



EXHIBITOR REFERENCE SHEET

EXHIBITION & CONFERENCE MANAGEMENT

Mark Stone, Show Manager
Milestone Presentations, LLC
4255 South Buckley Road, #118
Aurora, CO 80013
Phone (800) 996-3233 or (303) 690-3233
Fax (888) 996-3296 or (303) 690-3278
E-mail info@rockychem.com

DECORATING

Exhibitor Services Department
Modern Expo & Events
424 South 700 East
Salt Lake City, UT 84102
Phone (801) 983-8160
Fax: (801) 521-3040
E-mail service@modernexpo.com

MOVE-IN (Ballroom Lobby)

Sunday, July 22 11:00 a.m. - 5:00 p.m.

EXHIBIT HOURS (Ballroom Lobby)

Monday, July 23 10:00 a.m. - 7:00 p.m.
Tuesday, July 24 9:00 a.m. - 5:00 p.m.
Wednesday, July 25 9:00 a.m. - 2:00 p.m.

MOVE-OUT (Ballroom Lobby)

Wednesday, July 25 2:00 p.m. - 5:00 p.m.

EXHIBIT FACILITY

Jared Jentzsch, Conference Services Manager
Snowbird Resort & Conference Center
9320 South Cliff Lodge Drive
Snowbird, UT 84092
Phone (801) 933-2272
E-mail jjentzsch@snowbird.com

LODGING

Snowbird Reservations
(Cliff Lodge and Lodge at Snowbird)
9320 South Cliff Lodge Drive
Snowbird, UT 84092
Phone (800) 453-3000 or (801) 933-2222
Group Name: Rocky Mtn Conf on Magnetic Resonance
Conference rate is \$139 single/double, plus taxes and resort fee. Room rates are valid through and including June 21, 2018. After June 21, 2018 rooms and rates are subject to availability. Early reservations are recommended as rooms, or certain types of rooms, may sell out prior to June 21.

CAR RENTAL

Avis
(800) 331-1600, www.avis.com or call your travel agent
Group ADW #J992314

GROUND TRANSPORTATION/SHUTTLE

Canyon Transportation
(801) 255-1841, www.canyontransport.com or reserve when you book your room with Snowbird Reservations.

OFFICIAL RMC MR WEB SITE - www.rockychem.com



July 22-27, 2018 ♦ Snowbird Resort & Conference Center ♦ Snowbird, Utah

REDUCED RATE CONFERENCE REGISTRATION

RMCMR exhibitors are entitled to two conference registrations, per 6' x 10' booth, at \$200 rate per registration. You may use these special rate conference registrations for someone in your company or designate it to a preferred client. Please complete the following registration certificate for your designated reduced rate conference registration. *You may make additional copies of this form as needed.*

NAME _____

PROFESSIONAL TITLE _____

COMPANY/SCHOOL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____ E-MAIL _____

PHONE _____ FAX _____

EXHIBITING COMPANY _____

CURRENT POSITION – *Please check one*

Student

RMCMR vendor company scientist or staff member

University: PI, post-doctoral fellow or staff scientist

Industrial scientist or other

Government laboratory scientist or PI

PLEASE indicate if you have any need for auxiliary aids or special assistance services (notification required by June 15, 2018) _____

CHECK ALL THAT APPLY:

_____ Full Conference - \$200*

* Includes lunch July 23, 24 and 25, Reception July 23 (Conference Banquet & Awards Ceremony not included)

_____ Ticket(s) needed for Conference Banquet & Awards Ceremony July 25 - \$20 per ticket

_____ Additional ticket(s) needed for spouse/guest for Lunch July 23, 24 and/or 25 - \$25 per ticket

_____ Additional ticket(s) needed for spouse/guest for Reception July 23 - \$40 per ticket

_____ Software Tools for EPR Spectroscopy Workshop - complimentary**

** Takes place July 26 (afternoon-only) and July 27 (morning-only)

☐ TOTAL AMOUNT DUE

(Primary area of interest - check only one)

EPR SSNMR

(Check all symposia that you may attend)

_____ EPR _____ SSNMR

FOR CREDIT CARD PAYMENTS (*American Express, Discover, Mastercard, Visa accepted*)

Card # _____ Expires _____ 3 or 4 digit card security code _____

Signature _____

Cancellations on or before June 15, 2018 are fully refundable. Cancellations after June 15, 2018 are non-refundable, however substitutions are allowed.

Fax, E-mail or Mail to:

Milestone Presentations, LLC
4255 South Buckley Road, #118
Aurora, CO 80013
Fax: (888) 996-3296
E-mail: info@rockychem.com
Federal Tax ID# 84-1350241



COMPLIMENTARY CONFERENCE PROGRAM LISTING

Please complete this form and return by **June 22, 2018**. The information will be part of the Conference Program available to every attendee. It is to your advantage to be listed correctly in this publication.

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Web: _____

Booth Number: _____

Describe your product or service in 40 words or less. Please type or print:

Return by June 22, 2018 to:

Milestone Presentations, LLC
4255 South Buckley Road, #118
Aurora, CO 80013
Fax: (888) 996-3296
E-mail: info@rockychem.com



OFFICIAL CONFERENCE PROGRAM ADVERTISING

The Conference Program will be distributed to all attendees of the RMCMR, as well as contacts with the media. This is a tremendous opportunity for your company to obtain maximum exposure.

Page Size 8 1/2" x 11" white stock

	Ad Size	Black & White Ad Rate
Full Page	7 1/2" x 10"	\$750
1/2 Page	7 1/2" x 4 7/8" or 3 5/8" x 10"	\$500
1/4 Page	3 5/8" x 4 7/8"	\$350

Back cover (full page only) available in full color for \$2,500.

Inside back cover (full page only) available in full color for \$1,500.

Commissions Rates are net non-commissionable.

Artwork Electronic high resolution (300 dpi or higher) pdf, jpg, tiff or eps file
No Bleeds
Full color ads are 4 color process. Color ads must be set up for cmyk

Deadlines Insertion Order – **June 22, 2018**
Artwork – **June 29, 2018**

Payment Payment must be received by **June 29, 2018**

Cancellations Non-refundable after Insertion Order date.

All questions, orders, artwork and payment should be directed to:

Milestone Presentations, LLC
4255 South Buckley Road, #118
Aurora, CO 80013
Phone: (800) 996-3233
Fax: (888) 996-3296
E-mail: info@rockychem.com



ATTENDANCE LIST ORDER FORM

All exhibitors at the Rocky Mountain Conference on Magnetic Resonance have the opportunity to purchase the electronic list of all registered attendees of the show. It includes items such as e-mail addresses, fax numbers and demographics, as provided by the registrants. This is an excellent way to follow up on all the people you have missed at the show or leads you talked to at the show. This list is available exclusively to exhibitors and may not be reproduced for any other individuals or companies.

The list comes in Excel format. Show management does not offer technical support for manipulation of the data.

YES, we would like to order the 59th Rocky Mountain Conference on Magnetic Resonance attendance list for \$50.00.

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

Return with payment to:

Milestone Presentations, LLC
4255 South Buckley Road, #118
Aurora, CO 80013



IMPORTANT SECURITY NOTICE

ANY TIME THE EXHIBIT AREA IS LEFT UNATTENDED, EXHIBITORS ARE URGED TO TAKE ALL ITEMS OF VALUE WITH THEM.

This procedure applies to exhibition closing hours, as well as to the final close of the exhibition. If it becomes necessary to leave your exhibit unattended during show hours, articles of special value should be given the same consideration.

Although adequate guard service is provided by the show management, past experience has shown that it is impossible to completely prevent pilfering of items which can be hand carried from the exhibition hall. It is important to keep in mind that, although the hall is locked each night, a variety of maintenance personnel have access to the exhibit floor after hours. Also, there is no "safe" hiding place within the exhibition area. All places of concealment contrived by exhibitors are widely known to potential thieves.

EXHIBITORS SHOULD CONSULT THEIR INSURANCE COMPANIES FOR PROPER COVERAGE OF ANY MATERIAL FROM THE TIME IT LEAVES THEIR COMPANY UNTIL IT IS RETURNED.

The show management, hall management, contractors and sub-contractors cannot in any way be held responsible for the loss, damage or theft of any exhibits or show materials.



Dear Exhibitor,

We are pleased to inform you that Modern Expo & Events has been selected by the Show Management as the official Service Contractor for:

Rocky Mountain Conference on Magnetic Resonance

Snowbird Resort & Conference Center

July 23 - 25, 2018

In order to assist you in selecting your additional decorating needs, we are enclosing our equipment and service order forms. Ordering in advance helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be faxed, mailed or emailed to Modern Expo & Events. 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. Modern Expo & Events requires a credit card authorization on file for each exhibitor using Modern Expo & Events.

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 Modern Expo & Events, for reference purposes.

TO RECEIVE PRE-ORDER PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED
BY:

July 13, 2018

To have questions regarding Modern Expo & Events answered or if you need additional information, please call:

Exhibitor Services

(801) 983-8160

expo@modernexpo.com

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

Mark Stone

800-996-3233 OR 303-690-3233

info@rockychem.com

Wishing you a successful show...

MODERN EXPO & EVENTS

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424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com

Rocky Mountain Conf. on Magnetic Resonance
Snowbird Resort & Conference Center
July 23 - 25, 2018
Pre-Order Discount Deadline July 13, 2018

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QUICK FACTS



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Rocky Mountain Conf. on Magnetic Resonance

Snowbird Resort & Conference Center

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IMPORTANT DATES

Friday	July 13, 2018	Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.
Monday	June 14, 2018	Advance shipments may begin to arrive at Warehouse.
Friday	July 13, 2018	Late to Warehouse: All shipments received after this date will be charged a late fee.
Friday	July 20, 2018	Last day for Advance Shipments to arrive at Warehouse. You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in.

NOTE: the facility will not accept freight. Please make sure your freight arrives to the advance warehouse no later than Friday, July 20, 2018. If your freight arrives after July 20, you will be charged a transportation fee to guarantee it is delivered to your booth.

SHOW SCHEDULE

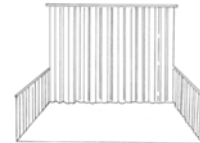
Sunday	July 22, 2018	Exhibit Installation	11:00 AM - 5:00 PM
Monday	July 23, 2018	Show Hours	10:00 AM - 7:00 PM
Tuesday	July 24, 2018		9:00 AM - 5:00 PM
Wednesday	July 25, 2018		9:00 AM - 2:00 PM
Wednesday	July 25, 2018	Exhibit Dismantle	2:00 PM - 5:00 PM
Wednesday	July 25, 2018	All exhibitor materials must be removed from the exhibit space by 5:00 PM All outbound freight will be returned to the Advance Warehouse and can be picked up by your preferred carrier beginning the afternoon of the first business day after the close of the show.	

SHOW COLORS

Drape Color: Black
Booth Size: 6'x10'

BOOTH PACKAGE (Included in your booth space)

8' High Back Drape
3' High Side Drape
7" x 44" Booth ID Sign
(1) 6' x 24" Skirted Table
(2) Folding Chairs



FACILITY INFORMATION

Snowbird Ski and Summer Resort
9320 Cliff Lodge Drive
Snowbird, Utah 84092

ADVANCE WAREHOUSE

Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104

PAYMENT POLICY



424 South 700 East
Salt Lake City, Utah 84102
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Payment Services

Modern Expo & Events (MEE) requires payment in full at the time services are ordered. Further, MEE requires that you provide a credit card authorization to charge your account for services, which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

Pre-Order Prices

To qualify for pre-order pricing, orders must be received with payment in full on or before the pre-order discount price deadline.

Method of Payment

Modern Expo & Events accepts Master Card, Visa, American Express, Discover, company check (no personal checks accepted) or bank wire transfer (please call for wire transfer instructions) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Exhibitors will be charged a \$50.00 fee for each returned NSF check.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide MEE with a Sales Tax Exemption Certificate for that state. Please contact MEE for forms and instructions. Taxes vary by location and will be added to your invoices if you do not submit your tax exempt certificate prior to the start of show.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee.

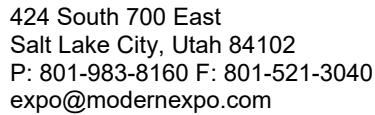
Collections Fees

All balances must be paid in full prior to the close of the event. A fee equal to 2% per month (24 % per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

Order Forms

Please complete all order forms in full and return to MEE with payment in full to insure that your order is processed correctly and to avoid costly delays. ***MEE requires your completed credit card charge authorization to be on file even if you choose to pay by company check or wire transfer.***

PAYMENT CALCULATION & CREDIT CARD CHARGE AUTHORIZATION



Rocky Mountain Conf. on Magnetic Resonance
Snowbird Resort & Conference Center
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COMPANY NAME			DATE	BOOTH #
STREET ADDRESS		CITY	STATE	ZIP
PHONE	FAX	E-MAIL		
ORDERED BY (print name)		SIGNATURE		

CREDIT CARD AUTHORIZATION

All information must be provided. Your order will not be processed if any information is missing. **We require that your credit card charge authorization be on file with MEE even if you are paying by company check, bank draft or bank wire transfer.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Visa			
Master Card			
American Express			
Discover			

Account #

Expiration Date
 /

Security Code

Cardholder's Name - Please Print	Cardholder's Signature	
Cardholder Billing Address	City, State, ZIP	Telephone

Material Handling	\$
Electrical	\$
Installation & Dismantle Labor	\$
Booth Furnishings	\$
Other MEE Services (specify)	\$
Other MEE Services (specify)	\$
Subtotal of all Orders	\$
Please add 6.85% Utah State Sales Tax	\$
FULL PAYMENT - In US funds drawn on a US Bank.	
MEE Federal ID # 87-0265937. MEE is exempt from backup withholding tax.	\$

Discount prices are available for orders placed and paid for in full by the advance order deadline.
Please see "Payment Policy" for more information.

TABLES AND SKIRTING



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COMPANY NAME	DATE	BOOTH #
--------------	------	---------

SKIRTED DISPLAY TABLES 30" HIGH (Includes Top Covered with White Vinyl & 3 sides skirted)			
Qty	Description	Pre-Order	Regular
	4' long 24" wide	75.00	90.00
	6' long 24" wide	80.00	96.00
	8' long 24" wide	85.00	102.00
SKIRTED DISPLAY TABLES 40" HIGH (Includes Top Covered with White Vinyl & 3 Sides Skirted)			
	4' long 24" wide	80.00	96.00
	6' long 24" wide	85.00	102.00
	8' long 24" wide	90.00	108.00
CHECK SKIRT COLOR (Includes Top Covered with White Vinyl)			
<input type="checkbox"/>	White	<input type="checkbox"/>	Silver
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue
<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Forest Green
<input type="checkbox"/>	Red	<input type="checkbox"/>	Yellow
<input type="checkbox"/>	Teal	<input type="checkbox"/>	Forest Green
UNFINISHED DISPLAY TABLES 30" HIGH (Includes Top Covered with White Vinyl)			
	4' long 24" wide	40.00	48.00
	6' long 24" wide	45.00	54.00
	8' long 24" wide	50.00	60.00
UNFINISHED DISPLAY TABLES 40" HIGH (Includes Top Covered with White Vinyl)			
	4' long 24" wide	45.00	54.00
	6' long 24" wide	50.00	60.00
	8' long 24" wide	55.00	66.00
ROUND TABLES (Includes standard black poly linen)			
	30" Round 40" High <input type="checkbox"/> 30" High <input type="checkbox"/>	60.00	72.00
ADDITIONAL TABLE SKIRTING			
	Custom color linen	30.00	40.00
	Spandex linen for 40" high table	75.00	95.00
	4th side table skirt 30" high	36.00	43.00
	4th side table skirt 40" high	36.00	43.00



Skirted Table
4', 6', 8'



Unfinished Table
4', 6', 8'



Round Table
30" d x 30"h
30"d x 40"h



Standard Black Linen



Spandex Linen



Table Skirt
Silver

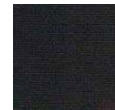


Table Skirt
Black



Table Skirt
Blue



Table Skirt
Burgundy



Table Skirt
Red



Table Skirt
Yellow



Table Skirt
Teal



Table Skirt
Forest Green

TOTAL THIS PAGE \$

CHAIRS AND MISCELLANEOUS



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expo@modernexpo.com

Rocky Mountain Conf. on Magnetic Resonance
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COMPANY NAME	DATE	BOOTH #
--------------	------	---------

CHAIRS AND STOOLS			
Qty	Description	Pre-Order	Regular
	Padded Side Chair	48.00	57.00
	Padded Arm Chair (gray upholstered)	48.00	57.00
	Stool Counter High (gray upholstered)	61.00	73.00
	Folding Chair	10.00	12.00
MISCELLANEOUS ITEMS			
	Chrome Stanchions: includes 2 stanchions, 1 rope	55.00	75.00
	Chrome Stanchions: each additional section	32.00	52.00
	Black Retractable Crowd Control	42.00	50.00
	Easel, Aluminum, Floor Standing	30.00	36.00
	Sign Holder chrome 22" x 28" vertical only	60.00	72.00
	Coat Rack rolling: single arm	41.00	52.00
	Coat Rack rolling: double arm	80.00	96.00
	Literature Rack 6 Pocket Floor Standing	150.00	180.00
	Poster Board gray 4'x8' vert <input type="checkbox"/> horiz <input type="checkbox"/>	124.00	148.00
	Wastebasket	13.00	15.00
SPECIAL DRAPERY BACKGROUND			
	Upright Pole w/Base 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12' <input type="checkbox"/>	8.00	9.50
	Extendable (cross bar)	8.00	9.50
	3' high drape package (10' minimum order) includes drape and all necessary hardware Feet _____ Color _____	Per Foot 5.00	Per Foot 6.00
	8' high drape package (10' minimum order) includes drape and all necessary hardware Feet _____ Color _____	Per Foot 7.00	Per Foot 8.50
CHECK DRAPE COLOR			
<input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Teal <input type="checkbox"/> Forest Green			
TAPES AND ADHESIVES			
	Roll of Tape - Double faced tape	26.00	31.00
	Roll of Tape - Gaffer tape - Black	20.00	24.00



Padded Side Chair



Padded Arm Chair



Stool Counter High



Folding Chair



Chrome Stanchion



Retractable Crowd Control



Floor Standing Easel



Sign Card Holder



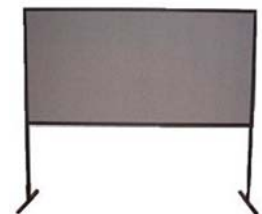
Coat Rack Single Arm



Coat Rack Double Arm



Literature Rack



Poster Board

TOTAL THIS PAGE \$

ELECTRICAL SERVICES



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COMPANY NAME	DATE	BOOTH #
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Determine the amount of power you need by checking the UL rating plates of each electrical item to be used in your booth. Plate will give information regarding VOLTS (ex. V120), WATTS (ex. W1000) and/or AMPS (ex. A30). Add power requirements of all items to be powered in the booth to determine your total electrical need and select the appropriate service from the list below. If you need help determining the amount of power you need, please contact our exhibitor service staff.

Electrical service must be ordered by each individual exhibitor and may not be shared with or borrowed from a neighboring exhibitor. Modern Expo & Events and the exhibit facility conduct electrical audits during each show and any exhibitor found to be accessing electricity without having ordered and paid for it, will have their power disconnected until an electrical order, plus a minimum on hour electrician fee, is paid in full. Electrical audits include metering. Any exhibitor found to be using more power than they ordered will be required to upgrade their order and pay for the extra power.

120 Volt Motor & Equipment Outlets

Orders of 4 or more outlets will require at least 1 hour minimum Electrician labor

120 Volt Outlets by Amperage and Wattage

Qty	Description	Pre-Order	Regular
	Outlet up to 5 amp or 500 watt	93.00	123.00
	Outlet up to 10 amp or 1000 watt	133.00	173.00
	Outlet up to 15 amp or 1500 watt	175.00	227.00
	Outlet up to 20 amp or 2000 watt	193.00	251.00

208 Volt Motor & Equipment Outlets

For all 208 Volt outlets you must also order at least 1 hour minimum Electrician labor

SINGLE PHASE 208 Volt					3 PHASE 208 Volt				
Qty	Description	Pre-Order Price	Regular Price	Total	Qty	Description	Pre-Order Price	Regular Price	Total
	20 amps or less	275.00	358.00			20 amps or less	367.00	477.00	
	30 amps	332.00	432.00			30 amps	439.00	571.00	
	60 amps	550.00	715.00			60 amps	725.00	942.00	
	For power greater than 60 amps, please call for pricing					For power greater than 60 amps, please call for pricing			

Miscellaneous

Electrician

(Electricity must be ordered for extension cord or power strip usage)					For assistance with special electrical requirements. If you have an island or bulk booth, or are ordering a single phase or 3 phase outlet, you must order a minimum of 1 hour electrician labor.				
Qty	Description	Pre-Order	Regular	Total	Qty	Description	Regular	Overtime	Total
	Extension Cord	17.00	22.00			Electrician Per man Hour	81.00	157.00	
	Power strip	17.00	22.00						

- Outlets requiring 24 hour service are priced at DOUBLE THE RATE of the outlet ordered.
- Dedicated Circuits are priced at DOUBLE THE RATE of the outlet ordered.
- HOT TUBS and H EAVY EQUIPMENT - As Per facility regulations, ALL hot tubs and heavy equipment are required to order the maximum amperage rated for that individual item. NO EXCEPTION. (Most hot tubs are rated at Single Phase 208V 60amp. Maximum Amperage = total electrical needed for heating element, pump, lights, etc.).
- All electrical in stand alone, bulk or island booths (4 or more booths grouped together) or orders of Single or 3 Phase outlets will be subject to a 1 hour minimum electrician labor charge.
- **No credits will be issued for outlets installed as ordered and not used.**
(See next page for additional rules and regulations)

NOTE: all electrical will be placed at the back of your booth unless otherwise indicated on page 12 of this kit. If you require your electrical to be placed anywhere else in your booth, there will be a minimum 1 hour electrician charge. Please see rates above in the Electrician section.

TOTAL THIS PAGE \$

ELECTRICAL SERVICE



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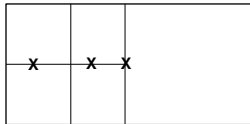
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PLEASE ATTACH THIS PAGE TO THE ELECTRICAL ORDER FORM TO ENSURE PROPER PLACEMENT OF THE OUTLETS IN YOUR BOOTH.

Rates quoted for all connections cover 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 and a half hour for removal. All outlets will be placed at the center back of the booth unless otherwise indicated in the grid below.

EXAMPLES OF PLACEMENT



In-line booths Peninsula Booth

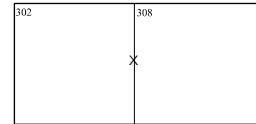
Aisle # ____

Aisle # ____

A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.

Aisle # ____

Island Booths



Back to back Peninsula Booths

FRONT OF BOOTH

Indicate Adjacent Booth or Aisle Number

Indicate Adjacent Booth or Aisle Number

Indicate Adjacent Booth or Aisle Number

BACK OF BOOTH

Indicate Adjacent Booth or Aisle Number



424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com

Rocky Mountain Conf. on Magnetic Resonance
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Electrical service is **NOT** included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Expo & Events for installation of electrical service and must pay MEE a fee for electrical service used on a rate schedule determined by the exhibit facility. Please help us provide you with the best service and avoid possible service issues by **ORDERING YOUR ELECTRICAL SERVICE IN ADVANCE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.**

Extension cords are **NOT** included in your order. They may be rented from Modern Expo & Event. Please see page 12 to order extension cords and other accessories.

Any extension cords brought in by Exhibitors or their Designated Contractors must be **FLAT** cords per facility policy.

Triple Outlet Adapters are **NOT** allowed per facility policy.

All cords **MUST** be taped down with black and yellow caution tape per facility policy.

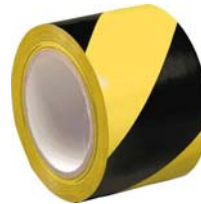
All cords **MUST** be grounded.



Flat extension cords only allowed in the facility.



Triple Outlet Adapters **NOT** allowed in the facility.



All cords in traffic areas **MUST** be taped down with black and yellow caution tape.

Exhibitors and/or their contractors may **NOT** make any connection to a permanent facility electrical connection. Any exhibitor making an unauthorized electrical connection will have their electrical service disconnected until such service has been properly ordered and paid for through MEE representatives. MEE shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical service disconnected due to unauthorized connection or for failure to pay for electrical service.

Exhibitors may not share electrical connections with neighboring exhibitors

Exhibitors may not make connection to extension cords or other power supplies provided for the use of neighboring exhibitors.

Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of Modern Expo & Events and are not to be moved, altered or removed from the booth space by exhibitors or their contractors. Any material or equipment that is missing from the booth space at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by MEE.

Modern Expo & Events is not responsible for fluctuations in delivered power or interruptions in electrical service due to circumstances beyond its control such as facility power supply issues, power outages, brown-outs, etc.

Modern Expo & Events is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material. Please check to make sure that you understand your power needs and order enough electricity to adequately power those needs.

Electrical rates include providing power to a single location within the booth space. For in-line and peninsula booths, service is provided to the back center of the booth. For island booths, service is provided to a single location within the booth. Custom service drops are available for an additional fee. Electrical charges are based upon wattage/ampage, regardless of the amount of time used. If the exhibitor is found using electricity that has not been ordered, or found using more than was ordered, the exhibitor will be charged accordingly.

Electrical rates do not include connection of exhibitor equipment or display material to electrical service drop. Custom connection is available on a time and material basis.

Claims will not be considered unless filed prior to close of show.

SHIPPING AND HANDLING INSTRUCTIONS



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MATERIAL HANDLING: crated, boxed, or skidded materials will be received at the MEE warehouse up to 30 days in advance of show. They will also be received on show site the day before exhibitor move-in unless otherwise indicated on the Quick Facts page of this Exhibitor Service Kit (page 3) for Direct to Show Site receiving dates. Materials will be delivered to respective booths. Any materials without a form of payment attached for Material Handling will be held until payment is made. 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, they will be taken to the dock and loaded on designated vehicles.

Description of services and material handling prices are listed below.

ADVANCE SHIPMENTS TO MODERN EXPO WAREHOUSE			
CRATED OR UNCRATED SHIPMENTS 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. <i>Prices apply to shipments that meet the deadline only</i> Cost Calculation Formula: Shipment weight (round to the next 100 lbs.) _____ = _____ Total CWT @ _____ Per 100 = \$ _____	On Time	PER 100 LBS	MIN CHARGE
		98.00	196.00
	Late	128.00	256.00
		200 lb. minimum	
SHIPMENTS REQUIRING SPECIAL HANDLING			
Shipments that require special handling, unboxed items, machinery, heavy equipment or blanket wrapped items. <			

NOTE: exhibitors are responsible for providing their own pre-paid shipping labels for all outbound freight.
Exhibitors are also responsible for scheduling pick up of their freight at the end of the show by their preferred carrier. All outbound freight will be returned to the Advance Warehouse and can be picked up by your preferred carrier beginning 2 business days after the close of the show. Please contact Modern Expo if you have any questions.

expo@modernexpo.com or 801-983-8160

SHIPPING INFORMATION



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COMPANY NAME	DATE	BOOTH #
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All freight charges must be pre-paid. All shipments sent freight collect will be refused.

ADVANCE WAREHOUSE SHIPPING

TO: (Name of Exhibitor & Booth #)

RMCMR July 2018
C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104

Advance Receiving Dates: **June 4 - July 20, 2018**
Warehouse-No Later Than: **July 20, 2018**

DIRECT SHOW SHIPPING

NOTE: the facility will not accept freight. Please make sure your freight arrives to the advance warehouse no later than Friday, July 20, 2018. If your freight arrives after July 20, you will be charged a transportation fee to guarantee it is delivered to your booth.

Advance Warehouse receiving hours are Monday thru Friday 8:00 AM to 4:00 PM

SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW

The designated ground and air carrier for this show is UPS Freight.

All exhibitor freight not picked up by their exhibitor designated carrier will be forced out on UPS Freight: Friday, July 27, 2018 at 4:00 PM

- Exhibitors are responsible for providing pre-printed labels for their freight. If you do not have pre-printed labels, you can create them online on the website of your preferred carrier. Print the labels and place them on your boxes.
- Schedule a pickup with your preferred carrier: UPS, FedEx, YRC etc. If you do not have a preferred carrier, our carrier of choice is UPS Freight. We can re-route your freight via UPS Freight at your expense.
- Fill out all the blue shaded areas on the attached Bill of Lading. Make sure you mark one of the two boxes in the center of the bill. This lets us know what you would like us to do with your freight, should your carrier fail to show up.
- Once you have scheduled your pickup, packed and labeled your boxes and filled out your Bill of Lading, please leave your boxes in the center of your booth and return the Bill of Lading to the Modern Expo Service Desk. When we receive your Bill of Lading, this lets us know you are ready for us to pick up your boxes, get them to the correct carrier and send them on their way.

If you have any questions, please come see us at the Modern Expo Service Desk, give us a call at 801-983-8160 or e-mail us at expo@modernexpo.com



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SPECIAL HANDLING EXPLAINED

Shipments requiring special handling are shipments that are loaded in such a way as to require additional labor and handling to unload or load out. Additional fees beyond the standard crated rate will apply. See page 17 for more information on rates.

Side Door Loading: shipments arriving for delivery in a way that prevents access to the rear of the trailer.

Ground Loading: vehicles that are not dock height preventing the use of loading docks.

Designated Piece Loading: when a trailer must be loaded in a particular order to ensure fit.

Constricted Space Loading: freight loaded down one side or "high and tight" making the shipment not readily accessible.

Uncrated Shipments: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Stacked, Cubed-out, or Loose Shipments: shipments requiring items to be removed to ground level for delivery to booth and items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments: shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

SIDE DOOR LOADING



UNCRATED



STACKED, CUBED-OUT, LOOSE



MULTIPLE SHIPMENTS



ADVANCE WAREHOUSE



EXHIBIT MATERIAL

**Rush To: C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104**

RMCMR July 2018

Exhibitor _____

Booth _____

Delivery Deadline fees apply after : July 13, 2018

EXHIBIT MATERIAL



**Rush To: C/O Modern Expo & Events
3370 West 500 South
Salt Lake City, Utah 84104**

RMCMR July 2018

Exhibitor _____

Booth _____

Delivery Deadline fees apply after : July 13, 2018

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled
Hazardous material will not be accepted at the warehouse**

SHIPPING & HANDLING INSTRUCTIONS



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Benefits of Advance Shipping to MEE Warehouse: Storage of materials for up to 30 days prior to your show. Delivery of materials directly to our booth space prior to your scheduled move-in time. Many convention centers and hotels do not have facilities to receive and store freight and may refuse a shipment sent to them prior to show dates.

How to Ship to Advance Warehouse: Remove all old shipping and empty storage labels. Fill out and attach enclosed Advance Shipping Label (s). Complete enclosed Material Handling Form. Confirm receipt of your shipment prior to leaving for the show. All shipments must have a Bill of Lading showing number of pieces, weight, and type of merchandise. Certified weight tickets must accompany all shipments. Take the time to make sure your shipment (s) is properly packed. MEE is not responsible for any damage that occurs in shipping. Please do not ship uncrated or blanket wrap items to warehouse. These types of items should be sent directly to show site.

How to Ship Direct to Show Site: Consign all domestic shipments c/o Modern Expo & Events. Remove all old shipping and empty storage labels. Fill out and attach enclosed Direct Shipping Label (s). Complete enclosed Material Handling Form. Confirm receipt of your shipment prior to leaving for the show. All shipments must have a Bill of Lading showing number of pieces, weight, and type of merchandise. Certified weight tickets must accompany all shipments. Take the time to make sure our shipment (s) is properly packed. MEE is not responsible for any damage that occurs in shipping.

Freight Carriers: Select a carrier with trade show experience. Make sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick up times for trade shows often fall outside of "normal" delivery hours. Make sure your carrier is committed to and capable of meeting target dates and times. Make sure to plan not only for your shipment to the show, but for your return shipment, as well.

Damage: Relative to shipments consigned to MEE's warehouse, MEE will exercise all possible diligence and care in receiving, handling and transporting your shipment. MEE shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of MEE. In any case, the liability of MEE is limited to \$0.30 per pound with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in MEE's warehouse or MEE-owned and operated vehicles for delivery to show site.

Estimating Material Handling Charges: Material Handling charges are based on the weight of the freight. Shipments are billed in increments of 100 pounds and are rounded up to the nearest hundred. There is a minimum charge of 200 lbs. on many shipments. Please refer to the Material Handling Estimate sheet for pricing details. MEE cannot and will not accept collect shipments. Crated and uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified as and charged at the uncrated/special handling rate.

Crated Materials are materials that are skidded, crated or is in any type of container that can be unloaded at dock level with no additional handling required.

Uncrated/Special Handling Materials are materials that are loose, not skidded, pad wrapped, cannot be unloaded at dock level or any item without proper lifting bars or hooks.

Off Target Surcharges may apply to shipments that arrive before or after the Advance Delivery dates or before or after the Direct Delivery dates and times. Off Target surcharges may also apply to shipments that arrive with incomplete or inaccurate documentation, includ-

Machinery Labor and Equipment: Labor and equipment for uncrating, un-skidding, positioning, leveling, installing, dismantling, re-crating and re-skidding must be ordered separately. See the Forklift and Labor forms to order these services.

Storing Empty Containers: Properly labeled empty shipping containers will be picked up from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Labels are available from the MEE Exhibitor Service Desk on show site. Do not store any materials or valuables in containers marked "empty." MEE has no liability for items sent to empty storage in crates. Empty crate storage should not be considered secure storage.

Outbound Shipments: Each outbound shipment must have a completed MEE Bill of Lading accompanying the shipment. Bills of Lading are available at the MEE Exhibitor Service Desk. Exhibitors will need to make their own arrangements for pick-up. An exhibitor representative should remain on-site to insure that your shipment is picked up. Any shipments that remain on-site past the outbound shipping deadline, will be forced out on MEE's carrier of choice and the exhibitor billed accordingly. **MEE does not provide carrier shipping labels or Bills of Lading. These must be obtained from your carrier of choice.**

SKILLED LABOR SERVICES



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**PLEASE COMPLETE THIS FORM FOR ALL YOUR DISPLAY LABOR NEEDS.
TO DETERMINE IF YOU NEED SKILLED DISPLAY LABOR, FOLLOW THE GUIDELINES BELOW.**

Straight Time per man hour	\$95.00	M - F 8:00AM - 5:00PM
Overtime per man hour	\$143.00	M - F 6:00AM - 8:00Am, 5:00PM - 10:00PM All hours on Saturdays
Double Time per man hour	\$190.00	Mon. - Sun. 10:00PM - 6:00AM All hours on Sundays and holidays

MODERN EXPO & EVENTS SUPERVISED LABOR SERVICE

LABOR SERVICE FOR THOSE WHO WISH TO HAVE THEIR EXHIBIT SET UP BEFORE THEY ARRIVE AT SHOW SITE. Modern Expo & Events will install and dismantle your exhibit. You need not be present. A professional supervision surcharge of 30% will be added to your labor charge. All installation and dismantle orders include a \$50.00 minimum charge.

	No. of Laborers	Laborer Hrs. Each	Total Hours	No. of Cartons
Installation				
Dismantle				

EXHIBITOR SUPERVISED LABOR SERVICE

ALL WORK IS TO BE PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Exhibitor must also check the laborers out at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or the exhibitor representative.

	Date	Time	No. of Laborers	Laborer Hrs. Each	Total Hours
Installation					
Dismantle					

EXHIBITOR REPRESENTATIVE:	E-MAIL ADDRESS:
SHOW SITE PHONE #:	ALTERNATE PHONE #:

NOTE: A minimum charge of one hour will apply to all orders. Time will commence upon assignment of laborers in accordance with exhibitor's request. Failure to pick up or call for labor at the requested time will result in a 1 hour charge per worker requested unless 72 business hours notice is provided.

TOTAL THIS PAGE \$

EXHIBITOR APPOINTED CONTRACTOR



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EXHIBITOR NAME		DATE		BOOTH #
STREET ADDRESS		CITY	STATE	ZIP
PHONE		FAX		
ORDERED BY (PRINT NAME)		SIGNATURE		

CONTRACTOR NAME		AUTHORIZED REPRESENTATIVE		
STREET ADDRESS		CITY	STATE	ZIP
PHONE		FAX		
SHOW SITE REPRESENTATIVE (IF DIFFERENT THAN ABOVE)				

Rules and Regulations for Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is any company other than Modern Expo & Events (MEE), the Official Service Contractor, that an exhibitor may wish to use inside the exhibit hall before, during, or after the show.

Usually, an EAC is contracted to set or supervise the setting of an exhibitor's display. **An EAC 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 EAC may be contacted to supervise the procurement of items listed above.

An EAC must provide the following to MEE 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 MEE.
- 2) EAC must furnish current certificates of insurance naming MEE 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 EAC being barred from the exhibit hall.
- 3) EAC must provide payment in full for all services ordered from MEE. Please see Payment Policy sheet for more information. The exhibitor is ultimately responsible for any charges incurred by its EAC. Any unpaid charges incurred by an EAC will be collected from the responsible exhibitor prior to the close of the show.
- 4) EAC must confine its activities to the exhibit space of the contracting exhibitor. No storage areas, service desks, or work facilities will be allowed.
- 5) EAC may not solicit business on the exhibit floor.
- 6) Exhibit hall, service and storage areas, and loading docks are under the control of the Official Service Contractor and all activities must be coordinated through MEE.
- 7) MEE accepts no responsibility for damage to any exhibitor material under control of the EAC or to material that has been left in public areas such as aisle ways, loading docks, storage or work areas, or hallways.
- 8) EAC employees must identify themselves to MEE personnel and wear appropriate identification badges at all times. Temporary identification badges will be available from the MEE service desk if necessary.
- 9) EAC 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.

Any EAC who has not provided the above information at least 30 days in advance of exhibitor move-in will be barred from the exhibit hall.

THIRD PARTY PAYMENT AUTHORIZATION



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This form must be completed and returned to Modern Expo & Events by the deadline date.

Both parties MUST sign this form indicating acceptance, otherwise, request will be denied.

When a third party is handling our display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Modern Expo & Events will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- | | | | |
|---------------------------------------|---|---|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Furnishings | <input type="checkbox"/> Floral | <input type="checkbox"/> Specialty Furniture |
| | <input type="checkbox"/> Carpet | <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Material Handling |
| | <input type="checkbox"/> Electrical | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Install/Dismantle Labor |
| | <input type="checkbox"/> Other (please specify) _____ | | |

THIRD PARTY INFORMATION

Company Name: _____	Contact: _____
Company Address: _____	Phone: _____
City, State, Zip: _____	Fax: _____
Authorized Signature: _____	Email: _____

EXHIBITING COMPANY INFORMATION

Company Name: _____	Contact: _____
Company Address: _____	Phone: _____
City, State, Zip: _____	Fax: _____
Authorized Signature: _____	Email: _____

THIRD PARTY CREDIT CARD INFORMATION

- ☐ Visa
☐ Master Card
☐ American Express
☐ Discover

Account #

Expiration Date

Security Code

Billing Address: _____	City, State, Zip: _____
Name on Card: _____	Authorized Signature: _____

If you are tax exempt for the state this event occurs in, you must provide a tax exemption certificate for the state in which the show is being held.
Please submit tax exemption certificate to: expo@modernexpo.com

SHOW SITE WORK RULES



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EXHIBIT LABOR JURISDICTION

To assist you in planning your participation in your Salt Lake City area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Modern Expo & Events utilizes the local stagehand union for exhibit installation and dismantling, material handling, sign hanging and rigging, and installation of display materials, including flooring. The union allows only full-time, permanent employees of the exhibiting company (no temporary or part-time personnel) to work on the installation and dismantling of their own exhibits. These employees must be clearly identifiable and must obtain a work badge from show management. If additional personnel are required, union personnel must be acquired through the official service contractor (MEE). Non-union temporary personnel acquired from local temporary agencies will not be allowed to perform any type of work that is covered under the jurisdiction of the stagehand union contract.

FREIGHT HANDLING JURISDICTION

Modern Expo & Events has been selected by Show Management to oversee and handle all incoming and outgoing exhibit materials, displays and empty crates. It is the responsibility of MEE to manage the docks and to schedule vehicles for smooth and efficient move-in and move-out of the exposition. All materials shipped to the exhibit facility by a third-party carrier are the responsibility of MEE and are subject to material handling charges. Exhibitors may, upon prior approval from Show Management, deliver and move in and out their own display materials, provided those materials can be carried by the exhibitors employees without the assistance of wheeled dollies, carts, pallet jacks or forklifts. Any materials that cannot be carried by the exhibitor's employees must be moved by union personnel and are subject to material handling and/or labor charges. **NOTE:** Exhibitors may not borrow MEE hand trucks, dollies, flat trucks, pallet jacks or other freight handling equipment. Exhibitors may not bring their own freight handling equipment to unload or load exhibit materials. Cartload service is available.

IN GENERAL

Union members at all levels will be instructed to refrain from expressing any grievance or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to MEE and/or the exhibit manager. Exhibitors are asked to refrain from voicing complaints about labor directly to union personnel. Any complaint should be brought to the attention of MEE. **The solicitation and acceptance of gratuities, in any form or amount is strictly prohibited.**



Our goal is to create meetings that are impactful and memorable. If you would like to learn more about our creative design concepts, contact your Snowbird Service Coordinator today.

This list offers an overview of our most popular rental items and is not a complete inventory. All rental items are charged per day, per room, unless otherwise noted.

Complimentary Equipment

- One house telephone per room.
- Snowbird pad and pens.
- Snowbird Lectern
- One sign easel per room.
- Registration Table Power Strip.



Please Note: Additional equipment, prices and information can be acquired. Audio/Visual equipment not cancelled within 24 hours of use will be subject to a 30% cancellation fee. Prices are charged per day unless otherwise indicated and do not reflect the 22% service charge or applicable sales tax. All prices are subject to change.

Outside Equipment: A \$25/day power usage fee will be assessed for each room in which a client uses their own equipment. Assistance is available for set-up and teardown at the rate of \$55/hour. For items that require power drops or that exceed the limits of a 20 amp circuit, a three phase power distribution box will be required at \$300/day. Unless prior approval is obtained by Snowbird, the use of outside audio visual equipment or of outside vendors will incur a charge of \$500/day.

Event Technology

Data Projection Packages

Snowbird's data projection packages use HDMI cables. VGA and DVI cables are available upon request.

Meeting Support Package \$150

Includes tripod or drop-down screen, projection cart, HDMI Cable and power. The meeting support package applies when any outside projectors are brought in to the conference center. Package does not include technician labor. Snowbird is not responsible for the safety or functionality of equipment supplied by the client or outside vendors or groups.

Ballroom Meeting Support Package \$200

Includes drop-down screen, projection cart, HDMI Cable and power. The meeting support package applies when any outside projectors are brought in to the conference center. Package does not include technician labor. Snowbird is not responsible for the safety or functionality of equipment supplied by the client or outside vendors or groups.

16:9 6k Lumen Projector Package

Includes LCD Projector, drop-down or tripod screen, interface cables, power strip and projection cart.

First Day \$500

Additional Days \$300

Event Tent Projection Package Call for Pricing

Ballroom 11k Lumen HD Projection Package

Includes drop-down screen & Christie D12 HD Projector and long throw lens.

First Day \$600

Additional Days \$400

Primrose Room Projection Package

Includes 16' x 9' drop-down or fast-fold screen and NEC or Panasonic 6K Lumen Projector.

First Day \$500

Additional Days \$300

Twin Peaks Room Projection Package

Includes 57" x 108" drop-down screen and 5K Lumen Projector and HDMI Cable

First Day \$400

Additional Days \$300

4k Lumen Projector Package - Small Venue

Includes drop-down or tripod screen and 4K Lumen Projector and HDMI Cables.

First Day \$300

Additional Days \$200

Document Camera Package \$150

30-day advance notice. Includes document camera, tripod or built-in screen, interface cables, power strip and projection cart.

Blackmagic ATEM Switcher Package \$300

Includes preview monitor and laptop with software. Video Technician required.

Image Pro II HD Video Scaler/Switcher \$200

Video technician required.

Comprehensive CSW-HDBT300M Switcher \$100

Video Technician required.

DVI Distribution Amp \$50

HDMI Distribution Amp \$50

VGA to HDMI Adaptor \$50

HDMI to VGA Adaptor \$50

HD Base T Video Extender \$100

22" Flat Screen LCD Monitor \$50

42" Flat Screen LCD Monitor \$100

55" Flat Screen LCD Monitor \$200

Continued on next page.

Projection Cart	\$25
Truss Projection Mount Package	\$200
Side and Rear Fill Video Package	\$350
Includes 2 flat screens and an HDMI distribution amp. Requires an A/V tech or an un-switched video source.	
Truss Podium with Monitor	\$200

Projection Screens

Tripod or Drop-Down Projection Screen	\$100
9' x 16' Front Projection Fast-Fold Screen	\$300
Includes dress kit. For other sizes of fast-fold screens call for pricing.	
9' x 16' Rear Projection Fast-Fold Screen	\$300
Includes Dress Kit. For other sizes of fast-fold screens call for pricing.	
56" x 96" Rear Projection Fast-Fold Screen	\$200

Audio

An audio mixer is required for all sound systems, microphones, computer audio and audio recording devices. All microphones require an audio mixer to interface with our sound systems.

Lectern Microphone Package	\$50
Includes wired gooseneck microphone and Snowbird logo podium.	
Table Top Microphone	\$25
Standing or Audience Microphone	\$25
Wireless Lavalier Microphone	\$100
Wireless Hand-Held Microphone	\$100
Wireless Face Microphone	\$125
Audio Mixer, up to 14 channels	\$50
Audio Mixer, up to 16 channels	\$100
Audio Mixer, up to 32 channels	\$350
Audio technician required.	
DUAL JBL PRX612 or ETC ZLX 12P Sound System	\$250
Includes 2 speakers. This sound system is good for groups of 75-250.	
DUAL JBL PRX615 Sound System	\$350
Includes 2 speakers. This sound system is good for groups of 75-350.	
4 JBL PRX615 Sound System	\$400
Includes 4 Speakers. This sound system is good for groups of 150 to 600 people, the Ballroom, Conference Center Terrace and smaller Event Tent Functions.	
JBL VRX932 Line Array with Subs, powered by Crown Amps	\$600
Requires an Audio Technician at \$55/hour. This sound system is good for the Ballrooms, Event Tent, Live Bands and groups of 250-800.	
Small Meeting Recording Package	\$200
Includes 2 Microphones, Audio Mixer and a Zoom H4N Recorder. Requires an Audio Technician at \$55/hour. Standard costs apply for any additional microphones.	
Grand Piano	\$150
Schedule tuning 15 days in advance.	
Zoom H4N Audio Recorder	\$75
Computer Audio/iPod to House Sound Interface	
Requires an Audio Mixer. At no cost when an audio mixer is already ordered.	
Listening Assist Device	
Available upon request at no charge. Additional audio equipment may be required.	

Cameras

Camcorder	Call for pricing
Manfrotto 546B Tripod with 504HD Head	\$75
KiPro Solid State Recorder	Call for pricing.

Presentation Aids

Speaker Timer	\$100
Laser Pointer	\$50
Four-Legged Easel	\$15
Additional Tripod Easel	\$10
Small White Board	\$40
Includes markers, erasers and an easel.	
Flipchart	\$50
Includes markers and an easel.	
Post-It Flipcharts	\$75
Corkboard	\$20
Includes push pins and an easel.	
8' Draped Display Table	\$100
Power available upon request. One-time fee.	
Flipchart Pad	\$30 ea.
Gaffers Tape (roll)	\$25 ea.
Masking Tape (roll)	\$3.50 ea.
Poster Boards (one time fee)	\$70
USB Presentation Remote	\$50
D'San Perfect Cue Powerpoint Remote	\$100

Lighting, Staging and Dance Floors

Ballroom ETC Mover Spotlight	\$150
Follow Spotlight (requires operator)	\$100
L16 Crank Lift Lighting Tree	\$150
12" Box Truss	Call for pricing
LED Leko Light	\$100
LED Par Cans	\$50
Event Tent Stage Wash	\$500
ETC Smartfade Lighting Console	\$100
Strand Lighting 100 Console	\$100
Chauvet Opto Branch	\$50
Dance Floor	\$150
16' Black Velour Fire-Resistant Drape/Pipe	\$15/linear foot
Indoor use only.	
6' x 8' x 12" Staging (first three sections)	n/c
Each additional section \$75.	
Custom Stage Solutions	Call for pricing

Additional Power and A/C Cables

Power Strip	\$7.50
100 Amp, 3 Phase Power Drop	\$300
Conference Table Power Drop	\$10
Requires 24 hour notice. Billed per table. Includes extension cords and power strips.	

Computers

PC Laptop Computers	Call for pricing.
Apple Mac Book Laptops	Call for pricing.
Desktop PC	Call for pricing.
HP Laser Jet Printer	Call for pricing.
Ethernet Switch	\$40
Up to 16 Ports.	

Data and Phones

A Wi-Fi login is required for internet access in the conference area.

Wi-Fi Login Access	\$100
One time fee.	
Ethernet via Hard Wire Cat 5 Cable	\$75/day
Requires Wi-Fi login.	
Dedicated IP	\$300/week
Video Conferencing	Call for pricing
Dedicated Phone Line	\$150/day
Each additional day \$35.	
Conference Phone	\$100
Inn Keeper 1RX Audio Interface	\$200
Requires dedicated technician, audio mixer and microphones at additional charges.	

Executive Boardroom Technology Packages

No outside A/V will be permitted in the Executive Boardroom.

Room Rental Per Day	\$600
Standard Package + Room Per Day	\$900
Includes an electronic whiteboard and annotator, two 80" monitors, conference and video call systems, cable TV access, power, and HDMI access to the monitors.	
Barco Click Share Option + Room Per Day	\$1100
Includes everything in the standard package and four Barco Click Shares. With the touch of a button, this device allows fast and seamless switching between four laptops. It's a slick way to bounce information around a meeting room without having to pause while someone plugs and unplugs cables.	

Labor

These items cannot be discounted.

Audio Technician	\$55/hour
Lighting Technician	\$55/hour
Video Technician	\$55/hour
Camera Operator	\$75/hour
Required for studio kit operation.	
IT Technician Fee	\$100/hour
Required when creating computer networks, bandwidth shaping or downloading software. Two hour minimum.	
Computer Set-Up/Internet Café Labor Fee	\$200
Required when 3 or more computers are facilitated by Snowbird.	
Houseman	\$50/hour
Banner hanging, confetti cleanup, coat check, registration assistance and room décor supplied by the client.	

Miscellaneous

These items cannot be discounted.

Box Handling Fee	\$9/box
Pallet Fee	\$40/pallet
Lock Change Fee (one-time fee)	\$40/lock

Café Lighting

Conference Center Terrace	\$800
Atrium Patio	\$550
Creekside Terrace	\$250
Primrose	\$700
Primrose Patio	\$550
Golden Cliff	\$350
Summit Terrace	\$1000

Outdoor Enhancements

Propane Towers	\$150
Wood Burning Fire Pit	\$150
Propane Fire Pit	\$150
Pop Up Tent	\$150