

WESTERN EVENT SERVICE

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

California Police Chiefs Association

Palm Springs Convention Center
May 20 & 21, 2024

MEMO TO ALL EXHIBITORS

Western Event Service is pleased to have been selected to serve as your Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

This Exhibitor Service Kit contains information and order forms for your use. Please take the time to read over the entire Exhibitor Service Kit carefully and select the proper forms for your needs. Please fill out the forms carefully and completely, as errors or omissions may result in higher than expected fees for services or rentals. To avoid 30% or higher late order charges, all orders must be received at least 2 weeks prior to the first day of Exhibitor move-in for this show. **The last day we will honor the Advance Order prices for this show is Monday, May 6, 2024.**

Full payment must be included with your order to take advantage of pre-order prices. All orders received without payment will be processed at the Late Order price rates and services will not be provided at the show until payment is received.

The standard booth for this show will be 10' wide by 10' deep, with Blue & Black booth drape. Each booth will include the following standard equipment:

8' Tall Backwall Drape	3' Tall Siderail Drape	1 - Exhibitor ID Sign
1 - 6'x24" Draped Table	2 - Chairs	1 - Wastebasket

Please note that electrical service is not included as part of the basic booth equipment. Please use the enclosed order forms to order service should you require electrical for your booth.

SHOW HOURS

Exhibitor move-in:	2:00 PM - 5:00 PM - Sunday, May 19th
	8:00 AM - 2:00 PM - Monday, May 20th
Show Open:	3:30 PM - 6:30 PM - Monday, " "
	7:30 AM - 12:00 PM - Tuesday, May 21
Show Close:	12:00 PM " "
Move Out:	12:00 PM - 4:00 PM " "

California Police Chiefs Association

Exhibitor Information

DECORATOR UNION INFORMATION

In order to conform with current union contract rules and regulations, it will be required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the Exhibitor.

INSURANCE

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION

Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

Advance freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

ADVANCE FREIGHT shipping address

TO Southern CA Facilities Expo
FOR Exhibitor Name: Booth #:

Western Event Service
c/o Airways Freight / ARL
1400 Marlborough Ave
Riverside, CA 92507

To Arrive No Later Than Thursday May 16th

The last day we can receive Advance Freight for this show is Thursday, May 16th

Freight sent to the above address must arrive on or before **Thursday, May 9th to avoid late freight handling surcharges**. Freight, which arrives after that date will be accepted, but will be assessed late freight handling surcharges.

California Police Chiefs Association

Exhibitor Information

Do not ship your Advance Freight directly to the Palm Springs Convention Center,, they are unable to accept and store advance exhibitor freight and will refuse freight or exhibit materials unless they are delivered during the scheduled move-in times for the show. Should Advance Freight be delivered to the Palm Springs Convention Center prior to the scheduled move-in for the show, there will be additional charges for locating it and delivering it to your booth.

SHOW SITE FREIGHT shipping addresses:

TO: California Police Chiefs Association
For: Exhibitor Name Booth No.

C/O Western Event Service
Palm Springs Convention Center
Loading Dock
277 N Avenida Caballeros
Palm Springs, CA 92262

TO ARRIVE NO EARLIER THAN 5/19/2024

The earliest date Show Site Freight can arrive for this show is Sunday, May 19, 2024

TEAMSTER UNION INFORMATION

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning decorating services, electrical or freight. We will be on hand at the close of show to assist with your outbound freight arrangements. Should you have any questions, please look at the **Frequently Asked Questions** link on our web site at www.WesternEventService.com, or feel free to call us at (510) 430-0510.

Sincerely,

WESTERN EVENT SERVICE

Important Information & Dates

BOOTH EQUIPMENT:

Each booth is 10'w x 10'd in size and includes the following basic equipment:
8' Tall Back Drape (Blue & Black)
3' Tall Divider Drape (Black)
Booth ID Sign, 1 - 6' Blue Table, 2 Chairs, Wastebasket
The Exhibit Area is carpeted with a multi-colored carpet

VEHICLE & ROLLING STOCK MOVE-IN:

11:00 AM - 1:00 PM ~ Sunday May 19th

EXHIBITOR SETUP:

2:00 PM - 5:00 PM ~ Sunday, May 19th
8:00 AM - 2:00 PM ~ Monday, May 20th

SHOW HOURS:

3:30 PM - 6:30 PM ~ Monday, May 20th
7:30 AM - 12:30 PM ~ Tuesday, May 21st

EXHIBITOR DISMANTLE:

12:00 PM - 4:00 PM ~ Tuesday, May 21st
Exhibitor dismantle & move out must be completed no later than 4:00 PM.
Exhibitors using their own carriers are responsible for making arrangements to have their materials picked up within this time frame. Exhibit material will not be allowed to remain overnight for pick-up the next day.

ADVANCE FREIGHT:

Advance Freight will be accepted beginning on Monday, April 8th.
Freight which arrives after May 9th will be accepted, but will be charged additional Late Freight handling surcharges. The last day we can receive Advance Freight for this show is Thursday, May 16th.

SHOW SITE FREIGHT:

Freight sent directly to the show site will be accepted beginning Sunday, May 19th, at 8:00 AM. **All Heavy Freight, and Crated Displays must be delivered no later than 12:00 PM on Monday.**

ORDERS FROM THE EXHIBITOR SERVICE KIT:

The last day we will honor the Advance Rate for orders will be **Monday, May 6th.** Orders received after that date will be processed at the Late Order Rates.
Some services may be provided by vendors other than Western Event Service, so please be sure to return the order forms to the correct service provider.

Return Copy →

CPCA Exhibits
Palm Springs Conv Ctr
May 20-21, 2024

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION)
MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least 30 days prior to move-in, including payment, to qualify for Advance Order rates. **All orders received without payment will be collected at the show and will be charged at LATE ORDER rates.** All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511 or email only the completed forms and payment page to Orders@WesternEventService.com

PLEASE TOTAL YOUR ORDER HERE:

FURNITURE:	\$_____	ELECTRIC:	\$_____	LABOR:	\$_____
CARPET:	\$_____	CLEANING:	\$_____	PLUMBING:	\$_____
FREIGHT:	\$_____			VEHICLE SPOTTING:	\$_____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE: \$_____

THE LAST DATE WE WILL HONOR ADVANCE ORDER PRICING IS Monday, May 6, 2024

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$_____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number

Expiration Date →

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Security Numbers printed on rear of card (front for AmEx) →

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DESCREANCIES PRIOR TO THE CLOSE OF SHOW.

Use this account for additional services at this show. No additional people are allowed to sign on this account.

The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: _____

Exhibitor Company: _____ Tel: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Contact Person E-mail Address: _____

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Palm Springs Conv Ctr
May 20-21, 2024



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Booth #

BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Table	\$190.00	\$238.00	\$ _____
_____ 4' Long Undraped Table	\$115.00	\$144.00	\$ _____
_____ 6' Long Draped Table	\$230.00	\$288.00	\$ _____
_____ 6' Long Undraped Table	\$155.00	\$194.00	\$ _____
_____ 8' Long Draped Table	\$270.00	\$338.00	\$ _____
_____ 8' Long Undraped Table	\$195.00	\$244.00	\$ _____
_____ Drape Table 4 th side	\$75.00	\$ 94.00	\$ _____

Colors (Check One): Blue Gold Red Gray Black Plum
Forest Green White Teal Burgundy Show Color

COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Counter	\$220.00	\$275.00	\$ _____
_____ 4' Long Undraped Counter	\$145.00	\$182.00	\$ _____
_____ 6' Long Draped Counter	\$260.00	\$325.00	\$ _____
_____ 6' Long Undraped Counter	\$1850.00	\$232.00	\$ _____
_____ 8' Long Draped Counter	\$300.00	\$375.00	\$ _____
_____ 8' Long Undraped Counter	\$225.00	\$282.00	\$ _____
_____ Drape Counter 4 th side	\$ 75.00	\$ 94.00	\$ _____

Colors (Check One): Blue Gold Red Gray Black Plum
Forest Green White Teal Burgundy Show Color

_____ 6'-10' Section of 3' HIGH DRAPE Includes hardware & Installation @ \$90.00 each \$ _____

_____ 6'-10' Section of 8' HIGH DRAPE Includes hardware & Installation @ \$110.00 each \$ _____

Colors (Check One): Blue Gold Red Gray Black Plum
Forest Green White Teal Burgundy Show Color

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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CHAIRS & STOOLS

	ADVANCE ORDER	SHOW ORDER	
_____ Padded Side Chair	\$125.00	\$156.00	\$ _____
_____ Padded Arm Chair	\$155.00	\$194.00	\$ _____
_____ Padded Stool with Back	\$175.00	\$218.00	\$ _____
_____ Secretarial Chair	\$ 185.00	\$232.00	\$ _____
_____ Stacking Chair	\$ 90.00	\$120.00	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____
_____ _____	\$ _____	\$ _____	\$ _____

SPECIALTY ITEMS

	ADVANCE ORDER	SHOW ORDER	
_____ Chrome Easel	\$ 60.00	\$ 75.00	\$ _____
_____ Waste Basket	\$ 34.00	\$ 42.00	\$ _____
_____ 36" Round Table	\$245.00	\$306.00	\$ _____
_____ 36" Tall Round Table	\$276.00	\$118.00	\$ _____
_____ Bag Rack	\$145.00	\$345.00	\$ _____
_____ 4' x 8' Tackboard	\$156.00	\$202.00	\$ _____
_____ 4' x 8' Pegboard	\$156.00	\$202.00	\$ _____
_____ Literature Stand	\$125.00	\$124.00	\$ _____
_____ Small Refrigerator	\$210.00	\$273.00	\$ _____
_____ Fish Bowl	\$ 45.00	\$ 58.00	\$ _____
_____ Showcases (48' Wide)			
<input type="checkbox"/> Full view	\$445.00	\$575.00	\$ _____
_____ One tier Riser for:			
4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 60.00	\$ 80.00	\$ _____
_____ Add Linen to Round Table	\$ 45.00	\$ 25.00	\$ _____

Total Due: \$ _____

Show Order Rates Will Apply To All Orders Received Less Than 2 Weeks Prior to Exhibitor Installation and To obtain Advance Order rates, full payment must be Included with your order.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St: _____ Zip: _____

By (Signature): _____ Print Name: _____

Contact Person E-mail Address: _____

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May 20-21, 2024

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1970 Williams Street
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(510) 430-0510 • FAX (510) 430-0511

Booth #

BOOTH CARPET

STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$255.00	\$318.00	\$ _____
_____ 9' x 20'	\$510.00	\$637.00	\$ _____
_____ 9' x 30'	\$765.00	\$956.00	\$ _____
_____ 9' x 40'	\$1020.00	\$1275.00	\$ _____
_____ For longer lengths, add \$150 per 10'			\$ _____

Colors (Check One): **Blue** **Gray** **Black**

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes.

STANDARD CARPET - Cut to Fit Booth Space

Price includes complete installation and removal,
100 sq.ft Minimum Order
May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$4.75 sq.ft. x _____ sq.ft. = \$ _____

CARPET PADDING

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$210.00	\$262.00	\$ _____
_____ 9' x 20'	\$368.00	\$460.00	\$ _____
_____ 9' x 30'	\$526.00	\$658.00	\$ _____
_____ 9' x 40'	\$684.00	\$855.00	\$ _____
_____ For longer lengths, add \$150 per 10'			\$ _____

CARPET PADDING - Cut to Fit Booth Space

Price includes complete installation and removal,
100 sq.ft Minimum Order
May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$2.50 sq.ft. X _____ sq.ft. = \$ _____

VISQUEEN - Carpet Covering/Protection

Price includes complete installation and removal,
100 sq.ft Minimum Order
May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$1.00 sq.ft. X _____ sq.ft. = \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

**LATE ORDER RATES APPLY FOR ALL ORDERS
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

TOTAL CARPET ORDER \$ _____

Exhibitor Company: _____ Tel: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Contact Person E-mail Address: _____

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1970 Williams Street, San Leandro, CA 94577
Phone (510) 430-0510 • FAX (510) 430-0411
EVENT & CONVENTION SERVICES

California Police Chiefs Association
Palm Springs Convention Center - Oasis 1 & 2
Palm Springs, CA
May 20-21, 2024

Standard Carpet Colors



Deluxe Carpet Colors



Display Tables Drape Colors



Furniture & Accessories



4', 6' & 8' Tables - 30" h & 40" h



Pedestal Tables - 30" h & 40" h



Side Chair



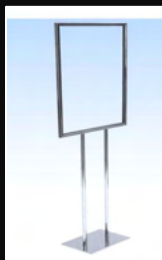
Arm Chair



Stool



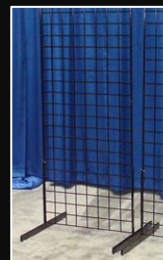
Bag Holder



Sign Holder



Easel



2' x 8' Grid



Garment Rack



Literature Stand



6' Full Showcase



Wastebasket



Small Refrigerator



Fishbowl

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CPCA Exhibits Palm Springs Conv Ctr May 20-21, 2024

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Booth #

DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

LABOR RATES

\$158.00 per hour straight-time (One hour minimum per person)

\$214.00 per hour overtime (One hour minimum per person)

\$294.00 per hour double-time (One hour minimum per person)

Straight-time = All hours between 8:00 AM and 5:00 PM. weekdays

Overtime = All hours between 5:00 PM and 10:00 PM weekdays and 8:00 AM - 12:00 PM Saturday

Double-time = All other hours

O.K. TO PROCEED – Exhibitor need not be present, please begin as soon as possible.

Western Event Service will proceed with your display set up unless instructed otherwise.

Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

Plans included with this order, proceed without exhibitor.

Plans with exhibit, proceed without exhibitor. Plans in case / crate # _____.

Executive supervision is available on request for an additional charge of 30% of the total labor charges.

DO NOT PROCEED – Exhibitor will call for labor and supervise workers.

All work is to be performed ONLY under the supervision of the exhibitor representative:

Exhibitor will check in at the service desk to pick up labor on: Date: _____ At: _____ AM PM

PLEASE NOTE: A minimum charge of one hour per person will apply; time will commence in accordance with exhibitors' request.

Representative's name: _____ Local Phone # _____

LABOR RECAP

Number of laborers to install on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to install on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to install on double-time: _____ x Estimated hours: _____ = _____ hours @ DT

Number of laborers to dismantle on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to dismantle on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to dismantle on double-time: _____ x Estimated hours: _____ = _____ hours @ DT

Total ST Hours _____ x \$158.00 = \$ _____ + 30% supervision (if applicable) \$ _____ = \$ _____

Total OT Hours _____ x \$214.00 = \$ _____ + 30% supervision (if applicable) \$ _____ = \$ _____

Total DT Hours _____ x \$294.00 = \$ _____ + 30% supervision (if applicable) \$ _____ = \$ _____

Your final bill will be for the total hours actually provided.

Hours will be billed in ¼ hour increments after the 1st hour.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Total Due for Labor \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Contact Person Email Address: _____

Return Copy →

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May 20-21, 2024



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Booth #

ELECTRICAL

ELECTRICAL OUTLETS – 120V/208V A.C. 60 Cycle. Prices include Labor for Install and Dismantle and are for the entire event.					
ELECTRICAL SERVICE	QUANTITY (Show Hour use only)	24 Hour Use (Double the listed price)	ADVANCE	REGULAR	TOTAL COST
STANDARD OUTLETS					
500 Watts or Less	_____	_____	160.00	208.00	_____
1000 Watts or Less	_____	_____	198.00	258.00	_____
2000 Watts or Less	_____	_____	320.00	416.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	191.00	287.00	_____
10 AMPS	_____	_____	290.00	435.00	_____
15 AMPS	_____	_____	328.00	492.00	_____
20 AMPS	_____	_____	411.00	617.00	_____
30 AMPS	_____	_____	501.00	752.00	_____
60 AMPS	_____	_____	650.00	975.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	297.00	287.00	_____
10 AMPS	_____	_____	391.00	435.00	_____
15 AMPS	_____	_____	451.00	492.00	_____
20 AMPS	_____	_____	550.00	617.00	_____
30 AMPS	_____	_____	675.00	752.00	_____
60 AMPS	_____	_____	881.00	975.00	_____
ADDITIONAL EQUIPMENT					
15 Foot Extension Cord	_____	_____	20.00	28.00	_____
25 Foot Extension Cord	_____	_____	25.00	35.00	_____
Multi Outlet Strip	_____	_____	25.00	35.00	_____
100 Watt Arm Light	_____	_____	66.00	82.00	_____
120 Watt Flood Light	_____	_____	92.00	124.00	_____
LABOR					
Straight-time	_____	(Mon – Fri 8 AM – 4 PM)		172.00	_____
Over-time	_____	(All Other Hours)		236.00	_____
TOTAL DUE \$					_____

We must receive your order no later than:
May 6, 2024

In order to take advantage of ADVANCE ORDER pricing.

INLINE BOOTHS
Outlets will be located at the rear of the booth on the floor. Should relocation of any outlets be required, there will be a minimum labor charge of 1 hour to deliver power to specific locations within the booth. Additional material charges may also apply.

ISLAND BOOTHS
Power will be located within the booth at WES discretion. Should relocation of any outlets be required, there will be a minimum labor charge of 1 hour to deliver power to specific locations within the booth. Additional material charges may also apply.

208volt & HIGHER VOLTAGES
There is a minimum labor charge of 1 hour for installation & ½ hour for removal of all high voltage services. Material charges may also apply.

DEDICATED OUTLETS
Dedicated outlets require a minimum 2000 watt service.

24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing. If you need power at any other time, please order 24 Hour service

Exhibitor Company: _____ Tel.: _____ Date: _____
 Address: _____ City/St.: _____ Zip: _____
 By (Signature): _____ Print Name: _____
 Contact Person Email Address: _____

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May 20-21, 2024



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Booth #

ELECTRICAL LABOR

NO Labor Needed – Place Electrical Along Booth Backwall Line.

Exhibitor Will Supervise Electrical Installation (Do Not Proceed)

Exhibitor will call of labor at: Date: _____ Time: _____ AM PM

All electrical labor ordered for 8:00 a.m. will be dispatched directly to booth space. For all other starting times, call for labor ½ hour prior to requested time. Labor cancelled without 24-hour notice will be charged a one (1) hour minimum per man. The minimum charge for labor is one hour per electrician. Thereafter, labor will be billed in one-half (½) hour increments.

OK to Proceed – Complete No Later Than: Date: _____ Time: _____ AM PM

All labor performed under the supervision of Western Event Service. In order to perform labor without Exhibitor present, please provide us with detailed booth layouts showing outlet location and quantity.

Carpet has been ordered from WES.
 Carpet is arriving with Exhibit Freight.

Please note adjacent booth numbers and or aisle locations along with any display materials to be included in your booth space.

Please attach a full set of booth plans for multiple booth or island booth configurations.

Please indicate the location of all outlets along with any 24-hour service locations.

Notes: _____

HOURLY RATES

- Straight-Time: \$172.00 per hour = 8:00 a.m. – 4:00 p.m. Monday through Friday.
- Overtime: \$236.00 per hour = All other times, including observed union holidays.

LABOR CALCULATOR

INSTALLATION: $\frac{\text{_____}}{\text{\# of Men}} \times \frac{\text{_____}}{\text{\# of Hours}} \times \frac{\text{_____}}{\text{Hourly Rate}} = \$ \text{_____}$

DISMANTLE: $\frac{\text{_____}}{\text{\# of Men}} \times \frac{\text{_____}}{\text{\# of Hours}} \times \frac{\text{_____}}{\text{Hourly Rate}} = \$ \text{_____}$

TOTAL ESTIMATED LABOR COST = \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Contact Person E-mail Address: _____

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Booth # _____

WATER & UTILITY SERVICE

Must be Ordered In advance

Compressed Air - 90 – 100 Lbs. PSI

	<i>Pre-Order</i>	<i>On Site Order</i>	
_____ Service Charge for first outlet a rear of booth	\$380.00	\$490.00	\$ _____
_____ Each additional outlet	\$175.00	\$230.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____

Plumbing Contractor not responsible for moisture, oil or water in lines, or loss of flow or drop in pressure. Exhibitor must supply filters, driers or other required equipment.

Water – 1/2" & 3/4" Connections

_____ Service Charge for first outlet a rear of booth	\$270.00	\$355.00	\$ _____
_____ Each additional outlet	\$170.00	\$220.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____

PSI Require _____ GPM Required _____

Pressure may vary. No Guarantees can be made of minimum or maximum pressures. Exhibitor must Provide regulator valve or pressure pump if critical. Plumbing contractor not responsible for sediment.

Fill & Drain

_____ Fill & Drain	0 – 199 Gallons	\$150.00	\$195.00	\$ _____
_____ Fill & Drain	200 – 399 Gallons	\$200.00	\$260.00	\$ _____
_____ Fill & Drain	400 – Gallons and over	\$300.00	\$390.00	\$ _____

Labor – Charged in 1-hour increments, with a 1-hour minimum.

Labor as needed for connections, repairs to customers' equipment.

_____ Monday to Friday, 8:00 am – 4:00 pm (except Holidays) @ \$155.00 per hour	\$ _____
_____ All other hours, Saturday, Sunday & Holidays @ \$196.00 per hour	\$ _____

TOTAL Order \$ _____

For orders received less than 2 weeks prior to show move-in add 30% \$ _____

TOTAL DUE \$ _____

SPECIAL INSTRUCTIONS: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Contact Person Address Email: _____

Return Copy →

CPCA Exhibits
Palm Springs Conv Ctr
May 20-21, 2024



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 ~ FAX (510) 430-0511

Booth #

BOOTH CLEANING SERVICE

Vacuuming of rugs, sweeping of booths and emptying of wastebaskets is not included in your space rental for this convention. If you require cleaning service for your booth, please complete and return this form along with a completed payment page. The square footage is based on the total amount of booth space occupied. *There is a minimum order of 100 square feet for any of the below listed services.*

OPTION #1 – One-time General Cleaning prior to show opening:

_____ Square footage of booth (100 sq.ft. minimum) @ \$.75 per square foot = \$ _____
(\$75.00 minimum)

OPTION #2 – Daily Booth Cleaning

STEP 1. - CHOOSE THE CLEANING SERVICE REQUIRED (100 sq.ft. minimum)

- _____ Vacuuming & general cleaning \$0.65 per square foot - (\$65.00 minimum).
- _____ Damp mop and wax \$0.95 per square foot - (\$95.00 minimum).
- _____ Damp mop only \$0.50 per square foot - (\$50.00 minimum).
- _____ Shampoo carpet \$4.20 per square foot - (\$420.00 minimum).

STEP 2. - DETERMINE DAILY CLEANING COST

_____ Square footage of booth (100 square foot minimum).

(x) \$ _____ Rate from part "STEP 1" above.

(=) \$ _____ Total Cost per day.

STEP 3. - INDICATE DAYS CLEANING IS REQUIRED

Please clean booth area prior to show opening on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Total number of days for cleaning service _____.

STEP 4. - CALCULATE TOTAL CLEANING CHARGES

Cost per day _____ X (Number of days) _____ = \$ _____ TOTAL DUE
from STEP 2. from STEP 3.

PAYMENT IN FULL is required on all orders when the order is placed.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CPCA Exhibits
Palm Springs Conv Ctr
May 20-21, 2024



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

SIGNS

PRICE LIST & GENERAL INFORMATION

QUANTITY	SIZE	ADVANCE ORDER	LATE ORDER	TOTAL DUE
	7" X 11"	\$45	\$68	\$
	7" X 44"	\$55	\$82	\$
	11" X 14"	\$65	\$98	\$
	14" X 22"	\$85	\$128	\$
	22" X 28"	\$115	\$172	\$
	28" X 44"	\$135	\$202	\$
	40" X 60"	\$225	\$335.00	\$
				\$
			TOTAL	\$

1. Copy exceeding 10 words will be charged at the rate of \$1.00 per word, based on 5 characters per word.
2. Cardboard easel backs are \$8.00 each.
3. When a card is to be done with special care, such as colored card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotes will be sent upon request.
4. Orders received at time of install are subject to overtime rate and delivery charges.

SPECIFY COLOR: Black on white
 Blue on white
 _____ on _____

SPECIFY SHAPE: Horizontal
 Vertical

Custom sizes, shapes, materials and banners quoted on request

PLEASE INDICATE DESIRED COPY BELOW or ATTACH SEPARATE SHEET:

Exhibitor Company _____ Phone _____ Date _____
Address _____ City/ST _____ Zip _____
By (Signature) _____ Print Name _____
Contact Email Address: _____

Return Copy →

CPCA Exhibits
Palm Springs Conv Ctr
May 20-21, 2024 4

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

PLANT & FLORAL

Standing Plants in Quality Baskets:

___ Ficus ___ Philodendron ___ Kentia Palm ___ Dragon Palm



QUANTITY	HEIGHT	PRICE	TOTAL AMOUNT
	2' - 3'	\$145.00	
	4' - 5'	\$185.00	
	6' - 7'	\$245.00	

Hedging and Topiary



QUANTITY	ITEM & HEIGHT	PRICE	TOTAL AMOUNT
	Wax leaf hedge 36" tall	\$10. Per foot	
	Ficus Topiary 3 Globe 6'	\$75.00	

Table Plants



QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Seasonal Potted Flowers	\$75.00	
	Chrysanthemum	\$75.00	
	Boston Fern 6"-16" spread	\$90.00	
	Boston Fern 8"-24" spread	\$125.00	

FLORAL



QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Designer Floral Arrangement	\$100-\$200	
	Carnation Boutonniere (6 min)	\$20.00	
	Rose Corsage (6 min)	\$25.00	

TOTAL ORDER \$ _____

30% Late Charge for orders received less than 2 weeks prior to show \$ _____

TOTAL DUE \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____ 18

Contact Person Email Address: _____

Return Copy →

CPCA Exhibits Palm Springs Conv Ctr May 20-21, 2024



1970 Williams Street San Leandro, CA 94577 (510) 430-0510 • FAX (510) 430-0511

Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent.
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site		Expected arrival date: / /
Advance Freight Total Weight:	lbs. @ \$162.00 per CWT = \$	due (\$324 minimum).
Show Site Freight Total Weight:	lbs. @ \$172.00 per CWT = \$	due (\$344 minimum).
Additional services:	= \$	due

NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional 25%.

Total Freight Charges = \$

Mark for: California Police Chiefs Association

Company Name

Booth Number

The last date we can receive Advance Freight for this show is: May 16, 2024

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service Outbound Shipping Instruction form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.



1970 Williams Street
 San Leandro, CA 94577
 (510) 430-0510 • FAX (510) 430-0511

California Police Chiefs Association

*Palm Springs Convention
 Center May 19-20, 2024*

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 POUND MINIMUM (\$324.00)	\$162.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 POUND MINIMUM (\$344.00)	\$172.00
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of Thursday, May 9th, 2024 , or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.	\$24.00
4. Small Package Handling: Per box (up to 25 pounds per box in weight) up to a total of 4 boxes per day received from UPS, FedEx or other carriers without delivery paperwork.	\$35.00
5. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
6. For delivery of shipments, at close of show, back to our warehouse for loading to outbound carriers, THERE IS A 400 POUND MINIMUM CHARGE FOR THIS SERVICE.	\$50.00

Special Services	Straight Time	Over Time	Double Time
7. Material Handler for banding, shrink wrapping, etc. plus materials.	\$148.00	\$166.00	\$194.00
8. Vehicle spotting charge.	\$156.00	\$309.00	\$412.00
9. Forklift with driver, up to 3,000 pounds.	\$198.00	\$236.00	\$274.00
10. POV or Valet Service provides for one worker and a 2.5' x 3' flat cart and one trip from loading dock to exhibitor's booth and return to dock at close of show.	\$116.00 per round trip		

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used. For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

DISPLAY VEHICLE SPOTTING FORM

All Vehicles that will be displayed on the Exhibit Hall floor must adhere to the following conditions:

- 1.) A copy of this form must be completed and returned to Western Event Service (WES) no later than **May 5th**. Upon receipt of this form WES will assign a move-in time for each vehicle and will confirm that time with the Exhibitor. If a vehicle misses its assigned move-in time, it may not be possible to locate the vehicle on the Exhibit Hall floor and there will be additional charges incurred in addition to those listed below.
- 2.) All Vehicles will be charged a Vehicle Spotting fee, with a minimum charge of \$186.00.
- 3.) All vehicles displayed on the Exhibit Hall floor must have under vehicle protection for the entire vehicle, including tires, in order to protect the exhibit carpeting. This may be provided by the Exhibitor or ordered below. In either case, the placement, installation and dismantle of the carpeting protection must be performed by Union Personnel provided by Western Event Service. **Please note that the visqueen must cover the entire booth space to allow for maneuvering the vehicle into the booth.**
- 4.) Fire Marshall Regulations Regarding Vehicles on Display:
Vehicles (CFC 314.4): Liquid or gas fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
 - a) Batteries are disconnected once the vehicle is positioned in the booth.
 - b) Fuel in fuel tanks does not exceed one quarter tank or 5 gallons (19L), whichever is less.
 - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - d) Vehicles are not to be fueled or de-fueled while within the building.
 - e) No ignition source is allowed within 20 feet of the vehicles. Ignition sources include, but are not limited to; candles, motors, space heaters, etc.

Description of vehicle(s) to be displayed:

 We will have vehicles to be spotted in the show @ \$186.00 each = \$ Total Due.

- I will provide my own under vehicle protection to the decorator for install; please note that there will be a minimum 1 hour labor charge for installation of your provided materials.
Total estimated labor required @ hours X \$148.00 per hour = \$ Total Due.
- I will require under vehicle protection to be provided by the decorator; please note that Visqueen will be installed, and dismantled, at the rate of \$0.75 per square foot for this service.
Total estimated square footage required x \$0.75 per sq.ft. = \$ Total Due.
- Vehicles will be placed in booth numbers , please diagram the planned layout of your booth(s) in the following space:

Total Vehicle Spotting Charges: \$ <u> </u>

FOR VEHICLE SPOTTING ORDERS PLACED AT THE SHOW OR FOR VEHICLES ARRIVING WITHOUT THE PROPER PAPERWORK ON FILE, THERE WILL BE A 50% LATE ORDER SURCHARGE.

Exhibiting Company _____	Telephone _____	Date _____
Address _____	City _____	State _____ Zip _____
By (Signature) _____	Print Name _____	
Contact Person Email Address: _____		

Return Copy →

CPCA Exhibits
Palm Springs Conv Ctr
May 20-21, 2024



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show.

- ✓ Official Freight Service designated for this show
- ✓ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓ Exhibitor selected carrier: _____
(Name of Selected Carrier)

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓ **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:
\$20.00 per CWT (hundred pounds) with a 500-pound minimum = \$100.00 minimum charge.
Please note that your shipment must be accompanied by a complete Bill of Lading.
- ✓ **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show (Yellow Freight Service). Freight charges to be marked COD.

Exhibiting Company _____

Representative _____

Address _____

City/State/Zip _____

Phone _____ FAX _____

Emergency Phone or Local Number _____

NOTE: It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received and will be subject to additional handling and transportation charges.

Outbound Shipping Procedures

NECESSARY OUTBOUND PAPERWORK

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk **prior to you leaving the exhibit area at the close of the show.** This is in addition to any Freight Bills provided to you by your shipper

DESIGNATED OUTBOUND CARRIER FOR THIS SHOW

Western Event Service has a designated freight carrier for this show and they will be available at the close of the show to organize the pick-up of any outbound freight you may have.

EXHIBITOR SELECTED CARRIERS

Should you decide to not use the show-designated carrier, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto our outbound trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

FEDERAL EXPRESS – Special Information

Federal Express/Ground is not available. Should you use Federal Express/Air, Airborne or any other airfreight forwarder, **it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly.** If they do not pick-up your materials at the close of the show, your materials will be returned to warehouse and subject to an additional fee.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, **you must inform the service desk personnel of the scheduled arrangements along with confirmation numbers and a complete Bill of Lading.** If they do not pick-up your materials at the close of the show, your materials will be returned to warehouse and subject to an additional fee.

MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

ADVANCE WAREHOUSE FREIGHT

From: _____

To WESTERN EVENT SERVICE
c/o Airways Freight / ARL
1400 Marlborough Ave
Riverside, CA 92507

For: **California Police Chiefs Association**
Exhibitor: _____
Booth No:

To Arrive No Later Than Thursday, May 16th

ADVANCE WAREHOUSE FREIGHT

From: _____

To WESTERN EVENT SERVICE
c/o Airways Freight / ARL
1400 Marlborough Ave
Riverside, CA 92507

For: **California Police Chiefs Association**
Exhibitor: _____
Booth No:

To Arrive No Later Than Thursday, May 16, 2024

SHOW SITE FREIGHT

From: _____

To WESTERN EVENT SERVICE

C/O Palm Springs Convention Center
277 Avenida Caballeros,
Palm Springs, CA 92262

For **California Police Chiefs Association**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier than Sunday, May 19th

SHOW SITE FREIGHT

From: _____

To WESTERN EVENT SERVICE

C/O Palm Springs Convention Center
277 Avenida Caballeros
Palm Springs, CA 92262

For **California Police Chiefs Association**

Exhibitor: _____

Booth No: _____

To Arrive No Earlier Than Sunday, May 19th

Return Copy →

CPCA Exhibits
Palm Springs Conv Ctr
May 20-21, 2024



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Application for Non-Official Contractor

We propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the forthcoming show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

Rules and Regulations for other than Official Service Contractor

Persons or organizations, other than the designated Official Service Contractor for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Abide by all rules as listed under "Guidelines for Exhibitor Appointed Contractors" provided within this information.

I & D CONTRACTOR, EXHIBIT COMPANY OR ORGANIZATION

(Please print or type)

I & D Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: (_____) _____

Contact Number at Show Site (Mobil Phone) (_____) _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Contact Person Email Address: _____

Guidelines for Exhibitor Appointed Contractors

California Police Chiefs Association

Show Management, acting in behalf of all Exhibitors and in the best interest of the exposition, has selected Western Event Service, as the Official Service Contractor to perform and provide necessary services and equipment required for this exposition.

Official Service Contractors are appointed to:

1. Insure the orderly and efficient installation and dismantle of the overall exposition.
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 exposition itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

1. The Exhibitor may provide supervision.
2. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Western Event Service of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has issued a proper certificate of insurance with a minimum of \$2,000,000 in liability coverage, including property damage, as well as a minimum of \$1,000,000 of Workers Compensation and Employers' Liability insurance to Western Event Service at least 10 days before the show's installation.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
5. The Exhibitor Appointed Contractor will share with Western Event Service all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Western Event Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
7. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.
8. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Western Event Service that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Western Event Service. The Exhibitor Appointed Contractor must coordinate all of its activities with Western Event Service.
10. A signed copy of this page, indicating your understanding of the rules and regulations covering the use of Exhibitor Appointed contractors, must be returned to us along with the additional required information.



Palm Springs Convention Center

Exhibitor Marketing Kit

CPCA 2024

CA Police Chiefs Association

Easy Ordering

As the exclusive Technology Provider of Palm Springs Convention Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'Order Exhibit Equipment'

Step 2

Search "**CPCA 2024**" to Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

EventNowSM

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Palm Springs Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Internet Connectivity Packages
- LED Lighting
- Flipchart Packages

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



Need assistance or products/solutions not offered in EventNow?

Call your on-site contact directly:

On-site Support:

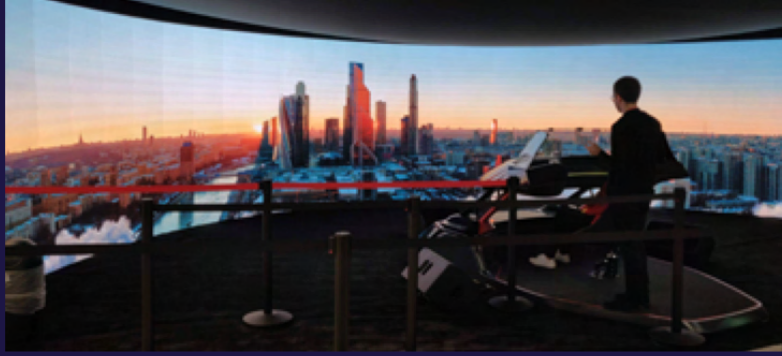
872-222-1243

PSCCA@encoreglobal.com

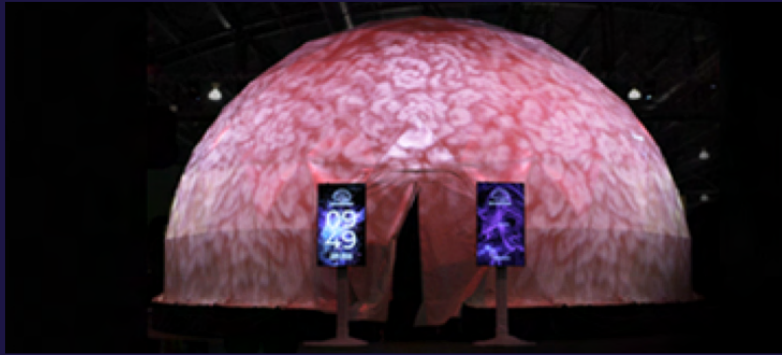
Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

What else can we do?

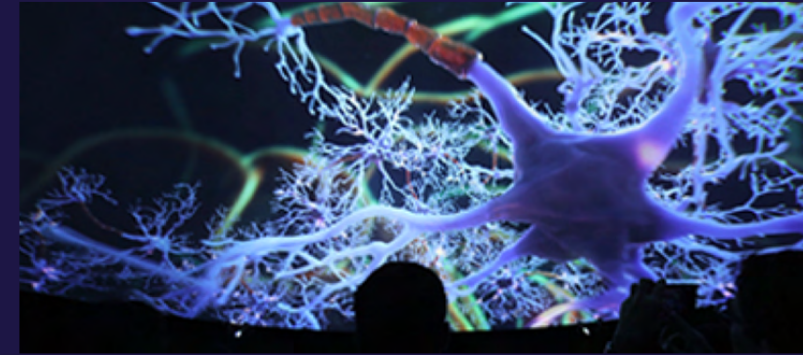
Experiential Exhibits



Led Walls



Lighting Solutions



Projection

Video Solutions

And More!



Exhibitor Menus



Food and Beverage Policy

Due to current Health Department Requirements, Liquor Ordinances and Liability Insurance Policies it is required that all food and beverages be purchased through the Palm Springs Convention Center's (PSCC's) Catering Department. Savoury's, Inc. is the licensed caterer and has the exclusive right to provide all food and beverage for all events held at the PSCC.

- Guests to the PSCC may not bring food or beverage onto the facility premises, including but not limited to promotional logo water, candies and table mints.
- Exhibitors with booths in the trade show may give away sample portions, but only of the products they manufacture, produce or distribute. Sample size is 2 oz of beverage and 1 oz of food.
- All food and beverages that are purchased from the PSCC Catering Department must be consumed on the PSCC property. At no time may food or beverage be removed from the premises.
- To comply with health and safety regulations, only employees of Savoury's and the PSCC are permitted in the kitchen area. All orders will be delivered to client's booth space or meeting room fifteen (15) minutes prior to the requested starting time.
- All menu packages presented within include high grade disposable service ware. China service may be available for an additional fee.
- A twenty four (24) percent service charge will be added to all food and beverage orders. To this total California State Tax, currently 9.25%, will be added. In accordance with California State Laws, tax is added to the total cost of the function, including service charge.
- All published prices, service charges, labor fees and taxes are subject to change without notice.

Ordering Deadlines

Catering orders should be received in the catering office four (4) weeks prior to the start of the show. There will be a 10% surcharge added to orders received two (2) to four (4) weeks prior to start of the show. Any orders placed within two (2) weeks of the start of the show will be subject to a 25 % surcharge. Onsite orders are subject to a 50% surcharge.

Catering Payment Policy

Payment in full is required One (1) week prior to commencement of services. PSCC currently accepts company checks made payable to Palm Springs Convention Center, VISA, MasterCard and American Express. An email will be sent from SMG Palm Springs <invoice @authorize.net> and this will contain a link for making payments directly through a secure credit card processor.

Guarantees

The final guarantee is required one (1) week prior to the event, along with full payment. If no guarantee is received at the appropriate time, the estimated amount as shown on the Banquet Event Order will be used and charges will be made accordingly. This guaranteed number is not subject to reduction. The PSCC Catering Dept. will be prepared to serve 5% over the guarantee.

Cancellation Policy

Cancellations made within seven (7) days of the event shall result in forfeiture of all payments and client shall be responsible for, and make immediate payment of any outstanding balance.

Snack Bar

Rice Krispy Bars	\$5++/ea
Candy Bars	\$5++/ea
Granola Bars	\$5++/ea
Yogurt Cups	\$5++/ea
Large Hot Pretzels	\$8++/ea
Muffins	\$47++/doz
Breakfast Pastries	\$47++/doz
Fresh Doughnuts	\$49++/doz
Bagels w/Cream Cheese	\$48++/doz
Brownies	\$47++/doz
Cookies	\$47++/doz
Cupcakes	\$66++/doz
Mixed Nuts	\$50++/lb
Mints & Hard Candies	\$28++/lb

Chips & Dips &...

Potato Chips With Onion Dip serves 50	\$350++
Tortilla Chips with Salsa serves 50	\$350++
Tortilla Chips with Guacamole & Salsa serves 50	\$600++
Trail Mix Dried Fruits & Nuts	\$39++/lb
Pretzels Bowls of Mini Twists	\$22++/lb

Displays & Trays

Cheese Display

Domestic Cheese Display with Cocktail Breads & Crackers, Garnished with Grape Bunches
Serves 25 \$350++

Vegetable Crudit 

Crudit  of Fresh Garden Vegetables with a Peppercorn Ranch Dip
Serves 25 \$400++

Fruit Display

Display of Sliced Seasonal Fruits, Melons & Berries
Serves 25 \$400++

Deli Delight Platter

Thinly Sliced Roast Beef, Turkey and Ham with Slices of Cheddar, Swiss and American Cheeses, along with Pickle Spears, Lettuce, Tomatoes and Onions and served with Mustard, Mayonnaise and our Baker's selection of Bread.
Serves 25 \$675++

Just For You

Personalized Bottled Water

Your company name /logo printed on the label.
Call for specific artwork specs.

One time set up charge \$600.00++

12 cases (min order)

\$132.00++/case of 24

Orders must be placed 30 days prior to show

Personalized Sheet Cake

One time set up charge \$140.00++

Full Sheet (serves 80-100) \$360.00++

Half Sheet (serves 40-50) \$200.00++

Orders must be placed 30 days prior to show

Beverage Cart

Hot Beverages

Premium Brewed Regular Coffee,
Decaf Coffee & Hot Tea
Served with appropriate condiments

Yields 16 cups per gallon

10 Gallons	\$840++
5 Gallons	\$420++
2.5 Gallons	\$210++

Cold Drinks

Beverages are delivered in a tub of ice with disposable glassware and beverage napkins. We proudly serve Coca-Cola products.

Soft Drinks, Bottled Waters and Sparkling Flavored Waters	\$120++ / cs
Mineral Water	\$144++ /cs
Bottled Juices	\$144++ / cs
Iced Tea	\$84++ / gal
Lemonade / Punch	\$72++ / gal

Cold Beer

Domestic Bottled Beer	\$192++ / cs
Imported Bottled Beer	\$216++ / cs
Craft Bottled Beer	\$216++ / cs
Domestic Keg Beer	\$750++ / keg
Imported Keg Beer	\$900++ / keg

Bartender is required to serve any alcoholic beverage - \$175++ for first 3 hours and \$35++ each additional hour

Offsite Events

With Gold Medal winning cuisine and preferred catering status at virtually all of the desert's most popular venues, Savoury's produces the most outstanding special event experience. Let our Event Professionals coordinate all aspects of your offsite function, in addition to your conference needs.

**Please call Savoury's (760)
322-8432
for more information**

Specialty Show Stoppers

Ice Cream Cart Rental

\$350++ / day

Novelty Ice Creams - \$6++ ea
(Ice Cream Sandwiches, Drumsticks, etc...)
Premium Ice Cream Bars - \$8++ ea

Popcorn Machine

\$525++ / day

Includes up to 200 servings, bags & napkins.
Attendant required

Cotton Candy Machine

\$450++ / day

Includes Blue or Pink Candy & 200 paper cones.
Add'l servings in 100 increments
\$250++ / 100
Attendant Required

Cappuccino Cart

Pricing includes up to 4 hours of service and a maximum of 250 cups of Coffee, Cappuccinos, Espressos, Mochas and Lattes. All creamers, sweeteners, paper cups and stir sticks will be supplied, as well as an attendant

\$1400 ++ / 4hr

\$6++ each add'l serving after 250

\$350/ hr for each add'l hour

Space/Power Requirements:

Client is responsible for providing table space of at least 4 ft x 3 ft and storage under the table for water supply.

Pretzel Machine

Heated Case Rental \$150++ / day

Large Pretzel - \$8++ ea

Booth Attendants / Server

An attendant may be hired to operate any of the rental equipment for you.

Attendant fee of \$175++ for the first two hours – (2 hour minimum)

\$35++ / hr for each add'l hour.

CONVENTION NAME: _____
COMPANY NAME: _____
PERSON ORDERING: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
E-MAIL: _____

CATERING ORDER FORM



MEETING ROOM OR BOOTH #: _____
ONSITE CONTACT: _____
CONTACT'S CELL NUMBER: _____

DELIVER DATE	DELIVERY TIME	QUANTITY	ITEM DESCRIPTION	ITEM PRICE	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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ANY TABLES OR ELECTRICAL HOOK UPS FOR YOUR FOOD AND BEVERAGE MUST BE ORDERED FROM THE SHOW DECORATOR

PAYMENT INFORMATION:

AN EMAIL WILL BE SENT FROM SMG PALM SPRINGS <INVOICE @AUTHORIZE.NET> AND THIS WILL CONTAIN A LINK FOR MAKING PAYMENTS DIRECTLY THROUGH A SECURE CREDIT CARD PROCESSOR.

ESTIMATED SUBTOTAL _____
TAXABLE SERVICE CHARGE OF 24% _____
SUBTOTAL _____
9.25% SALES TAX _____
ESTIMATED TOTAL _____

PLEASE E-MAIL COMPLETED FORM TO:

LTOLES@PALMSPRINGSCC.COM OR GSCHMIDT@PALMSPRINGSCC.COM

▶ THE FINAL INVOICED AMOUNT MAY BE DIFFERENT THAN SHOWN ABOVE BASED ON ACTUAL CONSUMPTION TOTALS. YOU WILL RECEIVE AN INVOICE WORKSHEET WITH THE FINAL TOTAL AT THE CONCLUSION OF YOUR LAST SCHEDULED CATERED EVENT.