

Career Service Information

LOCATION & DATES

Washington State Convention Center
Hall 4A
800 Convention Place
Seattle, WA 98101

Sunday, August 8 to Wednesday, August 12, 2015

STANDARD OFFICE EQUIPMENT

Each **12' x 12'** Executive Suite includes the following:

- | | |
|---|--------------------------------|
| 1 – Cocktail Table | 1 – Wastebasket |
| 1 – 6' White Draped Table | 1 – Standard Electrical Outlet |
| 4 – Padded Side Chairs | 1 – Table Lamp |
| 1 – Identification Sign with Company Name | Locking Office Door |

NOTE: Any change(s) in standard equipment is at the exhibiting company's expense.

ADVANCE SHIPPING

Advance shipping begins **Monday, July 6 at 8:00 AM** and ends **Tuesday, August 4 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
JSM Expo 2015
c/o Hargrove
YRC Seattle
12855 48th Avenue, S.
Tukwila, WA 98168

Advance Warehouse Receiving Hours: Monday – Friday, 8:00 AM to 4:00 PM

DIRECT SHIPPING

Direct shipping will begin on **Saturday, August 8 at 8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
JSM Expo 2015
c/o Hargrove
Washington State Convention Center
Hall 4A
800 Convention Place
Seattle, WA 98101



ORDER RECAP FORM - CAREER SERVICE

Company Name: _____ Suite: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Optional / Additional Furnishings	\$
Cleaning	\$
Material Handling Estimate	\$
Other Hargrove Services:	\$
TOTAL DUE TO HARGROVE, INC.	\$

Order Payment Method:

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # _____ Dated ____/____/____ (Ref: 5032860MK)
- Wire Transfer on _____ (Date) from _____ (Bank) in _____ (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.

THIRD-PARTY BILLING AGREEMENT - CAREER SERVICE

As an Exhibiting Company electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Forms in this manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to me, the exhibiting company.

Exhibiting Company Name: _____ Suite: _____
 Exhibiting Company Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Exhibiting Company Contact Info: _____
 Phone: _____ Fax: _____ Email: _____

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

The following items are to be charged to the third party:

ALL SERVICES OR:

- FURNITURE/CARPET SIGNS BOOTH CLEANING
- MATERIAL HANDLING SHIPPING LABOR
- OTHER: _____

Third-Party Name: _____
 Third-Party Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Third-Party Contact Info: _____
 Phone: _____ Fax: _____ Email: _____

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

Credit Card Number**: _____ EXP: _____ / _____

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card. To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. OR Check Enclosed # _____ Dated ____/____/____ (Ref: 5032860MK)

Union Rules & Regulations

SEATTLE, WASHINGTON

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions.

Exhibit Installation & Dismantling

We currently have an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Carpenters Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full time company employee in a half hour or less without the use of tools or ladders. (NOTE: Proof of full-time employment status must be carried at all times.) Labor required in excess of this must be ordered thru Hargrove. It is recommended that all display labor you require be ordered in advance using Hargrove's Labor Form, located in the Exhibitor Service Manual.

Material Handling

Exhibiting companies may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Hargrove will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. (See note above re: proof of full-time status.) Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Hargrove.

Tipping

Hargrove, Inc. requests that exhibiting companies refrain from tipping our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. Any request for a tip made by any employee of Hargrove, Inc. should be brought to the attention of a Hargrove representative at the Exhibitor Service Desk. We thank you in advance for your cooperation in this matter.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibiting companies.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove by an Exhibiting Company, or by any shipper to or on behalf of the exhibiting company, shall be construed as an acceptance by such Exhibiting Company (and/or other shipper) of the terms and conditions set forth below.

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account after the close of the show. You must bring any invoice discrepancies to Hargrove's attention within 30 calendar days of the last show day if any adjustments are to be made. No exceptions will be made to this policy.

NOTE: Protection of all materials belonging to the Exhibiting Company is the sole responsibility of the Exhibiting Company. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

Hargrove, Inc. and its subcontractors do not insure the Exhibiting Company's property against loss or damage. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibiting Company shall obtain insurance for Exhibiting Company's property.*

If Exhibiting Company's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibiting Company's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibiting Company's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibiting Company.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibiting Company's materials which may make it impossible or impractical for the Exhibiting Company to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 30 calendar days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibiting Company's property, the Exhibiting Company agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibiting Company agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibiting Company further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibiting Company agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibiting Company's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Material Handling Agreement or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibiting Company, and the Exhibiting Company accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibiting Company and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibiting Companies store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibiting Company does not pick up Exhibiting Company's freight on time. The Exhibiting Company will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibiting Company's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.

OPTIONAL / ADDITIONAL FURNISHINGS - CAREER SERVICE

Advance Order Deadline: **Monday, July 20, 2015**

Company Name: _____ Suite: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance orders for the Career Service are strongly suggested; carpet and carpet padding are only available by advance order.
- Advance prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Drape color choices for this show are **Black, Blue, Burgundy, Gold, Grey/Silver, Red, Teal** and **White**. If a drape color is not indicated, Hargrove will provide show colors.
- Need an item not listed? Call 301.306.4627

Description	Product #	Online Order Price Pricing only good through 7/14/14	Advance Price	Standard Price	Quantity	Color	Total	
STANDARD CARPET								
12' x 12' Grey Carpet (no color options)	C12	\$ 435	\$ 479	N/A		Grey		
CARPET PADDING								
12' x 12' Padding	CP12	\$ 197	\$ 217	N/A		N/A		
STANDARD TABLES								
Round Tables (30" diameter top)								
Low – 18" high	E	\$ 195	\$ 215	\$ 273		N/A		
Standard – 30" high	F	\$ 195	\$ 215	\$ 273		N/A		
Tall – 42" high	G	\$ 195	\$ 215	\$ 273		N/A		
Draped Tables (30" high x 24" wide)								
Small (4' long)	H4	\$ 149	\$ 163	\$ 208				
Standard (6' long)	H6	\$ 177	\$ 195	\$ 248				
Long (8' long)	H8	\$ 204	\$ 224	\$ 286				
Draped Counters (42" high x 24" wide)								
Small (4' long)	I4	\$ 177	\$ 195	\$ 248				
Standard (6' long)	I6	\$ 204	\$ 224	\$ 286				
Long (8' long)	I8	\$ 233	\$ 256	\$ 326				
STANDARD CHAIRS								
Barstool	Q	\$ 120	\$ 132	\$ 168		N/A		
Chair – Side (armless)	O	\$ 95	\$ 104	\$ 132		N/A		
							Subtotal:	
							Tax 9.5%:	
							TOTAL:	

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CLEANING - CAREER SERVICE

Advance Order Deadline: **Monday, July 20, 2015**

Company Name: _____ Booth: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance order prices apply to orders received with payment by the deadline date.
- Cleaning orders are based on the square footage of your booth (length x width).
- Vacuuming is discounted 10% for booths that are 600 square feet and larger. The discount will appear on your statement.
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

Description	Product #	Online Order Price <small>Pricing only good through 7/20/15</small>	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft	CC1	\$ 0.54	\$ 0.59	\$ 0.76	sq ft	
Vacuuming/Cleaning – Daily (each show day), per sq ft	CC2	\$ 2.01	\$ 2.21	\$ 2.81	sq ft	
Porter Service – up to 600 sq ft, per day	CC4	\$ 149	\$ 163	\$ 208	day(s)	
Porter Service – 600-1600 sq ft, per day	CC5	\$ 183	\$ 201	\$ 256	day(s)	
Porter Service – over 1600 sq ft, per day	CC6	Call for quote			day(s)	
Shampooing or Wet Mop Service	CC3	Call for quote				
Subtotal:						
Tax 9.5%:						
TOTAL:						

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TO: HARGROVE
YRC Seattle
12855 48th Avenue, S.
Tukwila, WA 98168

JSM 2015 – Career Service

COMPANY NAME: _____

SUITE NUMBER: _____

**MUST BE RECEIVED BY:
Tuesday, August 4 at 4:00 PM**

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Seattle
12855 48th Avenue, S.
Tukwila, WA 98168

JSM 2015 – Career Service

COMPANY NAME: _____

SUITE NUMBER: _____

**MUST BE RECEIVED BY:
Tuesday, August 4 at 4:00 PM**

ADVANCE SHIPPING LABEL



TO: HARGROVE
Washington State Conv Ctr
Hall 4A
800 Convention Place
Seattle, WA 98101

JSM 2015 – Career Service

COMPANY NAME: _____

SUITE NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, August 8 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Washington State Conv Ctr
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800 Convention Place
Seattle, WA 98101

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