

Exhibitor Quick Facts Information

Total Expo, Inc. has been appointed as the official General Service Contractor for The 2022 Northern CA Law Seminar & Expo held at the Santa Clara Convention Center in the Exhibit Halls A & B. 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 on page 9.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or csr@totalexpo.com.

Each 10' x 10' Booth Package Includes:

- 8' high back wall drape in black and gold
- 3' high side rail drape in black
- One 6' table skirted in gold
- Two Padded chairs
- One Wastebasket
- One 44"x7" ID sign with your company name and booth number
- The aisles will be carpeted in Tuxedo
- Booth carpet is not included.

Facility information

Santa Clara Convention Center
Exhibit Halls A & B
5001 Great American Parkway
Santa Clara, CA 95054
<http://santaclaraconventioncenter.org/>

Show Schedule

| | | | |
|---------------------------|--|--------------------------------------|--|
| Exhibitor Move-In: | Wednesday, February 2 nd | 8:00am - 5:00pm | |
| Show Hours: | Thursday, February 3 rd Friday, February 4 th | 11:00am - 2:00pm 11:00am - 2:00pm | |
| Dismantle: | Friday, February 4 th | 2:00pm - 6:00pm | |
| Carrier Check In: | February 4 th | 2:00pm - 4:00pm | Shipments not picked up by 4:00pm will be rerouted or sent back to the designated warehouse at the exhibitor's expense. |

Important Dates and Reminders

- **Discounted rates are available through Tue, January 18th, 2022 by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Tue, January 25th, 2022 by 4:30pm.** Orders can be faxed or emailed after this date. Please see page 3 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 Mon, January 3rd, 2022 - Thu, January 27th, 2022 from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Tue, February 1st and Wed, February 2nd, 2022 from 8:00am - 4:30pm.
- If any shipments are sent and received out side of the above listed dates additional charges may apply, however they are not guaranteed to be received.
- **Driver Check-In deadline:** is 4:00pm on Friday, February 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 #]
2021 Northern CA Law Seminar & Expo
C/O YRC/TotalExpo
499 Valley Drive
Brisbane, CA 94005

Direct to Show-Site Address

[Exhibiting Company and booth #]
2021 Northern CA Law Seminar & Expo
TotalExpo/Santa Clara Convention Center
Exhibit Halls A & B
5001 Great American Parkway
Santa Clara, CA 95054

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

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

Outbound Shipping - Please verify that your carrier will Pick up starting at 2:00pm but no later then 4:00pm.

- 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 4:00pm will be rerouted** via the show carrier, YRC, or sent back to the warehouse at the exhibitor's expense.

Need additional assistance? Contact our Exhibitor Services at (310) 320-4203 or email us at Orders@totalexpo.com



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 Phone: (310) 320-4203 Fax:(310) 320-4265
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2022 Northern CA Law Seminar & Expo
 Santa Clara Convention Center
 Exhibit Halls A & B
 February 3rd -4th, 2022

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

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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 **NCAL22**.
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 **NCAL22** 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.

Need additional assistance? Contact out Exhibitor Services at (310) 320-4203 or email us at Orders@totalexpo.com



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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 |
| | | |

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 | \$ |
| Cart Load Service | \$ |
| Material Handling | \$ |
| Return to Warehouse Service | \$ |
| Installation & Dismantle Labor | \$ |
| Sign Hanging | \$ |
| Specialty Furniture | \$ |
| Estimated Total: | \$ |

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Rental Items: Furniture, Carpet and Accessories

Looking for Specialty Furniture? Please see pages 15-48.

| 30" High Tables with Skirting Tables are 24" across | | | | | | |
|--|------|----------------------------|-------|-----------|-----------|-------|
| Qty | | Item | Color | Advance | Regular | Total |
| | 2000 | 4ft Skirted Table | | \$ 152.00 | \$ 183.00 | \$ |
| | 2001 | 6ft Skirted Table | | \$ 186.00 | \$ 224.00 | \$ |
| | 2002 | 8ft Skirted Table | | \$ 216.00 | \$ 259.00 | \$ |
| | 2300 | Skirting on all four sides | | \$ 76.00 | \$ 90.00 | \$ |
| 42" High Counter Tables with Skirting Counter Tables are 24" across | | | | | | |
| Qty | | Item | Color | Advance | Regular | Total |
| | 2003 | 4ft Skirted Counter Table | | \$ 206.00 | \$ 248.00 | \$ |
| | 2004 | 6ft Skirted Counter Table | | \$ 234.00 | \$ 280.00 | \$ |
| | 2005 | 8ft Skirted Counter Table | | \$ 269.00 | \$ 323.00 | \$ |
| | 2301 | Skirting on all four sides | | \$ 85.00 | \$ 103.00 | \$ |

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 | \$ 224.00 | \$ 268.00 | \$ |
| | 3002 | 10'X20' Inline Booths | \$ 446.00 | \$ 536.00 | \$ |
| | 3003 | 10'X30' Inline Booths | \$ 668.00 | \$ 801.00 | \$ |
| | 3004 | 10'X40' Inline Booths | \$ 890.00 | \$ 1,068.00 | \$ |

| Island Booth and Bulk Space Carpet Pre-show orders only. | | | | | |
|---|------|-------------------------------------|---------|---------|-------|
| Qty | | Item | Advance | Regular | Total |
| | 3010 | Island Booth/Bulk Carpet per sq.ft. | \$ 3.21 | \$ 3.85 | \$ |

| Plush Carpet Pre-show orders only, there will be no refunds on custom carpet. | | | | | |
|--|------|-------------------------|---------|-------|----|
| Qty | | Item | Regular | Total | |
| | 3011 | Plush Carpet per sq.ft. | \$ 4.76 | \$ | \$ |

| 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. | \$ 1.15 | \$ 1.38 | \$ |
| | 3400 | Visqueen, per sq.ft. | \$ 0.63 | \$ 0.75 | \$ |

| 30" High Tables - Unskirted Tables are 24" across | | | | | |
|--|------|---------------------|-----------|-----------|-------|
| Qty | | Item | Advance | Regular | Total |
| | 2100 | 4ft Unskirted Table | \$ 91.00 | \$ 110.00 | \$ |
| | 2101 | 6ft Unskirted Table | \$ 110.00 | \$ 131.00 | \$ |
| | 2102 | 8ft Unskirted Table | \$ 129.00 | \$ 155.00 | \$ |

| 42" High Counter Tables - Unskirted Counter Tables are 24" across | | | | | |
|--|------|-----------------------|-----------|-----------|-------|
| Qty | | Item | Advance | Regular | Total |
| | 2103 | 4ft Unskirted Counter | \$ 128.00 | \$ 154.00 | \$ |
| | 2104 | 6ft Unskirted Counter | \$ 148.00 | \$ 177.00 | \$ |
| | 2105 | 8ft Unskirted Counter | \$ 169.00 | \$ 203.00 | \$ |

| Pedestal Tables | | | | | |
|-----------------|------|----------------------|-----------|-----------|-------|
| Qty | | Item | Advance | Regular | Total |
| | 2201 | 30" round x 30" high | \$ 124.00 | \$ 149.00 | \$ |
| | 2202 | 30" round x 42" high | \$ 155.00 | \$ 186.00 | \$ |

| Chairs | | | | | |
|--------|------|----------------------|-----------|-----------|-------|
| Qty | | Item | Advance | Regular | Total |
| | 1000 | Padded Side | \$ 82.00 | \$ 98.00 | \$ |
| | 1001 | Padded Arm | \$ 119.00 | \$ 144.00 | \$ |
| | 1002 | Padded Stool w/ back | \$ 134.00 | \$ 161.00 | \$ |
| | 1003 | Folding Chair | \$ 30.00 | \$ 36.00 | \$ |

| Booth Accessories | | | | | |
|-------------------|------|----------------------------|-----------|-----------|-------|
| Qty | | Item | Advance | Regular | Total |
| | 4000 | Wastebasket | \$ 27.00 | \$ 34.00 | \$ |
| | 4001 | Chrome Easel | \$ 51.00 | \$ 63.00 | \$ |
| | 4002 | Chrome 22"x28" Sign Holder | \$ 86.00 | \$ 104.00 | \$ |
| | 4003 | Bag Rack | \$ 155.00 | \$ 186.00 | \$ |
| | 4004 | Literature Rack | \$ 85.00 | \$ 102.00 | \$ |
| | 4005 | Garment Rack | \$ 155.00 | \$ 186.00 | \$ |
| | 4006 | Stanchion | \$ 66.00 | \$ 80.00 | \$ |
| | 4007 | 8' long Velour Rope | \$ 50.00 | \$ 62.00 | \$ |
| | 4011 | 4'x8' Msg. Board | \$ 318.00 | \$ 382.00 | \$ |
| | 4013 | 2'x8' Grid Wall w/ Feet | \$ 123.00 | \$ 148.00 | \$ |
| | 4015 | Glass Showcase | \$ 578.00 | \$ 693.00 | \$ |
| | 4100 | 3' H Side Drape, per ft. | \$ 8.00 | \$ 12.00 | \$ |
| | 4101 | 8' H Back Drape per ft. | \$ 14.00 | \$ 16.00 | \$ |

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.) | \$ 0.58 | \$ 0.68 | \$ _____ | X _____ = | \$ _____ |
| Daily Booth Cleaning Prior to show opening on each day of the event. (Rate is per sq.ft.) | \$ 1.00 | \$ 1.30 | \$ _____ | X _____ = | \$ _____ |

Booth Porter Service

Porter Service includes emptying of wastebaskets, and wiping down booth area, at 2 hour intervals, during the listed show hours for the duration of the event. To avoid accidental disposal, any trash left outside of the wastebasket will not be removed. Rate is per booth.

| Service | Advance | Regular | Rate | Total: |
|--|-----------------------|----------|----------|----------|
| Daily Porter Service (for booths up to 400 sq.ft., each day of the event.) | \$378.00 | \$450.00 | \$ _____ | \$ _____ |
| Daily Porter Service 401 sq.ft. and larger (For booths 401 sq.ft. and larger, each day of the event) | Please Call for Price | | \$ _____ | \$ _____ |

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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Cart Load Service

Cartload Service

- This service is available only for small pieces of freight and other material that is brought to the show floor in a privately owned car, SUV or pickup.
- Each cart will handle a load comprising of a surface area of no more than 3’x4’, a height of no more than 3’ and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply.
- For safety reasons the freight supervisors will determine the load capacity & number of pieces carried per trip.
- Crates, palletized freight and heavy material, as well as any material delivered by common carriers are to be handled as standard drayage as indicated in the following pages.
- Cartload service must be paid in advanced.
- Please proceed to the TotalExpo Service Desk for this service.
- This service does not include storage of your empties.
- This service is not for cargo vans, rental trucks, trailers, bobtails, semi-trucks, or flatbeds.

| Service | Number of Trips | x | Rate Per Trip | Total |
|--|-----------------|---|---------------|-------|
| Cartload Service per trip, Inbound | | | \$ 125.00 | |
| Cartload Service per trip, Outbound | | | \$ 125.00 | |
| Carload Service per trip, In and out | | | \$ 225.00 | |
| Estimated arrival of inbound cartloads: Date _____ Time _____ | | | | |

Freight: Material Handling, Loading and Unloading

TotalExpo has 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 also has 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.

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.

Company Name

Booth Number

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

Material Handling and Drayage Information

Please order these services on the following page

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)

This service includes: unloading shipments at the show-site during dates and times listed 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.

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. This does not mean 30lbs per piece. 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 frame 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 many not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (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 |
|---------------------|---------------------|

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

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: **Mon, January 3rd—Thu, January 27th, 2022 from 9:00am-3:30pm.**

Direct to show-site shipments will be received on the following dates only: **Tue, February 1st and Wed, February 2nd, 2022 from 8:00am-4:30pm .**

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 per shipment

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 | \$ 130.00 (\$260. Min) | \$ | |
| Special Handling | | x | \$ 161.00 (\$322. Min) | \$ | |

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 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. If a shipments received outside of the listed dates and times it will incur a 35% surcharge. Each shipment received will be billed separately

| | Shipment Cwt | x | Rate | Total | Piece Count |
|------------------|--------------|---|------------------------|-------|-------------|
| Regular | | x | \$ 130.00 (\$260. Min) | \$ | |
| Special Handling | | x | \$ 161.00 (\$322. Min) | \$ | |

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.

Small Package Shipments - Direct to show site only

Small package rates apply to shipments weighing 30 lbs. 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 | Shipment is being Delivered to: |
|------------------|---|----------|-------|---------------------------------|
| | x | \$ 46.00 | \$ | __ Direct to Show-Site |
| | x | \$ 46.00 | \$ | __ Direct to Show-Site |

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 (4 cwt minimum) | x | Rate | Total |
|--------------------------|---|----------------------|-------|
| | x | \$ 78.00 (\$312 Min) | \$ |

Outbound Shipping - Please verify that your carrier will Pick up starting at 2:00pm but no later then 4:00pm.

- 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 4:00pm 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 \$27.00 per pallet. Banding is provided at \$0.60 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments reroute via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.



1161 Sandhill Ave, Unit A, Carson, CA 90746
 Phone: (310) 320-4203 Fax:(310) 320-4265
www.totalexpo.com orders@totalexpo.com



2022 Northern CA Law Seminar & Expo
 Santa Clara Convention Center
 Exhibit Halls A & B
 February 3rd–4th, 2022

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

2022 Northern CA Law Seminar & Expo
 c/o TotalExpo, Inc/YRC
 499 Valley Drive
 Brisbane, CA 94005



SHIPMENT MUST ARRIVE BETWEEN:
 Mon, January 3rd—Thu, January 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

2022 Northern CA Law Seminar & Expo
 c/o TotalExpo, Inc/YRC
 499 Valley Drive
 Brisbane, CA 94005



SHIPMENT MUST ARRIVE BETWEEN:
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Carrier _____ Piece number _____ of _____ total pieces.



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2022 Northern CA Law Seminar & Expo
Santa Clara Convention Center
Exhibit Halls A & B
February 3rd-4th, 2022

Direct to Show-Site

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.

| <h2 style="margin: 0;">DIRECT TO SHOW-SITE</h2> <h3 style="margin: 0;">EXHIBITION MATERIAL</h3> | |
|---|--|
| SHIP TO: | |
| Full Exhibiting Company Name | |
| Booth Number | |
| <p>2019 Northern CA Law Seminar & Expo C/O TotalExpo, Inc. Santa Clara Convention Center, Halls A & B 5001 Great American Parkway Santa Clara, CA 95054</p> | |
|  | |
| SHIPMENT MUST ARRIVE ONLY ON : Tue, February 1 st and Wed, February 2 nd , 2022 from 8:00am-4:30pm | |
| Carrier _____ Piece number _____ of _____ total pieces. | |

| <h2 style="margin: 0;">DIRECT TO SHOW-SITE</h2> <h3 style="margin: 0;">EXHIBITION MATERIAL</h3> | |
|---|--|
| SHIP TO: | |
| Full Exhibiting Company Name | |
| Booth Number | |
| <p>2019 Northern CA Law Seminar & Expo C/O TotalExpo, Inc. Santa Clara Convention Center, Halls A & B 5001 Great American Parkway Santa Clara, CA 95054</p> | |
|  | |
| SHIPMENT MUST ARRIVE ONLY ON : Tue, February 1 st and Wed, February 2 nd , 2022 from 8:00am-4:30pm | |
| Carrier _____ Piece number _____ of _____ total pieces. | |



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2022 Northern CA Law Seminar & Expo
 Santa Clara Convention Center
 Exhibit Halls A & B
 February 3rd - 4th, 2022

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

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.
- Gratuity in any form is prohibited.

Rates for Installation and Dismantle Labor rates are subject to change

| Labor | Advance Rate | Regular Rate | Schedule |
|---------------|--------------|--------------|--|
| Straight Time | \$ 129.00 | \$ 155.00 | Monday through Friday from 8:00am to 4:30pm. Installation & Dismantle until 4:30pm |
| Overtime | \$ 195.00 | \$ 234.00 | Monday through Friday all other times. Installation & Dismantle after 4:30pm |
| Double Time | \$ 260.00 | \$ 312.00 | All day Saturday, Sunday, and Holidays. Not Applicable |

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 | \$ | \$ |

Please note we cannot guarantee labor will be available at above requested times, Whenever possible, work will be done on straight time. **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.

Need additional assistance? Contact out Exhibitor Services at (310) 320-4203 or email us at csr@totalexpo.com

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

Sign Hanging/Rigging Labor

TotalExpo is responsible for the assembly of all signs and truss, as well as the hanging/installation and removal. Any signs deemed unsafe by management personnel will not be hung.

Labor Order Information

- The listed rates are per crew, per hour. Sign Hanging/Rigging labor includes a crew of 2 workers and the lift.
- Labor is billed at a one hour minimum per crew, and half hour increments thereafter.
- TotalExpo reserves the right to add workers and/or lifts if deemed necessary by management.
- Any additional materials used such as slings, cables, shackles, etc. will be billed to the exhibitor.
- 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 labor start times exhibitor 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.
- You must provide set up instructions/drawings, and pictures of your hanging sign with this order.
- Gratuuity in any form is prohibited.

Rates for Sign Hanging Labor rates are subject to change

| Hanging Labor | Advance Rate | Regular Rate | Schedule |
|---------------|--------------|--------------|---|
| Straight Time | \$ 555.00 | \$ 667.00 | Monday through Friday from 8:00am to 4:30pm. Installation & Dismantle until 4:30pm |
| Overtime | \$ 718.00 | \$ 861.00 | Monday through Friday all other times. Installation & Dismantle after 4:30pm |
| Double Time | \$ 823.00 | \$ 988.00 | All day Saturday, Sunday, and Holidays. Not Applicable |

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 sign with your order. **Shipping containers should not be locked.** 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 worker 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 hanging sign Being Shipped?

All hanging signs must be received at the advance warehouse.

Advance Warehouse Carrier: _____ **# of pieces:** _____ **ETA:** _____

Hanging Sign Details

Your hanging sign must comply with all show rules and regulations.

Type of sign: Banner Structural Systems Other: _____ **Shape of sign:** _____

Dimensions: weight _____ lbs width _____ length _____ height _____ **Sign height from floor to top of sign:** _____ ft.

Sign Orientation: _____

Order and Schedule Labor

| Install/Dismantle | ST/OT/DT | Date | Start Time | End Time | Total Hours | x | # of crew/lift | x | Rate | Total |
|-------------------|----------|------|------------|----------|-------------|---|----------------|---|------|-------|
| | | | | | | x | | x | \$ | \$ |
| | | | | | | x | | x | \$ | \$ |

If necessary please provide a detail labor schedule separately with your order. Please note we cannot guarantee labor will be available at above requested times, Whenever possible, work will be done on straight time

| | |
|---------------------|----|
| 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.

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

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Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2019 Northern CA Law Seminar & Expo Show Code: NCAL19

Specialty Furniture

| Item # | Item | Description | Qty | Adv. Rat | Reg. Rates | Total |
|-----------------------------|--------------------------|-------------------------|-----|----------|------------|-------|
| OTTOMANS (continued) | | | | | | |
| MAR011 | Marche Swivel | Orange Fabric | | \$204 | \$246 | |
| MAR012 | Marche Swivel | Forest Green Vinyl | | \$204 | \$246 | |
| MAR013 | Marche Swivel | Teal Velvet | | \$204 | \$246 | |
| MAR014 | Marche Swivel | Distressed Brown Vinyl | | \$204 | \$246 | |
| MAR015 | Marche Swivel | Black Vinyl | | \$204 | \$246 | |
| MAR016 | Marche Swivel | Ivory Faux Sheep Fur | | \$204 | \$246 | |
| VIB01 | Vibe Cube | Green Vinyl | | \$150 | \$181 | |
| VIB02 | Vibe Cube | Blue Vinyl | | \$150 | \$181 | |
| VIB04 | Vibe Cube | Red Vinyl | | \$150 | \$181 | |
| VIB05 | Vibe Cube | Bright Yellow Vinyl | | \$150 | \$181 | |
| VIB08 | Vibe Cube | Orange Vinyl | | \$150 | \$181 | |
| VIB09 | Vibe Cube | White Vinyl | | \$150 | \$181 | |
| VIB10 | Vibe Cube | Black Vinyl | | \$150 | \$181 | |
| VIB11 | Vibe Cube | Steel Blue Vinyl | | \$150 | \$181 | |
| VIB12 | Vibe Cube | Silver Vinyl | | \$150 | \$181 | |
| VIB13 | Vibe Cube | Purple Vinyl | | \$150 | \$181 | |
| VIB14 | Vibe Cube | Citrus Green Vinyl | | \$150 | \$181 | |
| VIB15 | Vibe Cube | Taupe Vinyl | | \$150 | \$181 | |
| VIB16 | Vibe Cube | Sauce Orange Vinyl | | \$150 | \$181 | |
| VIB17 | Vibe Cube | Desert Rose Vinyl | | \$150 | \$181 | |
| ACCENT TABLES | | | | | | |
| ALC100 | Alondra Cocktail Table | Glass Top, Chrome | | \$361 | \$433 | |
| ALC200 | Alondra Cocktail Table | Brandy Maple Top, | | \$361 | \$433 | |
| ALE100 | Alondra End Table | Glass Top, Chrome | | \$259 | \$311 | |
| ALE200 | Alondra End Table | Brandy Maple Top, | | \$259 | \$311 | |
| AURA | Aura Round Table | White Metal | | \$169 | \$192 | |
| C1C | Geo Cocktail Table | Glass Top, Chrome | | \$279 | \$335 | |
| C1E | Silverado Cocktail Table | Glass Top, Chrome | | \$311 | \$373 | |
| C1FWB | Geo Cocktail Table | Brandy Maple Top, Black | | \$315 | \$379 | |
| C1W | Sydney Cocktail Table | White Top, Steel | | \$313 | \$376 | |
| C1Y | Sydney Cocktail Table | Black Top, Steel | | \$313 | \$376 | |
| E1C | Geo End Table | Glass Top, Chrome | | \$274 | \$329 | |
| E1E | Silverado End Table | Glass, Chrome | | \$285 | \$342 | |
| E1FWB | Geo End Table | Brandy Maple Top, Black | | \$274 | \$329 | |
| E1W | Sydney End Table | White Top, Steel | | \$274 | \$329 | |
| E1Y | Sydney End Table | Black Top, Steel | | \$274 | \$329 | |
| MESCTB | Mesa Cocktail Table | Black Top, Bronze | | \$206 | \$237 | |
| MESCTG | Mesa Cocktail Table | Glass Top, Bronze | | \$206 | \$237 | |
| MESCTW | Mesa Cocktail Table | | | \$206 | \$237 | |
| MESETB | Mesa End Table | Black Top, Bronze | | \$136 | \$156 | |
| MESETG | Mesa End Table | Glass Top, Bronze | | \$136 | \$156 | |
| MESETW | Mesa End Table | Barnwood Top, Bronze | | \$136 | \$156 | |
| REGBEN | Regis Bench/Table | Metal | | \$318 | \$383 | |
| REGOTT | Regis End Table | Metal | | \$228 | \$273 | |
| SEDBBK | Sedona Side Table | Black Top, Bronze | | \$138 | \$159 | |
| SEDBWD | Sedona Side Table | Wood Top, Bronze | | \$138 | \$159 | |
| SEDBWH | Sedona Side Table | White Top, Bronze | | \$138 | \$159 | |
| SYDBEC | Sydney Cocktail Table | Blue Top, Steel | | \$317 | \$380 | |
| SYDBEE | Sydney End Table | Blue Top, Steel | | \$277 | \$332 | |
| SYDWDC | Sydney Cocktail Table | Barnwood Top, | | \$300 | \$345 | |
| SYDWDE | Sydney End Table | Barnwood Top, | | \$277 | \$332 | |

| Item # | Item | Description | Qty | Adv. Rates | Reg. Rates | Total |
|---|----------------------|---------------------|-----|------------|------------|-------|
| CAFÉ TABLES W/ STANDARD BLACK BASE | | | | | | |
| 30BKSC | 30" Round Café Table | Black Top | | \$257 | \$300 | |
| 30BEBC | 30" Round Café Table | Blue Top | | \$257 | \$300 | |
| 30AGBC | 30" Round Café Table | Gunmetal Top | | \$257 | \$300 | |
| 30YSBC | 30" Round Café Table | Yellow Top | | \$257 | \$300 | |
| ZTJ | 30" Round Café Table | Graphite Nebula Top | | \$257 | \$300 | |
| ZTA | 30" Round Café Table | Gray Acajou Top | | \$257 | \$300 | |
| 30GSBC | 30" Round Café Table | Green Top | | \$257 | \$300 | |
| ZTK | 30" Round Café Table | Maple Top | | \$257 | \$300 | |
| 30OSBC | 30" Round Café Table | Orange Top | | \$257 | \$300 | |
| ZTB | 30" Round Café Table | Red Top | | \$257 | \$300 | |
| 30WH29 | 30" Round Café Table | White Top | | \$257 | \$300 | |
| 30WDBC | 30" Round Café Table | Barnwood Top | | \$257 | \$300 | |
| 36BKSC | 36" Round Café Table | Black Top | | \$269 | \$323 | |
| ZTN | 36" Round Café Table | Graphite Nebula Top | | \$269 | \$323 | |
| ZTP | 36" Round Café Table | Maple Top | | \$269 | \$323 | |
| ZTQ | 36" Round Café Table | White Top | | \$269 | \$323 | |
| CAFÉ TABLES W/ HYDRAULIC CHROME BASE | | | | | | |
| 30MAHC | 30" Round Café Table | Gray Acajou Top | | \$339 | \$407 | |
| 30BRHC | 30" Round Café Table | Red Top | | \$339 | \$407 | |
| 30WHHC | 30" Round Café Table | White Top | | \$339 | \$407 | |
| 30WDHC | 30" Round Café Table | Barnwood Top | | \$339 | \$407 | |
| 30BKHC | 30" Round Café Table | Black Top | | \$339 | \$407 | |
| 30BEHC | 30" Round Café Table | Blue Top | | \$339 | \$407 | |
| 30AGHC | 30" Round Café Table | Gunmetal Top | | \$339 | \$407 | |
| 30YSHC | 30" Round Café Table | Yellow Top | | \$339 | \$407 | |
| 30GRHC | 30" Round Café Table | Graphite Nebula Top | | \$339 | \$407 | |
| 30GSHC | 30" Round Café Table | Green Top | | \$339 | \$407 | |
| 30MTHC | 30" Round Café Table | Maple Top | | \$339 | \$407 | |
| 30OSHC | 30" Round Café Table | Orange Top | | \$339 | \$407 | |
| 36BKHC | 36" Round Café Table | Black Top | | \$365 | \$438 | |
| 36GRHC | 36" Round Café Table | Graphite Nebula Top | | \$365 | \$438 | |
| 36MTHC | 36" Round Café Table | Maple Top | | \$365 | \$438 | |
| 36WTHC | 36" Round Café Table | White Top | | \$365 | \$438 | |
| BAR TABLES W/ STANDARD BLACK BASE | | | | | | |
| 30BKSB | 30" Round Bar Table | Black Top | | \$277 | \$332 | |
| 30BEBB | 30" Round Bar Table | Blue Top | | \$277 | \$332 | |
| 30AGBB | 30" Round Bar Table | Gunmetal Top | | \$277 | \$332 | |
| 30YBBB | 30" Round Bar Table | Yellow Top | | \$277 | \$332 | |
| VTJ | 30" Round Bar Table | Graphite Nebula Top | | \$277 | \$332 | |
| VTA | 30" Round Bar Table | Gray Acajou Top | | \$277 | \$332 | |
| 30GSBB | 30" Round Bar Table | Green Top | | \$277 | \$332 | |
| VTK | 30" Round Bar Table | Maple Top | | \$277 | \$332 | |
| 30OSBB | 30" Round Bar Table | Orange Top | | \$277 | \$332 | |
| VTB | 30" Round Bar Table | Red Top | | \$277 | \$332 | |
| 30WH42 | 30" Round Bar Table | White Top | | \$277 | \$332 | |
| 30WDBB | 30" Round Bar Table | Barnwood Top | | \$277 | \$332 | |
| 36BKSB | 36" Round Bar Table | Black Top | | \$295 | \$354 | |
| VTN | 36" Round Bar Table | Graphite Nebula Top | | \$295 | \$354 | |
| VTP | 36" Round Bar Table | Maple Top | | \$295 | \$354 | |
| VTW | 36" Round Bar Table | White Top | | \$295 | \$354 | |

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

Specialty Furniture

| Item # | Item | Description | Qty | Adv. Rate | Reg. Rate | Total |
|--|---------------------------|-------------------------|-----|-----------|-----------|-------|
| ACCENT TABLES (continued) | | | | | | |
| TAOBBK | Taos Side Table | Black Top, Bronze | | \$138 | \$159 | |
| TAOBWH | Taos Side Table | White Top, Bronze | | \$138 | \$159 | |
| TAOBWD | Taos Side Table | Wood Top, Bronze | | \$138 | \$159 | |
| TMBTBL | Timber Table | Wood | | \$186 | \$214 | |
| BAR TABLE | | | | | | |
| RSTSQT | Rustique Square Metal Bar | Gunmetal | | \$286 | \$345 | |
| BARSTOOLS | | | | | | |
| BSS | Banana Barstool | Black, Chrome | | \$274 | \$329 | |
| BST | Banana Barstool | White, Chrome | | \$274 | \$329 | |
| BLDBRD | Blade Barstool | Red | | \$136 | \$156 | |
| BLDBSB | Blade Barstool | Sky Blue | | \$142 | \$170 | |
| XBAR | Christopher Barstool | White Vinyl, Chrome | | \$142 | \$170 | |
| LMBAR | Laguna Barstool | Maple, Chrome | | \$195 | \$234 | |
| ROLLBL | Lift Barstool | Black Vinyl, Chrome | | \$237 | \$285 | |
| ROLLGY | Lift Barstool | Gray Vinyl, Chrome | | \$237 | \$285 | |
| ROLLRD | Lift Barstool | Red Vinyl, Chrome | | \$237 | \$285 | |
| ROLLWH | Lift Barstool | White Vinyl, Chrome | | \$237 | \$285 | |
| LUBSCL | Lucent Barstool | Frosted Acrylic, Chrome | | \$282 | \$338 | |
| MARBBE | Marina Barstool | Ocean Blue Fabric, | | \$299 | \$344 | |
| MARBBK | Marina Barstool | Black Vinyl Metal | | \$299 | \$344 | |
| MARBBR | Marina Barstool | Brown Fabric | | \$299 | \$344 | |
| MARBRD | Marina Barstool | Red Fabric Metal | | \$299 | \$344 | |
| MARBWH | Marina Barstool | White Vinyl, | | \$299 | \$344 | |
| RSTSTL | Rustique Barstool | Gunmetal | | \$352 | \$423 | |
| BS001 | Shark Barstool | White, Chrome | | \$242 | \$291 | |
| BSR | Syntax Barstool | Black, Chrome | | \$178 | \$215 | |
| ZENBAR | Zenith Barstool | White, Chrome | | \$324 | \$390 | |
| BS002 | Zoey Barstool | White, Chrome | | \$311 | \$358 | |
| COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME | | | | | | |
| VNTBNP | Ventura Communal Bar | Black Top, Silver | | \$716 | \$860 | |
| VNTMNP | Ventura Communal Bar | Maple Top, Silver | | \$716 | \$860 | |
| VNTWNP | Ventura Communal Bar | White Top, Silver | | \$716 | \$860 | |
| VNTCBN | Ventura Communal Cafe | Black Top, Silver | | \$566 | \$679 | |
| VNTCMN | Ventura Communal Cafe | Maple Top, Silver | | \$566 | \$679 | |
| VNTCWN | Ventura Communal Cafe | White Top, Silver | | \$566 | \$679 | |
| COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME | | | | | | |
| VNTBMW | Ventura Communal Bar | Maple Top, Silver | | \$716 | \$860 | |
| VNTBWW | Ventura Communal Bar | White Top, Silver | | \$716 | \$860 | |
| VNTCMW | Ventura Communal Cafe | Maple Top, Silver | | \$566 | \$679 | |
| VNTCWW | Ventura Communal Cafe | White Top, Silver | | \$566 | \$679 | |
| CONFERENCE TABLES | | | | | | |
| 36ATO | Atomic 36" Round Table | Glass Top, Chrome | | \$333 | \$400 | |
| 42ATO | Atomic 42" Round Table | Glass Top, Chrome | | \$333 | \$400 | |
| WD3 | Work Table | White Top, White | | \$367 | \$440 | |
| CB8 | 42" Round Madison Table | Gray Acajou, Black | | \$425 | \$511 | |
| CB1 | 42" Round Table | Graphite Nebula Top | | \$425 | \$511 | |
| CONF42 | 42" Round Table | White Top | | \$425 | \$511 | |
| 42BKCT | 42" Round Table | Black Top, Black | | \$406 | \$467 | |
| BKCT5N | 5' Table | Black Top, Silver | | \$481 | \$553 | |
| BKCT8N | 8' Table | Black Top, Silver | | \$961 | \$1,105 | |
| BKCT10N | 10' Table | Black Top, Silver | | \$961 | \$1,105 | |
| CF2 | Geo Table, Rectangle | Glass Top, Black | | \$500 | \$600 | |
| CE2 | Geo Table, Rectangle | Glass Top, Chrome | | \$500 | \$600 | |
| CF1 | Geo Table, Rounded Square | Glass Top, Black | | \$352 | \$423 | |
| CE1 | Geo Table, Rounded Square | Glass Top, Chrome | | \$352 | \$423 | |
| MADC05 | Madison 5' Table | Gray Acajou, Chrome | | \$502 | \$602 | |
| MADC08 | Madison 8' Table | Gray Acajou, Chrome | | \$1,002 | \$1,204 | |
| MADC10 | Madison 10' Table | Gray Acajou, Chrome | | \$1,002 | \$1,204 | |

| Item # | Item | Description | Qty | Adv. Rate | Reg. Rate | Total |
|--|----------------------------------|---------------------|-----|-----------|-----------|-------|
| BAR TABLES W/ HYDRAULIC CHROME BASE | | | | | | |
| 30BKHB | 30" Round Bar Table | Black Top | | \$339 | \$407 | |
| 30BEHB | 30" Round Bar Table | Blue Top | | \$339 | \$407 | |
| 30AGHB | 30" Round Bar Table | Gunmetal Top | | \$339 | \$407 | |
| 30YSHB | 30" Round Bar Table | Yellow Top | | \$339 | \$407 | |
| 30GRHB | 30" Round Bar Table | Graphite Nebula Top | | \$339 | \$407 | |
| 30GSHB | 30" Round Bar Table | Green Top | | \$339 | \$407 | |
| 30MTHB | 30" Round Bar Table | Maple Top | | \$339 | \$407 | |
| 30OSHB | 30" Round Bar Table | Orange Top | | \$339 | \$407 | |
| 30BRHB | 30" Round Bar Table | Red Top | | \$339 | \$407 | |
| 30WHHB | 30" Round Bar Table | White Top | | \$339 | \$407 | |
| 30WDHB | 30" Round Bar Table | Barnwood Top | | \$339 | \$407 | |
| 30MAHB | 30" Round Bar Table | Gray Acajou Top | | \$339 | \$407 | |
| 36BKHB | 36" Round Bar Table | Black Top | | \$365 | \$438 | |
| 36GRHB | 36" Round Bar Table | Graphite Nebula Top | | \$365 | \$438 | |
| 36MTHB | 36" Round Bar Table | Maple Top | | \$365 | \$438 | |
| 36WTHB | 36" Round Bar Table | White Top | | \$365 | \$438 | |
| EXECUTIVE CHAIRS | | | | | | |
| TASKST | Task Stool | Black Fabric, Black | | \$161 | \$193 | |
| CUPCHA | Cupertino Mid Back Chair | Black Vinyl | | \$294 | \$338 | |
| GENCHA | Genesis Chair | Black | | \$256 | \$294 | |
| PROGB | Pro Executive Guest Chair | Black Vinyl, | | \$279 | \$335 | |
| PROEXB | Pro Executive High Back | Black Vinyl, | | \$399 | \$478 | |
| PROEXE | Pro Executive High Back Chair | White Vinyl, | | \$399 | \$478 | |
| PROMDB | Pro Executive Mid Back | Black Vinyl, | | \$260 | \$312 | |
| PROMID | Pro Executive Mid Back | White Vinyl, | | \$260 | \$312 | |
| OFFICE & PRODUCT DISPLAY | | | | | | |
| TECH3 | 3 Drawer File Cabinet | Black Top, Black | | \$160 | \$192 | |
| JD8 | Madison Executive Desk | Gray Acajou, | | \$632 | \$760 | |
| TECH | Tech Desk, Powered | Black Metal, Black | | \$505 | \$606 | |
| TECH3B | Tech Desk, Powered | Black Metal, Black | | \$617 | \$741 | |
| BC8 | Madison Bookcase | Gray Acajou, | | \$472 | \$567 | |
| PSHCCS | Posh Shelving | Chrome, Acrylic | | \$538 | \$645 | |
| PDL36B | Powered Locking Pedestal, 36" | Black | | \$557 | \$669 | |
| PDL36W | Powered Locking Pedestal, 36" | White | | \$557 | \$669 | |
| PDL42B | Powered Locking Pedestal, 42" | Black | | \$663 | \$797 | |
| PDL42W | Powered Locking Pedestal, 42" | White | | \$663 | \$797 | |
| LAMPS | | | | | | |
| LA15 | Mason Floor Lamp | Brushed Silver | | \$243 | \$292 | |
| LA14 | Mason Table Lamp | Brushed Silver | | \$159 | \$191 | |
| BARS & COUNTERS | | | | | | |
| MTBLPI | Midtown Bar, Lighted w/ Plug In | Taupe Glass Top, | | \$1,640 | \$1,968 | |
| MTBUUL | Midtown Bar, Unlighted | Taupe Glass Top, | | \$1,538 | \$1,846 | |
| MTCLPI | Midtown Powered Counter | Taupe Glass Top, | | \$1,640 | \$1,968 | |
| MTCFUL | Midtown Powered Counter | Taupe Glass Top, | | \$1,546 | \$1,855 | |
| GREENERY | | | | | | |
| HDG4FT | Boxwood Hedge, 4' | Green, Black | | \$485 | \$582 | |
| HDG7FT | Boxwood Hedge, 7' | Green, Black | | \$795 | \$954 | |
| DIVIDERS | | | | | | |
| DIVBAR | Clear Divider, Bar/Counter | Clear, Black | | \$180 | \$207 | |
| DIVFRE | Clear Divider, Freestanding | Silver, Clear | | \$361 | \$415 | |
| DIVFCR | Clear Divider, Freestanding | Silver, Clear | | \$724 | \$833 | |
| DIVFWL | Clear Divider, Freestanding Wall | Silver, Clear | | \$361 | \$415 | |
| DIVFST | Clear Divider, Sofa/Table | Silver, Clear | | \$325 | \$374 | |
| DIVFWB | Divider, Freestanding Whiteboard | Silver, White | | \$451 | \$519 | |
| MIRWHT | Miramar Divider, White | Molded Plastic | | \$463 | \$532 | |
| STNSGN | Stanchion Sign Holder | Chrome | | \$55 | \$63 | |
| STNCH1 | Stanchion w/ Retractable Belt | Black, Chrome | | \$64 | \$74 | |



1161 Sandhill Ave, Unit A, Carson, CA 90746
 Phone: (310) 320-4203 Fax:(310) 320-4265
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2022 Northern CA Law Seminar & Expo
 Santa Clara Convention Center
 Exhibit Halls A & B
 February 3rd -4th, 2022

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

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



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Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

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.

1. 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.
2. 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.
3. 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**.
4. 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.
5. 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.
6. 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. 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.
7. 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.
8. 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 EACs 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 its 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 then 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 its 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 its 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 exceptional 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.



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Exhibit Halls A & B
February 3rd–4th, 2022

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 three gallons or one-eighth 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.



1161 Sandhill Ave, Unit A, Carson, CA 90746
 Phone: (310) 320-4203 Fax:(310) 320-4265
www.totalexpo.com orders@totalexpo.com



2022 Northern CA Law Seminar & Expo
 Santa Clara Convention Center
 Exhibit Halls A & B
 February 3rd - 4th, 2022

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

Discounted Rate Deadline: Tue, January 18th, 2022 by 4:30pm. After this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Tue, January 25th, 2022 by 4:30pm. After this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> 2022 Northern CA Law Seminar & Expo Show Code: NCAL22

Electrical Rental Order form

When Ordering Electrical Services :

Total Expo Inc. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should Install a surge protector on your computers. All electrical installations and connections to all electrical services should be made by a TotalExpo Inc. Electrician. TotalExpo Inc. will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a TotalExpo Inc. Electrician.

- Check rating plates on items and order outlets accordingly.
- Lighting outlets supplied with (1) connection per outlet ordered.
- Motor outlet supplied with (1) connection per outlet ordered.
- Outlets requiring 24 HR. and/or dedicated circuits are double list price.
- Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
- Island Booths require a minimum Labor charge of (1) hour to Install power and 1/2 hour to dismantle, material charges may apply. Please see Electrical Labor Form for pricing.
- 480 Volt Services and prices are available upon request.

Electrical Distribution: Electrical labor must be ordered for Island booths and for any booth wanting distribution other then at rear of booth

- ALL outlets will be installed on the floor at the rear of the booth. For Island and Peninsula booths, outlets will be brought (1) location at our discretion if no information is provided. If you require the outlets to be distributed to any other location, labor and material charges will apply.
- The cost of 120-Volt outlets includes delivery to (1) location at the rear of inline booths only.
- If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle. **Please see Electrical Labor Form for additional information and pricing.**

Electrical Service Information:

- All wiring, motors and other installations must be approved to prevent over-loading of circuits.
- Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used.
- All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, wiring, extension cords, etc.
- Labor Rates are subject to local I.B.E.W. Union Contract effective at time of show. Overtime labor rates prevail before 8:00A.M. and after 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays.
- Hardwall booths must make arrangements to bring power inside the booth on a time, labor and material basis.

| Qty | Item | Advance | Regular | Total |
|---------|-----------------------|-------------|-------------|-------|
| 120V | | | | |
| | 500 Watts or 5 Amps | \$ 119.00 | \$ 180.00 | |
| | 1000 Watts or 10 Amps | \$ 211.00 | \$ 321.00 | |
| | 2000 Watts or 20 Amps | \$ 281.00 | \$ 422.00 | |
| 208V-10 | | | | |
| | 20 Amp or 1 ½ HP | \$ 642.00 | \$ 954.00 | |
| | 30 Amp or 2 HP | \$ 834.00 | \$ 1,250.00 | |
| | 60 Amp or 5HP | \$ 1,099.00 | \$ 1,643.00 | |
| | 100 Amp or 10 HP | \$ 1,668.00 | \$ 2,502.00 | |
| 208V-30 | | | | |
| | 20 Amp or 1 ½ HP | \$ 708.00 | \$ 1,063.00 | |
| | 30 Amp or 2 HP | \$ 741.00 | \$ 1,112.00 | |
| | 60 Amp or 5HP | \$ 1,111.00 | \$ 1,665.00 | |
| | 100 Amp or 10 HP | \$ 1,461.00 | \$ 2,191.00 | |
| | 200 Amp or 25 HP | \$ 2,091.00 | \$ 3,136.00 | |

| Qty | Item | Advance | Regular | Total |
|---------------------------|---------------------|-------------|-------------|-------|
| Lighting (Includes Power) | | | | |
| | 1000 Watt Overhead | \$ 297.00 | \$ 446.00 | |
| Materials | | | | |
| | Cube Tabs | \$ 20.00 | \$ 30.00 | |
| | 15 Amp Power Strips | \$ 708.00 | \$ 1,063.00 | |
| | 15' Extension Cord | \$ 741.00 | \$ 1,112.00 | |
| | 25' Extension Cord | \$ 1,111.00 | \$ 1,665.00 | |
| | 50' Extension Cord | \$ 1,461.00 | \$ 2,191.00 | |
| | 100' Extension Cord | \$ 2,091.00 | \$ 3,136.00 | |
| | 12/5 Pigtails | \$ 34.00 | \$ 50.00 | |
| | 6/5 Pigtails | \$ 66.00 | \$ 100.00 | |



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Electrical Rental Order form

Electrical Labor Information:

- **To determine if Electrical Labor is needed or to obtain floor plans, please contact us at electricalorder@totalexpo.com.**
- Electrical layouts are required whenever an outlet is needed at any location other than the back of the booth.
- In order to perform labor installation without Exhibitor's Representative present, Exhibitor must send a detailed floorplan for power distribution accompanying this form denoting exact dimensions and surrounding areas.
- If your representative chooses to be present during installation, Exhibitor should contact TotalExpo Inc. to schedule date and time.
- Please be advised, TotalExpo, Inc. may request an authorized supervisor to accompany our electrician to the labor desk when installation is complete in order to sign out the Electrician.
- Final totals for Material and Labor will be determined once a Electrician has completed installation according to your floorplan. By signing this form, you are authorizing TotalExpo Inc. to charge your credit card on file for these final charges.
- The minimum Labor charge will equal one (1) hour per man for installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
- Dismantle Labor is charged at 50% of installation Labor based on show move-out days/time and does not need to be scheduled. Exhibitors with hard wall booths must make arrangements with TotalExpo Inc. to bring power inside the booth on a time, labor and material basis.
- In the event that totals are miscalculated, TotalExpo Inc. reserves the right to make necessary adjustments.
- Lift Requirements: If lift equipment is required to hang special lighting (not including operator), the Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please see pricing below.
- **NO REFUND** will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show.

Rates for Installation and Dismantle Labor rates are subject to change

| Labor | Advance Rate | Regular Rate | Schedule |
|---------------|--------------|--------------|--|
| Straight Time | \$ 132.00 | \$ 152.00 | Monday through Friday from 8:00am to 4:30pm |
| Overtime | \$ 202.00 | \$ 231.00 | Monday through Friday all other times. |
| Double Time | \$ 265.00 | \$ 305.00 | All day Saturday, Sunday, and Holidays. |
| Scissor Lift | \$ 278.00 | \$ 320.00 | Price is for Lift rental only and Does not include operator, Must order 2 men labor. |
| Boom Lift | \$ 331.00 | \$ 373.00 | Price is for Lift rental only and Does not include operator, Must order 2 men labor. |

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.

Emergency Contact: _____ **Cell Number:** _____

EXHIBITOR SUPERVISION Exhibitor will be responsible for supervision. A representative must check in at the Service Desk to pick up their electrical labor, and must return to the Service Desk when the work is completed to release their labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Exhibitor Supervisor: _____ **Cell Number:** _____

Will a Lift be needed

Yes No

Order and Schedule Labor

| Install /Boom Lift / Scissor Lift | ST/OT/DT | Date | Start Time | End Time | Total Hours | x | # of Workers | x | Rate | Total |
|-----------------------------------|----------|------|------------|----------|-------------|---|--------------|---|------|-------|
| | | | | | | x | | x | \$ | \$ |
| | | | | | | x | | x | \$ | \$ |
| | | | | | | x | | x | \$ | \$ |
| Labor total | | | | | | | | | | \$ |

| | |
|---------------------|---------------------|
| Company Name | Booth Number |
|---------------------|---------------------|

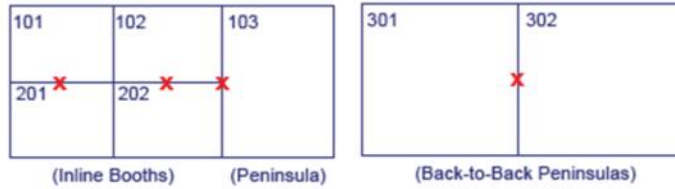
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Electrical Rental Order form

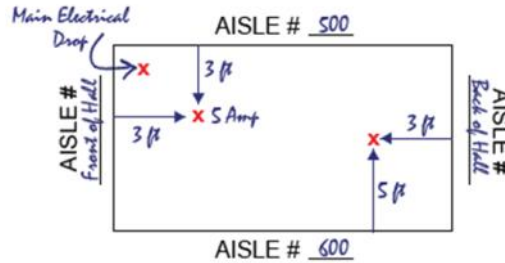
Electrical Layout

- The below example is a standard electrical layout for inline and peninsula booths. Any other placement will require a labor request on a time and material basis.



Electrical Placement other than above standard layout

- For exhibitor booths requiring electrical placement other than the below standard layout, a Labor Request should be completed and a scaled floor plan must accompany your order.
- The floor plan should note the main power location and any additional locations including booth orientation. See example:



Grid Example –Submit your own plan or use the blank grid below

- Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- Please provide specific dimensions and wattages/amperages.

Front Adjacent Booth:

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Back Adjacent Booth:

Left Adjacent Booth:

Right Side Adjacent Booth: