELEPHONE: (801) 851-2200 FAX (801) 851-2220

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Utah State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.

Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products *only* with written authorization.

Utah Valley Convention Center exhibitors may distribute food and beverage samples in authorized spaces and must not be in competition with products or services offered by Utah Valley Convention Center Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to two ounces of non-alcoholic beverages and one ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval fourteen days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth at any public event must have a permit and all appropriate fees on file with the Utah County Department of Health.

GENERAL CONDITIONS

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All items are limited to **sample size**.
 - ◆ Beverages limited to maximum of *2oz.* serving of product in a maximum *4 oz* container.
 - ◆ Food items limited to "*bite size*" or *1 oz.*
 - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Utah Valley Convention Center Food Services.

Product(s) you wish to dispense: _____
 Size of portion to be dispensed: _____
 Proposed method of dispensing: _____
 Please explain purpose of offering samples: _____

SERVICE REQUIRED

Food and Beverage for Sale: *No beverage* can be sold for on-site consumption. Food items may be sold based on approval from the Food and Beverage office. Written approval to sell food products must be given 14 days prior to the opening of the event.

Fees for food sales: One day show; \$150.00 for the day. Two day show; \$125.00 per day. Three day show; 100.00 per day.

Dry Storage: _____ No _____ Yes (\$150.00 per day) per pallet
 _____ Freezer _____ Refrigerator (\$50.00 per day)
 _____ 20 lb. bag of ice @ \$10.00 per bag

Approved _____
Utah Valley Convention Center

Name of Event: _____ Date of Event: _____ Booth No. _____

Firm Name: _____ Phone No. _____

Address: _____
STREET CITY STATE ZIP CODE

By: _____ Signature: _____ Date: _____
(PRINT OR TYPE NAME & TITLE)

MATERIAL HANDLING SERVICES FOR UTAH VALLEY CONVENTION CENTER



424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com



**Geological Society of America
Rocky Mountain Section Annual Meeting**
Utah Valley Convention Center
Carpet Discount Deadline: April 20, 2020
May 4-5, 2020

GENERAL INFORMATION

Modern Expo & Events has been chosen as the Material Handling service provider for your upcoming show. The following pages will provide you with important information regarding how to ship your freight to the Advance Warehouse as well as how to ship your freight at the end of the show. This information includes dates, pricing, and payment information. If you have any questions, please contact us directly at 801-983-8160 or expo@modernexpo.com.

IMPORTANT DATES

| | | |
|----------------|-----------------------|--|
| Monday | April 20, 2020 | Discount deadline for carpet orders. |
| Monday | March 30, 2020 | Advance shipments may begin to arrive at Warehouse. |
| Monday | April 27, 2020 | Late to Warehouse: All shipments received after this date will be charged a late fee. |
| Friday | May 1, 2020 | Last day for Advance Shipments to arrive at Warehouse. Above late to warehouse policy will apply. You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in. |
| Tuesday | May 5, 2020 | All exhibitor materials must be removed from the exhibit space by 7:00 PM Outbound freight not removed from the hall by 7:00 PM will be forced out on MEE's carrier of choice at exhibitor expense. |

FACILITY INFORMATION

Utah Valley Convention Center
220 West Center Street
Provo, Utah 84601

ADVANCE WAREHOUSE

Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104

GENERAL INSTRUCTIONS FOR OUTBOUND FREIGHT

- Exhibitors are responsible for providing pre-printed labels for their freight. If you do not have pre-printed labels, you can create them online on the website of your preferred carrier. Print the labels and place them on your boxes.
- Schedule a pickup with your preferred carrier: UPS, FedEx, YRC etc. Freight can be picked up from the Modern Expo Warehouse beginning the afternoon of the following business day from close of show. If you do not have a preferred carrier, our carrier of choice is UPS Freight. We can re-route your freight via UPS Freight at your expense.
- Fill out all the blue shaded areas on the attached Bill of Lading. Make sure you mark one of the two boxes in the center of the bill. This lets us know what you would like us to do with your freight, should your carrier fail to show up. Return a copy to Modern Expo and leave a copy with your freight.
- Once you have scheduled your pickup, packed and labeled your boxes and filled out your Bill of Lading, please leave your boxes in the center of your booth with the Bill of Lading. This lets us know you are ready for us to pick up your boxes, get them to the correct carrier and send them on their way.

If you have any questions, please come see us at the Modern Expo Service Desk, give us a call at 801-983-8160 or e-mail us at expo@modernexpo.com

PAYMENT CALCULATION & CREDIT CARD CHARGE AUTHORIZATION



424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com



Geological Society of America
Rocky Mountain Section Annual Meeting
Utah Valley Convention Center
Carpet Discount Deadline: April 20, 2020
May 4-5, 2020

| | | | | |
|-------------------------|-----|-----------|-------|---------|
| COMPANY NAME | | | DATE | BOOTH # |
| STREET ADDRESS | | CITY | STATE | ZIP |
| PHONE | FAX | E-MAIL | | |
| ORDERED BY (print name) | | SIGNATURE | | |

THIS FORM MUST BE INCLUDED WITH YOUR ORDER.

CREDIT CARD AUTHORIZATION

All information must be provided. Your order will not be processed if any information is missing. **We require that your credit card charge authorization be on file with MEE even if you are paying by company check, bank draft or bank wire transfer.**

| |
|---|
| <input type="checkbox"/> Visa |
| <input type="checkbox"/> Master Card |
| <input type="checkbox"/> American Express |
| <input type="checkbox"/> Discover |

Account #

Expiration Date /

Security Code

| | | | |
|----------------------------------|------------------------|-----------|--|
| Cardholder's Name - Please Print | Cardholder's Signature | | |
| Cardholder Billing Address | City, State, ZIP | Telephone | |

CALCULATION OF ORDERS

| | |
|---|-----------|
| Material Handling (no tax on material handling) | \$ |
| Other MEE Services (specify) | \$ |
| Subtotal of all Orders | \$ |
| Please add 7.25% Utah State Sales Tax | \$ |
| FULL PAYMENT - In US funds drawn on a US Bank. | \$ |
| MEE Federal ID # 87-0265937. MEE is exempt from backup withholding tax. | |

Discount prices are available for orders placed and paid for in full by the advance order deadline.
Please see "Payment Policy" for more information.

Payment Policy

Modern Expo & Events (MEE) requires payment in full at the time services are ordered. Further, MEE requires that you provide a credit card authorization to charge your account for services, which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

Modern Expo & Events accepts Master Card, Visa, American Express, Discover, company check (NO personal checks) or bank wire transfers (please call for wire transfer instructions) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Exhibitors will be charged a \$50.00 fee for each returned NSF check.

If you are tax exempt in the state in which you will be exhibiting, you must provide MEE with a Sales Tax Exemption Certificate for the state. Please contact MEE for forms and instructions. Taxes vary by location and will be added to your invoices if you do not submit your Tax Exempt Certificate prior to the start of show.

No adjustments to invoices will be made after the close of show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service (s) made after actual delivery or installation will be charged a \$100 cancellation fee.

All balances must be paid in full prior to the close of the event. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees, and court costs, that may be incurred in effort to collect any unpaid balance.

SHIPPING & HANDLING INSTRUCTIONS



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UTAH VALLEY
CONVENTION CENTER

Geological Society of America
Rocky Mountain Section Annual Meeting
Utah Valley Convention Center
Carpet Discount Deadline: April 20, 2020
May 4-5, 2020

| | | |
|---------------|-------|----------|
| COMPANY NAME: | DATE: | BOOTH #: |
|---------------|-------|----------|

MATERIAL HANDLING: crated, boxed, or skidded materials will be received at the MEE warehouse up to 30 days in advance of show. They will also be received on show site the day before exhibitor move-in unless otherwise indicated on the Quick Facts page of this Exhibitor Service Kit (page 3) for Direct to Show Site receiving dates. Materials will be delivered to respective booths. Any materials without a form of payment attached for Material Handling will be held until payment is made. 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, they will be taken to the dock and loaded on designated vehicles.

Description of services and material handling prices are listed below.

ADVANCE SHIPMENTS TO MODERN EXPO WAREHOUSE

| CRATED OR UNCRATED SHIPMENTS | | PER 100 LBS | MIN CHARGE |
|---|---------|------------------------|---------------|
| 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. | On Time | 69.00 | 138.00 |
| | Late | 90.00 | 180.00 |
| | | 200 lb. minimum | |
| Prices apply to shipments that meet the deadline only Cost Calculation Formula: Shipment weight (round to the next 100 lbs.) _____ = _____ Total CWT @ _____ Per 100 = \$ _____ | | | |

| SHIPMENTS REQUIRING SPECIAL HANDLING | | PER 100 LBS | MIN CHARGE |
|---|---------|------------------------|---------------|
| Shipments that require special handling, unboxed items, machinery, heavy equipment or blanket wrapped items. | On Time | 80.00 | 160.00 |
| | Late | 103.00 | 206.00 |
| | | 200 lb. minimum | |
| Cost Calculation Formula: Shipment weight (round to the next 100 lbs.) _____ = _____ Total CWT @ _____ Per 100 = \$ _____ | | | |

| SMALL PACKAGE SERVICE (maximum 3 packages per shipment) | | FIRST PKG | ADD'L PKG |
|---|---------|--------------|--------------|
| Cartons and envelopes received without documentation. Maximum weight is 50 lbs. per shipment, per delivery. Maximum 3 packages per shipment. This includes UPS, FedEx etc. All shipments received via air carrier that do not fall under the Small Package category, or 4 packages or more, may be subject to Special Handling charges. | On Time | 50.00 | 35.00 |
| | Late | 65.00 | 45.00 |

| TRANSPORTATION SURCHARGE | PER SHIPMENT | |
|--|---------------|---------------------|
| Charged for freight delivered or picked up outside the designated freight delivery and pick up times. See Page 3 for designated freight delivery and pick up time. | 165.00 | Up to 200 pounds |
| | 495.00 | 201 - 10,000 pounds |

| OUTBOUND MATERIAL HANDLING ONLY | PER 100 LBS |
|--|--------------|
| Freight handled ONLY at the close of the show. Material Handling fees include taking materials to the dock and loading on designated carriers. | 35.00 |

NOTE: exhibitors are responsible for providing their own pre-paid shipping labels for all outbound freight. Exhibitors are also responsible for scheduling pick up of their freight at the end of the show by their preferred carrier. Please contact Modern Expo if you have any questions.

expo@modernexpo.com or 801-983-8160

SHIPPING INFORMATION



424 South 700 East
Salt Lake City, Utah 84102
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UTAH VALLEY
CONVENTION CENTER

**Geological Society of America
Rocky Mountain Section Annual Meeting**
Utah Valley Convention Center
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May 4-5, 2020*

| COMPANY NAME | DATE | BOOTH # |
|--------------|------|---------|
| | | |

All freight charges must be pre-paid. All shipments sent freight collect will be refused.

ADVANCE WAREHOUSE SHIPPING

TO: (Name of Exhibitor & Booth #)

**Geological Society of America - Rocky
Mountain Chapter Annual Meeting 2020
C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104**

Advance Receiving Dates: April 20 - May 1, 2020

Warehouse No Later Than: May 1, 2020

Advance Warehouse receiving hours are Monday thru Friday 8:00 AM to 4:00 PM

SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW

The designated ground and air carrier for this show is YRC Freight.

All exhibitor freight will be returned to the Advance Warehouse and can be picked up by your carrier the first business day after close of show. Any freight not picked up by their exhibitor designated carrier will be forced out on YRC Freight:

Thursday, May 7, 2020 at 4:00 PM

- Exhibitors are responsible for providing pre-printed labels for their freight. If you do not have pre-printed labels, you can create them online on the website of your preferred carrier. Print the labels and place them on your boxes.
- Schedule a pickup with your preferred carrier: UPS, FedEx, YRC etc. If you do not have a preferred carrier, our carrier of choice is UPS Freight. We can re-route your freight via UPS Freight at your expense.
- Fill out all the blue shaded areas on the attached Bill of Lading. Make sure you mark one of the two boxes in the center of the bill. This lets us know what you would like us to do with your freight, should your carrier fail to show up.
- Once you have scheduled your pickup, packed and labeled your boxes and filled out your Bill of Lading, please leave your boxes in the center of your booth and return the Bill of Lading to the Modern Expo Service Desk. When we receive your Bill of Lading, this lets us know you are ready for us to pick up your boxes, get them to the correct carrier and send them on their way.

If you have any questions, please come see us at the Modern Expo Service Desk, give us a call at 801-983-8160 or e-mail us at expo@modernexpo.com

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE



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 expo@modernexpo.com
 www.modernexpo.com

INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED BILL OF LADING TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

DID YOU SHIP TO THE ADVANCE WAREHOUSE OR DIRECT TO SHOW SITE? YES NO

ON SITE CONTACT NAME: _____

PHONE: _____ EMAIL: _____

FROM:

Exhibiting Company Name _____ Booth # _____

Name of Event/Show _____ Date Prepared _____

TO:

Ship To _____

Attention _____

Address _____ Telephone _____

City _____ State _____ Zip Code _____

CARRIER: (if known) FedEx Express FedEx Ground FedEx Freight UPS Box
 Other _____

IN THE EVENT YOUR SELECTED CARRIER FAILS TO ARRIVE BY THE DESIGNATED MOVE OUT TIME, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS. IF NO OPTION IS SELECTED, MODERN EXPO & EVENTS WILL FORCE THE SHIPMENT ACCORDINGLY VIA OUR HOUSE CARRIERS.

REROUTE VIA CONTRACTOR'S CHOICE (UPS FRIEGHT) IF YOU HAVE A UPS ACCOUNT #, PLEASE PROVIDE _____

DELIVER TO MODERN EXPO & EVENTS WAREHOUSE AT EXHIBITOR'S EXPENSE. (Freight shipped to advance warehouse and direct will not be charged.)

BY ACCEPTING THIS BILL OF LADING, MODERN EXPO & EVENTS (MEE) ASSUMES NO RESPONSIBILITY FOR SHIPMENTS LEFT IN THE BOOTH BY EXHIBITOR. ALL MATERIALS ARE SUBJECT TO FINAL COUNT AND CORECTION AT TIME OF ACUTAL REMOVAL FROM BOOTH. MEE RESERVES THE RIGHT TO REROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE DESIGNATED CARRIER FAILS TO PICK UP THE SHIPMENT. MEE ASSUMES NO RESPONSIBILTYY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING LABELS WHICH REMAIN ON CONTAINERS. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise shipment shall be described as Exhibition Materials.

| No. Pieces | Kind of Package, Description of Articles, Special Marks, Exceptions | Estimated Weight | Class or Rate |
|------------|---|------------------|---------------|
| | Crates (wooden) Exhibition Materials | | |
| | Cartons (cardboard) | | |
| | Fiber Cases/Trunks | | |
| | Skids/Pallets | | |
| | Carpets (color _____) | | |
| | | | |

NOTES:

FREIGHT CHARGES GUARUNTEED BY:

PRE-PAID (pre-paid shipping labels or account number) ALL PRE-PAID SHIPMENTS STILL REQUIRE THE INFORMATION BELOW TO BE FILLED OUT.

COLLECT

BILLING INFORMATION:

Shipper/Exhibitor _____ Attention _____

Permanent address of shipper (street) _____

City _____ State _____ Zip Code _____

Shipper (signature) _____ Shipper (print name) _____

Telephone _____ E-mail _____

Received in apparent good order, except as noted

Carrier Name _____

Agent/Driver _____

Date _____



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UTAH VALLEY
CONVENTION CENTER

**Geological Society of America
Rocky Mountain Section Annual Meeting**
Utah Valley Convention Center
*Carpet Discount Deadline: April 20, 2020
May 4-5, 2020*

SPECIAL HANDLING EXPLAINED

Shipments requiring special handling are shipments that are loaded in such a way as to require additional labor and handling to unload or load out. Additional fees beyond the standard crated rate will apply. See page 17 for more information on rates.

Side Door Loading: shipments arriving for delivery in a way that prevents access to the rear of the trailer.

Ground Loading: vehicles that are not dock height preventing the use of loading docks.

Designated Piece Loading: when a trailer must be loaded in a particular order to ensure fit.

Constricted Space Loading: freight loaded down one side or "high and tight" making the shipment not readily accessible.

Uncrated Shipments: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

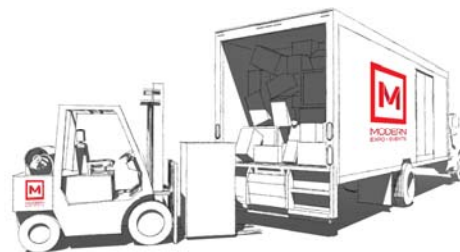
Stacked, Cubed-out, or Loose Shipments: shipments requiring items to be removed to ground level for delivery to booth and items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments: shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

SIDE DOOR LOADING



UNCRATED



STACKED, CUBED-OUT, LOOSE



MULTIPLE SHIPMENTS



ADVANCE WAREHOUSE



EXHIBIT MATERIAL



**UTAH VALLEY
CONVENTION CENTER**

**Rush To: C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104**

**Geological Society of America - Rocky Mountain
Chapter Annual Meeting 2020**

Exhibitor _____

Booth _____

Delivery Deadline fees apply after : April 27, 2020



ADVANCE WAREHOUSE



EXHIBIT MATERIAL



**UTAH VALLEY
CONVENTION CENTER**

**Rush To: C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104**

**Geological Society of America - Rocky Mountain
Chapter Annual Meeting 2020**

Exhibitor _____

Booth _____

Delivery Deadline fees apply after : April 27, 2020



- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled
Hazardous material will not be accepted at the warehouse**



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UTAH VALLEY
CONVENTION CENTER

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Rocky Mountain Section Annual Meeting**
Utah Valley Convention Center
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Benefits of Advance Shipping to MEE Warehouse: Storage of materials for up to 30 days prior to your show. Delivery of materials directly to our booth space prior to your scheduled move-in time. Many convention centers and hotels do not have facilities to receive and store freight and may refuse a shipment sent to them prior to show dates.

How to Ship to Advance Warehouse: Remove all old shipping and empty storage labels. Fill out and attach enclosed Advance Shipping Label (s). Complete enclosed Material Handling Form. Confirm receipt of your shipment prior to leaving for the show. All shipments must have a Bill of Lading showing number of pieces, weight, and type of merchandise. Certified weight tickets must accompany all shipments. Take the time to make sure your shipment (s) is properly packed. MEE is not responsible for any damage that occurs in shipping. Please do not ship uncrated or blanket wrap items to warehouse. These types of items should be sent directly to show site.

Freight Carriers: Select a carrier with trade show experience. Make sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick up times for trade shows often fall outside of "normal" delivery hours. Make sure your carrier is committed to and capable of meeting target dates and times. Make sure to plan not only for your shipment to the show, but for your return shipment, as well.

Damage: Relative to shipments consigned to MEE's warehouse, MEE will exercise all possible diligence and care in receiving, handling and transporting your shipment. MEE shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of MEE. In any case, the liability of MEE is limited to \$0.30 per pound with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in MEE's warehouse or MEE-owned and operated vehicles for delivery to show site.

Estimating Material Handling Charges: Material Handling charges are based on the weight of the freight. Shipments are billed in increments of 100 pounds and are rounded up to the nearest hundred. There is a minimum charge of 200 lbs. on many shipments. Please refer to the Material Handling Estimate sheet for pricing details. MEE cannot and will not accept collect shipments. Crated and uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified as and charged at the uncrated/special handling rate.

Crated Materials are materials that are skidded, crated or is in any type of container that can be unloaded at dock level with no additional handling required.

Uncrated/Special Handling Materials are materials that are loose, not skidded, pad wrapped, cannot be unloaded at dock level or any item without proper lifting bars or hooks.

Off Target Surcharges may apply to shipments that arrive before or after the Advance Delivery dates or before or after the Direct Delivery dates and times. Off Target surcharges may also apply to shipments that arrive with incomplete or inaccurate documentation, including Bills of Lading, certified weight certificates, incorrect consignee information, improper booth number, etc.

Machinery Labor and Equipment: Labor and equipment for uncrating, un-skidding, positioning, leveling, installing, dismantling, re-crating and re-skidding must be ordered separately. See the Forklift and Labor forms to order these services.

Storing Empty Containers: Properly labeled empty shipping containers will be picked up from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Labels are available from the MEE Exhibitor Service Desk on show site. Do not store any materials or valuables in containers marked "empty." MEE has no liability for items sent to empty storage in crates. Empty crate storage should not be considered secure storage.

Outbound Shipments: Each outbound shipment must have a completed MEE Bill of Lading accompanying the shipment. Bills of Lading are available at the MEE Exhibitor Service Desk. Exhibitors will need to make their own arrangements for pick-up. An exhibitor representative should remain on-site to insure that your shipment is picked up. Any shipments that remain on-site past the outbound shipping deadline, will be forced out on MEE's carrier of choice and the exhibitor billed accordingly. **MEE does not provide carrier shipping labels or Bills of Lading. These must be obtained from your carrier of choice.**

BOOTH CARPET



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| | | |
|---------------|-------|----------|
| COMPANY NAME: | DATE: | BOOTH #: |
|---------------|-------|----------|

| STANDARD CARPET PACKAGE: includes carpet and padding | | | |
|--|---------------------------------------|-----------|---------|
| QTY | Description | Pre-Order | Regular |
| | 10' x 10' Standard carpet and padding | 162.00 | 186.00 |
| | 10" x 20' Standard carpet and padding | 324.00 | 373.00 |
| | 10' x 30' Standard carpet and padding | 485.00 | 558.00 |

| STANDARD CARPET | | | |
|-----------------|---------------------------|-----------|---------|
| QTY | Description | Pre-Order | Regular |
| | 10' x 10' Standard carpet | 90.00 | 108.00 |
| | 10" x 20' Standard carpet | 180.00 | 216.00 |
| | 10' x 30' Standard carpet | 270.00 | 324.00 |

| BULK SPACE AND CUSTOM CUT | | | |
|---------------------------|---|-----------|---------|
| QTY | Description | Pre-Order | Regular |
| | Bulk carpet per square foot For booths 300 sq. ft. or larger _____ ft x _____ = sq. ft. | 2.00 | 2.50 |
| | Custom cut per square foot _____ ft. x _____ =sq. ft. | 1.15 | 1.45 |

| PADDING AND PLASTIC COVERING | | | |
|------------------------------|--|-----------|---------|
| QTY | Description | Pre-Order | Regular |
| | Carpet Padding _____ ft x _____ = sq. ft. | 1.00 | 1.35 |
| | Plastic Covering _____ ft. x _____ =sq. ft. | 0.50 | 0.75 |



Green



Charcoal



Blue



Black



Red

NOTE: standard carpet is 13 ounces and available in the colors above. Custom colors are available. Please contact customer service for more information. 801-983-8160 or expo@modernexpo.com