



www.carolinatd.com

P.O. Box 220051 P. 704-366-9970
Charlotte, NC 28222 F. 704-635-7099

Questions about this form?
Email us at help@carolinatd.com or
call 704-366-9970.

DC Rheumatology Forum
Renaissance Washington DC
Washington, DC
October 18, 2019

**IMPORTANT SHOW
INFORMATION**

**DEADLINE DATE:
October 4 , 2019**

If we receive your order on or before this date please utilize the discounted rates listed.

Dear DC Rheumatology Forum Exhibitor,

Carolina Tradeshow Decorators is proud to have been chosen for the DC Rheumatology Forum. If you find while going through our forms that you need something you do not see, please feel free to call us. Chances are we can provide the item and/or service(s). We look forward to serving you!

Booth Drape Colors: Black

Booth Package Includes: 8' high backdrape
3' high siderail
(1) 6' Table skirted
(2) Folding chairs
(1) Wastebasket
Exhibitor ID sign

Hotel Ballroom Carpeted? Yes

Exhibitor Install: Friday- October 18, 2019 7:00 a.m. - 10:00 a.m.

Exhibit Hours: Friday - October 18, 2019 11:00 a.m. - 11:30 a.m.
Attendee Exhibit Hall Break
12:30 p.m. - 1:30 p.m.
Attendee Lunch w/exhibitors
4:15 p.m. - 4:45 p.m.
Attendee Exhibit Hall Break

Exhibitor Dismantle: Friday- October 18, 2019 4:45 p.m. - 5:30 p.m.

Discounted Furniture
Deadline: Friday - October 4, 2019

Advance Shipping
Deadline: Monday - October 14, 2019

Carrier Check-in
Deadline: Friday - October 18, 2019 5:00 p.m.

PAYMENT FORM

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Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Payment Terms & Conditions:

Carolina Tradeshow Decorators required payment in full with your order. If you wish to charge your orders to your credit card, please complete the information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. If you claim tax exempt status you must send us a copy of your tax exempt certificate issued by the federal government or state in which the event is taking place.

Third Party Authorization:

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to CTD prior to the close of the show. (Signature required below.)

Third Party:	Email:
Billing Address:	Phone:
City / State / Zip:	Fax:
Contact Name:	Signature:

Please indicate which items/services are to be invoiced to the third party:

All CTD Services
 Booth Labor
 Furniture/Carpet
 Floral
 Booth Cleaning
 Freight Handling
 Rigging & Forklift

Please fill out credit card info below:

We accept Cash, Check, American Express, MasterCard and Visa.

Account # _____ Exp Date _____ Security Code _____

Cardholder Name _____ Cardholder Signature _____

Cardholder Billing Address _____

City / State / Zip _____

Telephone# _____ Fax # _____



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THIRD PARTY GUIDELINES/EAC FORM

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Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Please complete and submit this authorization form with required documentation for each contractor to CTD if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and freight, no contractor other than the official contractor will be approved.

This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space. Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

1. Ensure orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labor to all exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union regulations and requirements.

Official Service Contractors

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions MUST be met:

1. The EXHIBITOR must inform CAROLINA TRADESHOW DECORATORS of the name and address of the contractor and the work to be performed by completing the authorization on the payment form. The authorization must be received by the CTD office no later than 30 days prior to the show. If notification is NOT received 30 days prior to the show, CTD reserves the right to require that CTD labor be used for all work and the exhibitor appointed contractor will be permitted to supervise only.
2. The contractor hired by the exhibitor must:
3. Provide no later than 30 days prior to the show a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Carolina Tradeshow Decorators as additional insured.
4. Agree to abide by all rules and regulations of the show.
5. Agree to abide by all union rules and regulations.
6. Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit related equipment.

Third Party:	Email:
Billing Address:	Phone:
City / State / Zip:	Fax:
Contact Name:	Signature:



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LIMITS OF LIABILITY

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Washington, DC
October 18, 2019

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Carolina Tradeshow Decorators (herein referred to as CTD) and its subcontractors shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if CTD has been advised of the potential for such damages. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CTD and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CTD shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall CTD be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to CTD by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist. CTD shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure. It is understood that CTD is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by CTD hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CTD does not provide for full liability should loss or damage occur. In the event that CTD should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by CTD.

CTD SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CTD HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

Claims for loss or damage must be submitted to CTD by the close of the show. No suit or action shall be brought against CTD more than one year after the cause of action accrues. The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that CTD will provide these services as Exhibitor's agent and not as bailee or shipper, and CTD shall have no responsibility or obligation thereunder. If CTD shall sign a delivery receipt, bill of lading or other document, the parties agree that CTD will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof. CTD shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition. Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CTD assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers. In order to expedite removal of freight from the show site, CTD shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CTD assumes no liability as a result of such rerouting or handling. The Exhibitor agrees, in the event of a dispute with CTD relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CTD for freight handling services or any other services provided by CTD as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CTD prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CTD shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of CTD in its sole discretion. Upon CTD's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once CTD has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to CTD on behalf of Exhibitor shall be bound by the terms and conditions set forth above.



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UNION REGULATIONS

DEADLINE DATE:
October 4 , 2019

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UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools. If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. CTD is not responsible for injuries caused by improper use of furniture.

TIPPING

CTD requestS that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all CTD employees.

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Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Standard Carpet Selections

Carpet size	Qty.	Discount Price	Standard Price	Extended Price
10' x 10'		\$ 300.00	\$ 450.00	
10' x 20'		\$ 600.00	\$ 900.00	
10' x 30'		\$ 900.00	\$ 1350.00	
10' x 40'		\$ 1100.00	\$ 1300.00	

Padding & Visqueen

Description	Qty.	Discount Price	Standard Price	Extended Price
Padding - sqft		\$ 1.75	\$ 2.25	
Visqueen		\$ 1.00	\$ 1.50	

Custom Carpet Size

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 4.50	\$ 6.50	

Plush Carpet - 30 oz

Please fill-in size requested below	Total sqft	Discount Price	Standard Price	Extended Price
		\$ 6.50	\$ 9.00	

_____ Black _____ Blue _____ Burgundy _____ Gray _____ Green _____ Red _____ Purple _____ Teal _____ Gold

**Exhibit Hall is
Carpeted**

- Equipment is provided on a rental basis and remains property of CTD.
- No Credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will still be charged at 50% of the price.

Sub-Total:	
6% Sales Tax:	
Total:	



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**TABLES, DRAPERY &
ACCESSORIES**

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City / State / Zip:	Fax:	
Contact Name:	Signature:	

Draped Tables

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 150.00	\$ 200.00	
2' x 6' x 30"		\$ 175.00	\$ 225.00	
2' x 8' x 30"		\$ 200.00	\$ 250.00	
2' x 4' x 40"		\$ 175.00	\$ 225.00	
2' x 6' x 40"		\$ 200.00	\$ 250.00	
2' x 8' x 40"		\$ 225.00	\$ 275.00	

Undraped Tables

Table Size depth x length x height	Qty.	Discount Price	Standard Price	Extended Price
2' x 4' x 30"		\$ 100.00	\$ 150.00	
2' x 6' x 30"		\$ 115.00	\$ 165.00	
2' x 8' x 30"		\$ 135.00	\$ 200.00	
2' x 4' x 40"		\$ 125.00	\$ 175.00	
2' x 6' x 40"		\$ 150.00	\$ 200.00	
2' x 8' x 40"		\$ 175.00	\$ 225.00	

Chairs

Chair Type	Qty.	Discount Price	Standard Price	Extended Price
Padded Arm - Gray		\$ 90.00	\$ 140.00	
Padded Side - Gray		\$ 90.00	\$ 125.00	
Padded Stool - Gray		\$ 110.00	\$ 160.00	
Secretarial Chair		\$ 120.00	\$ 170.00	
Folding Chair - Black		\$ 30.00	\$ 45.00	

Accessories

Description	Qty.	Discount Price	Standard Price	Extended Price
Literature Rack		\$ 160.00	\$ 210.00	
Easel		\$ 60.00	\$ 85.00	
22"x28" Sign Holder		\$ 100.00	\$ 150.00	
Bag Stand		\$ 125.00	\$ 175.00	
Garment Rack		\$ 125.00	\$ 175.00	
Coat Tree		\$ 125.00	\$ 175.00	
Wastebasket		\$ 25.00	\$ 45.00	
30" x 30" Pedestal Table		\$ 200.00	\$ 250.00	
30" x 40" Pedestal Table		\$ 225.00	\$ 275.00	

Draping

Description	Qty.	Discount Price	Standard Price	Extended Price
Table Draping 30" (4th side of table)		\$ 60.00	\$ 80.00	
Table Draping 40" (4th side of table)		\$ 60.00	\$ 80.00	
3' drape - Per foot		\$ 11.00	\$ 15.00	
8' drape - Per foot		\$ 17.00	\$ 23.00	

Black Blue Burgundy White Gray Green Red Purple Teal Gold

- Equipment is provided on a rental basis and remains property of CTD.
- No Credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will still be charged at 50% of the price.

Sub-Total:	
6% Sales Tax:	
Total:	

LABOR



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Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Please choose Labor option below;

In Booth Labor

RATES:

Straight Time - \$159.50
Overtime - \$287.00

- Straight Time: (8:00 a.m. - 4:30 p.m. Monday through Friday)
- Overtime: (4:30 p.m. - 8:00 a.m. Monday through Friday all day Saturday and Sunday)
- Orders placed on show site will be charged an additional 30% per man hour
- Man hours are charged a 1 hour minimum for the first hour then half hour increments.

INSTALLATION

	Number of men	Estimated hours	Rate per man	If CTD Supervision Multiply x 1.40	Total Estimated Cost	Date	Time
Day 1	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>
Day 2	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>
Day 3	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>

DISMANTLE

	Number of men	Estimated hours	Rate per man	If CTD Supervision Multiply x 1.40	Total Estimated Cost	Date	Time
Day 1	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>
Day 2	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>
Day 3	<input type="text"/>	X <input type="text"/>	X <input type="text"/>	X <input type="text"/>	= <input type="text"/>	<input type="text"/>	<input type="text"/>

EXHIBITOR SUPERVISION
Exhibitor must come to the CTD service desk to sign in and out labor. If you do not cancel your labor within 24 hours of installation or dismantle you will be charged a one hour minimum per man.

CTD SUPERVISION
All labor will be charged an additional 40% on total labor bill for supervision. Exhibitor must forward all appropriate paperwork prior to installation and/or dismantle.

Contact _____

- Cancellation fee equals 1 hour per man if cancelled less than 24 hours in advance or on site.
- No Credit will be issued after close of show.
- By utilizing this form exhibitors acknowledge that they have read and agree to comply with the Limits of Liability statements contained herein.

Estimated Labor:	<input type="text"/>
CTD Supervision Fee:	<input type="text"/>
Total Estimated Labor:	<input type="text"/>



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CLEANING

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Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

CLEANING

All rates are based on the total square footage of your exhibit space. (100 sq. ft. minimum)

Booth Dimensions	Total Area	Discount Price	# of days	Extended Price
<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/> X <input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/> sq. ft.	X (per day) .80 per sq	<input style="width: 40px; height: 30px; border: 1px solid black;" type="text"/>	= <input style="width: 100px; height: 30px; border: 1px solid black;" type="text"/>

- No Credit will be issued after close of show

Sub-Total:	
Total:	



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INBOUND/OUTBOUND SHIPPING QUOTE

DC Rheumatology Forum
Renaissance Washington DC
Washington, DC
October 18, 2019

Company Name:	Email:
Contact Name:	Phone:

Booth Number(s)

**CTD NOW OFFERS SHIPPING SERVICES TO AND FROM YOUR EVENT. PLEASE
FILL IN THE INFORMATION BELOW TO GET A QUOTE. IF ACCEPTABLE, CTD
WILL ARRANGE PICK-UP/DELIVERY TO THE SHOW AND RETURN IF YOU LIKE.**

TO EVENT - PICK-UP LOCATION:

Company Name _____

Address _____

City _____ State _____ Zip _____

Pick-up Contact _____ Telephone _____

of cardboard boxes _____ skids _____ plastic cases _____ wooden crates _____ carpet/padding roll _____

Estimated weight of all pieces _____

FROM EVENT - SHIP TO LOCATION:

Company Name _____

Address _____

City _____ State _____ Zip _____

Pick-up Contact _____ Telephone _____

of cardboard boxes _____ skids _____ plastic cases _____ wooden crates _____ carpet/padding roll _____

Estimated weight of all pieces _____

If there any special circumstances for your pick-up /delivery please indicate below;
(i.e. Residential pick-up, liftgate needed, call before pick-up/delivery. If nothing is indicated we will assume that a loading dock is available for pick-up.)



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**FREIGHT HANDLING
INFORMATION SHEET**

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Contact Name:	Signature:	

CATEGORY	DESCRIPTION	RATE PER CWT
A	Any freight coming to the ADVANCE WAREHOUSE on or before OCTOBER 14, 2019 via common carrier and be unloaded at the warehouse dock with no additional handling requirements.	\$ 142.25
B	Any freight coming to the ADVANCE WAREHOUSE on or before OCTOBER 14, 2019 via UPS, FEDEX, US Mail, Van Line or other specialized carrier.	\$ 185.00
D	**NOT RECOMMENDED** Any freight coming to the SHOW SITE on or after OCTOBER 18, 2019 via common carrier and be unloaded at the Show Site dock with no additional handling requirements.	\$ 148.50
E	**NOT RECOMMENDED** Any freight coming to the SHOW SITE on or after OCTOBER 18, 2019 via UPS, FEDEX, US Mail, Van Line or other specialized carrier.	\$ 193.25
P	**NOT RECOMMENDED** Any freight coming to the SHOW SITE on or after OCTOBER 18, 2019 via UPS or FEDEX with a total shipment of 50 pounds or less qualifies for this service.	\$ 50.00 FIRST \$ 20.00 ADDL BOX
Off Target - Warehouse	Any freight arriving after OCTOBER 14, 2019 to the ADVANCE WAREHOUSE will be charged this additional fee.	\$ 30.00
Overtime to Show Site	Any freight arriving before 8:00 a.m. or after 4:00 p.m. Monday through Friday, All day Saturday and Sunday will be charged this additional fee.	\$ 35.00
Off Target - Show Site	Any freight arriving before OCTOBER 18, 2019 to the SHOW SITE will be charged this additional fee.	\$ 25.00

200 lb minimum charge per shipment

Category	Estimated Weight	X	Per 100 lbs 200 lbs minimum (Round up to next 100 pounds)	Extended Price
		X		
		X		
		X		

Advance Warehouse Address	Show Site Address
CTD / DCRF C/O UPS FREIGHT 2400 BEAVER RD. LANDOVER, MD 20785	NOT AVAILABLE

ADVANCE WAREHOUSE

MUST BE DELIVERED ON OR BEFORE
OCTOBER 14, 2019

TO: CTD / DCRF
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785



BOOTH: _____

COMPANY NAME: _____

DCRF

OCTOBER 2019

ADVANCE WAREHOUSE

MUST BE DELIVERED ON OR BEFORE
OCTOBER 14, 2019

TO: CTD / DCRF
C/O UPS FREIGHT
2400 BEAVER RD.
LANDOVER, MD 20785



BOOTH: _____

COMPANY NAME _____

DCRF

OCTOBER 2019



www.carolinatd.com

P.O. Box 220051 P. 704-366-9970
Charlotte, NC 28222 F. 704-635-7099

Questions about this form?
Email us at help@carolinatd.com
or call 704-366-9970.

DC Rheumatology Forum
Renaissance Washington DC
Washington, DC
October 18, 2019

**OUTBOUND BILL OF LADING
& LABELS REQUEST**

****Only fill this form out if you did not previously fill out the In-bound/Outbound Shipping Quote Form****

Company Name:	Email:	Booth Number(s)
Billing Address:	Phone:	
City / State / Zip:	Fax:	
Contact Name:	Signature:	

Every outbound shipment will require a CTD bill of lading. We offer pre-printed bills of lading and shipping labels for your convenience. If you are arranging for CTD to tear down your exhibit, you are required to fill out this form. If you are shipping via any carrier other than the designated show carrier, you must in addition to our bill of lading have the proper paperwork for your carrier. Once your shipment is packed and ready to ship, please return this bill of lading to our service desk with the confirmed piece counts and estimated weights.

of labels needed _____ **SHIP TO:** Carrier Requested _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Attention _____ Telephone _____

SHIPPING CHARGES BILLED TO:

Company Name _____

Address _____

City _____ State _____ Zip _____

Attention _____ Telephone _____

In case your designated carrier does not check-in by 11:00 a.m. on OCTOBER 19, 2019 you must designate an alternative option below.

Re-route show carrier _____

Return to warehouse at exhibitors expense. MINIMUM CHARGE \$125 _____



ELECTRICAL SERVICES FORM

NAME OF EVENT: _____

BOOTH NUMBER: _____

DATE & TIME OF INSTALL: _____

ON-SITE

DATE & TIME OF TEARDOWN: _____

CONTACT: _____

Equipment	Price	# of Days	QUANTITY	TOTAL COST
Powerstrip and Extension Cord	\$30.00			
10 Amp Quad Box	\$130.00			
115 V 20 Amp	\$180.00			
*Prices below are per day / per 20 amps				
208 V Single Phase 20 Amp	\$220.00			
208 V Three Phase 20 Amp	\$300.00			
			Sub total	
			Service Charge (25%)	
			Tax (5.75%)	
			Grand Total	

Additional Information for Exhibitors

- **Please call 202.962.4385 if you have questions**
- In order to serve you better, attach any information, diagrams, etc. that will assist our staff
- All equipment regardless of source of power must comply with all federal and local safety codes.
- Under no circumstances shall anyone other than the "House Electrician" make electrical connections.
- User must supply rated male and female plug** 208V single or three phase user must supply rated male and female plug
- **FAX THIS FORM AND THE COMPLETED CREDIT CARD AUTHORIZATION FORM TO 202.682.3375**

Please provide all the information requested below as a form of payment for all event charges as outlined in your Group Sales Agreement (Guest Rooms, Food & Beverage, AV, Miscellaneous, Service Charges and Taxes).

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)
 Corporate | Company Name: _____

Credit Card Account Number: _____ Exp. date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Email Address: _____
Phone number: _____ Fax or alternate number: _____

Event Information

Name of Event: _____

Organization Name (if applicable): _____

Fax or alternate number: _____

Event Dates: _____

I certify that all information is complete and accurate. I hereby authorize **RENAISSANCE WASHINGTON DC DOWNTOWN HOTEL** to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

For Internal Use Only:
Estimated Charges: _____ Folio # _____

* Please Fax this Form along with your order form back to 202.682.3375 in care of the Audio Visual Department

