



1040 22nd Avenue ■ info@rossiexpo.com
Oakland, CA 94606 ■ www.rossiexpo.com
510.436.7500 ■ FAX 510.217.9622

The Power Behind The Scenes

MEMO TO EXHIBITORS

Event: The Fly Fishing Show 2012
Location: Pasadena Convention Center
Date: March 3 & 4, 2012

Dear Exhibitor,

We are pleased to advise you that Rossi Expositions, Inc. has been selected as the "Official Service Contractor" for the **THE FLY FISHING SHOW 2012** event. We will accommodate all exhibitors to the best of our ability to ensure a successful presentation.

Enclosed are forms that will be useful to you. If you require any inbound/outbound freight assistance or additional furnishings for your booth, please fill out and return the appropriate forms no later than **MONDAY, FEBRUARY 27, 2012**. If the order forms do not cover your needs, be assured that if you call us we will be glad to assist you. **Please note that all orders close five (5) business days prior to event install date.** Orders can be taken on an "as available" basis on show site at the Exhibitor Services desk.

Payment in full must accompany your order. Payment may be made by company check or credit card authorization. For your convenience, Rossi Expositions, Inc. accepts Master Card, Visa and American Express. All invoices are due prior to the show date. Your show site representative must be made aware of this policy and have means of payment at the show for any outstanding or additional show site orders. All orders are governed by Rossi Expositions, Inc. Payment Policy and the Limits of Liability and Responsibility.

Your 10'w X 10'd exhibit space will contain:

- 8' high draped back wall (Black/White)
- 3' high draped side rails (Black)
- One (1) 7"x44" Exhibitor ID Sign

THE VENUE SITE IS NOT CARPETED

SHOW HOURS:

Rossi Delivery and Installation:	Friday, 3/02/12	8am - 12pm
Rossi Assisted Exhibitor Move-In:	Friday, 3/02/12	12pm - 5pm
Event Opens 1 st Day:	Saturday, 3/03/12	9am – 5:30pm
Event Closes 2 nd Day:	Sunday, 3/04/12	9am – 4:30pm
Dismantle and Removal	Sunday, 3/04/12	4:30pm – 8pm

As the "Official Service Contractor" we are responsible for all freight-related services. We will provide advanced dock to dock material handling, including, receiving shipments at our warehouse, storage (up to 30 days prior to install date), and transportation of shipments to show site, delivery to exhibitor's booth, pick-up and outbound freight handling. (Exhibitors are responsible for inbound and outbound shipping charges). All orders are governed by Rossi Expositions, Inc. Payment Policy and the Limits of Liability and Responsibility.

Inbound Freight:

To ensure the proper handling of your shipments, please direct all inbound packages to the following address:

TO: Yellow Freight /Rossi Expo.
Attn: *Fly Fishing Show/Your Company Name & Booth #*
4700 South Eastern Ave.
Los Angeles, CA 90040

- All shipments must be received by **FEBRUARY 27, 2012!** (Please note, no weekend deliveries are accepted.)
- All orders and inbound billing authorization forms must be received and paid in full by **FEBRUARY 27, 2012.**

If you need assistance or additional information regarding the above deadlines, please call 510-436-7500.

Outbound Freight (from show site):

All outbound packaged freight, handled by Rossi Expositions, Inc., must have your carriers label(s) with your prepaid account number. Labels should be fully and correctly addressed in the following manner:

FROM: *Your Company Name*
Your Company Address
City, State, Zip

Decorator Union Information:

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

Teamster Union Information:

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor.

Insurance:

Neither Show Management, nor any Show Management Contractor or the facility assumes responsibility for any merchandise or display material that may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

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

No Credits Will Be Issued After Event Opens!

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning services or freight.

We look forward to working with you.

Sincerely,

Rossi Expositions, Inc.



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FURNITURE, ACCESSORIES & CARPET

Event: The Fly Fishing Show 2012
 Location: Pasadena Convention Center
 Date: March 3 & 4, 2012

TABLES (24" Wide x 30" High)					CARPET (please select color below)				
Qty	Description	Advance	Late	Total	Qty	Standard Sizes	Advance	Late	Total
	4' Long table - Draped	75.00	93.75	\$		9' x 10'	112.50	141.00	\$
	4' Long Undraped table	37.50	47.00	\$		9' x 20'	200.00	250.00	\$
	6' Long table - Draped	95.00	118.75	\$		9' x 30'	300.00	375.00	\$
	6' Long Undraped table	47.50	60.00	\$		9' x 40'	375.00	469.00	\$
	8' Long table - Draped	115.00	143.75	\$		For longer lengths, add \$60 per each 10' increment			\$
	8' Long Undraped table	57.50	72.00	\$	CARPET COLORS (circle one):				
	Drape 4th side - 4', 6', 8'	20.00	25.00	\$		Blue Black Red Gray			
COUNTERS (24" Wide x 42" High)					CARPET PADDING				
	4' Long counter - Draped	85.00	106.25	\$		9' x 10'	50.00	62.50	\$
	4' Long Undraped counter	42.50	53.50	\$		9' x 20'	100.00	125.00	\$
	6' Long counter - Draped	105.00	132.00	\$		9' x 30'	150.00	187.50	\$
	6' Long Undraped counter	52.50	66.00	\$		9' x 40'	200.00	250.00	\$
	8' Long counter - Draped	125.00	156.25	\$		For longer lengths, add \$50 per each 10' increment			\$
	8' Long Undraped counter	62.50	78.50	\$	CARPET cont'd - CUSTOM CUTS				
	Drape 4th side - 4', 6', 8'	20.00	25.00	\$	Specify size of cut to fit carpet				
24" Wide TABLE & COUNTER - SKIRT COLORS (circle one):						<u> </u> x <u> </u> = <u> </u> sq. ft. x		4.50/sq. ft.	\$
SHOW COLOR IS: Black / white									
Blue Black White Gold Red Silver Burgundy Teal									
DRAPED ROUND TABLES (with Black Linens ONLY)					TOTAL DUE \$ <input type="text"/>				
	30" diam. X 30" high	85.00	106.25	\$					
	30" diam. X 42" high	90.00	112.50	\$					
	72" diam. X 30" high	135.00	168.75	\$					
ADDITIONAL FURNISHINGS									
	Padded Side Chair	25.00	31.25	\$					
	Padded Arm Chair	25.00	31.25	\$					
	Padded High Stool w/back	30.00	37.50	\$					
	Folding Chair	12.00	15.00	\$					
	Waste Basket	10.00	12.50	\$					
	Easel (Chrome)	22.00	27.50	\$					
	Bag Stand	50.00	62.50	\$					
	Literature Rack - 5 pocket	45.00	56.25	\$					
	Rolling Garment Rack	50.00	62.50	\$					
SPECIALTY ITEMS									
	Glass Bubble Bowl	22.00	27.50	\$					
	Wood Bookcase								
	6' high X 2.5' wide X 11" deep	110.00	137.50	\$					
	4' x 8' Tack board (circle one):								
	Vertical or Horizontal	70.00	87.50	\$					
	Stanchion w/Rope or Chain per ft.	5.00/ft.	6.25/ft.	\$					
	Stanchion w/Retractable 6' Belt	30.00	37.50	\$					

**No credit will be issued after event opens!
 Late order rates apply for all orders not paid in full by 2/27/2012!**

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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FREIGHT OPTIONS AND RATES

Event: The Fly Fishing Show 2012
 Location: Pasadena Convention Center
 Date: March 3 & 4, 2012

Advance Freight Warehouse Address:

YRC/Rossi Expo
 ATTN: Fly Fishing Show / Your company name & Booth #
 9933 E. Beverly Blvd.
 Pico Rivera, CA 90660

ADVANCE FREIGHT RECEIVING DEADLINE TO THE ADDRESS ABOVE: FEBRUARY 27, 2012

TRADE SHOW FREIGHT SERVICE OPTIONS AND RATES	Per 100 Lbs. (CWT)	
1. ADVANCE FREIGHT: Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to the booth and returned to loading dock for forwarding via common carrier at close of show per CWT. (200 pound minimum = \$104)	\$52.00	
2. SHOW SITE FREIGHT: Receipt of common freight and crated exhibits at show site (must arrive during Rossi Expo installation period only, no exceptions), unloading, delivery to booth and return to loading dock for common shipment at close of show per CWT. (200 pound minimum = \$120)	\$60.00	
3. LATE / RE-ROUTED FREIGHT: Shipments consigned to our warehouse which arrive after our Advance Freight Receiving Deadline date, or which arrive without proper identification or paperwork, or needs to be re-routed to show site will be assessed an additional surcharge per CWT. (200 pound minimum = \$80)	\$40.00	
4. SPECIAL HANDLING: For handling of boxes, crates, pallets over 4'x4' in size, padded van or specialized equipment, additional surcharge per CWT. (200 pound minimum = \$60)	\$30.00	
5. ABANDONED FREIGHT: For delivery of abandoned freight at close of show, back to warehouse for loading to outbound carrier per CWT. (200 pound minimum for this service = \$180)	\$90.00	
SPECIAL SERVICES (Rates are per hour, with a one-hour minimum)	Straight Time	Overtime
6. MATERIAL HANDLER: (One (1) Laborer to assist with unpacking or repacking exhibit materials)	\$48.00	\$72.00
7. VEHICLE SPOTTING: (Must be ordered in advance)	\$48.00	\$72.00
8. 3,000 lb. FORKLIFT WITH DRIVER: (Must be ordered for all items that are over 4'x4' in size and/or weigh over 500 pounds.)	\$78.00	\$116.00
9. CRATE/PALLET/SKID BANDING AND/OR SHRINK WRAPPING: (One (1) Laborer, plus material)	\$48.00	\$72.00
10. VALET SERVICE: Provides one worker and 3'x4' flat cart for round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$110.00 per round trip	
11. P.O.V. (Privately Owned Vehicle) SERVICE: Provides a one-way flat rate for Move-In or Move-Out. Move-In: Exhibitors will unload their vehicle and place exhibit materials onto a 4'x4' pallet in a stable load. We will deliver the material to your booth. Move-Out: Exhibitors will load the 4'x4' pallet in a stable load. We will deliver the material to your vehicle.	\$55.00 one-way	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials require because of excessive weight or size, the above rates will apply. **Rates are per hour, with a one-hour minimum.**

Insurance: Neither show management, any show management contractor nor the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. **Your must carry your own insurance to protect property.**

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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ORDER FOR FREIGHT HANDLING SERVICE

Event: The Fly Fishing Show 2012
 Location: Pasadena Convention Center
 Date: March 3 & 4, 2012

Advance Freight Warehouse Address:

YRC/Rossi Expo
 ATTN: Fly Fishing Show / Your company name & Booth #
 9933 E. Beverly Blvd.
 Pico Rivera, CA 90660

This Form Due By: FEBRUARY 27, 2012
Advance Freight Receiving Deadline: FEBRUARY 27, 2012

Exhibitor:		
Carrier:	Ship Date:	
Total Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number(s):	
Shipped Out By:		
To Arrive At:	<input type="checkbox"/> Advance Freight (must be received by 2/27/12 to the Yellow Freight address above) <input type="checkbox"/> Show Site (can only be received on 2/27/12 between 8am – 1pm, NO EXCEPTIONS)	
Advance Freight Total Weight: _____ lbs.	@ \$52 per 100lbs (CWT) =\$	Due (\$104 minimum)
Show Site Freight Total Weight: _____ lbs.	@ \$60 per 100lbs (CWT) =\$	Due (\$120 minimum)
Additional Services:	= \$	Due
Total Due = \$		

Re-Forwarding Instructions at Close of Show: Exhibitor are solely responsible for all outbound freight being properly packaged and labeled with your chosen freight carriers' completed forms including all prepaid account numbers. Exhibitors must also make their own arrangements directly with their carrier(s) for any freight being shipped out directly from the show site. If you would like Rossi Expositions, Inc. to assist you with getting your freight to your chosen freight carrier, you must check in with the Rossi Expositions, Inc. Exhibitors' Service Desk, on-site before you leave the event.

If you fail to check in with Rossi Expositions, Inc. and your freight is left on the show floor upon completion of Rossi Expositions, Inc.'s dismantle, it will be considered Abandoned Freight. Rossi Expositions, Inc. will receive and hold your Abandoned Freight at our warehouse until you contact us. There will be an additional penalty charge of \$90.00 per 100 lbs. (200 lb. minimum = \$180.00) for handling your Abandoned Freight. You will be responsible for carrier charges above and beyond this penalty. We will attempt to contact you to resolve any abandoned freight issues but ultimately it is your sole responsibility.

Payment Policy: Payment in full on all advance and floor orders when order is placed.

Terms: This order for goods/services constitutes a contract of rental (Contract) between Rossi Expositions, Inc. and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it supersedes customer's order form, if any.

Authority to Handle

With respect to the property referred to above you are hereby authorized to pick up, deliver, store, ship out and act as shipper's agent in the handling of said property by any other authorized carrier, and to make all contracts as needed for performance, and to perform any additional services as required or necessary for re-forwarding at close of show.

_____ (Initial here)

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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AUDIO VISUAL EQUIPMENT	
Event:	The Fly Fishing Show 2012
Location:	Pasadena Convention Center
Date:	March 3 & 4, 2012

AFTER 2/27/12 – ALL ORDERS ARE ON AN “AS AVAILABLE” BASIS

Equipment	1 Day	2 Days	3 Days	4 Days	Subtotal
20" Video monitor w/internal VHS player	\$85	\$170	\$212	\$255	
VHS Player w/auto repeat	\$40	\$80	\$100	\$120	
DVD Player	\$50	\$100	\$125	\$150	
DVD / VCR Combo	\$85	\$170	\$212	\$255	
Speaker Package (2) w/stands	\$150	\$300	\$375	\$450	
Wired handheld microphone w/stand	\$50	\$100	\$125	\$150	
17" Flat screen monitor w/cable	\$170	\$340	\$425	\$510	
19" Flat screen monitor w/cable	\$200	\$400	\$500	\$600	
27" Computer monitor w/cable	\$235	\$470	\$587	\$705	
32" Computer monitor w/cable	\$435	\$870	\$1087	\$1305	
40" LCD Panel w/table stand	\$610	\$1220	\$1525	\$1830	
Floor Stand for 40" LCD	\$180				
54" Tall AV Cart	\$50	\$100	\$125	\$150	
<i>For your computer needs, please call or email for more information</i>	Equipment Total				\$
	For orders placed after 2/27/12 or for orders placed at show, a 25% late order surcharge applies				
	Delivery & Install Fee				\$ 50.00
	Total Due				\$

No credits will be issued after event opens!

This order for goods/services constitutes a contract of rental (Contract) between Rossi Expositions, Inc. and the customer designated below.

Payment Policy: Payment in full is required on all advance and floor orders when the order is placed. If electricity is not part of your booth package, you must order electrical service for your AV equipment.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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PLANT AND FLORAL RENTAL ORDER FORM

Event: The Fly Fishing Show 2012
 Location: Pasadena Convention Center
 Date: March 3 & 4, 2012

**ALL PLANTS & FLORAL ORDERS
 ARE ONLY AVAILABLE ON AN ADVANCE ORDER BASIS**

	Qty	Unit Price	Total
• FLORAL ARRANGEMENTS <input type="checkbox"/> All around <input type="checkbox"/> One-sided <input type="checkbox"/> 10" wide x 12" high <input type="checkbox"/> 12" wide x 18" high		80.00 120.00	\$ \$
Please define your color preferences:			
Other sizes, special requests and custom floral arrangements are available – additional surcharge may apply.			
• MUM PLANTS <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Lavender <input type="checkbox"/> Any Color		45.00	\$
• SEASONAL FLOWERING PLANTS (Azalea, Cyclamen, etc.) <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White		45.00	\$
• FERNS <input type="checkbox"/> Small <input type="checkbox"/> Large		45.00 65.00	\$ \$
• GREEN PLANTS <input type="checkbox"/> 2' <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> Taller than 6' & Specialty Plants		65.00 95.00 125.00 Priced upon request	\$ \$ \$ \$
		Subtotal for Plants & Flowers	
		Delivery & Removal Fee	\$50.00
		Total Due	

All orders to be paid in full prior to show opening. No credits will be issued after event opens!

Please meet us at our booth for additional design assistance: Date _____ Time _____

- All plants and floral orders are ONLY available on an Advance Order basis!
- All plant rental items (except floral arrangements) will remain the property of Rossi Expositions, Inc.
- All plants items damaged or missing from exhibitor's booth at end of event are the sole responsibility of the exhibitor and additional charges will apply.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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DISPLAY LABOR	
Event:	The Fly Fishing Show 2012
Location:	Pasadena Convention Center
Date:	March 3 & 4, 2012

SKILLED DISPLAY LABOR for Installation & Dismantling of Exhibits

All labor rates are subject to union contract changes.

- Straight Time Mon. – Fri. 8:00 a.m. – 4:30 p.m. \$80.00 per hour, one hour minimum per person
- Overtime Mon. – Fri. 4:30 p.m. – 10:00 p.m. \$120.00 per hour, one hour minimum per person
- Double Time Mon. – Fri. 10:00 p.m. – 8:00 a.m. \$160.00 per hour, one hour minimum per person
- Other Sat., Sun., Holidays All Hours \$160.00 per hour, one hour minimum per person

HIGH-LIFT RATES (One-Hour Minimum)

High-lift time includes rental of high-lift and two operators: \$280.00 per hour straight time, \$420.00 per hour overtime and \$560.00 per hour double time.

<input type="checkbox"/> O.K. to Proceed – Exhibitor need not be present; please begin as soon as possible	
<i>Rossi Expositions, Inc. will proceed with your display set-up unless instructed otherwise. Every effort will be made to set your display on straight time hours, unless move-in schedule does not permit.</i>	
_____	Plans included with this order; proceed without exhibitor
_____	Plans with exhibit; proceed without exhibitor. Plans in case/crate #: _____
OR	
<input type="checkbox"/> Do Not Proceed – Exhibitor will call for labor and supervise workers	
<i>All work is to be performed ONLY under the supervision of the exhibitor representative. A minimum charge of one hour per person will apply. Time will commence in accordance with exhibitor's request.</i>	
Representative's name: _____	
Exhibitor will check in at the service desk to pick up labor on →	Date: _____
	Time: _____ a.m./p.m.

To be completed by Rossi Expositions, Inc.:

Number of laborers for Install _____	Number of laborers for Dismantle _____
X Approx. hrs. _____	X Approx. hrs _____
@ \$Rate (Straight/Overtime) \$ _____	@ \$Rate (Straight/Overtime) \$ _____
Install Labor Total \$ _____	Dismantle Labor Total \$ _____
Approx. hours for High Lift Install _____	Approx. hours for High Lift Dismantle _____
@ \$Rate (Straight/Overtime) \$ _____	@ \$Rate (Straight/Overtime) \$ _____
High-Lift Install Total \$ _____	High-Lift Dismantle Total \$ _____
Total Due \$ _____	

Special Instructions:

No credits will be issued after event opens!

Exhibitor Co. Name	Booth #
Print Name	Phone#
Signature	Email



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BOOTH CLEANING FORM	
Event:	The Fly Fishing Show 2012
Location:	Pasadena Convention Center
Date:	March 3 & 4, 2012

Rossi Expositions' offers booth cleaning services for you at the event. Such booth cleaning services consist of vacuuming of booth carpet and emptying the wastebasket(s) within your booth space. If you would like Rossi Expositions to provide said services, please complete and return this form.

We will require the following:

PRICE PER DAY PER BOOTH	X	# DAYS	X	# BOOTHS	=	\$ TOTAL
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Advance Order Rate: Vacuum and emptying wastebasket(s).....\$22.00 per X ___ X ___ = _____

Late/Onsite Order Rate: Vacuum and emptying wastebasket(s).....\$30.00 per X ___ X ___ = _____

For one day only of booth cleaning, please specify the date the booth is to be cleaned: _____ (If no date is specified, booth cleaning will be done before first day of show opening)

PLEASE NOTE: Remember to multiply the number of days by the number of booths in order to arrive at your total cost. If your booth size is larger than 10'x10', calculate the number of 10'x10' spaces included in your booth configuration.

EXAMPLE: Space dimensions are 10'x60'. Multiply the dimensions of your booth: 10 times 60 = 600sq. ft. Divide the total square feet by 100 (the square feet in a 10'x10' booth): 600 divided by 100 = 6. You have a total of 6 - 10'x10' spaces in your rented area. Now multiply the number of days you wish to have your booth cleaned by the number of spaces in your area.

SPECIAL INSTRUCTIONS:

Total Due \$

***No credits will be issued after event opens!
 Late order rates apply for all orders not paid in full by 2/27/12.***

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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Attention!

Electrical Services
for this event will be provided by
Edlen Electric.

Please see the following pages for
their order and contact information.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	