

COMPLETE SERVICE PROPOSAL

Prepared Especially

for

COLORADO COUNSELING ASSOCIATION

April 21 – 23, 2016

**Colorado Convention Center
Mile High Ballroom**

On Behalf Of

COAST TO COAST TRADE SHOW SERVICES, INC.

**4195 Oneida Street, Unit I
Denver, Colorado 80216
Phone (303) 991-2791
Fax (303) 991-2794**

May 6, 2015

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Sean Boyd
MA, LPC & CEO
SonderMind
2855 N Speer Blvd.
Denver, CO 80211

Dear Sean,

Thank you for the opportunity to present this proposal for the 11th Annual Conference for the Colorado Counseling Association at the Colorado Convention Center, Mile High Ballroom. The following is our proposal regarding costs and logistics.

EVENT DETAILS

FLOOR PLANS

Floor plans: 1 – camera ready floor plan @

NO CHARGE

Labor to mark floor @

NO CHARGE

SCHEDULE

Coast to Coast Trade Show Services, Inc. will set the trade show in the Mile High Ballroom on Thursday, April 21, 2016 at 8:00 AM. Exhibitors will arrive at 1:00 PM and may set up until 5:00 PM. The trade show opens on Friday, April 22, 2016 and closes on Saturday, April 23, 2016 at 4:30 PM.

EXHIBITS

There will be approximately 50 exhibit booths, which are 10' x 10' in size and include 8' high back drape (Blue & White) and 3' high side drape (Blue). Each booth will contain:

- 1 – 6' skirted table
- 2 – chairs
- 1 – wastebasket
- 1 – ID Sign

Cost: \$58.00 per booth

A list of exhibitors for ID signs must be received 10 days prior to setup. Any ID signs or changes ordered after 10 days prior to setup date will incur a charge of \$5 per sign.

REGISTRATION COUNTERS

Two registration counters will be required in the ballroom lobby.
One at N/C and the any additional registration counters **at \$125.00 each**

MASKING DRAPE

Any special draping required to mask unsightly and/or unused areas will be installed and dismantled at the following rates.

- 3' high draping @ \$2.00__/linear foot
- 8' high draping @ \$3.00__/linear foot
- 12' high draping @ \$6.00__/linear foot
- 16' high draping @ \$12.00__/linear foot
- Over 16' high draping – quoted upon request

SIGNS

Coast to Coast Trade Show Services, Inc. offers a discount on all show management signage based on sign copy received a certain number of days prior to the first day of contractor move-in. Signs received thereafter will be charged at advance show rates. Coast to Coast Trade Show Services, Inc. has the capabilities to produce digital reproductions, silk screens, cut-out letters, banners, logos and other types of art work which might be required.

- | | |
|-----------------------|------------------------------|
| • Over 30 days prior | 15% off published show rates |
| • 14 to 30 days prior | 10% off published show rates |

EXHIBITOR SERVICE

Efficient and courteous handling of exhibitor requirements is a necessary element for a successful show. Exhibitors will be treated as valued customers at all times. Coast to Coast Trade Show Services, Inc. bundles services by coordinating all of the services requested into a single billing procedure.

EXHIBITOR SERVICES

Coast to Coast Trade Show Services, Inc. will prepare and collate all necessary order forms (including internet connection, electrical and telephone) and instructions to assist your exhibitors in their participation in your trade show. The forms will include freight instructions, A/V or computer order forms, etc. A cover letter outlining show colors, move-in and move-out schedules etc. will be included. We will include any introductory letter desired. A list of exhibitors with addresses, phone and fax numbers, and e-mail addresses will be needed at least 30 days prior to the show opening with any additions, corrections, or deletions sent in a timely manner thereafter. All service kits will be sent to exhibitors via e-mail.

In addition, Coast to Coast Trade Show Services, Inc. will provide services to the exhibitors, as needed, during their setup, and during removal to assist with outbound freight.

MATERIAL HANDLING SERVICES

Coast to Coast Trade Show Services, Inc. handles all exhibit materials, checks bills of lading, lists materials received, and provides thirty (30) days of free storage for exhibit materials prior to the time of move-in. Personnel are available to receive freight sent directly to the facility. We deliver to the indicated booths all crates, packing cases, cartons, or other items in the shipments within a reasonable period of time to comply with the exhibitors' work orders; and we will also remove, store, and return all crates, packing cases and cartons, and reload onto outbound carriers. The Coast to Coast Trade Show Service Center provides bills of lading, shipping labels, and renders whatever assistance is needed to exhibitors in the arrangement and expediting of exhibit materials at the conclusion of the conference.

CLEAN FLOOR POLICY

Coast to Coast Trade Show Services, Inc. is required to maintain a clean working environment before, during and after trade show events. Venues expect their facilities to be returned in the condition received, and in some cases removal of all trash from the premises may be required. A charge for this service may be applicable.

ADDITIONAL SERVICES AS NEEDED for ASSOCIATION

- All furniture and materials are priced at 50% off of our normal show kit prices
- Any labor is priced at 10% off of our normal show kit prices
- Additional charges for gate and dock control will apply at the Convention Center during move in and move out.
- Saturday is an overtime day and appropriate charges will apply.

INSURANCE

Coast to Coast Trade Show Services, Inc. carries bodily injury and property damage insurance to protect itself and its employees against any claims arising from Colorado Counseling Association event before, during, and immediately following the convention.

CANCELLATION OF SHOW

Should the show be cancelled or an emergency arise which would prevent its scheduled opening, such as destruction or damage to the exhibit building by fire, wind, storm, acts of God, strikes, etc., reimbursement to Coast to Coast Trade Show Services, Inc. is to be made only to the extent of actual costs as reflected by labor time sheets and special materials purchased for use in each event.

HOLD HARMLESS

Coast to Coast Trade Show Services, Inc. will defend, hold harmless, and indemnify Colorado Counseling Association and its employees and agents from and against all liability costs and expenses, including reasonable attorney's fees, resulting from claims of injury (including death) to persons or damages to property arising out of Coast to Coast Trade Show Services' sole negligence. Colorado Counseling Association will defend, hold harmless, and indemnify Coast to Coast Trade Show Services, Inc. its employees, and agents from and against all liability costs, expenses, including attorney fees, resulting from claims of injury (including death) to persons or damages to property arising out of the sole negligent or intentional acts of Colorado Counseling Association and other service providers, employees, agents, or invitees of any of them.

EXCLUSIVITY CLAUSE

As the official service contractor, the following services will be supplied exclusively by Coast to Coast Trade Services, Inc.: freight material handling, operation of mechanized equipment, booth furnishings, rental exhibits, labor, specialty/custom furniture, signs, and hanging signs from overhead. Colorado Counseling Association agrees not to contract these services through any other company. This does not apply to any service(s) which Coast to Coast Trade Show Services, Inc. is unable to provide.

PAYMENT POLICY

Full payment will be due within 10 days of receipt of invoice. Applicable taxes will be applied to all appropriate charges.

Thank you again for the opportunity to provide this proposal. Coast to Coast Trade Show Services, Inc. can assure you an attractive setting for your show, and timely setup and removal. If you have any questions, please call, or if the above is acceptable, please sign and return a copy for our records.

Sincerely,



James R Handzel
President
Coast to Coast Trade Show Services, Inc.

Accepted by: Colorado Counseling Association

Signature

Date

Print Name

Title

REFERENCES

Below is contact information for our references for shows Coast to Coast has done from 2009 through:

Geri Adams
Mountain States Lumber & Building Material Dealers Association
Phone: (303) 793-0859
Fax: (303) 290-9137
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Mark Cramer
Expo Masters
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Heather Attardo
Home Builders Association of Metro Denver
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Meg Asher
F2F Events, Inc.
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Email: mega@f2fevents.com