

Exhibitor Agreement
Celiac Disease Foundation Gluten-Free EXPO
June 3, 2017 – June 4, 2017
Pasadena Convention Center

In consideration of the mutual covenants contained herein, Celiac Disease Foundation (hereinafter referred to as "CDF") does hereby enter into this Agreement with the undersigned (hereinafter referred to as the "Exhibitor"). Exhibitor does hereby lease from CDF exhibit space and purchase services at the 2017 CDF National Conference and Gluten-Free EXPO subject to the terms of this CDF Gluten-Free Expo Exhibitor Agreement.

EXHIBIT DATE AND HOURS: The exhibition will be open Saturday, June 3, 2017 from 10:00 AM to 4:00 PM and Sunday, June 4, 2017 from 10:00AM to 4:00 PM at the Pasadena Convention Center Exhibit Hall.

RATES AND REFUNDS: The Exhibitor agrees to reserve exhibit space from CDF as detailed in the 2017 Exhibitor/Sponsor packet. Base exhibit space will be charged at the rate of \$700 per 10' x 10' pipe and drape booth. Sponsor booths will be assigned to Sponsors unless otherwise specified by CDF. Base exhibit space includes: 8' high back wall, 3' high side rail, one (1) 6' topped and draped table, two (2) chairs, one (1) wastebasket, one (1) 7"x 44" identification sign, five (5) Exhibitor badges. Full payment is due at time of registration. If space is cancelled before January 31, 2017 a full refund of monies will be paid—less a \$100 handling fee. If space is cancelled after January 31, 2017, no refund will be given. Under all circumstances, CDF reserves the right to re-sell any exhibit space cancelled by the Exhibitor. In the event that the Pasadena Convention Center is damaged or destroyed by fire, the elements, or any other cause; or if circumstances beyond CDF's control make it impossible to conduct the Conference or EXPO, then CDF shall not be liable further to perform under this contract and reserves the right to cancel the Conference and EXPO. In such event, the Exhibitor shall be reimbursed the total exhibitor fee.

REGISTRATION REQUIREMENTS: To reserve exhibit space, the Exhibitor agrees to provide **CDF** all of the following:

1. Completed Registration Form and registration fee paid in full
2. Signed and dated Exhibitor Agreement
3. Complete listing of exhibit personnel
4. Complete listing of products, with ingredients and materials to be displayed or provided.
5. Copy of company's Certificate of Liability Insurance (see Insurance for full requirements)

To be allowed to sample food or beverage products or sell food or non-alcoholic beverage products, the Exhibitor agrees to provide to **Pasadena Public Health Department** all of the following by May 12, 2017:

1. Completed Temporary Food Facility (TFF) Application
2. Credit Card Authorization Form

Please Note: Only Exhibitors who obtain the required approvals and permits will be allowed to sample or sell food and beverage products. No refunds will be granted to Exhibitors who fail to obtain the required approvals and permits.

USE OF EXHIBITOR MARKS: The Exhibitor grants to CDF a royalty-free, nonexclusive license to use and display only the logos, trademarks and trade names associated with the Exhibitor.

CODES AND AGREEMENTS: The Exhibitor assumes full responsibility for compliance with local, state and federal laws relating to fire protection, safety and health regulations, utility and building codes, commerce, and all conditions that would differ from those approved by commonly held requirements of insurance carriers, or the owners or managers of the Pasadena Convention Center.

ASSIGNMENT OF SPACE: Exhibit space assignments are made on a first-come, first-served basis. Space assignments will be made based on the order of receipt of a completed contract, required documentation, and payment in full. No space will be held without full payment. CDF, in the event of conflicts regarding

available space requests or conditions beyond its control, reserves the right to rearrange the floor plan. Exhibitors may still submit registration for booth space after May 1, 2017, however, inclusion in the program book cannot be guaranteed.

SPACE RELOCATION: All or any part of the space herein above designated is subject to reassignment or rearrangement by CDF for the purpose of consolidation of display space or for any reason. CDF may also assign or reassign space to an Exhibitor as it deems to be required by virtue of the need of the Exhibitor for water, drain, gas, electricity, air, steam, or other services and the availability, capacity, and location of these services. The judgment of CDF with respect to such reassignment or rearrangement of space shall be final although the square footage occupied by the Exhibitor resulting there from shall not be reduced or increased substantially without consent of the Exhibitor. If space is so reduced or increased, the amount of the rent payable shall be appropriately adjusted.

SUBLETTING OF SPACE: No Exhibitor shall, without written consent of CDF, assign, sublet, or apportion any space contracted hereunder, or show in such space any article other than those manufactured or sold by the Exhibitor without obtaining the written consent of CDF, and shall not promote items other than those manufactured or sold by it and the regular course of business and shall not place any names signs, or courtesy cards on any equipment loaned it for demonstration purposes unless the supplier of such equipment is also an Exhibitor.

UNOCCUPIED SPACE: Should any space be forfeited due to a breach of terms of this contract, CDF reserves the right to assign said space to another Exhibitor or use said space in any other manner. This provision shall not be construed as affecting the Exhibitor's obligations to pay the full amount specified in the contract for space rental, or in any way give to the Exhibitor a right of off-set.

FOOD DEMONSTRATION REQUIREMENTS

Permit Requirements:

Exhibitor complete and submit the Temporary Food Facility Application and applicable fees at least three weeks prior to the event date. The health permit fees for 2017 are:

Temporary Food Facility Type	Single Event
Prepackaged Food Only Booth	\$ 72.00
• Includes booths which offer closed containers of alcohol.	
Prepackaged Food with Sampling Booth	\$ 99.00
• Includes booths which offer sampling of beer or wine from a keg, bottle, or can. This also applies to mixed cocktails that are premade at an approved kitchen and dispensed from an enclosed receptacle with a pour spout at the booth	
Food Preparation Booth	\$164.00
• Includes booths which mix, muddle or shake alcohol-based beverages at the booth.	

No health permits will be issued the day of the event. Temporary Food Facilities found operating without a permit will be subject to closure. Health permit costs to be paid by Exhibitor.

Food Booth General Requirements:

1. All prepackaged and food preparation booths must obtain a Temporary Food Facility permit.
2. The Temporary Food Facility health permit must be posted in the booth at all times. The permit is not transferable and is valid only for the specific time period and location.
3. All foods shall be obtained from sources approved by the Pasadena Public Health Department. No foods from a private home shall be used, unless the product is non-potentially hazardous and approved to be prepared at a home that is registered as a Cottage Food Operation.
4. The food displayed for customer sampling shall be individually portioned into single-use containers. There shall be constant supervision of food displayed. There shall be no bare hand contact of ready-to-eat food.

5. All foods, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
6. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials. Ice chests shall be easily cleanable, leak proof, smooth, and non-absorbent. Use of Styrofoam type ice chests shall not be allowed.
7. All equipment and utensils utilized for food sampling shall be properly washed, rinsed and sanitized at a Pasadena Public Health Department approved food establishment prior to use.
8. All prepackaged foods offered for sale must be properly labeled.
9. Potentially hazardous foods that are held at or below 45°F for up to 12 hours in any 24-hour period, or at or above 135°F, are to be destroyed at the end of the operating day, unless foods have been continuously held under mechanical refrigeration at or below 41°F.
10. Pasadena Public Health Department approved hot and cold holding equipment shall be provided to ensure proper food temperature control during transportation, storage, and operation.
11. Ice used for refrigeration purposes shall not be used for consumption in food or beverages.
12. A suitable and an accurate small-diameter probe thermometer shall be available.

Food Preparation Requirements

1. The Person-in-Charge (PIC) shall have adequate knowledge of, and shall be properly trained in, food safety principles as it relates to their assigned duties.
2. A shared sink will be provided and sanitizer is "Quaternary Ammonia" and shall be used to properly wash, rinse and sanitize the utensils and equipment to be used in the preparation of the food to be sampled.
3. Hand washing facilities must be provided in each booth. Hand wash facilities include warm water (provided in an insulated container with a free flowing pour spout), a bucket to catch the wastewater, liquid pump soap, and single service paper towels.

PERMISSIBLE EXHIBITS: All business activities of the Exhibitor at the exhibit hall must be within the Exhibitors allotted exhibit space. In connection with the Exhibitor's distribution of food and/or beverage:

1. All products must be commercially prepared and meet FDA requirements. In addition, products promoted as gluten-free must meet the requirements set forth by the FDA on gluten-free labeling.
2. Exhibitors must display in their exhibit, ingredient lists for all food and beverage item sampled or sold.
3. Exhibitors must obtain permission to sample food and/or beverages by completing and submitting the Temporary Food Facility (TFF) Application and Credit Card Authorization Form in person, by email JoseRodriguez@CityofPasadena.net or faxed (626) 744-6116 attention Jose Rodriguez. Payment is due at time of submission. Checks are not accepted.
4. Only Exhibitors who obtain the required approvals and permits will be allowed to sample food and beverage products.
5. Food and beverage manufacturers must serve only sample size portions of their own products, and these samples must be served at least two feet inside the booth. Sample size is defined for non-alcoholic beverages as not more than one (1) ounce of product served in a maximum two (2) ounce container. Sample size is defined for alcoholic beverages as limited to two (2) one (1) ounce pours per person. Sample size is defined for food items as "bite size."
6. Equipment manufacturers who require a food or beverage product served to demonstrate their equipment may do so only in sample size portions.
7. All foodstuffs must be prepared within the requirements of the City of Pasadena Fire Department. The use of propane, butane, open flame warmers or other combustible bottled gas is prohibited. Anyone cooking must have a fire extinguisher in the booth.
8. Exhibitors may award door prizes through their exhibit space. Shipping of prizes to recipients will be the responsibility of the Exhibitor.
9. Exhibitors approved by CDF to include product samples and promotional items in each registration bag must be sent to TotalExpo, Inc., Show Contractor unless prior arrangements are made with CDF.

10. Exhibitors approved by CDF to donate raffle baskets must provide such items to the CDF Office no later than May 12, 2017 unless prior arrangements are made with CDF.
11. Exhibitors approved by CDF to donate food and/or beverage products must make arrangements with the CDF office for delivery of products.
12. Exhibitor product approved by CDF to display and give-away at registration must be sent to TotalExpo, Inc. Show Contractor.
13. CDF reserves the sole and absolute right to determine which firms, products and materials are appropriate in its judgment for inclusion in the EXPO and to refuse, cancel, or restrict any applicant or exhibit which CDF considers undesirable for any reason.

SERVICES: Freight, decorating, drapery, additional furniture rental, sign painting, labor and carpet will be handled by TotalExpo, Inc., Show Contractor. An exhibitor kit in electronic format will be made available approximately two months before the EXPO. The Exhibitor shall provide only the material and equipment, which he owns and is to be used in his exhibit space. All other items used in the booth are to be provided through arrangements with the Show Contractor. Electrical, plumbing, compressed air and other utility services needs are to be provided through arrangements with Edlen Electrical Exhibition Services. Electrical forms will be included in the exhibitor kit. Internet needs are to be provided by arrangements with PSAV, the exclusive in-house service provider. Payment for service provided to the Exhibitor by Contractors is the responsibility of the Exhibitor. All services must be ordered in advance. Operation of audio/visual equipment will be permitted if maintained at conversational levels and if not objectionable to neighboring Exhibitors. CDF reserves the right to restrict the use of any equipment or broadcast deemed offensive.

CENTERPLATE – Exhibitors must contact Valerie Vance, Catering Sales Manager, Pasadena Convention Center's exclusive catering department, vvance@pasadenacenter.com, Phone 626-793-2122, Direct 626-817-5634, Fax 626-395-7144 to arrange for storage and/or refrigeration needs. Centerplate will not accept product more than two business days prior to the show. Deliveries must be clearly marked with the name of the company and if the contents are for the Exhibit or for one of the meals.

INSTALLATION OF EXHIBITS: Hours of installation of exhibits are Friday, June 2, 2017 from 12:00 PM to 4:30 PM and Saturday, June 3, 2017 from 6:30 AM to 9:30AM. All Exhibitors must be fully operational by Saturday, June 3, 2017 at 9:30AM. **No show materials or freight may be shipped directly to the Pasadena Convention Center.** Exhibitors with passenger cars, must arrive at the scheduled move-in time at the Pasadena Convention Center loading dock, accessible from the west side of the Center, via Marengo Avenue (128 S. Marengo Ave. – between Green St and Cordova St.) Early arrivals may park in the Center parking garage at prevailing rates. Oversize vehicle loading/parking will be available on the south side of the loading dock. All vehicles entering and exiting the loading dock will be required to drive in head first. The southwest corner of the loading dock has been designated as a turnaround area. Vehicles will be able to use this area to turn around in order to back into the loading bays. Exhibitors have 30 (thirty) minutes to unload. Only freight doors and freight elevators may be used. The Center prohibits the use of the main lobbies, side doors and passenger elevators for move-in and move-out activities.

REMOVAL OF EXHIBITS: Exhibitors will complete arrangements for prompt pick up of all outbound shipments and remove the exhibit at the time specified by CDF for removal of exhibits. All exhibits must remain intact until 4:00 PM Sunday, June 3, 2017. Exhibitors expressly agree not to begin packing or dismantling until such time. All Exhibits must be completely removed from the Exhibition Hall by 5:00 PM, Sunday, June 3, 2017. Exhibitor agrees to use only freight doors and freight elevators for move-out activities. Exhibitor agrees that all materials and equipment furnished by CDF, Pasadena Convention Center or Show Contractors shall remain their property and shall be removed by their personnel after close of the exhibition.

BOOTH CONSTRUCTION AND ARRANGEMENT: No special signs, booth construction, apparatus, equipment, lighting fixtures, etc. will be permitted to extend above 8 feet. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical, and fire department codes and regulations. Inflammable or other dangerous fluids, substances,

materials, equipment or other items the use of which is in violation of city, county or state laws or regulations shall not be used in any booth. Exhibitors must use flame-resistant decorative materials. The Venue does not allow signs, decorations and related materials to be taped, tacked, stapled, nailed or otherwise affixed to painted surfaces, columns, fabrics, windows, ceiling or decorative walls. Venue permanent signs or banners may not be blocked in any manner. Temporary signs may not be attached to permanent Venue signage. No confetti, glitter, candelabras, or for or haze machines are allowed. Helium balloons and adhesive backed decals and stickers may not be distributed, sold or released inside the Venue. All labor costs associated with the removal of these items will be charged to the Exhibitor.

CARE OF EXHIBIT BOOTH: The Exhibitor must, at his own expense, maintain and keep in good order the exhibit space contracted. The Exhibitor shall maintain and conduct the exhibit in a neat, clean, orderly and safe manner. The Exhibitor shall keep an attendant in its display during the hours of the exhibition and must surrender the space occupied by it in the same condition, as it was at the commencement of the occupation, ordinary wear accepted. Exhibitor shall be responsible for damage to property.

EXHIBITOR PERSONNEL: The Exhibition is limited to individuals, business firms, manufacturers and dealers who have contracted and paid for space assignments. Each Exhibitor shall furnish CDF with the names of its representatives. The Exhibitor and its representatives are required to wear identification badges throughout the exhibition period. The badges are not transferable, and CDF reserves the right to withdraw the use of any badge used to gain admission to the Exhibition by any person other than the one for whom it was issued. Unless approved by CDF in advance, each Exhibit space is limited to a maximum of one (1) company, five (5) badges and one (1) Exhibitor Program listing. Additional Exhibit badges are \$75 each. In the event an Exhibitor is unable to provide a representative, the Exhibitor may coordinate with CDF for a CDF representative to coordinate product sampling and distribution of information. Product must be ready-to-serve and must arrive at CDF office no later than April 10, 2017 with complete instructions and materials for set-up and exhibiting unless prior arrangements are made.

ORDER TAKING: With the exception of alcoholic beverages, Exhibitors will be allowed to sell merchandise from the floor as well as take orders. Exhibitors selling food or non-alcoholic beverage products are required to obtain a Temporary Food Facility permit, complete and submit the Temporary Food Facility Application and applicable fees at least three weeks prior to the event date.

CALIFORNIA STATE SALES TAX: Exhibitors will be responsible to collect and return to the California State Board of Equalization the required sales taxes for taxable items. The website for information is www.boe.ca.gov.

SOCIAL FUNCTIONS AND HOSPITALITY SUITES: Any social functions scheduled during CDF's Conference must be approved by CDF. Social functions are allowed only during hours free of programming. Social functions in public spaces will not be permitted (the exception being those co-sponsored by CDF).

LIABILITY: Neither CDF, the Pasadena Convention Center, the City of Pasadena, Show Contractors, or any of its officers, agents or employees, shall be held liable for any damage, loss, harm or injury to the person or property of the Exhibitor or any of their officers, agents or employees, resulting from theft, fire, water, accident or any other cause. The Exhibitor shall indemnify, defend and hold harmless CDF, the Pasadena Convention Center, the City of Pasadena and any of their officers, agents or employees, from any and all claims, demands, suits, liability, damages, losses, costs, attorney fees and expenses of whatever kind or nature which might result from or arise out of any action or failure to act on part of the Exhibitor or any of its officers, agents, or employees.

INSURANCE: All property of the Exhibitor is understood to remain under his custody and control in transit to or from or within the confines of the Pasadena Convention Center. CDF shall not be obligated to carry any insurance for the benefit of the exhibitors. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000.00 in the Aggregate and \$1,000,000.00 per

occurrence. Products and Completed Operations hazard must be included. The policy shall reflect the following:

- a. Celiac Disease Foundation, Pasadena Center, the City of Pasadena and their respective Officers, Directors and Employees named as additional insureds.
- b. Celiac Disease Foundation, Pasadena Center, and the City of Pasadena named as additional loss payees.

The Exhibitor shall furnish proof of such insurance to CDF at time of registration. In addition, the Exhibitor acknowledges that neither the Pasadena Convention Center, nor its owners and operators maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

VIOLATIONS: Any violation of any of the rules and regulations by the Exhibitor shall give CDF the right at its option to terminate the right of the Exhibitor to occupy space and CDF may re-enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's own risk, and the Exhibitor shall pay all expenses and all damages which CDF may incur, and forfeit all monies paid or due to CDF on account thereof. Exhibitor waives the service of written notice to re-enter and terminate.

GENERAL: These rules and regulations are to be construed as a part of the agreement between the Exhibitor and CDF. CDF reserves the right to interpret all matters and questions not covered by the rules and regulations. These rules and regulations may be amended at any time by CDF, and all amendments shall be equally binding on all parties affected by them as the original rules and regulations. Written notice will be given by CDF to those Exhibitors affected by them.

I have read, understand and agree to the CDF Gluten-Free EXPO Exhibitor Agreement. I have retained a copy for my reference.

Authorized Signature: _____ Date: _____

Printed Name: _____

Email Address: _____

Company Represented: _____



PASADENA CONVENTION CENTER: TEMPORARY FOOD FACILITY (TFF) APPLICATION

(Applications submitted less than 10 calendar days prior to the start of event will be subjected to an expedited processing fee.)
 TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of Temporary Facility:	Event Name:
Owner Name: _____ Phone: _____ Email: _____	Date(s) of Event:
On-Site Person-in-Charge Name: _____ Cell Phone: _____	Hours of TFF Operation Set-Up Hours: _____ Event Hours: _____
Mailing Address:	Number of Booth Employees:

FOOD OPERATION

- Prepackaged food only**
 Prepackaged with Sampling
 Food Preparation
 ▪ All food preparation must be completed within the booth or at a permitted food facility.

FOOD PROTECTION

- Identify methods of protecting foods from customer contamination:**
 Sneeze Guards
 Hinged Chafing Dishes
 Individual Portion Samples
 Other (Specify): _____

LIST ALL FOOD & BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY

Attach additional pages as necessary

Food Item	Prepackaged (Y or N)	Identify type of preparation at other location**	Identify type of preparation at booth (assembly, portioning, cooking, etc.)

****Approved Source:** Indicate the location that food will be manufactured, stored or prepared before the event.
I have attached a copy of the food facility's permit. _____ Initial

Food Facility Name:	Name of Permit Holder:
Address and City:	Facility Contact Number:

Method of food temperature control during transportation:

HOT/COLD HOLDING EQUIPMENT*

Identify methods of maintaining food hot (135°F) or cold (41°F)

Cold Holding	<input type="checkbox"/> Mechanical Refrigerator <input type="checkbox"/> Ice Chest <input type="checkbox"/> Other (Specify): _____ <i>For events longer than 1 day potentially hazardous foods must be stored overnight under mechanical refrigeration.</i>
Hot Holding	<input type="checkbox"/> Electric Warmer <input type="checkbox"/> Other (Specify): _____

I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency. _____ Initial

EQUIPMENT/UTENSILS

Will multi-use kitchen utensils be used inside the booth for preparation?
 Yes (3 compartment sink may be required) No
A three-compartment sink may be shared by up to eight food booths. Contact Convention Center for rental information.

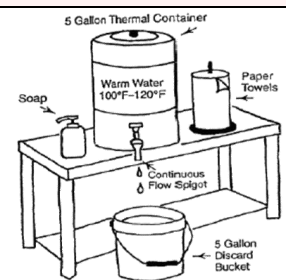
Sanitizer to be used (test strips must be available to test sanitizer concentration)
 Chlorine Quaternary Ammonia Iodine

Identify all electric equipment that will be used for food preparation at the food booth:
 Griddle Mixer/Blender Other (Specify): _____
**Electrical supply must be obtained from the Convention Center for all applicable equipment. The use of open flame is prohibited.*

HANDWASH FACILITIES

Type of handwashing facility that will be used:
 Gravity-fed warm water (100°F) with spigot and catch basin
 Self-contained portable unit (with potable water and waste water holding tanks)
 Prepackaged food only. No handwashing facility required.

▪ *Handwashing is required in a TFF that prepares food or handles open samples. Hand soap, single-use towels and a trash receptacle must be adjacent. Handwash facility may be provided by booth operator or rented from Centerplate.*



FACILITY REQUIREMENTS

Refuse Removal ▪ <i>It is the responsibility of the booth operator to remove all refuse generated within the booth.</i>	Toilet Facilities are provided by the Convention Center
Electrical Supply must be obtained from the Convention Center ▪ <i>It is the responsibility of the booth operator to contact the Convention Center for additional information.</i>	Liquid Waste Removal ▪ <i>Liquid waste (including waste water from handwashing, dishwashing, coolers, etc.) must be disposed in janitorial locations designated by the Convention Center.</i>

Temporary Food Facility Operator Acknowledgment

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event. I acknowledge I have read and understood the Community Event Requirements provided. I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate at the event. **APPLICATION COMPLETED BY:**

Print Name: _____ Cell Phone: _____
Signature: _____ Date: _____

Applications may be submitted in person, by email to joserodriguez@cityofpasadena.net, or faxed to attention of Jose Rodriguez at (626) 744-6116. Payment is due at time of submission. To pay by credit card, complete the Credit Card Authorization Form. Checks are not accepted.

+++++ DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY +++++

Date Application Received:	Application Approved <input type="checkbox"/> Yes <input type="checkbox"/> No (See reason below)	Reviewer Signature: Date:
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CREDIT CARD AUTHORIZATION FORM

APPLICATION AND PAYMENT DUE 10 DAYS PRIOR TO EVENT DATE

Cardholder Name: _____			
Card Type:	<input type="radio"/> Visa	<input type="radio"/> MasterCard	<input type="radio"/> American Express <input type="radio"/> Discover
Card Number: _____			
Expiration Date: _____	Security Code: _____	Zip: _____	
Amount: \$ _____	Signature: _____		

NO REFUNDS

Community Event Fee Descriptions	FY 2017 Fee
Prepackaged TFF with Samples	99.00
Prepackaged Annual Site Specific TFF with Samples	220.00
Prepackaged TFF	72.00
Prepackaged Annual Site Specific TFF	126.00
Food Preparation TFF	164.00
Food Preparation Annual Site Specific TFF	438.00
Seasonal Food Facility (<180 Consecutive Days)	255.00
Community Event Organizer *	230.00
Food Service Cart – Prepackaged	195.00
Food Service Cart – Limited Food Preparation	340.00

*** The Community Event Organizer must submit completed application and payment 14 days prior to the event to avoid late fees.**

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: **05/12/2017**

E M



The Power People

ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Phone: (714) 985-1480 Fax: (626) 628-0303
 Anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Celiac Disease Foundation 2017		
FACILITY:	Pasadena Center		
DATES:	June 2-3, 2017	EVENT #	067005LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY
 The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS
 If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

ISLAND BOOTHS
 Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS
 For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY
 Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS
 Credits will not be issued for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208/480-07-2016

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	90.00	135.00	_____
1000 WATTS (10 AMPS)	_____	_____	159.00	239.00	_____
1500 WATTS (15 AMPS)	_____	_____	187.00	281.00	_____
2000 WATTS (20 AMPS)	_____	_____	216.00	324.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	406.00	608.00	_____
30 AMPS	_____	_____	484.00	725.00	_____
60 AMPS	_____	_____	636.00	953.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	541.00	812.00	_____
30 AMPS	_____	_____	647.00	971.00	_____
60 AMPS	_____	_____	846.00	1270.00	_____
100 AMPS	_____	_____	1,114.00	1671.00	_____
200 AMPS	_____	_____	1,333.00	2000.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt
 Transformer (20 amp minimum charge) Total Amps: _____ x 3.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____
EUROPEAN POWER STRIP	_____	45.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	88.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	176.00	_____

PLACE TOTAL HERE

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

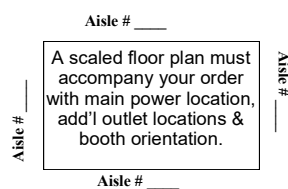
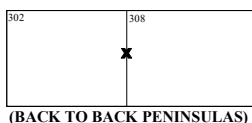
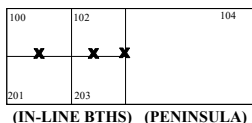
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

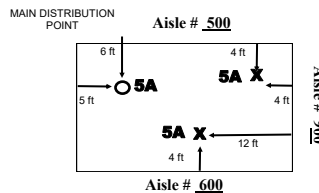
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

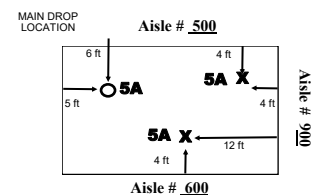
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 05/12/2017



The Power People

ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Phone: (714) 985-1480 Fax: (626) 628-0303
 Anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Celiac Disease Foundation 2017		
FACILITY:	Pasadena Center		
DATES:	June 2-3, 2017	EVENT #	067005LA

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

* \$25 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:		ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES

715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (626) 628-0303
Anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Celiac Disease Foundation 2017		
FACILITY:	Pasadena Center		
DATES:	June 2-3, 2017	EVENT #	067005LA

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|--|
| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Installation of lighting requiring tools for installation |
| 3. Hardwiring of any electrical apparatus | 7. Installation of lighting hung from ceiling |
| 4. Overhead power distribution | 8. Assembly and installation of lights hung on truss |

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

- Island Booths should provide the following information on their floor plan or Electrical Layout Form:
 - Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
 - Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Identify a main power location. **Power is dropped from the ceiling and then distributed** from that point.
- Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
- Date you will begin building your booth _____ Estimated time _____
- Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____
- Show Site Contact with authority to make additions or changes to your order:
Contact Name _____
Contact Company _____
Contact Cell # _____
- By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Phone: (714) 985-1480 Fax: (626) 628-0303
 Anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Celiac Disease Foundation 2017		
FACILITY:	Pasadena Center		
DATES:	June 2-3, 2017	EVENT #	067005LA

SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time	88.00 per hour
Monday-Friday 8:00 AM - 4:30 PM, excluding holidays	
Overtime	176.00 per hour
Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays	

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed



Marengo Loading Dock Procedures

From S. Marengo Avenue (128 S. Marengo Ave. - between Green St. and Cordova St.) enter and then drive down the ramp that goes to the Loading Dock area. A parking attendant will assign you a temporary parking space in which you will have 30 minutes to unload your vehicle. Please:

- (1) Use caution when driving and walking in the Dock area.
- (2) Unload your display and stock from your vehicle. Next, use one of the large freight elevators (elevator attendant to operate) to bring your display and stock up to the Exhibit Hall and then bring them out to your booth. Please do this within the 30 minute allotted time.
- (3) Remove your vehicle from the Loading Dock area and relocate into a general parking structure.
- (4) Return and construct your display.

