



Mailing Address Only

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

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 **APWA**.

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:
Wednesday, September 8th, 2021**

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@jdisplay.com**

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

**Mason Clark
(801)568-7297
mclark@sandy.utah.gov**

Wishing you a successful show....



NO PHONE ORDERS PLEASE



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Auxiliary Forms

Mountain America Expo Center - <https://ww04.elbowspace.com/secure/20190404154542550806>

SHOW INFORMATION



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September 21st - 22nd, 2021
Mountain America Expo Center

DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

FACILITY:	Mountain America Expo Center – Hall 4		
EXHIBITOR MOVE IN:	Monday, Tuesday,	September 20 th , 2021 September 21 st , 2021	9:00 am – 4:00 pm 6:00 am – 7:00 am
SHOW SCHEDULE:	Tuesday, Wednesday,	September 21 st , 2021 September 22 nd , 2021	7:00 am – 4:00 pm 7:30 am – 1:30 pm
EXHIBITOR MOVE OUT:	Wednesday,	September 22 nd , 2021	1:30 pm
ALL EXHIBIT MATERIALS MUST BE REMOVED FROM THE EXHIBIT HALL BY:	Wednesday,	September 22 nd , 2021	5:00 pm

MATERIAL HANDLING INFORMATION

ADVANCE WAREHOUSE ADDRESS:

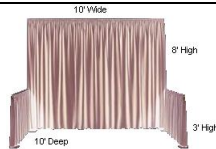
Will be accepted From
August 23rd – September 15th, 2021

Company Name & Booth #
 JP Display
 5630 W. Dannon Way
 West Jordan, UT. 84081

DIRECT SHIPMENTS:

CAN NOT be accepted until
September 20th, 2021

Company Name & Booth #
 JP Display c/o Mountain America Expo Center
 9575 South State Street
 Sandy, UT. 84070



**EACH 10' WIDE IN-LINE
 BOOTH PACKAGE INCLUDES**

- 8' High Side and Back drape – Black
- 3' High Side and Back drape – Black
- 2 – Chairs
- 1 – 8' Skirted Table,

PAYMENT POLICY



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Mountain America Expo Center

DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

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.

PLEASE RETURN ONLY THE FORMS & PAGES WITH SERVICES ORDERED.

PAYMENT AUTHORIZATION



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September 21st - 22nd, 2021
Mountain America Expo Center

Return Order Forms and Payment to: JP Display DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

COMPANY Name	Booth #
--------------	---------

Address	City	State	Zip
---------	------	-------	-----

Contact Name	Phone #	Fax #
--------------	---------	-------

Email

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

Credit Card Charge Authorizations

ACCOUNT NUMBER																			
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VISA
 MASTERCARD
 AMERICAN EXPRESS
 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)

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 PLEASE RETURN ONLY FORMS WITH ORDERS AND PAYMENT AUTHORIZATION PAGE. THANK YOU!

Electrical	
Carpet	
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.

FURNITURE BOOTH PACKAGE ORDER FORM



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DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

Save 15% on your Booth Package

PACKAGE A –

2 – PADDED CHAIRS – BLACK
 1 – SKIRTED TABLE (SELECT SIZE & COLOR BELOW)
 1 – 9' X 10' CARPET (SELECT COLOR BELOW)

PACKAGE B –

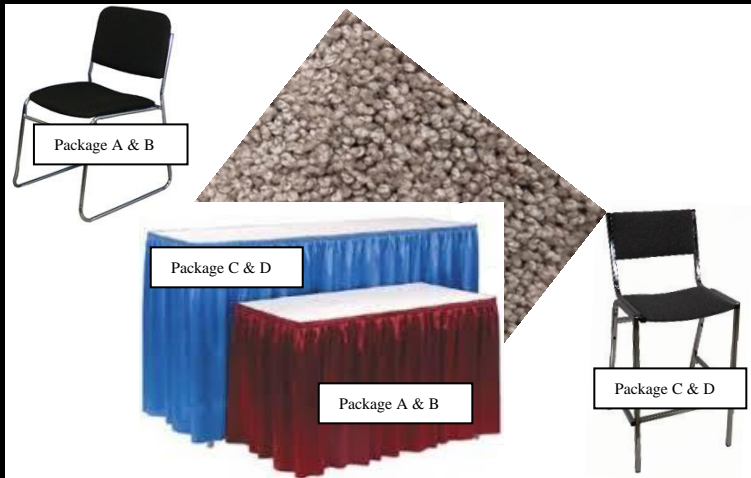
2 -PADDED CHAIRS – BLACK
 1 – SKIRTED TABLE (SELECT SIZE & COLOR BELOW)
 1 – 9' X 20' CARPET (SELECT COLOR BELOW)

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	DISCOUNT PRICING	TOTAL
PACKAGE "A" (10'x10' booth)		\$235.00	
PACKAGE "B" (10'x20' booth)		\$302.00	
PACKAGE "C" (Counter High- 10'x10' booth)		\$260.00	
PACKAGE "D" (Counter High- 10'x20' booth)		\$328.00	

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
		\$

ELECTRICAL ORDER FORM



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SEPT. 8TH, 2021

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.

QTY	ELECTRICAL OUTLETS	120 VOLT DISCOUNT PRICING	120 VOLT MOVE-IN DAY PRICING	208 VOLT SINGLE PHASE DISCOUNT PRICING	208 VOLT SINGLE PHASE MOVE-IN DAY PRICING	208 VOLT THREE PHASE DISCOUNT PRICING	208 VOLT THREE PHASE MOVE-IN DAY PRICING	TOTALS
	500 WATTS OR 5 AMPS	95.00	125.00					
	1000 WATTS OR 10 AMPS	123.00	153.00	193.00	235.00	241.00	312.00	
	1500 WATTS OR 15 AMPS	154.00	184.00	221.00	269.00	278.00	358.00	
	2000 WATTS OR 20 AMPS	169.00	206.00	232.00	296.00	307.00	457.00	
	208 VOLT 50 AMPS OR LESS	N/A	N/A	335.00	390.00	460.00	510.00	
	208 VOLT 100 AMPS OR LESS	N/A	N/A	550.00	600.00	865.00	915.00	
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 (discount). 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)	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTALS
	150 WATTS FLOODLITE	58.00	87.00	
	300 WATTS 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 #	\$

CARPET ORDER FORM



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Return Order Form and Payment to: JP Display **DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021**

CARPET UPGRADE	QUANTITY	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
9' x 10' check color box below		90.00	118.00	
9' x 20' check color box below		169.00	226.00	
9' x 30' check color box below		248.00	332.00	
9' x 40' check color box below		328.00	422.00	
9' x 50' check color box below		410.00	518.00	
CUSTOM BOOTH CARPET	SIZE	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
Price is per square foot MINIMUM ORDER- 100 Square Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$2.00 per sq. ft.	\$2.50 per sq. ft.	
PLUSH BOOTH CARPET	SIZE	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
Price is per square foot MINIMUM ORDER- 100 Square Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$3.50 per sq. ft.	N/A	
AVAILABLE COLORS: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GRAY <input type="checkbox"/> RED <input type="checkbox"/> FOREST GREEN <input type="checkbox"/> ORANGE				
CARPET PADDING 100 Square Foot MINIMUM		\$0.80 per sq. ft.	\$1.20 per sq. ft.	
			PAGE TOTAL	
COMPANY NAME		BOOTH #	\$	

FURNISHINGS ORDER FORM



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DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

SKIRTED DISPLAY TABLES 30" HIGH	QUANTITY	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
4' LONG 30" WIDE		81.00	99.00	
6' LONG 30" WIDE		91.00	112.00	
8' LONG 30" WIDE		106.00	132.00	
SKIRTED COUNTER HIGH DISPLAY TABLES 40" TALL AND CABARET TABLE				
4' LONG 30" WIDE		92.00	105.00	
6' LONG 30" WIDE		102.00	118.00	
8' LONG 30" WIDE		117.00	140.00	
SKIRTING	QUANTITY	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
4 TH SIDE TABLE SKIRT 30" HIGH		28.00	36.00	
4 TH SIDE TABLE SKIRT 40" HIGH		33.00	43.00	
<p style="color: red;">*AVAILABLE COLORS:*</p> <div style="display: flex; justify-content: space-between; font-size: small;"> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Forest Green </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <input type="checkbox"/> Orange <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Teal </div>				
UNSKIRTED DISPLAY TABLE 30" HIGH	QUANTITY	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
4' LONG 30" WIDE		47.00	55.00	
6' LONG 30" WIDE		57.00	68.00	
8' LONG 30" WIDE		61.00	73.00	
UNFINISHED COUNTER HIGH DISPLAY TABLES 40" TALL				
4' LONG 30" WIDE		52.00	61.00	
6' LONG 30" WIDE		62.00	74.00	
8' LONG 30" WIDE		67.00	80.00	
ROUND TABLES – Black Linen Included				
CABARET TABLE 30" diameter <input type="checkbox"/> 30" HIGH <input type="checkbox"/> 40" HIGH		55.00	67.00	
ROUND TABLE 60" x 30" HIGH		65.00	77.00	
CHAIRS				
PADDED SIDE CHAIR		47.00	64.00	
PADDED STOOL, COUNTER HIGH		57.00	78.00	
			PAGE TOTAL	
COMPANY NAME	BOOTH #	\$		

ACCESSORIES ORDER FORM



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Return Order Form and Payment to: JP Display

DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

ACCESSORIES- Description	QUANTITY	DISCOUNT PRICING	MOVE-IN DAY PRICING	TOTAL
WASTE BASKET		10.00	15.00	
EASEL-Tripod Aluminum		16.00	20.00	
GARMENT RACK – <input type="checkbox"/> 2-Arm Waterfall <input type="checkbox"/> 2-Arm Straight Arm		95.00	108.00	
COAT RACK		43.00	55.00	
GLASS SHOWCASE <input type="checkbox"/> 4' W x 38" H x 20" D <input type="checkbox"/> 5' W x 38" H x 20" D		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	
2 BLACK STANCHIONS With 8' Black Tape		61.00	80.00	
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	
Duck Tape- Per Roll		\$12.00 per roll	\$15.00 per roll	
SPECIALTY FURNITURE		CALL FOR QUOTE		
SPECIAL DISPLAY RACKS		CALL FOR QUOTE		
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	_____ ft. X	5.00 per ft	6.50 per ft.	
8' HIGH DRAPE	_____ ft. X	11.00 per ft	14.00 per ft.	

AVAILABLE COLORS: Black Blue Burgundy Forest Green Plum Red Silver Teal

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

AGAM BOOTH PACKAGE ORDER FORM




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DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

<p>Exhibit Booth Package includes Installation & Dismantle of Exhibit Standard Carpet with vacuuming 2 Arm Lights per 10' section Custom Header with Company Name & Logo</p>	
---	--

DISPLAY UNIT	QUANTITY	DISCOUNT PRICING	MOVE-IN DAY PRICING	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	

<p style="text-align: center;">COLOR CHOICE Please select one color only.</p>	<p style="text-align: center;">CUSTOM EXHIBIT UNITS AVAILABLE UPON REQUEST Please contact us a jpdisplay@msn.com</p>
---	---

BACKGROUND FABIC COLOR:

Gray Black Other -specify in Special Instructions below.

Gray will be provided if no color is indicated.

CARPET COLOR SELECTION:

Gray Black Blue Green Red Burgundy

Gray will be provided if no color is indicated.

CUSTOM HEADER COPY: or emailed company logo in high resolution file to jpdisplay@msn.com

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 #	\$

MATERIAL HANDLING ORDER FORM



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Advance Warehouse Address:
Will be accepted from Aug. 23rd – Sept. 15th, 2021
 JP Display
 5630 W. Dannon Way
 West Jordan, UT. 84081

Direct Shipments
CAN NOT be accepted until Sept. 20th, 2021
 Mountain America Expo Center
 9575 South State Street
 Sandy, UT. 84070

DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

Determine your material handling cost and add the estimated cost to the Payment Calculation page. To assist you in preparing this form, please read, "Shipping and Handling Instructions" and "Limits of Liability".

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. At that time, they will be returned to the original booth. When materials are prepared for shipment, turn in bill of lading and JP will load on specified carrier. In the event your carrier does not show, JP Display reserves the right to force freight with Official Show Carrier.			
ADVANCED SHIPMENTS TO JP DISPLAY WAREHOUSE			
CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	PER 100 LBS	MIN CHARGE	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.	\$68.00	\$116.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	PER 100 LBS	MIN CHARGE	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.	\$75.00	\$130.00	
DIRECT SHIPMENTS TO SHOW SITE			
CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	PER 100 LBS	MIN CHARGE	EST. TOTAL
Define above in Advance Shipment.	\$65.00	\$110.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	PER 100 LBS	MIN CHARGE	EST. TOTAL
Define above in Advance Shipment.	\$70.00	\$120.00	
UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING	PER 100 LBS	MIN CHARGE	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.	\$75.00	\$130.00	

MATERIAL HANDLING ORDER FORM



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Advance Warehouse Address:
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 JP Display
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 West Jordan, UT. 84081



September 21st - 22nd, 2021
 Mountain America Expo Center

Direct Shipments
CAN NOT be accepted until Sept. 20th, 2021
 Mountain America Expo Center
 9575 South State Street
 Sandy, UT. 84070

DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

Determine your material handling cost and add the estimated cost to the Payment Calculation page.
 To assist you in preparing this form, please read, "Shipping and Handling Instructions" and "Limits of Liability".

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.	FIRST SMALL PACKAGE	EACH ADDTL. PACKAGE	EST. TOTAL
	\$55.00	\$5.00	
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	PER 100 LBS	MIN CHARGE	EST. TOTAL
	\$45.00	\$70.00	

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)

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)

PLEASE ADD TOTAL ESTIMATED MATERIAL HANDLING COSTS IN YOUR PAYMENT CALCULATIONS.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

**JP Display
5630 W. Dannon Way
West Jordan, UT. 84081**

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

ADVANCED JP WAREHOUSE

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

**JP Display
5630 W. Dannon Way
West Jordan, UT. 84081**

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, UT. 84070**

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

DIRECT TO SHOW SITE TO ARRIVE SEPT. 20TH

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

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

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

DIRECT TO SHOW SITE TO ARRIVE SEPT. 20TH

OUTBOUND SHIPPING 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



September 21st - 22nd, 2021
Mountain America Expo Center

Return Order Forms and Payment to: JP Display **DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021**

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.

OUTBOUND INSTRUCTIONS:

FREIGHT SENT FROM: EXHIBITOR COMPANY NAME (Shipper): _____

SHOW SITE ADDRESS: _____ 9575 SOUTH STATE STREET _____

CITY: _____ SANDY _____ STATE/PROVINCE: _____ UT _____ ZIP _____ 84070 _____

FREIGHT DESTINATION ADDRESS: COMPANY NAME: _____

SHIP TO ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP _____

TELEPHONE: _____ ATTN: _____

INSTRUCTIONS: _____

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
- DEFFERRED: 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 TRANSPORTATION SHIPMENTS ARE THE RESPONSIBILITY OF THE EXHIBITOR.

COMPANY CONTACT & CELL NUMBER: _____
SPECIAL REQUESTS _____

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

CLEANING ORDER FORM



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TO ENSURE YOUR BOOTH IS SHOW READY, SPECIFY YOUR REQUIREMENTS BELOW. PLEASE CALL US IF YOU HAVE SPECIAL NEEDS. 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 square feet of your booth with a 100 square foot minimum for ONE time Vacuuming service.

Return Order Form and Payment to: JP Display DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

Vacuuming DAILY:

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		

Vacuuming ONE TIME ONLY:

BOOTH SIZE	Square Feet	Rate \$0.20	TOTAL:
VACUUM ONCE PRIOR TO SHOW OPENING:		CHECK BOX: <input type="checkbox"/>	

Porter Service: JP Display will remove trash from waste baskets at regular intervals during show hours.

1 DAY	\$34.00
SHOW DURATION	\$87.00

OR: SPECIFY DATE OF ONE TIME VACUUM SERVICE DAY OF WEEK: _____ DATE: _____

PORTER SERVICE NEEDED, CHECK BOX: 1 DAY SHOW DURATION

CALCULATION OF PORTER SERVICE	TOTAL:
-------------------------------	--------

Mopping & Waxing Available upon request, call for quote.

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.

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

SIGN & GRAPHIC ORDER FORM



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Return Order Forms and Payment to: JP Display

DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021

<p><i>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.</i></p>	<p>CUSTOM SIGNS & BANNERS AVAILABLE UPON RQUEST: Vinyl ~ Cling ~ Backlit ~ POP Display ~ Lamination ~ LOGO REPRODUCTION ~ GRAPHIC DESIGN</p> <p><i>Please contact us at jdisplay@msn.com for a custom quote.</i></p>		
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	
<p>COLOR CHOICE Please select one color only.</p>			
<p>BACKGROUND COLOR: <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Other White will be provided if no color is indicated.</p>			
<p>COPY COLOR: <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Other Black will be provided if no color is indicated.</p>			
<p>POSITION DIRECTION: Vertical will be provided if not indicated.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <input style="width: 40px; height: 20px;" type="checkbox"/> HORIZONTAL <input style="width: 40px; height: 20px;" type="checkbox"/> VERTICAL </div>			
<p>COMPLETE COPY: or <input type="checkbox"/> Attached is the layout.</p>			
<p>PRINT TEXT OR COPY</p>			
<p>SPECIAL INSTRUCTIONS:</p>			

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



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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 (1/2) 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 (1/2) hour increments.

JP Display 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

DAY / DATE	# OF LABORERS	START TIME	STOP TIME

DISMANTLE

DAY / DATE	# OF LABORERS	START TIME	STOP TIME

SUPERVISORS NAME _____

AND CELL # _____

SPECIAL INSTRUCTIONS _____

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

FORKLIFT ORDER FORM



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Return Order Forms and Payment to: JP Display **DISCOUNT DEADLINE DATE: SEPT. 8TH, 2021**

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
 \$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	TOTAL TIME NEEDED

DISMANTLE

DATE	START TIME	TOTAL TIME NEEDED

COMPANY CONTACT _____

SPECIAL INSTRUCTIONS _____

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

OVERHEAD SIGN HANGING FORM



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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

\$200 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

\$200 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

COMPANY NAME	BOOTH #	PAGE TOTAL

EXHIBITOR DESIGNATED CONTRACTOR



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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.