

**IMPORTANT EXHIBITOR INFORMATION  
ENCLOSED FOR THE FOLLOWING:**

---

**Bay Area Ski & Snowboard Show™**

**San Jose McEnery Convention Center  
November 9, 10, 11, 2007**

---

**EXHIBITOR MOVE-IN:**

**Thursday November 8, 2007  
2:30PM - 8:00PM**

**Friday November 9, 2007  
8:00AM - 12:00AM**

**SHOW HOURS:**

**Friday, November 9, 2007  
3:00PM – 10:00PM**

**Saturday, November 10, 2007  
10:00AM – 9:00PM**

**Sunday, November 11, 2007  
10:00AM – 5:00PM**

**EXHIBITOR MOVE- OUT:**

**Sunday November 11, 2007  
5:01PM-11:00PM**

**FREIGHT FORCED OFF SHOW FLOOR:**

**Sunday November 11, 2007  
9:00PM**

**SHOW COLORS: Black and White**

**AISLE CARPET: Red**

**YOUR BOOTH SPACE INCLUDES:**

**8' Backwall and 3' Siderail to create booth space**

**(1) 7"x44" ID Sign**

To furnish your booth area with items other than those included with the "booth space" please see the enclosed order forms

**DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES:**

**Thursday November 1, 2007**

**SHOW READY, LLC**

2720 Pomona Blvd. Pomona, California 91768

Phone: (909) 595-2616 • Fax: (909) 595-6569

## **A Welcome Message From The Decorator**

---

SHOW READY, LLC is pleased to have been selected as The Official Contractor for the **Bay Area Ski & Snowboard Show™** to be held at the **San Jose McEnery Convention Center**. We would like to welcome all exhibitors and participants of this event. It is our goal to assist you in any way possible to help ensure a successful show.

This exhibitor kit contains important information regarding the show. Please take the time to thoroughly review all the information that is included in this kit. In addition to the information, there are forms for services designed to enhance your show experience. If there is another service you may be in need of, not found in this kit; please feel free to call us.

This information is time sensitive and it is important that you adhere to the deadlines to insure efficient service, as well as discount pricing. Please return all pertinent forms to the address stipulated on the forms themselves.

### **SPECIAL NOTES**

In order to keep the appearance of the show in a professional manner; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape. For safety reasons, standing on tables, chairs, or other rental equipment is strictly prohibited. Show Ready, LLC can not be held responsible for injuries or falls caused by the improper use of rental furniture.

### **DISCOUNT PRICING**

To qualify for **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are specified at the top of each order form. Deadlines vary according to the services and are listed individually. Please make a note of these time frames in order to receive **DISCOUNT PRICING**.

### **SHIPPING INFORMATION**

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly.

SHOW READY, LLC realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 595-2616.

We look forward to seeing you at the show!

**The Staff at  
SHOW READY, LLC**

SHOW READY, LLC  
2720 Pomona Blvd. Pomona, California, 91768  
Phone: (909) 595-2616 • Fax (909) 595-6569

# SHOW READY, LLC

2720 Pomona Blvd. Pomona, CA 91768  
Phone: (909) 595-2616 • Fax: (909) 595-6569

## PAYMENT POLICY FORM

*Must be included with all orders*

### Bay Area Ski & Snowboard Show™

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

- **This form must be completed and enclosed with all order forms and on file with Show Ready, LLC prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment **must** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ \_\_\_\_\_ Amount to be charged to Credit Card \$ \_\_\_\_\_

**If paying by Check; please fill out the following information:**

Check Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

-----

**If paying by Credit Card; please provide the following information:**

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

Please Check: \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_ MASTERCARD \_\_\_\_\_ VISA

Expiration Date: \_\_\_\_\_ Name as it Appears on Card \_\_\_\_\_

Authorized By: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholders **Billing** Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# FURNITURE RENTAL ORDER FORM

Deadline for discount: Thursday November 1, 2007

## SHOW READY, LLC

2720 Pomona Blvd. Pomona, CA 91768  
 Phone: (909) 595-2616 • Fax: (909) 595- 6569

## Bay Area Ski & Snowboard Show™

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

<u>Tables &amp; Counter Tables</u>	<u>Discount</u>	<u>Floor</u>	<u>Quantity</u>	<u>Total</u>	
4 ft. undraped table	\$25.00	\$35.00	_____	_____	<input type="radio"/> Black <input type="radio"/> Red
6 ft. undraped table	\$35.00	\$45.00	_____	_____	<input type="radio"/> Blue <input type="radio"/> Teal
8 ft. undraped table	\$45.00	\$55.00	_____	_____	<input type="radio"/> Burgundy <input type="radio"/> White
4 ft. draped table	\$65.00	\$85.00	_____	_____	<input type="radio"/> Gray
6 ft. draped table	\$75.00	\$95.00	_____	_____	
8 ft. draped table	\$85.00	\$105.00	_____	_____	
4 <sup>th</sup> sided table skirt	\$20.00	\$25.00	_____	_____	
4 ft. undraped counter table	\$35.00	\$45.00	_____	_____	
6 ft. undraped counter table	\$45.00	\$55.00	_____	_____	
8 ft. undraped counter table	\$55.00	\$65.00	_____	_____	Price includes top covered in plastic and 3 sides draped
4 ft. draped counter table	\$75.00	\$95.00	_____	_____	
6 ft. draped counter table	\$85.00	\$105.00	_____	_____	Tables: 24" W x 30" H
8 ft. draped counter table	\$95.00	\$115.00	_____	_____	Counter Tables: 24" W x 42" H
4 <sup>th</sup> side counter skirt	\$30.00	\$35.00	_____	_____	
Round Table	\$85.00	\$125.00	_____	_____	

### Tabletop Risers 10 ½ h x 11 ¼ w (Topped & Draped in White Vinyl)

4' long	\$25.00	\$40.00	_____	_____	Please call for pricing for color of vinyl
another			_____	_____	
6' long	\$35.00	\$50.00	_____	_____	

### Chairs

Padded Side Chair	\$30.00	\$45.00	_____	_____
Padded Arm Chair	\$35.00	\$50.00	_____	_____
Folding Chair	\$ 8.00	\$12.00	_____	_____
Padded Counter Stool	\$40.00	\$55.00	_____	_____

### Accessories

	<u>Discount</u>	<u>Floor</u>	<u>Quantity</u>	<u>Total</u>
Bag Rack (5H / arm length 15")	\$30.00	\$45.00	_____	_____
Backwall Drape (8 ft.high)	\$3.00 per foot	\$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22" x 28" x 5H)	\$30.00	\$45.00	_____	_____
Crossbar / Spreader	\$15.00	\$20.00	_____	_____
Display Case (non-illuminated 20" Deep x 6'L)	\$270.00	\$325.00	_____	_____
Display Case (Illuminated 20 " Deep x 6 L)	\$310.00	\$365.00	_____	_____
Display Case Lock	\$30.00	\$45.00	_____	_____
Easel	\$25.00	\$35.00	_____	_____
Glass Bowl	\$15.00	\$20.00	_____	_____
Garment Rack (5' H x 5' H)	\$35.00	\$50.00	_____	_____
Literature Rack	\$50.00	\$70.00	_____	_____
Peg Board (4' x 8' Vertical / Horizontal)	\$ 85.00	\$125.00	_____	_____
Stanchions with 8 ft. chain	\$ 25.00	\$40.00	_____	_____
Side Rail Drape (3 ft. high)	\$2.00 per foot	\$4.00 per foot	_____	_____
Tack Board (4' x 8')	\$85.00	\$125.00	_____	_____
Ticket Tumbler (Small 12" w x 9" R)	\$20.00	\$35.00	_____	_____
Ticket Tumbler (Large 21" w x 15" R)	\$25.00	\$50.00	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$ 8.00	\$12.00	_____	_____

**All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after SR installation  
 Prices include installation, rental, and removal.**

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form.

# SHOW READY, LLC

2720 Pomona Blvd. Pomona, CA 91768  
Phone: (909) 595-2616 • Fax: (909) 595-6569

**CARPET RENTAL ORDER FORM**  
*Deadline for discount: Thursday November 1, 2007*

## Bay Area Ski & Snowboard Show™

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

### STANDARD BOOTH CARPET

<u>Size</u>	<u>Quantity</u>	<u>Discount</u>	<u>Floor</u>	<u>Total</u>	<u>Please select color:</u>			
9 x 10 Ft.	_____	\$ 90.00	\$125.00	\$ _____	<input type="radio"/>	Blue	<input type="radio"/>	Gray
9 x 20 Ft.	_____	\$145.00	\$180.00	\$ _____	<input type="radio"/>	Black	<input type="radio"/>	Teal
9 x 30 Ft.	_____	\$195.00	\$230.00	\$ _____	<input type="radio"/>	Burgundy	<input type="radio"/>	Red
9 x 40 Ft.	_____	\$255.00	\$300.00	\$ _____				
9 x ___ Ft.	_____	\$ 90.00	\$125.00	\$ _____				

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet cancelled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

### CUSTOM BOOTH CARPET

	<u>Discount</u>	<u>Floor</u>	<u>Total</u>
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$1.50 / \$2.00 =			\$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet cancelled after being cut will be charged at 100% .

### CARPET PADDING - TAPE - PLASTIC COVERING

	<u>Discount</u>	<u>Floor</u>	=	<u>Total</u>
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.05		\$ _____
Additional Taping _____ Linear ft. @	\$1.00	\$1.25		\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.00		\$ _____

All rental prices include installation & removal. Items cancelled will be charged at 100% of original price after being cut.

**SUBTOTAL CARPET RENTAL ORDER \$ \_\_\_\_\_**

Yes, I have completed and enclosed along with this order the Payment Policy Form.