



Mailing Address Only:
327 West Redberry Road
Draper, Utah 84020
TELEPHONE: 801-523-7083
FAX: 801-523-7093
EMAIL: orders@jpdisplay.com
www.jpdisplay.com



Mountain America Expo Center
March 17th - 20th, 2022

Dear Exhibitor:

We are pleased to inform you that JP Display has been selected by the Show Management as the official Service Contractor for the **Salt Lake City International Sportsmen's Expo**.

In order to assist you in selecting your additional decorating needs, we are enclosing our equipment and service order forms. Advance ordering helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be **emailed, faxed or mailed** to JP Display. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery or the performance of services. JP Display requires a credit card authorization on file for each exhibitor using JP Display services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into JP Display, for referenced purposes.

TO RECEIVE DISCOUNT PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:
Friday, March 4th, 2022

If you have questions regarding JP Display services, or need additional information, please call:

JP Display
Customer Service
801-523-7083
Fax: 801-523-7093
orders@jpdisplay.com

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the following:

Your ISE Account Rep
800-545-6100
service@sportsexpos.com

Wishing you a successful show....



NO PHONE ORDERS PLEASE



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SHOW INFORMATION

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Set-up Instructions and Hours

- All vehicle access will be from the south end of the Expo Center to the dock and freight door area. Drive-in through the freight door closest to your exhibit space.
- Required to Unload and then Park before Set-up:** Exhibitors may drive into the exhibit hall, quickly unload (20 min. limit), remove vehicle to the parking lot, and then set-up your exhibit. This allows you and your neighboring exhibitors to set-up as quickly as possible.
- Drive-In access ends Wednesday 3:00 pm
- All motorized exhibits must meet fire safety requirements before entering the building; i.e. less than ¼ tank of fuel and less than 3 gallons of fuel, no propane, etc.
- No Late Arrival: Exhibitors arriving after the show opens will not be permitted to set-up; your space is forfeited.

	Tuesday 3/15/22	Wednesday 3/16/22	Thursday 3/17/22
Bulk Space	1:00 pm - 7:00 pm	9:00 am – 11:00 am	
Inline Booths			
Standard	1:00 pm - 6:00 pm (Drive-In) 1:00 pm – 7:00 pm (Carry-In)	9:00 am - 8:00 pm (No drive-in after 3:00 pm)	8:00 am - 10:00 am (Carry-in Only)
Last In/First Out Booths (LIFO) • (Booth number begins with "L")	None	Drive-in 3:00 pm - 5:00 pm Carry-in 3:00 pm - 8:00pm	8:00 am - 10:00 am (Carry-in Only)
Spaces Blocking Freight Doors	None	4:00 pm - 7:00 pm	None

Show Schedule

- Thursday & Friday: 11:00 am – 7:00 pm
- Saturday: 10:00 am – 7:00 pm
- Sunday: 10:00 am – 4:00 pm

Tear Down Instructions

As advertised to the public! **ALL Exhibits must be intact and open to the public until 4:00 pm on Sunday.**

- Public Safety!** Exhibitors found tearing down early will not be invited to future ISE Shows; current and future space contracts will be void, and all deposits will be non-refundable.
- Keep displays OFF the aisle carpet!
- Vehicles will not be allowed onto the show floor until aisle carpet has been removed.

Move Out

- Sunday 4:10 pm - 10 pm** – All Exhibitors will line-up at drive-in gates. NOT BEFORE!
- Exhibit Hall doors will open for vehicle access at approximately 6:30 pm.
- Monday 8 am - Noon**

Booth Space- Each 10' Wide IN-LINE Includes

- 8' High Back Drape – Black
- 3' High Side Drape – Black
- 7" x 44" Identification Sign
- 1 - 500 Watt Electrical (Please send in "Electrical" form to confirm that power is needed.)**

PAYMENT POLICY



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PAYMENT POLICY:

JP Display requires payment at the time of order for all services. JP Display also requires that all exhibitors using JP Display provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include: labor, material handling, and other services.

METHOD OF PAYMENT:

JP Display accepts Check, Visa, MasterCard, American Express, and Discover card. Payment in full is required prior to completion of move in.

THIRD PARTY BILLING:

JP Display will accommodate requests for third party billing, however, the responsibility for all payments is the responsibility of the exhibitor, JP Display reserves the right to contract collection action against the exhibitor if the designated third party does not meet the payment requirements (To designate an authorized third party billing agent see the payment calculation form).

ADJUSTMENTS AND CANCELLATIONS:

Due to expenses incurred by JP Display in providing certain services, some items and services are subject to cancellation/re-stocking fees. More information is available on the individual order form.

ADVANCE PAYMENT DISCOUNT PRICE:

JP Display can provide faster, more efficient service to exhibitors who place orders early. For this reason we offer a discount rate to those who place orders prior to the stated deadline. Full payment must be received with your order if you wish to receive this discount. Orders charged to JP Display accounts do not qualify for discount rates. All orders placed after the order deadline and at the show will be charged regular prices.

All orders cancelled at show site will be charged at 50% of the original price. All orders cancelled after delivery will be charged at full price.

A service charge of \$20.00 will be assessed to individuals or companies for return checks.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 1.5% per month or 18% per annum. In the event of default the customer agrees to pay all costs of collection, including attorney fees and court costs.

FURNITURE BOOTH PACKAGE ORDER FORM



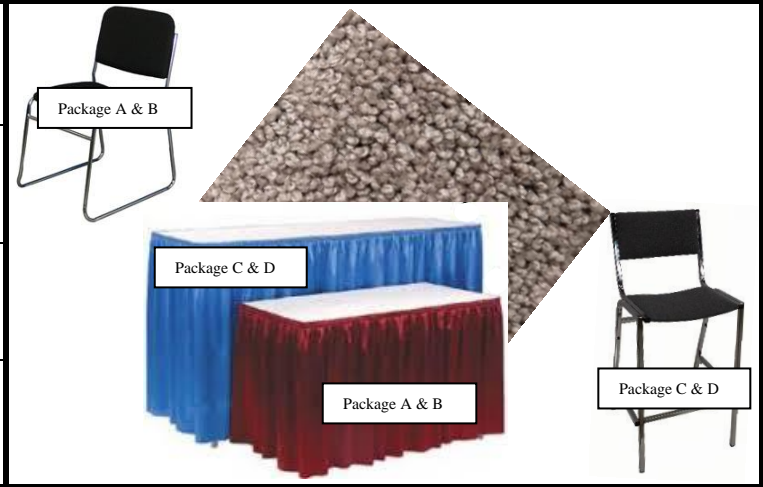
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Return Order Forms and Payment to: JP Display



Mountain America Expo Center
 March 17th - 20th, 2022

Order Your Booth Package and Save 20% Today

- PACKAGE A –**
 2 – PADDED CHAIRS – BLACK
 1 – SKIRTED TABLE (SELECT SIZE & COLOR BELOW)
 1 – 9' X 10' CARPET (SELECT COLOR BELOW)
- PACKAGE B –**
 2 -PADDED CHAIRS – BLACK
 1 – SKIRTED TABLE (SELECT SIZE & COLOR BELOW)
 1 – 9' X 20' CARPET (SELECT COLOR BELOW)
- PACKAGE C –**
 2 -PADDED STOOLS – GREY
 1 – SKIRTED COUNTER HIGH TABLE (SELECT SIZE & COLOR BELOW)
 1 – 9' X 10' CARPET (SELECT COLOR BELOW)
- PACKAGE D –**
 2 -PADDED STOOLS – GREY
 1 – SKIRTED COUNTER HIGH TABLE (SELECT SIZE & COLOR BELOW)
 1 – 9' X 20' CARPET (SELECT COLOR BELOW)



DESCRIPTION	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
PACKAGE "A" (10'x10' booth)		\$164.00	\$202.00	
PACKAGE "B" (10'x20' booth)		\$204.00	\$265.00	
PACKAGE "C" (Counter High- 10'x10' booth)		\$197.00	\$207.00	
PACKAGE "D" (Counter High- 10'x20' booth)		\$223.00	\$270.00	

PLEASE SELECT THE TABLE SIZE, SKIRT AND CARPET COLOR

Table Size Selection: 4' 6' 8'

Table Skirting Color Selection:

- Black Red Blue Forest Green Silver White Burgundy Yellow Teal Orange Plum

Show color will be provided if no color is indicated.

Carpet Color Selection:

- Black Grey Blue Red Tuxedo Forest Green Burgundy Plum Orange White

Black will be provided if no color is indicated.

CANCELLATION POLICY:

Services not cancelled at least 72 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

PAYMENT AUTHORIZATION



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COMPANY Name	Booth #
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Address	City	State	Zip
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Contact Name	Phone #	Fax #
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Email

Authorized Signature	Authorized Contact (Please Print)
-----------------------------	--

Return Order Forms and Payment to: JP Display

Credit Card Charge Authorizations

ACCOUNT NUMBER																				
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER											*** EXPIRATION		DATE							

*** CREDIT CARD SECURITY CODE (Last three digits on back of Credit Card) ***		
--	--	--

Cardholder's billing address (if different from above)	City	State	Zip
--	-------------	--------------	------------

X Cardholder's Signature	Cardholder's Name (Please Print)
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Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or money order; however, **we require your credit card authorization to be on file with JP Display.** For your convenience, we will use this authorization to charge your credit card for any additional accounts incurred as a result of show site orders placed by your representative for this event.

SUMMARY OF ORDERS

Electrical	
Carpet & Accessories.....	
Furniture	
Cleaning	
Labor	
Material Handling	
Other Services	
Subtotal	
Please add 7.25% Utah Sales Tax	

FULL PAYMENT IN U.S. FUNDS ***TOTAL** _____

• Advance pricing applies only to orders received with full payment prior to the deadline date.



International Sportsmen's Expo 2022

ORDER FORM FOR Complimentary 1-500 Watt Electrical

Each 10' x 10' booth space is entitled to 1 – 500 watt outlet as part of your booth package.

Please Note: Any additional power needed is an extra charge.

Please order March 4th, 2022

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON: _____

BOOTH NUMBER: _____

Yes, we would like the included 500 watt outlet.

No, we would do not need the included outlet.

Do not order any other items using this form. You may order other items from JP Display. Forms for additional tables, chairs and other items are enclosed in the manual.

PLEASE RETURN TO:

JP Display / Fax (801) 523-7093

ELECTRICAL ORDER FORM



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Return Order Forms and Payment to: JP Display

When ordering electrical power check the UL rating plate on each electrical item you are using in your booth. Add and total the voltage requirements for all electrical items. If the total requirement is 475 watts, order 500 watts of power (N/A to 208 phase outlets). The power used CAN NOT EXCEED the maximum power ordered. Exhibitor agrees to all terms and conditions contained on this form. Contract will be considered executed upon receipt of signed document and payment. No orders are received without payment. Cancellation policy; 50% refund applies to orders less than 20amps/ 120 volts cancelled from move-in through show opening. No refunds available after show are open.

1 - 500 Watt Electrical Is Included with Each 10' Wide In-line Booth (Please Send In Electrical Form If Power is Needed)

QTY	ELECTRICAL OUTLETS	120 VOLT PRE-ORDER	120 VOLT FLOOR ORDER	208 VOLT SINGLE PHASE PRE-ORDER	208 VOLT SINGLE PHASE FLOOR ORDER	208 VOLT THREE PHASE PRE-ORDER	208 VOLT THREE PHASE FLOOR ORDER	TOTALS
	500 WATTS OR 5 AMPS	95.00	114.00	N/A	N/A	N/A	N/A	
	1000 WATTS OR 10 AMPS	123.00	151.00	198.00	240.00	246.00	317.00	
	1500 WATTS OR 15 AMPS	154.00	193.00	226.00	274.00	283.00	363.00	
	2000 WATTS OR 20 AMPS	169.00	211.00	237.00	301.00	312.00	462.00	
	208 VOLT 50 AMPS OR LESS	N/A	N/A	340.00	395.00	465.00	515.00	
	208 VOLT 100 AMPS OR LESS	N/A	N/A	555.00	605.00	870.00	920.00	
ELECTRICIAN	QTY	For assistance with any special electrical needs or if you have island booth, you must order a minimum of 1 hour electrician labor.					TOTALS	
		65.00 PER MAN HOUR			127.00 OVERTIME			

All electrical in **island booths** will be adjusted to a 1 hour minimum electrician labor. ELECTRICAL LABOR IS REQUIRED on all motor and machine hookups which require more than 120 volts or 20 amps. Any concealed wiring or under carpet wiring must be installed by JP Display electricians. Minimum 1 hour move-in (connect) and ½ hour move-out (disconnect). Overtime rates apply to all work performed before 8:00 a.m. or 5:00 p.m., Sat., Sun. & Holidays.

QTY	OPTIONAL EQUIPEMENT (POWER NOT INCLUDED)	PRE-ORDER	FLOOR ORDER	TOTALS
	150 WATTS FLOODLITE	58.00	87.00	
	300 WATT HALOGEN	88.00	132.00	
	25' EXTENSION CORD	18.00	25.00	
	MULTI OUTLET STRIP	16.00	25.00	
	PIGTAIL / CORD-CAP	33.00	49.00	

For Outlets requiring 24 Hour service, the Price is DOUBLE THE RATE of the outlet ordered. For Dedicated Circuits, the Price is DOUBLE THE RATE of the outlet ordered. JP Display may not be held responsible for damage or loss of equipment, software, or revenues due to power failure or voltage fluctuations beyond our control or due to temporary conditions or loose connections. For your protection, you should install surge/ over-under voltage protections on your computer or other voltage sensitive equipment as you deem necessary.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

- UTAH STATE SALES TAX OF 6.85% is applicable for all Electrical Services.

CARPET ORDER FORM



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Return Order Forms and Payment to: JP Display

CARPET	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
9' x 10' check color box below		60.00	90.00	
9' x 20' check color box below		110.00	169.00	
9' x 30' check color box below		185.00	248.00	
9' x 40' check color box below		290.00	328.00	
9' x 50' check color box below		380.00	410.00	
CUSTOM BOOTH CARPET	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot. MINIMUM ORDER IS 100 Sq. Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$2.00 per sq. ft.	\$2.50 per sq. ft.	
PLUSH BOOTH CARPET	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot. MINIMUM ORDER IS 100 Sq. Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$3.50 per sq. ft.	N/A	
Carpet Padding- 100 Sq. Ft. minimum		\$0.80 per sq. ft.	\$1.20 per sq. ft.	
AVAILABLE COLORS: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Forest Green <input type="checkbox"/> Orange <input type="checkbox"/> Plum <input type="checkbox"/> Red				

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

FURNISHINGS ORDER FORM



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Return Order Forms and Payment to: JP Display

SKIRTED DISPLAY TABLES	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		71.00	89.00	
6' LONG 30" WIDE		81.00	102.00	
8' LONG 30" WIDE		96.00	122.00	
SKIRTED COUNTER HIGH DISPLAY TABLES 40" TALL				
4' LONG 30" WIDE		82.00	95.00	
6' LONG 30" WIDE		92.00	108.00	
8' LONG 30" WIDE		107.00	130.00	
AVAILABLE COLORS: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Forest Green <input type="checkbox"/> Orange <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Teal				
UNFINISHED DISPLAY TABLES				
4' LONG 30" WIDE		37.00	45.00	
6' LONG 30" WIDE		47.00	58.00	
8' LONG 30" WIDE		51.00	63.00	
UNFINISHED COUNTER HIGH DISPLAY TABLES 40" TALL				
4' LONG 30" WIDE		42.00	51.00	
6' LONG 30" WIDE		52.00	64.00	
8' LONG 30" WIDE		57.00	70.00	
4 TH SIDE TABLE SKIRT 30" HIGH		38.00	46.00	
4 TH SIDE TABLE SKIRT 40" HIGH		43.00	53.00	
ROUND TABLES – Comes With Black Linens				
CABARET TABLE		45.00	57.00	
ROUND TABLE 30' x 60'		55.00	67.00	
CHAIRS				
PADDED SIDE CHAIR		37.00	44.00	
PADDED STOOL, COUNTER HIGH		47.00	58.00	
			PAGE TOTAL	
COMPANY NAME	BOOTH #	\$		

ACCESSORIES ORDER FORM



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ACCESSORIES- Description	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
Visqueen- 100 Sq. Ft. minimum		\$0.30 per sq. ft.	\$0.55 per sq. ft.	
Double Face Tape- Per Roll		\$20.00 per roll	\$24.00 per roll	
Clear Tape- Per Roll		\$10.00 per roll	\$13.00 per roll	
Duct Tape- Per Roll		\$12.00 per roll	\$15.00 per roll	
2 CHROME STANCHIONS		61.00	80.00	
WASTE BASKET		10.00	15.00	
EASEL		16.00	20.00	
GARMENT RACK		95.00	108.00	
COAT RACK		43.00	55.00	
GLASS SHOWCASE 4' W		295.00	N/A	
TACKBOARD 4' X 8'		95.00	118.00	
PEGBOARD 4' X 8'		95.00	118.00	
LITERATURE RACKS – Z Style		65.00	85.00	
MISCELLANEOUS	QUANTITY	PRE-ORDER	FLOOR ORDER	
UPRIGHT POLE W/BASE 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12' <input type="checkbox"/>		6.25	7.25	
EXTENDABLE CROSS BAR		6.25	7.25	
DRAPERY BACKGROUND	QUANTITY	PRE-ORDER	FLOOR ORDER	
3' HIGH DRAPE – Per Running Foot	_____ X	3.00	4.00	
8' HIGH DRAPE – Per Running Foot	_____ X	4.00	5.00	
				PAGE TOTAL
COMPANY NAME	BOOTH #		\$	

AGAM ORDER FORM




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<p>Exhibit Booth Package includes <i>Installation & Dismantle of Exhibit</i> Standard Carpet with vacuuming 2 Arm Lights per 10' section Custom Header with Company Name & Logo</p>				
DISPLAY UNIT	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
10' X 10' EXHIBIT BOOTH PACKAGE Silver metal		\$1250.00	\$1500.00	
10' X 20' EXHIBIT BOOTH PACKAGE Silver metal		\$2250.00	\$2500.00	
COLOR CHOICE <i>Please select one color only.</i>	CUSTOM EXHIBIT UNITS AVAILABLE UPON REQUEST <i>Please contact us a orders @jpdisplay.com</i>			
<p>BACKGROUND FABRIC COLOR:</p> <p style="text-align: center;"><input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Other -specify in Special Instructions below.</p> <p><i>Gray will be provided if no color is indicated.</i></p>				
<p>CARPET COLOR SELECTION:</p> <p style="text-align: center;"><input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Burgundy</p> <p><i>Gray will be provided if no color is indicated.</i></p>				
<p>CUSTOM HEADER COPY: or <input type="checkbox"/> emailed company logo in high resolution file to jpdisplay@msn.com</p>				
<p>PRINT TEXT OR COPY</p>				

SPECIAL INSTRUCTIONS _____

CANCELLATION POLICY:
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		PAGE TOTAL
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CLEANING ORDER FORM



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TO ENSURE YOUR BOOTH IS SHOW READY, SPECIFY YOUR REQUIREMENTS BELOW. PLEASE CALL US IF YOU HAVE A SPECIAL NEED. JP DISPLAY IS THE EXCLUSIVE CLEANING CONTRACTOR FOR YOUR SHOW AND WILL HANDLE ALL CLEANING SERVICES ON THE EXHIBIT FLOOR.

The cost of vacuuming will be invoiced on the total area of your booth with a 100 sq ft minimum.

Mopping & Waxing Available upon request, call for quote.

Vacuuming:				
BOOTH SIZE	Square Feet	Rate \$0.20	# Of Days	TOTAL
9' x 10'	90	\$18.00 Per Day		
9' x 20'	180	\$36.00 Per Day		
9' x 30'	270	\$54.00 Per Day		
9' x 40'	360	\$72.00 Per Day		
9' x 50'	450	\$90.00 Per Day		

Specify date of one-day service _____

CALCULATION OF ORDER

Porter Service: JP Display will remove refuse from containers at regular intervals during show hours	
1 DAY	\$34.00
SHOW DURATION	\$87.00

IF SERVICES NEEDED, CHECK BOX: 1 DAY SHOW DURATION

CANCELLATION POLICY:

Services not cancelled at least 24 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

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FLORAL & PLANT DÉCOR ORDER FORM



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ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT THE END OF THE EVENT.		SPECIAL SERVICES AVAILABLE UPON REQUEST: <i>Banquet & Luncheon Centerpieces ~ Fountains ~ Garden Areas Stage Décor ~ Hospitality Suites ~ Lounge Areas ~ Corsages</i>	
CUSTOM FLORAL SERVICES		QUANTITY	TOTAL
Fresh Floral Arrangement 12 – 14” High			CALL FOR QUOTE
Fresh Floral Arrangement 15 - 18” High			CALL FOR QUOTE
RENTAL GREEN FOLIAGE & FLOWERING PLANTS		QUANTITY	TOTAL
3’ Green Plant			CALL FOR QUOTE
4’ Green Plant			CALL FOR QUOTE
5’ Green Plant			CALL FOR QUOTE
6’ Green Plant			CALL FOR QUOTE

COMPANY CONTACT: _____
PHONE NUMBER / EMAIL: _____
SPECIAL INSTRUCTIONS: _____

Return Order Forms and Payment to: JP Display
CANCELLATION POLICY:

Services not cancelled at least 48 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

		PAGE TOTAL
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SIGN & GRAPHIC ORDER FORM



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Return Order Forms and Payment to: JP Display

All Signs and Graphics are digitally produced on white 1/4" foam core. Pricing listed is for a single-sided sign to include text/copy and supplied high resolution logo. Please specific background and copy color.

CUSTOM SIGNS & BANNERS AVAILABLE UPON REQUEST:
 Vinyl ~ Cling ~ Backlit ~ POP Display ~ Lamination ~
LOGO REPRODUCTION ~ GRAPHIC DESIGN

Please contact us at orders@jpdisplay.com for a custom quote.

SIGN SERVICE	QUANTITY		TOTAL
7" X 11" Sign		CALL FOR QUOTE	
7" X 44" Sign		CALL FOR QUOTE	
14" X 22" Sign		CALL FOR QUOTE	
22" X 28" Sign		CALL FOR QUOTE	
28" x 44" Sign		CALL FOR QUOTE	
<input type="checkbox"/> Easel Back <input type="checkbox"/> Loose Arrow COLOR: _____		CALL FOR QUOTE	

COLOR CHOICE
 Please select one color only.

BACKGROUND COLOR:

White Gray Black Blue Green Red Yellow Orange Other

White will be provided if no color is indicated.

COPY COLOR:

White Gray Black Blue Green Red Yellow Orange Other

Black will be provided if no color is indicated.

POSITION DIRECTION:

HORIZONTAL

VERTICAL

Vertical will be provided if not indicated.

COMPLETE COPY: or Attached is the layout.

PRINT TEXT OR COPY

SPECIAL INSTRUCTIONS:

CANCELLATION POLICY:

Services not cancelled at least 72 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

GENERAL LABOR ORDER FORM



Mailing Address Only:
 327 West Redberry Road
 Draper, Utah 84020
 TELEPHONE: **801-523-7083**
 FAX: 801-523-7093
 EMAIL: orders@jpdisplay.com
www.jpdisplay.com



Mountain America Expo Center
 March 17th - 20th, 2022

Return Order Forms and Payment to: JP Display

LABOR FOR INSTALL / DISMANTLE
 General Display Labor is for all installation and dismantling of exhibits, including signs and floor covering installation.

LABOR RATES

STRAIGHT TIME: 8:00am to 5:00pm Monday - Friday
 \$48 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (½) hour increments.

OVERTIME: Hours prior to 8:00am and after 5:00pm All day Saturday, Sunday and Holidays
 \$72 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (½) hour increments.

SUPERVISION REQUIRED: ADDITIONAL 25% OF TOTAL CHARGE (\$100.00 MINIMUM CHARGE)

PRICES ARE FOR EACH INSTALL AND EACH DISMANTLE, NOT THE TOTAL TIME.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE I/D LABOR SERVICE:

INSTALL

DATE	START TIME	END TIME	TOTAL AMOUNT \$

DISMANTLE

DATE	START TIME	END TIME	TOTAL AMOUNT \$

SPECIAL INSTRUCTIONS _____

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

FORKLIFT ORDER FORM



Mailing Address Only:
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 Draper, Utah 84020
TELEPHONE: 801-523-7083
 FAX: 801-523-7093
 EMAIL: orders@jpdisplay.com
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FORKLIFT FOR INSTALL / DISMANTLE OF DISPLAY AND / OR PLACEMENT OF EQUIPMENT.
 For moving freight in and out of the exhibit hall, please use the Material Handling form.
 (lift capacity 4000 lbs)

FORKLIFT RATES

- STRAIGHT TIME**
 \$47 PER HALF HOUR (1/2 HOUR MINIMUM CHARGE PER USE)
STRAIGHT TIME
 \$94 PER HOUR (1 HOUR MINIMUM CHARGE PER USE)
OVERTIME
 \$142 PER HOUR (1 HOUR MINIMUM CHARGE PER USE)

PRICES ARE FOR EACH INSTALL AND EACH DISMANTLE, NOT THE TOTAL TIME.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE FORKLIFT SERVICE:

INSTALL

DATE	START TIME	END TIME	TOTAL AMOUNT \$

DISMANTLE

DATE	START TIME	END TIME	TOTAL AMOUNT \$

COMPANY CONTACT _____

SPECIAL INSTRUCTIONS _____

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

OVERHEAD SIGN HANGING FORM



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 Draper, Utah 84020
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OVERHEAD HANGING SIGN/BANNER INSTALLATION / REMOVAL OF OVERHEAD HANGING SIGN/BANNER
 Service includes High Lift, Certified Lift Operator, Ground spotter, and cabling equipment to support hanging sign or banner.
 (800 lbs maximum weight load per hang)
 Please call for a quote if weight is over maximum weight load.

OVERHEAD SIGN HANGING RATES

STRAIGHT TIME: 8:00AM TO 5:00PM Monday - Friday
 \$125.00 PER HOUR (1 HOUR MINIMUM CHARGE PER INSTALLATION AND/OR REMOVAL)

OVERTIME: All hours prior to 8:00AM and after 5:00PM / Saturday / Sunday / Holidays
 \$175.00 PER HOUR (1 HOUR MINIMUM CHARGE PER INSTALLATION AND/OR REMOVAL)

ADDITIONAL SIGN HANGING LABORER INSIDE HIGH LIFT REQUIRED CAN BE ORDERED AT THE RATES LISTED ON THE GENERAL LABOR ORDER FORM. PLEASE INDICATE IN THE SPECIAL INSTRUCTIONS AREA BELOW IF REQUIRED.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE HIGH LIFT SERVICE:

INSTALL

DATE	START TIME	ANTICIPATED TOTAL TIME NEEDED

DISMANTLE

DATE	START TIME	ANTICIPATED TOTAL TIME NEEDED

COMPANY CONTACT _____ **CELL #** _____

SPECIAL NSTRUCTIONS

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

MATERIAL HANDLING ORDER FORM



Mailing Address Only:
 327 West Redberry Road
 Draper, Utah 84020
TELEPHONE: 801-523-7083
FAX: 801-523-7093
EMAIL: orders@jpdisplay.com
 www.jpdisplay.com



Mountain America Expo Center
 March 17th - 20th, 2022

Advance Warehouse Address:

Will be accepted between
 February 14th – March 11th
 JP Display c/o YRC
 2410 SOUTH 2700 WEST
 SALT LAKE CITY, UTAH 84119

Direct Shipments

CAN NOT be accepted until Tuesday,
 March 15th
 JP Display % Mountain America Expo Center
 9575 South State Street
 Sandy, Utah 84070

Determine your material handling cost and add the estimated cost to the Payment Authorization page.

To assist you in preparing this form, please read below the material handling information below:

MATERIAL HANDLING- Crated, boxed or skidded materials will be received at the warehouse up to 30 days in advance of show or at the show site. The materials will be delivered to the respective booths. Empty containers will be removed and stored until the end of the show as per Fire Marshal requirements. At the close of the show containers will be returned to the original booth. When materials are prepared for outbound shipment, please turn in the JP Display Service Desk the bill of lading(s) and JP Display will load materials on specified carrier. In the event your carrier does not show, JP Display reserves the right to force on Official Show Carrier.

ADVANCED SHIPMENTS TO JP DISPLAY WAREHOUSE

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply to shipments that meet the deadline only (see the "Delivery Deadline" below).	\$96.00	\$48.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Shipments that are loaded by cubic space and/or packed in a manner that requires additional handling (such as ground loading, side door loading, etc.) also included shipments without documentation, such as FedEx, UPS, and other air and express couriers. Cumulative weights not allowed. Prices apply to shipments that meet the deadline only. See "Delivery Deadline" below.	\$110.00	\$55.00	

DIRECT SHIPMENTS TO SHOW SITE

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Define above in Advance Shipment.	\$82.00	\$41.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Define above in Advance Shipment.	\$100.00	\$50.00	

UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING

UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
Shipments that require special handling, uncrated items, unboxed items, or machinery/heavy equipment. The same pricing conditions apply that are listed above for the other Material Handling Services.	\$110.00	\$55.00	

MATERIAL HANDLING ORDER FORM



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Mountain America Expo Center
 March 17th - 20th, 2022

Advance Warehouse Address:

Will be accepted between
 February 14th - March 11th
 JP Display c/o YRC
 2410 SOUTH 2700 WEST
 SALT LAKE CITY, UTAH 84119

Direct Shipments

CAN NOT be accepted until Tuesday,
 March 15th
 JP Display % Mountain America Expo Center
 9575 South State Street
 Sandy, Utah 84070

**Determine your material handling cost and add the estimated cost to the Payment Authorization page.
 To assist you in preparing this form, please read the material handling information below:**

SMALL PACKAGE			
Small Package freight received at the warehouse and direct to show site with a total shipment weight under 50 lbs will be charged the following rates. Prices apply to shipments that meet the deadline only (see the "Delivery Deadline" below.)	FIRST SMALL PACKAGE	EACH ADDTL. PACKAGE	EST. TOTAL
	\$35.00	\$5.00	
DELIVERY DEADLINES			
Freight not received at the warehouse five (5) business days prior to the first day of exhibitor move-in, and any shipments received after the show has opened, will be subject to the following additional charges.	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
	\$24.00	\$12.00	
OUTBOUND MATERIAL HANDLING ONLY			
Freight handled only at the close of the show, Material Handling fees including taking materials to the dock and loading on designated carrier	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
	\$50.00	\$25.00	

MATERIAL HANDLING COST CALCULATION FORMULA

Advanced or Direct to Show Site Material Handling
 Weight of Shipment (round up to the nearest 100 lbs) _____ LBS = _____ CWTs **X** _____ = \$ _____
(each 100 lbs) (Rate indicated above)
OR 200 LB **MINIMUM CHARGE** → = \$ _____

Small Package
 Small Package **First Package** \$ 35.00 + \$5.00 for **EACH** Additional Packages → = \$ _____

Outbound Material Handling ONLY
 Weight of Shipment (round up to the nearest 100 lbs) _____ LBS = _____ CWTs **X** _____ = \$ _____
(each 100 lbs) (Rate indicated above)

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

JP Display

RUSH – DO NOT DELAY!

Company _____

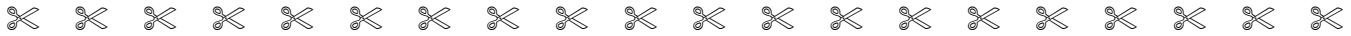
Booth No.: _____



JP Display c/o YRC
2410 SOUTH 2700 WEST
SALT LAKE CITY, UTAH 84119

No. _____ of _____ pcs.
(Example 1 of 10)

ADVANCED JP WAREHOUSE



JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____



JP Display c/o YRC
2410 SOUTH 2700 WEST
SALT LAKE CITY, UTAH 84119

No. _____ of _____ pcs.
(Example 1 of 10)

ADVANCED JP WAREHOUSE

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

**JP Display c/o Mountain America Expo Center
9575 South State Street
Sandy, Utah 84070**



No. _____ of _____ pcs.
(Example 1 of 10)

DIRECT TO SHOW SITE TO ARRIVE MARCH 15TH, 2022



JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

**JP Display c/o Mountain America Expo Center
9575 South State Street
Sandy, Utah 84070**



No. _____ of _____ pcs.
(Example 1 of 10)

DIRECT TO SHOW SITE TO ARRIVE MARCH 15TH, 2022

OUTBOUND SHIPPING FORM

PRE-PRINTED OUTBOUND LABELS



Mailing Address Only:
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EMAIL: orders@jpdisplay.com
 www.jpdisplay.com



Mountain America Expo Center
 March 17th - 20th, 2022

OUTBOUND SHIPMENTS WILL REQUIRE A STRAIGHT BILL OF LADING TO RELEASE THE SHIPMENTS TO DESIGNATED CARRIERS. JP DISPLAY WILL BE PLEASED TO PREPARE THESE FORMS FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN.
PLEASE TAKE ADVANTAGE OF THIS SERVICE AND COMPLETE AND RETURN THIS FORM.

Return Order Forms and Payment to: JP Display

OUTBOUND INSTRUCTIONS:

SHIP TO: COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP** _____

TELEPHONE: _____ **ATTN:** _____

PLEASE PRE-PRINT OUTBOUND SHIPMENT LABELS
QUANTITY

FROM: EXHIBITOR COMPANY NAME : _____

ADDRESS: _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP** _____

METHOD OF SHIPMENT INSTRUCTIONS:

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

- STANDARD GROUND – COMMON CARRIER
YRC
- STANDARD GROUND – COMMON CARRIER
CARRIER NAME
- VAN LINE
CARRIER NAME
- DEFERRED: 3-4 BUSINESS DAYS
YRC
- DEFERRED: 3-4 BUSINESS DAYS
CARRIER NAME
- NEXT DAY DELIVERY
CARRIER NAME
- 2 DAY DELIVERY
CARRIER NAME
- OTHER
CARRIER NAME

WHEN YOU HAVE COMPLETED PACKING YOUR SHIPMENTS AND THEY ARE READY TO BE PICKED UP PLEASE RETURN THE COMPLETED OUTBOUND SHIPPING BILL OF LADING TO THE JP EXHIBITOR SERVICE DESK.

VERIFY THE PIECE COUNT, ANTICIPATED WEIGHT AND A SIGNATURE IS ON THE BILL OF LADING FORM.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.
 ALL ARRANGEMENTS FOR OUTBOUND TRANSPORTATION OF SHIPMENTS IS THE RESPONSIBILITY OF THE EXHIBITOR.**

COMPANY CONTACT & CELL NUMBER: _____

SPECIAL INSTRUCTIONS

COMPANY NAME		BOOTH #

EXHIBITOR DESIGNATED CONTRACTOR



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Mountain America Expo Center
 March 17th - 20th, 2022

Return Order Forms and Payment to: JP Display

Exhibitor Name		Date		Booth#	
Street Address		City	State	Zip	
Phone #	Fax #	Email			
Ordered by		Signature			
Contractor name		Authorized Representative			
Street Address		City	State	Zip	
Phone #	Fax #	Email			
Show Site Representative(If Different Than Above)					

Rules and Regulations for Exhibitor Designated Contractor

An Exhibitor Designated Contractor (EDC) is any company other than JP Display, the Official Service Contractor, which an exhibitor may wish to use inside the exhibit hall before, during, or after the show.

Usually, an EDC is contracted to set or supervise the setting of an exhibitor's display. An EDC **May Not** perform any of the following functions: **Drayage / Material Handling, Electrical, Plumbing, Mechanical, Booth Cleaning, Booth Security, Floral, Telephone, Food & Beverage Service, and Draping and Decorator Labor.** However, an EDC may be contracted to supervise the procurement of the item listed above.

An EDC must provide the following to JP Display, no later than 30 days prior to exhibitor move-in. Requests received later than 30 days prior to exhibitor move in will be denied.

1. The above form must be filled out completely and returned to JP Display.
2. EDC must furnish current certificates of insurance naming JP Display as additional insured for both liability and workers compensation. Liability coverage must be at least \$2,000,000 aggregate and 1,000,000 each occurrence. Workers compensation coverage must be at least \$1,000,000 aggregate and 500,000 each occurrence. Failure to provide proper insurance documentation will result in EDC being barred from the exhibit hall.
3. EDC must provide payment in full for all services ordered from JP Display (Please see Payment Policy Sheet for more Information). The Exhibitor is ultimately responsible for any charges incurred by its EDC. Any unpaid charges incurred by an EDC will be collected from the responsible exhibitor prior to the close of the show.
4. EDC must confine its activities to the exhibit space of the contracting exhibitor. No storage areas, service desks, or work facilities will be allowed.
5. EDC may not solicit business on the exhibit floor.
6. Exhibit hall, service, storage areas, and loading docks are under the control of the Official Service Contractor (JP Display) and all activities must be coordinated through JP display.
7. JP display accepts no responsibility for damage to any exhibitor material under the control of the EDC or to material that has been left in public areas such as aisle ways, loading docks, storage or work areas, or hallways.
8. EDC employees must identify themselves to JP Display personnel and wear appropriate identification badges at all times. Temporary identification badges will be available from the JP Display service desk if necessary.
9. EDC and its employees will conduct themselves within the governing show rules as established by the show management or association. Such rules may include rules governing the appearance and conduct of workers and during what hours work may be performed. Please check with show management to verify the details of such rules.

