

Exhibitor Quick Facts Information

Total Expo, Inc. has been appointed as the official General Service Contractor for The APA California 2022 Conference. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. **It's important that your on-site team is aware of our material handling information.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or Orders@totalexpo.com.

Standard Booth Package Includes:

- 8' high back wall drape in blue and white
- 3' high side rails in blue
- One 6' table skirted in blue
- Two padded chairs
- One wastebasket
- One 44"x7" ID sign with your company name and booth number

Sponsor tabletop package includes:

- One 6' blue skirted table
- One padded chair
- One wastebasket
- One 44"x7" ID sign with your company name and booth number

Facility information

Anaheim Marriot
Marquis Ballroom
700 W Convention Center Way
Anaheim, CA 92802
The exhibit hall is carpeted

Show Schedule

Exhibitor Move-In:	Saturday, October 1 st	10:00am - 5:00pm	
Show Hours:	Sunday, October 2 nd	8:00am - 6:00pm	
	Monday, October 3 rd	8:00am - 6:00pm	
	Tuesday, October 4 th	8:00am - 12:00pm	
Dismantle:	Tuesday, October 4 th	12:00pm-2:00pm	
Carrier Check In:	Tuesday, October 4 th	12:00pm - 1:00pm	Shipments without carriers checked in by then will be rerouted or sent back to the designated warehouse at the exhibitor's expense.

Important Dates and Reminders

- **Discounted rates are available through Friday, September 16th by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Friday, September 23rd by 4:30pm.** Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than **1 hour after show close** will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitors expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expenses, such as labor charges, for verification and delay shipping of said materials.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**
- For questions regarding services provided by other vendors please contact that vendor directly.

Shipping and Freight Deadlines Material Handling charges will apply to all shipments sent to the event and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Monday, August 29th - Tuesday, September 27th, 2022 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** There is no direct to show-site receiving for this event and all shipments must be sent to the Advance Warehouse.
- **Driver Check-In deadline:** is 1:00pm on Tuesday, October 4th, 2022. If drivers have not picked up by this time shipments will be rerouted via the show carrier, YRC, or back to the designated warehouse at the exhibitor's expense.

Advance Warehouse Address

[Exhibiting Company and booth #]
APA California 2022 Conference
c/o TotalExpo, Inc.
1161 Sandhill Ave.
Suite A
Carson, CA 90746

Please see the receiving dates listed above. The labels provided in this exhibitor kit should be used for all shipments.

Direct to Show-Site Address—Not Available

All Shipments must be sent to the Advance Warehouse. There will be no direct freight receiving at the hotel. If a shipment is sent to the hotel it may be declined; If accepted it will incur additional charges from the hotel, over and above the Material Handling charges for TotalExpo provided services. There may also be a delay in delivering the shipment to the booth. TotalExpo will not be able to track these shipments. Any shipment not handled by TotalExpo on the inbound will incur charges for empty container storage and outbound handling. These charges will be 60% of the material handling charges as listed in the exhibitor packet.

Outbound Shipping

A completed TotalExpo bill of lading is required for all shipments in addition to any paperwork provided by your carrier or company. Exhibitors using outside freight carriers should make arrangements to have their **carrier arrive by the driver check-in time listed above.** Any shipments not picked up by then will be rerouted via the show carrier at the exhibitor's expense.

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Anaheim Marriot
Marquis Ballroom
October 1st-4th, 2022

Company Name

Booth Number

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Online Ordering Ends: **Friday, September 23rd, 2022 by 4:30pm**. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> APA California Conference Show Code: APA022

How to Submit Your Order

Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.**

For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **APA022**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **APA022** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.



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Payment Authorization

This form must be included with all orders

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Credit Card Number:	Expiration Date	Security Code
<div></div>	<div></div>	<div></div>

FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.

Billing Information

Company Name

Cardholder Name

Billing Address

City

State

Zip

Phone

Fax

Invoice Email Address

Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder's Signature

Authorized Name (Please print)



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Contact Information and Order Recap

Contact Information

Company Name

Contact Name

Cell Phone

Contact Email Address

Billing Address

City

State

Zip Code

Phone

Fax

Order Recap

Category	Total
Rental Items: Table, Chairs, and Accessories	\$
Rental Items: Carpet, Padding, and Visqueen	\$
Booth Cleaning Service	\$
Advance Warehouse Receiving	\$
Return to Warehouse Service	\$
Installation & Dismantle Labor	\$
Specialty Furniture	\$
Estimated Total:	\$

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

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Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

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Rental Items: Furniture, Carpet and Accessories

Looking for Specialty Furniture? Ask about our Specialty Furniture Catalog (pricing on pages 13-15)

30" High Tables with Skirting						
Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2000	4ft Skirted Table		\$ 144.00	\$ 171.00	\$
	2001	6ft Skirted Table		\$ 174.00	\$ 210.00	\$
	2002	8ft Skirted Table		\$ 201.00	\$ 240.00	\$
	2300	Skirting on all four sides		\$ 71.00	\$ 85.00	\$
42" High Counter Tables with Skirting						
Counter Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2003	4ft Skirted Counter Table		\$ 193.00	\$ 232.00	\$
	2004	6ft Skirted Counter Table		\$ 219.00	\$ 263.00	\$
	2005	8ft Skirted Counter Table		\$ 251.00	\$ 302.00	\$
	2301	Skirting on all four sides		\$ 80.00	\$ 96.00	\$
Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.						

Standard Carpet					
For Inline Booths only, not Island Booths or Bulk Space					
Qty		Item	Advance	Regular	Total
	3001	10'x10' Inline Booths	\$ 210.00	\$ 251.00	\$
	3002	10'x20' Inline Booths	\$ 417.00	\$ 500.00	\$
	3003	10'x30' Inline Booths	\$ 623.00	\$ 749.00	\$
	3004	10'x40' Inline Booths	\$ 832.00	\$ 998.00	\$

Island Booth and Bulk Space Carpet					
Pre-show orders only.					
Qty		Item	Advance	Regular	Total
	3010	Island Booth/Bulk Carpet per sq.ft.	\$ 2.99	\$ 3.59	\$

Plush Carpet					
Pre-show orders only, there will be no refunds on custom carpet.					
Qty		Item	Regular	Total	
	3011	Plush Carpet per sq.ft.	\$ 4.45	\$	

INDICATE YOUR CARPET COLOR

Carpet Color:

Your booth size:

Available carpet colors : Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy.
Please call for Custom Plush Carpet colors.

Carpet Padding and Visqueen

Qty		Item	Advance	Regular	Total
	3300	Carpet Padding, per sq.ft.	\$ 1.07	\$ 1.29	\$
	3400	Visqueen, per sq.ft.	\$ 0.58	\$ 0.70	\$

30" High Tables - Unskirted					
Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2100	4ft Unskirted Table	\$ 85.00	\$ 104.00	\$
	2101	6ft Unskirted Table	\$ 104.00	\$ 124.00	\$
	2102	8ft Unskirted Table	\$ 122.00	\$ 147.00	\$

42" High Counter Tables - Unskirted					
Counter Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2103	4ft Unskirted Counter	\$ 120.00	\$ 146.00	\$
	2104	6ft Unskirted Counter	\$ 139.00	\$ 166.00	\$
	2105	8ft Unskirted Counter	\$ 158.00	\$ 190.00	\$

Pedestal Tables					
Qty		Item	Advance	Regular	Total
	2201	30" round x 30" high	\$ 116.00	\$ 140.00	\$
	2202	30" round x 42" high	\$ 146.00	\$ 174.00	\$

Chairs					
Qty		Item	Advance	Regular	Total
	1000	Padded Side	\$ 78.00	\$ 91.00	\$
	1001	Padded Arm	\$ 111.00	\$ 133.00	\$
	1002	Padded Stool w/ back	\$ 125.00	\$ 150.00	\$
	1003	Folding Chair	\$ 29.00	\$ 35.00	\$

Booth Accessories					
Qty		Item	Advance	Regular	Total
	4000	Wastebasket	\$ 26.00	\$ 30.00	\$
	4001	Chrome Easel	\$ 48.00	\$ 60.00	\$
	4002	Chrome 22"x28" Sign Holder	\$ 81.00	\$ 97.00	\$
	4003	Bag Rack	\$ 146.00	\$ 174.00	\$
	4004	Literature Rack	\$ 83.00	\$ 99.00	\$
	4005	Garment Rack	\$ 146.00	\$ 174.00	\$
	4006	Stanchion	\$ 62.00	\$ 72.00	\$
	4007	8' long Velour Rope	\$ 47.00	\$ 58.00	\$
	4011	4'x8' Msg. Board	\$ 299.00	\$ 357.00	\$
	4013	2'x8' Grid Wall w/ Feet	\$ 114.00	\$ 139.00	\$
	4015	Glass Showcase	\$ 541.00	\$ 648.00	\$
	4100	3' H Side Drape, per ft.	\$ 8.00	\$ 12.00	\$
	4101	8' H Back Drape per ft.	\$ 12.00	\$ 14.00	\$

Rental Drape Color:

Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then **booth vacuuming should be ordered**). If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk **immediately**. **Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be stood or sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories.**



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Booth Cleaning and Vacuuming

Carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. **If excessive debris has accumulated during set up, then booth vacuuming should be ordered.** If you find debris or damage to your booth carpet prior to setup, please notify the TotalExpo service desk **immediately before you begin setting up.**

Invoices will not be adjusted after the close of show. Please inform us of any discrepancies at the Exhibitor Service Desk.

If you require special cleaning services please contact us at csr@totalexpo.com or 310-320-4203.

Confirm your booth size _____ x _____

Booth Cleaning

This service includes carpet vacuuming or sweeping of other flooring types, and emptying of booth wastebaskets. Rates listed are per square foot, with a minimum charge 100 square feet. Wastebasket is emptied at the time of vacuuming/sweeping. To avoid accidental disposal, any trash outside of the wastebasket will not be removed.

Service	Advance	Regular	Rate	Total Sq.Ft.	Total:
One Time Booth Cleaning Prior to show opening on the first day of the event. (Rate is per sq.ft.)	\$ 0.53	\$ 0.63	\$ _____	X _____ =	\$ _____
Daily Booth Cleaning Prior to show opening on each day of the event. (Rate is per sq.ft.)	\$ 0.94	\$ 1.12	\$ _____	X _____ =	\$ _____

Cancelled cleaning orders must be received in writing at least 5 business days prior to the first move in date. After that time cleaning orders will be refunded 50%, however orders cancelled during move-in or on-site will not be refunded.

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Material Handling and Drayage Information

Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiply your cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

NOT AVAILABLE FOR THIS EVENT

Regular Handling and Special Handling

Regular Handling applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

Special Handling applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs these shipments will be billed at special handling rates.

Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and times will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. Those shipments maybe refused and carrier may send it back to the shipper or contact the shipper for more info. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, included additional labor and/or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.

Company Name

Booth Number

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Online Ordering Ends: Friday, September 23rd, 2022 by 4:30pm . After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> APA California Conference Show Code: APA022

Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates Shipments will be received during the following dates at the listed location:

Advance warehouse shipments will be received between the following dates only: **Monday, August 29th - Tuesday, September 27th, 9:00am-3:30pm.**

Direct to show-site shipments will be received on the following dates only: **This Service is not available. YOU MUST SHIP TO THE ADVANCE WAREHOUSE.**

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will **not** receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$124.00 (Min \$248.00)	\$	
Special Handling		x	\$154.00 (min \$308.00)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Direct to Show-Site Receiving

All Shipments must be sent to the Advance Warehouse. There is no direct freight receiving to the hotel. If a shipment is sent to the hotel it may be declined; If accepted it will incur additional charges from the hotel, over and above the Material Handling charges for TotalExpo provided services. There may also be a delay in delivering the shipment to the booth. TotalExpo will not be able to track these shipments. Any shipment not handled by TotalExpo on the inbound will incur charges for empty container storage and outbound handling. These charges will be 60% of the material handling charges as listed in the exhibitor packet.

Small Package Shipments 30lbs maximum per shipment

Small package rates apply to shipments weighing 30lbs. or less in total weight. This does not mean 30lbs. per piece. Rate is charged per piece. If the total weight of the shipment exceeds 30lbs. normal rates will apply by cwt. Shipments received outside of the listed dates and times will incur a 35% surcharge.

Number of pieces	x	Rate	Total	
	x	\$50.00	\$	___ Advance Warehouse
	x	\$50.00	\$	___ Advance Warehouse

Return To TotalExpo Warehouse 4 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

Your Cwt	x	Rate	Total
	x	\$74.00 (Min \$ 296.00)	\$

Outbound Shipping - Please verify that your carrier will Pick up between 12:00pm and 1:00pm.

- It is the exhibitors responsibility to schedule their carrier to pick up.
- A completed TotalExpo bill of lading is required for all shipments. Ask the onsite TotalExpo representative during move out for this form.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading .
- All shipments must have shipping labels attached to each box / pallet. If using FedEx/UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- **Any shipment not picked up by 1:00pm will be rerouted** via the show carrier, YRC, or sent back to the warehouse at the exhibitor's expense.

Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed rates plus cost of materials. Shrink wrap for standard pallets/ crates is \$28.00 per pallet. Banding is provided at \$0.62 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments rerouted via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.

Advance Warehouse Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

APA California 2022 Conference
c/o TotalExpo, Inc.
1161 Sandhill Ave.
Suite A
Carson, CA 90746



SHIPMENT MUST ARRIVE BETWEEN:

Monday, August 29th - Tuesday, September 27th, 2022 from 9:00am-3:30pm

Carrier _____ Piece number _____ of _____ total pieces.

ADVANCE WAREHOUSE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

APA California 2022 Conference
c/o TotalExpo, Inc.
1161 Sandhill Ave.
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Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Union Rules and Regulations for more information.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements: Tools and/or ladders are not required; The exhibitor may set up or dismantle their own display with "one" full time employee of the exhibiting company; The work can be completed within (1) hour total. The work may **NOT** be split between more people to meet the time limit.

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times, exhibitor labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuities in any form is prohibited.

Rates for Installation and Dismantle Labor rates are subject to change

Labor	Advance Rate	Regular Rate	Schedule
Straight Time	\$ 122.00	\$ 147.00	Monday through Friday from 8:00am to 4:30pm. Dismantle
Overtime	\$ 183.00	\$ 219.00	Monday through Friday all other times. Not Applicable
Double Time	\$ 243.00	\$ 293.00	All day Saturday, Sunday, and Holidays. Installation

Supervision of Labor Please indicate the supervision of your labor

☐ **TOTALEXPO SUPERVISION** Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: _____ Cell Number: _____

☐ **EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: _____ Cell Number: _____

How is your booth Being Shipped? Whenever possible please ship to the advance warehouse.

☐ **Advance Warehouse** ☐ **Direct to Show Site** Carrier: _____ # of pieces: _____ ETA: _____

Order and Schedule Labor (All dismantle labor will be done on DOUBLE TIME)

Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# of Workers	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$

If necessary please provide a detailed labor schedule separately with your order.

For all labor orders please provide drawings and instructions.

10% Supervision Fee \$

Labor total \$

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

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Specialty Furniture

Item #	Item	Description	Qty	Advance	Regular	Total
POWERED						
BKCT5P	5' Table, Powered	Black Top, Silver		\$629	\$723	
BKCT8P	8' Table, Powered	Black Top, Silver		\$1,209	\$1,390	
BKC10P	10' Table, Powered	Black Top, Silver		\$1,209	\$1,390	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$722	\$868	
NPLLOP	Naples Loveseat, Powered	Black Vinyl		\$942	\$1,131	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$1,147	\$1,377	
C1YP	Sydney Powered Cocktail Table	Black Top, Brushed Steel		\$414	\$498	
C1WP	Sydney Powered Cocktail Table	White Top, Brushed Steel		\$414	\$498	
VNTBLK	Ventura Communal Bar Table	Black Top, Silver		\$868	\$1,043	
VNTWHT	Ventura Communal Bar Table	White Top, Silver		\$868	\$1,043	
P30BWH	Bar Table	White Top, Black		\$741	\$852	
P30CWH	Cafe Table	White Top, Black		\$741	\$852	
VNTCBK	Ventura Communal Cafe Table	Black Top, Silver		\$673	\$807	
VNTCWH	Ventura Communal Cafe Table	White Top, Silver		\$673	\$807	
CUBPOW	Wireless Charging Table	White, AC Plug In		\$503	\$604	
VILHUB	Village Charging Hub	Cream		\$284	\$327	
SOFT SEATING COLLECTIONS						
CHR002	Allegro Chair	Blue Fabric, Brushed Metal		\$570	\$684	
COCHTP	Cordoba Chair	Taupe Fabric, Black		\$506	\$582	
COLVTP	Cordoba Loveseat	Taupe Fabric, Black		\$724	\$833	
SFA002	Allegro Sofa	Blue Fabric, Brushed Metal		\$814	\$977	
BCHWHT	Baja Chair	White Vinyl		\$616	\$740	
BLVWHT	Baja Loveseat	White Vinyl		\$902	\$1,084	
BSFWHT	Baja Sofa	White Vinyl		\$985	\$1,182	
FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal		\$399	\$480	
FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal		\$563	\$675	
KEYCHR	Key Largo Chair	Black Fabric, Wood		\$360	\$433	
KEYLOV	Key Largo Loveseat	Black Fabric, Wood		\$424	\$509	
KEYSOF	Key Largo Sofa	Black Fabric, Wood		\$555	\$668	
NPLCHR	Naples Chair	Black Vinyl		\$679	\$816	
NPLLOV	Naples Loveseat	Black Vinyl		\$814	\$977	
NPLSOF	Naples Sofa	Black Vinyl		\$972	\$1,168	
PALSOF	Palm Beach Sofa	White Vinyl		\$741	\$853	
STECOA	Sterling Chair	Gray Fabric		\$809	\$930	
STESOF	Sterling Sofa	Gray Fabric		\$1,179	\$1,356	
VALCHA	Valencia Chair	Spice Orange Velvet		\$335	\$385	
VALSOF	Valencia Sofa	Coffee Brown Velvet		\$498	\$572	
ACCENT CHAIRS						
ATHCHA	Atherton Chair	Brown Leather, Black Metal		\$608	\$699	
BOWCHA	Bowery Chair	Ochre Fabric		\$570	\$655	
CNTCHR	Century Chair	Gray Velvet		\$581	\$668	
LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome		\$482	\$580	
LENCHA	Lena Chair	Moss Green Leather, Bronze		\$512	\$589	
BCW	Madrid Chair	White Vinyl, Chrome		\$751	\$901	
OCMWHT	Meeting Chair	White Vinyl, Wenge		\$314	\$361	
MONCHA	Montreal Chair	Blue, Black Metal		\$626	\$719	
MNCHCH	Munich Armless Chair	Gray Fabric, Black		\$492	\$566	
SWAN	Swanson Swivel Chair	White Vinyl, Chrome		\$418	\$501	
TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base		\$447	\$515	
TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet		\$436	\$501	
WENCHA	Wentworth Swivel Chair	Brown Vinyl		\$361	\$416	
BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak		\$338	\$389	
BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black		\$338	\$389	

Item #	Item	Description	Qty	Advance	Regular	Total
GROUP SEATING						
BLDCRD	Blade Chair	Red		\$78	\$93	
BLDCSB	Blade Chair	Sky Blue		\$78	\$93	
SC3	Brewer Chair	Onyx, Chrome		\$196	\$236	
XCHR	Christopher Chair	White Vinyl, Chrome		\$127	\$152	
DUET	Duet Stack Chair	Black, Chrome		\$80	\$97	
LMCHR	Laguna Chair	Maple, Chrome		\$163	\$195	
LUCHCL	Lucent Chair	Frosted Acrylic, Chrome		\$206	\$247	
MALGRY	Malba Chair	Gray, Chrome		\$124	\$150	
MALGRN	Malba Chair	Green, Chrome		\$124	\$150	
MARCBK	Marina Chair	Black Vinyl, Brushed Metal		\$169	\$203	
MARCBR	Marina Chair	Brown Fabric, Brushed Metal		\$169	\$203	
MARCBE	Marina Chair	Ocean Blue Fabric, Brushed		\$169	\$203	
MARCRD	Marina Chair	Red Fabric, Brushed Metal		\$169	\$203	
MARCWH	Marina Chair	White Vinyl, Brushed Metal		\$169	\$203	
PASCHR	Pasadena Chair	White Molded Plastic		\$352	\$404	
SC10	Razor Armless Chair	White		\$98	\$118	
RSTDIN	Rustique Chair w/ Arms	Gunmetal		\$170	\$204	
CS4	Syntax Chair	Black, Chrome		\$233	\$280	
ZENCHR	Zenith Chair	White, Chrome		\$188	\$227	
OTTOMANS						
BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$442	\$531	
BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$442	\$531	
BVLYGR	Beverly Bench Ottoman	Gray Fabric		\$442	\$531	
BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$442	\$531	
BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric		\$442	\$531	
BVLYRD	Beverly Bench Ottoman	Red Fabric		\$442	\$531	
BVLYWH	Beverly Bench Ottoman	White Vinyl		\$442	\$531	
BVSMBK	Beverly Small Bench Ottoman	Black Vinyl		\$314	\$361	
BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric		\$314	\$361	
BVSMBN	Beverly Small Bench Ottoman	Brown Fabric		\$314	\$361	
BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric		\$314	\$361	
BVSMGY	Beverly Small Bench Ottoman	Gray Fabric		\$314	\$361	
BVSMMLN	Beverly Small Bench Ottoman	Linen Fabric		\$314	\$361	
BVSMMLV	Beverly Small Bench Ottoman	Lavender Fabric		\$314	\$361	
BVSMOR	Beverly Small Bench Ottoman	Orange Fabric		\$314	\$361	
BVSMRD	Beverly Small Bench Ottoman	Red Fabric		\$314	\$361	
BVSMWH	Beverly Small Bench Ottoman	White Vinyl		\$314	\$361	
BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric		\$314	\$361	
END01B	Endless Curved Ottoman	Black Vinyl, Chrome		\$487	\$585	
END01W	Endless Curved Ottoman	White Vinyl, Chrome		\$487	\$585	
END02B	Endless Square Ottoman	Black Vinyl, Chrome		\$417	\$500	
END02W	Endless Square Ottoman	White Vinyl, Chrome		\$417	\$500	
MAR001	Marche Swivel Ottoman	White Vinyl		\$214	\$258	
MAR002	Marche Swivel Ottoman	Gray Fabric		\$214	\$258	
MAR003	Marche Swivel Ottoman	Linen Fabric		\$214	\$258	
MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$214	\$258	
MAR005	Marche Swivel Ottoman	Red Fabric		\$214	\$258	
MAR006	Marche Swivel Ottoman	Rose Quartz Fabric		\$214	\$258	
MAR007	Marche Swivel Ottoman	Plum Fabric		\$214	\$258	
MAR008	Marche Swivel Ottoman	Meadow Green		\$214	\$258	
MAR009	Marche Swivel Ottoman	Pear Yellow Fabric		\$214	\$258	
MAR010	Marche Swivel Ottoman	Blue Fabric		\$214	\$258	

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Specialty Furniture

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OTTOMANS (continued)						
MAR011	Marche Swivel	Orange Fabric		\$214	\$258	
MAR012	Marche Swivel	Forest Green Vinyl		\$214	\$258	
MAR013	Marche Swivel	Teal Velvet		\$214	\$258	
MAR014	Marche Swivel	Distressed Brown Vinyl		\$214	\$258	
MAR015	Marche Swivel	Black Vinyl		\$214	\$258	
MAR016	Marche Swivel	Ivory Faux Sheep Fur		\$214	\$258	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$158	\$190	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$158	\$190	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$158	\$190	
VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl		\$158	\$190	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$158	\$190	
VIB09	Vibe Cube Ottoman	White Vinyl		\$158	\$190	
VIB10	Vibe Cube Ottoman	Black Vinyl		\$158	\$190	
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$158	\$190	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$158	\$190	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$158	\$190	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$158	\$190	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$158	\$190	
VIB16	Vibe Cube Ottoman	Spice Orange Vinyl		\$158	\$190	
VIB17	Vibe Cube Ottoman	Desert Rose Vinyl		\$158	\$190	
ACCENT TABLES						
ALC100	Alondra Cocktail	Glass Top, Chrome		\$379	\$455	
ALC200	Alondra Cocktail	Brandy Maple Top,		\$379	\$455	
ALE100	Alondra End	Glass Top, Chrome		\$272	\$327	
ALE200	Alondra End	Brandy Maple Top,		\$272	\$327	
AURA	Aura Round	White Metal		\$168	\$202	
C1C	Geo Cocktail	Glass Top, Chrome		\$293	\$352	
C1E	Silverado Cocktail	Glass Top, Chrome		\$327	\$392	
C1FWB	Geo Cocktail	Brandy Maple Top, Black		\$331	\$398	
C1W	Sydney Cocktail	White Top, Brushed Steel		\$329	\$395	
C1Y	Sydney Cocktail	Black Top, Brushed Steel		\$329	\$395	
E1C	Geo End Table	Glass Top, Chrome		\$288	\$345	
E1E	Silverado End Table	Glass, Chrome		\$299	\$359	
E1FWB	Geo End Table	Brandy Maple Top, Black		\$288	\$345	
E1W	Sydney End Table	White Top, Brushed Steel		\$288	\$345	
E1Y	Sydney End Table	Black Top, Brushed Steel		\$288	\$345	
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$216	\$249	
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$216	\$249	
MESCTW	Mesa Cocktail Table			\$216	\$249	
MESETB	Mesa End Table	Black Top, Bronze		\$143	\$164	
MESETG	Mesa End Table	Glass Top, Bronze		\$143	\$164	
MESETW	Mesa End Table	Barnwood Top, Bronze		\$143	\$164	
REGBEN	Regis Bench/Table	Brushed Metal		\$334	\$402	
REGOTT	Regis End Table	Brushed Metal		\$239	\$287	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$145	\$167	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$145	\$167	
SEDBWH	Sedona Side Table	White Top, Bronze		\$145	\$167	
SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel		\$333	\$399	
SYDBEE	Sydney End Table	Blue Top, Brushed Steel		\$291	\$349	
SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed		\$315	\$362	
SYDWDE	Sydney End Table	Barnwood Top, Brushed		\$291	\$349	

Item #	Item	Description	Qty	Advance	Regular	Total
CAFÉ TABLES W/ STANDARD BLACK BASE						
30BKSC	30" Round Café	Black Top		\$270	\$315	
30BEBC	30" Round Café	Blue Top		\$270	\$315	
30AGBC	30" Round Café	Brushed Gunmetal Top		\$270	\$315	
30YSBC	30" Round Café	Brushed Yellow Top		\$270	\$315	
ZTJ	30" Round Café	Graphite Nebula Top		\$270	\$315	
ZTA	30" Round Café	Gray Acajou Top		\$270	\$315	
30GSBC	30" Round Café	Green Top		\$270	\$315	
ZTK	30" Round Café	Maple Top		\$270	\$315	
30OSBC	30" Round Café	Orange Top		\$270	\$315	
ZTB	30" Round Café	Red Top		\$270	\$315	
30WH29	30" Round Café	White Top		\$270	\$315	
30WDBC	30" Round Café	Barnwood Top		\$270	\$315	
36BKSC	36" Round Café	Black Top		\$282	\$339	
ZTN	36" Round Café	Graphite Nebula Top		\$282	\$339	
ZTP	36" Round Café	Maple Top		\$282	\$339	
ZTQ	36" Round Café	White Top		\$282	\$339	
CAFÉ TABLES W/ HYDRAULIC CHROME BASE						
30MAHC	30" Round Café	Gray Acajou Top		\$356	\$427	
30BRHC	30" Round Café	Red Top		\$356	\$427	
30WHHC	30" Round Café	White Top		\$356	\$427	
30WDHC	30" Round Café	Barnwood Top		\$356	\$427	
30BKHC	30" Round Café	Black Top		\$356	\$427	
30BEHC	30" Round Café	Blue Top		\$356	\$427	
30AGHC	30" Round Café	Brushed Gunmetal Top		\$356	\$427	
30YSHC	30" Round Café	Brushed Yellow Top		\$356	\$427	
30GRHC	30" Round Café	Graphite Nebula Top		\$356	\$427	
30GSHC	30" Round Café	Green Top		\$356	\$427	
30MTHC	30" Round Café	Maple Top		\$356	\$427	
30OSHC	30" Round Café	Orange Top		\$356	\$427	
36BKHC	36" Round Café	Black Top		\$383	\$460	
36GRHC	36" Round Café	Graphite Nebula Top		\$383	\$460	
36MTHC	36" Round Café	Maple Top		\$383	\$460	
36WTHC	36" Round Café	White Top		\$383	\$460	
BAR TABLES W/ STANDARD BLACK BASE						
30BKSB	30" Round Bar Table	Black Top		\$291	\$349	
30BEBB	30" Round Bar Table	Blue Top		\$291	\$349	
30AGBB	30" Round Bar Table	Brushed Gunmetal Top		\$291	\$349	
30YBBB	30" Round Bar Table	Brushed Yellow Top		\$291	\$349	
VTJ	30" Round Bar Table	Graphite Nebula Top		\$291	\$349	
VTA	30" Round Bar Table	Gray Acajou Top		\$291	\$349	
30GSBB	30" Round Bar Table	Green Top		\$291	\$349	
VTK	30" Round Bar Table	Maple Top		\$291	\$349	
30OSBB	30" Round Bar Table	Orange Top		\$291	\$349	
VTB	30" Round Bar Table	Red Top		\$291	\$349	
30WH42	30" Round Bar Table	White Top		\$291	\$349	
30WDBB	30" Round Bar Table	Barnwood Top		\$291	\$349	
36BKSB	36" Round Bar Table	Black Top		\$310	\$372	
VTN	36" Round Bar Table	Graphite Nebula Top		\$310	\$372	
VTP	36" Round Bar Table	Maple Top		\$310	\$372	
VTW	36" Round Bar Table	White Top		\$310	\$372	

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Specialty Furniture

Item #	Item	Description	Qty	Advance	Regular	Total
ACCENT TABLES (continued)						
TAOBBK	Taos Side Table	Black Top, Bronze		\$145	\$167	
TAOBWH	Taos Side Table	White Top, Bronze		\$145	\$167	
TAOBWD	Taos Side Table	Wood Top, Bronze		\$145	\$167	
TMBTBL	Timber Table	Wood		\$195	\$225	
BAR TABLE						
RSTSQT	Rustique Square Metal Bar	Gunmetal		\$300	\$362	
BARSTOOLS						
BSS	Banana Barstool	Black, Chrome		\$288	\$345	
BST	Banana Barstool	White, Chrome		\$288	\$345	
BLDBRD	Blade Barstool	Red		\$143	\$164	
BLDBSB	Blade Barstool	Sky Blue		\$149	\$179	
XBAR	Christopher Barstool	White Vinyl, Chrome		\$149	\$179	
LMBAR	Laguna Barstool	Maple, Chrome		\$205	\$246	
ROLLBL	Lift Barstool	Black Vinyl, Chrome		\$249	\$299	
ROLLGY	Lift Barstool	Gray Vinyl, Chrome		\$249	\$299	
ROLLRD	Lift Barstool	Red Vinyl, Chrome		\$249	\$299	
ROLLWH	Lift Barstool	White Vinyl, Chrome		\$249	\$299	
LUBSCL	Lucent Barstool	Frosted Acrylic,		\$296	\$355	
MARBBE	Marina Barstool	Ocean Blue Fabric,		\$314	\$361	
MARBBK	Marina Barstool	Black Vinyl, Metal		\$314	\$361	
MARBBR	Marina Barstool	Brown Fabric, Brushed		\$314	\$361	
MARBRD	Marina Barstool	Red Fabric, Metal		\$314	\$361	
MARBWH	Marina Barstool	White Vinyl, Brushed		\$314	\$361	
RSTSTL	Rustique Barstool	Gunmetal		\$154	\$187	
BS001	Shark Barstool	White, Chrome		\$370	\$444	
BSR	Syntax Barstool	Black, Chrome		\$254	\$306	
ZENBAR	Zenith Barstool	White, Chrome		\$187	\$226	
BS002	Zoey Barstool	White, Chrome		\$340	\$410	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						
VNTBNP	Ventura Communal Bar	Black Top, Silver		\$752	\$903	
VNTMNP	Ventura Communal Bar	Maple Top, Silver		\$752	\$903	
VNTWNP	Ventura Communal Bar	White Top, Silver		\$752	\$903	
VNTCBN	Ventura Communal Cafe	Black Top, Silver		\$594	\$713	
VNTCMN	Ventura Communal Cafe	Maple Top, Silver		\$594	\$713	
VNTCWN	Ventura Communal Cafe	White Top, Silver		\$594	\$713	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						
VNTBMW	Ventura Communal Bar	Maple Top, Silver		\$752	\$903	
VNTBWW	Ventura Communal Bar	White Top, Silver		\$752	\$903	
VNTCMW	Ventura Communal Cafe	Maple Top, Silver		\$594	\$713	
VNTCWW	Ventura Communal Cafe	White Top, Silver		\$594	\$713	
CONFERENCE TABLES						
36ATO	Atomic 36" Round	Glass Top, Chrome		\$350	\$420	
42ATO	Atomic 42" Round	Glass Top, Chrome		\$350	\$420	
WD3	Work Table	White Top, White		\$385	\$462	
CB8	42" Round Madison	Gray Acajou, Black		\$446	\$537	
CB1	42" Round Table	Graphite Nebula Top		\$446	\$537	
CONF42	42" Round Table	White Top		\$446	\$537	
42BKCT	42" Round Table	Black Top, Black		\$426	\$490	
BKCT5N	5' Table	Black Top, Silver		\$505	\$581	
BKCT8N	8' Table	Black Top, Silver		\$1,009	\$1,160	
BKC10N	10' Table	Black Top, Silver		\$1,009	\$1,160	
CF2	Geo Table, Rectangle	Glass Top, Black		\$525	\$630	
CE2	Geo , Rectangle	Glass Top, Chrome		\$525	\$630	
CF1	Geo , Rounded Square	Glass Top, Black		\$370	\$444	
CE1	Geo , Rounded Square	Glass Top, Chrome		\$370	\$444	
MADC05	Madison 5' Table	Gray Acajou, Chrome		\$527	\$632	
MADC08	Madison 8' Table	Gray Acajou, Chrome		\$1,052	\$1,264	
MADC10	Madison 10' Table	Gray Acajou, Chrome		\$1,052	\$1,264	

Item #	Item	Description	Qty	Advance	Regular	Total
BAR TABLES W/ HYDRAULIC CHROME BASE						
30BKHB	30" Round Bar	Black Top		\$356	\$427	
30BEHB	30" Round Bar	Blue Top		\$356	\$427	
30AGHB	30" Round Bar	Brushed Gunmetal		\$356	\$427	
30YSHB	30" Round Bar	Brushed Yellow		\$356	\$427	
30GRHB	30" Round Bar	Graphite Nebula		\$356	\$427	
30GSHB	30" Round Bar	Green Top		\$356	\$427	
30MTHB	30" Round Bar	Maple Top		\$356	\$427	
30OSHB	30" Round Bar	Orange Top		\$356	\$427	
30BRHB	30" Round Bar	Red Top		\$356	\$427	
30WHHB	30" Round Bar	White Top		\$356	\$427	
30WDHB	30" Round Bar	Barnwood Top		\$356	\$427	
30MAHB	30" Round Bar	Gray Acajou Top		\$356	\$427	
36BKHB	36" Round Bar	Black Top		\$383	\$460	
36GRHB	36" Round Bar	Graphite Nebula		\$383	\$460	
36MTHB	36" Round Bar	Maple Top		\$383	\$460	
36WTHB	36" Round Bar	White Top		\$383	\$460	
EXECUTIVE CHAIRS						
TASKST	Task Stool	Black Fabric, Black		\$169	\$203	
CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$309	\$355	
GENCHA	Genesis Chair	Black		\$269	\$309	
PROGB	Pro Executive Guest Chair	Black Vinyl,		\$293	\$352	
PROEXB	Pro Executive High Back Chair	Black Vinyl,		\$419	\$502	
PROEXE	Pro Executive High Back Chair	White Vinyl,		\$419	\$502	
PROMDB	Pro Executive Mid Back Chair	Black Vinyl,		\$273	\$328	
PROMID	Pro Executive Mid Back Chair	White Vinyl,		\$273	\$328	
OFFICE & PRODUCT DISPLAY						
TECH3	3 Drawer File Cabinet on Castors	Black Top, Black		\$168	\$202	
JD8	Madison Executive Desk	Gray Acajou,		\$664	\$798	
TECH	Tech Desk, Powered	Black Metal, Black		\$530	\$636	
TECH3B	Tech Desk, Powered w/ 3	Black Metal, Black		\$648	\$778	
BC8	Madison Bookcase	Gray Acajou,		\$496	\$595	
PSHCCS	Posh Shelving	Chrome, Acrylic		\$565	\$677	
PDL36B	Powered Locking Pedestal, 36"	Black		\$585	\$702	
PDL36W	Powered Locking Pedestal, 36"	White		\$585	\$702	
PDL42B	Powered Locking Pedestal, 42"	Black		\$696	\$837	
PDL42W	Powered Locking Pedestal, 42"	White		\$696	\$837	
LAMPS						
LA15	Mason Floor Lamp	Brushed Silver		\$255	\$307	
LA14	Mason Table Lamp	Brushed Silver		\$167	\$201	
BARS & COUNTERS						
MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top,		\$1,722	\$2,066	
MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top,		\$1,615	\$1,938	
MTCLPI	Midtown Powered Counter,	Taupe Glass Top,		\$1,722	\$2,066	
MTCPUL	Midtown Powered Counter,	Taupe Glass Top,		\$1,623	\$1,948	
GREENERY						
HDG4FT	Boxwood Hedge, 4'	Green, Black		\$509	\$611	
HDG7FT	Boxwood Hedge, 7'	Green, Black		\$835	\$1,002	
DIVIDERS						
DIVBAR	Clear Divider, Bar/Counter	Clear, Black		\$189	\$217	
DIVFRE	Clear Divider, Freestanding	Silver, Clear		\$379	\$436	
DIVFCR	Clear Divider, Freestanding	Silver, Clear		\$760	\$875	
DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear		\$379	\$436	
DIVFST	Clear Divider, Sofa/Table	Silver, Clear		\$341	\$393	
DIVFWB	Freestanding Whiteboard	Silver, White		\$474	\$545	
MIRWHT	Miramar Divider, White	Molded Plastic		\$486	\$559	
STNSGN	Stanchion Sign Holder	Chrome		\$58	\$66	
STNCH1	Stanchion w/ Retractable Belt	Black, Chrome		\$67	\$78	

Company Name

Booth Number

Discounted Rate Deadline: Friday, September 16th, 2022 by 4:30pm . After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Friday, September 23rd, 2022 by 4:30pm . After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> APA California Conference Show Code: APA022

Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company's booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date**. If these forms are not received by that date the EAC will not be allowed to work in an exhibitor's booth.

The following required forms MUST BE RECEIVED TOGETHER:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo, Inc. shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative Agrees to all TotalExpo Inc., rules and regulations as stated.

Authorized Signature BY EXHIBITING COMPANY

Authorized Name (Print)

Date

Company Name

Booth Number

Discounted Rate Deadline: Friday, September 16th, 2022 by 4:30pm . After this date all orders and payments will be processed at the regular rates.

Online Ordering Ends: Friday, September 23rd, 2022 by 4:30pm . After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> APA California Conference Show Code: APA022

EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
- If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
- EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EAC's responsibility to obtain the proper language needed on the COI.

The following required forms **MUST BE RECEIVED TOGETHER:**

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

Authorized Representative Signature BY EAC COMPANY

Authorized Name (Print)

Title

Date

Company:

Shows-site Contact Name:

Cell Phone:

Office Phone:

Email Address:

Street Address:

City, State Zip:

Work-Site/Union Rules and Regulations

Decoration: Exhibits and Displays

TotalExpo Inc. and it's Union Affiliates have the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the Union workers.

If the below requirements cannot be met than all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements:

1. Tools and/or ladders are not required.
2. The work can be completed by exhibitor and NO MORE than (1) one full time employee of exhibiting company.
3. The work can be completed within (1) one hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit.)

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

Freight: Material Handling, Loading and Unloading

TotalExpo Inc. and it's Union Affiliates have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo Inc. and it's Union Affiliates also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company.
- OR
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Riggers: Heavy Machinery

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

**LIMITS OF LIABILITY AND RESPONSIBILITY
FOR MATERIAL HANDLING SERVICES
PROVIDED BY TOTALEXPO, INC.**

Insurance — It is understood that TotalExpo Inc., is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo Inc., shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo Inc. prior to the close of the show.

TotalExpo Inc. shall not be responsible for any loss, damage or delay due to Acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo Inc. and/or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.

Anaheim Marriott Loading Dock Guidelines

Dock Hours: Strictly 7:00AM – 10:00PM

per the City of Anaheim

AFTER HOURS:

Drop Offs/Pick-Ups between 10:00PM – 7:00AM

Drop offs and pick ups are required to load/unload via the Front of the Hotel outside the Platinum Ballroom Foyer Doors. See below Map. Note: there is no dock, lift gate required.



DAILY HOURS:

Drop Offs/Pick-Ups between 7:00AM – 10:00PM

Delivery access is from West Street down Transit Plaza. Continue through the electronic gate (security will open upon your arrival) to the first Loading Dock. This dock connects to the Marquis Ballroom and back aisle Foyer.



Easy Ordering

As the preferred Technology Provider of Anaheim Marriott, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.



offers a range of solutions for any exhibitor:

As the preferred Technology Provider of Anaheim Marriott, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

MarriottAnaheim@Encoreglobal.com

LeadCapture for APA California 2022 Conference: Celebrating CommUNITY



APA CALIFORNIA CONFERENCE
OCTOBER 1-4, 2022 ★ ANAHEIM MARRIOTT

Looking to purchase lead retrieval licenses? Continue to enhance your experience at the **APA California 2022 Conference: Celebrating** with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of attending our Conference.

How It Works:

- Scan badges to gather lead information
- Score leads and takes notes
- Export leads to any database on demand

APP LICENSE

Purchase an app license to download the Cvent LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

\$249

Single
LeadCapture License

\$149

Additional
LeadCapture License

DEVICE RENTAL LICENSE

Purchase a Device Rental license to pick up a Handheld Infrared Laser Scanner onsite for faster and seamless scanning – price includes app access license!

\$299

Order Before
9/3 PDT

\$349

Order Between
9/3 – 9/16 CDT

\$399

Order After
9/17 CDT

LeadCapture for APA California 2022 Conference: Celebrating CommUNITY



APA CALIFORNIA CONFERENCE
OCTOBER 1-4, 2022 ★ ANAHEIM MARRIOTT

1 FINISH SETTING UP YOUR EXHIBITOR ACCOUNT

- [Click here](#) - Enter your details and click **Create Account**.
- You will soon receive the email “Welcome to APA California 2022 Conference: Celebrating” from “Sessions2022@apacalifornia.org”. Click **Log In** within the email.
- Don't remember your password? Click on “**Forgot?**” to set up your password. You will soon receive the email “Reset your Onsite Solutions Password”
 - If you have LeadCapture login credentials from past events, log in with your email and previously created password. Once logged in, click **Switch Event** (top left) and click Join Event. Search the Event Code: 3D8F84E1C874 and add APA California 2022 Conference: Celebrating to the list of events you're exhibiting at.

2 LOGGING BACK IN TO YOUR EXHIBITOR PORTAL

- Log back in to your Portal with [this link](#). Do not click **Add your company**.
- Use this Portal to:
 - *Purchase additional LeadCapture licenses, if necessary*
 - *Assign licenses to registered onsite staff*
 - *Create lead-qualifying questions*
 - *Export your leads after the event*

SUPPORT

New to LeadCapture or want additional help? [This how-to](#) is all you need to get set up. Questions? Email leadcapture@cvent.com with any general LeadCapture questions.



ANAHEIM FIRE & RESCUE
Community Risk Reduction Division
201 S. Anaheim Blvd., #300
Anaheim, CA 92805
(714) 765-4040
tradeshowinspector@anaheim.net



EXHIBITOR

SPECIFICATIONS & REQUIREMENTS

References: California Fire Code, California Building Code

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be ¼ inch thick or greater.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least 9 inches from rear booth boundary line. Gas appliances must be A.G.A. approved.

Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies:

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

Storage

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1 day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

Decorative Material & Furniture

All drapes, fabrics, netting and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire Department. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening. Foam furniture in sprinklered areas shall meet TB 117 requirements. Foam furniture in unsprinklered areas shall meet TB133 requirements.

Cooking Appliances

Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. A show permit is required for the use of propane or butane for cooking purposes. Quantities will be limited. **These requirements do not apply to microwave ovens, coffee pots, rice cookers, crock pots, chaffing dishes or popcorn wagons.**

Heat-Producing Equipment

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **See permit section for compressed gas, natural gas, propane and butane.**

Machinery

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

EXHIBITOR SPECIFICATIONS & REQUIREMENTS

References: California Fire Code, California Building Code

Candles

Use of any decorative candles for sale in booth space must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape. Contact the Tradeshow Inspector for alternative fueled vehicles.

Helium

Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.

Fireplaces

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace. Natural gas connections if provided shall be conducted by a licensed plumbing contractor.

THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT:

A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING

Flammable or Combustible Aerosols/Liquids

Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire & Rescue. **All flammable or combustible aerosol containers, used for display purposes, must be empty.**

Hazardous Materials/Compressed Gas

Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire & Rescue. Hazardous materials are defined in the 2013 California Fire Code. **Natural gas connections shall be conducted by a licensed plumbing contractor.**

Open Flame

Describe the use on the Show Permit form. The Trade Show Inspector must be contacted prior to completing a Show Permit form if open flame is being used for theatrical purposes or demonstrations. **A permit is not required for the use of candles in a tradeshow (refer to candle section).**

Propane or Butane

Describe the use on the Show Permit form. Propane and Butane will be limited to two-17 ounce containers.

Two-Story Booths (One or More Staircases)

Submit booth diagram that includes a wet stamp from a California Licensed Structural Engineer. Provide the occupant load from the structural engineer on the Exhibitor Permit. Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor.

To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.



ANAHEIM FIRE & RESCUE
Community Risk Reduction Division
201 S. Anaheim Blvd., #300
Anaheim, CA 92805
(714) 765-4040
tradeshowinspector@anaheim.net

EXHIBITOR PERMIT

THIS PERMIT SHALL BE KEPT ON SHOW SITE

BOOTH # _____

SHOW NAME _____

LOCATION OF SHOW _____

CONTACT INFORMATION

BUSINESS NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER () _____ FAX () _____
Area Code Area Code

CONTACT NAME _____

SHOW DATES _____

EMAIL _____

I HEREBY APPLY FOR AN EXHIBITOR PERMIT FOR THE FOLLOWING USE:

- | | |
|---|---|
| <input type="checkbox"/> Flammable/Combustible Liquids/Aerosols | <input type="checkbox"/> 2-Story Booth (1 or more staircases) |
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Propane/Butane | <input type="checkbox"/> Other |

PLEASE PROVIDE PERMIT INFORMATION AS REQUESTED ON EXHIBITOR REQUIREMENTS:

Applicant's Signature _____ Date: _____

Fire Department Approval _____ Date: _____

FIRE SAFETY REQUIREMENTS:



THE SHOW CAN'T GO ON UNTIL THE SHOW SHOWS UP.

EXHIBIT SERVICES

RELIABLE, AFFORDABLE SERVICE FOR TRADE SHOWS



BEFORE YOUR NEXT SHOW, LET OUR DEDICATED EXHIBIT SERVICES TEAM SHOW YOU HOW

You have enough to worry about at a trade show. Let us worry about your exhibit. YRC Freight Exhibit Services is the best value in the shipping industry. That means you can rest easy knowing that your booth will show up on time and on budget.

ON TIME. ON BUDGET. AND SUPPORT TEAMS ON SITE AND ON CALL WHENEVER YOU NEED THEM.

- Best value on trade show shipping in the industry
- Inbound trade show shipments automatically move on our faster network for quicker, more reliable service with reduced handling
- 30 days storage included prior to the show – saves money when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after hours pickups
- On-site Exhibit Managers monitor your inbound shipments for on-time, easy move-ins and customer service representatives are available at 1-800-531-EXPO
- We have North America's most comprehensive network coverage and services specifically designed for cross-border trade show shipping

CONTACT YOUR YRC FREIGHT EXHIBIT SERVICE SPECIALIST
PHONE: 1-800-531-EXPO (3976)
EMAIL: exhibit.services@yrcfreight.com