



Event Information

MACRA MIPS/APM Summit

October 11-13, 2017

Event Schedule

Exhibitor move in	Thursday, October 12	7:30 am - 9:45 am
Exhibit hours	Thursday, October 12	10:00 a.m. – 6:30 p.m.
	Friday October 13	7:30 a.m. – 10:30 a.m.
Exhibitor move out	Friday October 13	10:30 am - 12:00 Noon

Important Dates

Exhibitor Appointed Contractor deadline:	Friday, October 6	5:00 PM
Discount deadline for all Pinnacle orders:	Friday, October 6	5:00 PM
Discount deadline for custom furnishings orders:	N/A	N/A
Advanced warehouse opens:	Monday, October 2	Open 8:00 am - 3:00 pm daily
Advanced warehouse closes:	Tuesday, October 10	12:00 PM
Show site delivery timeframe:	Thursday, October 12	Between 7:00 am - 9:00 am

Included In Your Booth Space

Each exhibitors booth space includes: **6' skirted table and 2 chairs**

To order additional furnishings for your booth, and material handling, please see the attached pages.

Or order online at www.pinnacle-expo.com

Standard dimensions:	8' deep x 10' wide
Event drape colors:	Blue and Silver
Exhibit hall carpet:	Standard Ballroom

DELIVERY OF EXHIBITOR BOOTH MATERIALS

Pinnacle Expo is centrally located in NC and we receive our advanced shipments here. There is no additional fee, material handling excluded, for the transport from NC to the event in Washington DC

Shipping Information

Note: ANY shipments sent directly to the venue are subject to additional hotel handling fees

Please see shipping information on pages 4 and 5 of this kit.



Booth Furnishings

All prices include delivery to and from the booth and are a "per show" cost, not a daily rental

Skirted Tables (select color below, right)				Carpet			
30" High	Discount	Standard	Qty		<input type="checkbox"/> Black		<input type="checkbox"/> Grey
4' x 2'	\$124.00	\$165.00					
6' x 2'	\$134.00	\$178.00					
8' x 2'	\$159.00	\$199.00			<input type="checkbox"/> Blue		<input type="checkbox"/> Green
42" High	Discount	Standard	Qty				
4' x 2'	\$148.00	\$196.00					
6' x 2'	\$159.00	\$208.00					
8' x 2'	\$184.00	\$230.00			<input type="checkbox"/> Burgandy		<input type="checkbox"/> Red
						Discount	Standard
						\$155.00	\$185.00
Plants and Floral							
				Qty	Description	Discount	Standard
							Total
Unskirted Tables					2' - 3' greens (typically a fern)	\$90.00	\$110.00
30" High	Discount	Standard	Qty		4' - 5' greens (Ficus or similar)	\$120.00	\$140.00
4' x 2'	\$55.00	\$72.00			seasonal arrangement	\$95.00	\$115.00
6' x 2'	\$60.00	\$78.00			seasonal arrangement upgraded	\$140.00	\$165.00
8' x 2'	\$65.00	\$83.00			tropical flowers	\$145.00	\$175.00
42" High	Discount	Standard	Qty		roses	\$110.00	\$125.00
4' x 2'	\$72.00	\$90.00					
6' x 2'	\$76.00	\$96.00					
8' x 2'	\$80.00	\$101.00					
Accessories							
				Qty	Description	Discount	Standard
							Total
					waste basket	\$20.00	\$30.00
					chrome easel	\$40.00	\$55.00
					fish bowl	\$25.00	\$40.00
30" High	Discount	Standard	Qty		bag rack	\$175.00	\$225.00
4th side	\$56.00	\$72.00			literature stand	\$175.00	\$225.00
42" High	Discount	Standard	Qty		corrugated waste basket	\$10.00	\$20.00
4th side	\$72.00	\$94.00					
Audio Visual							
Round Tables				QTY	LAPTOPS & ACCESSORIES	Advanced	Standard
Tables come draped in black					Laptop Computer Windows 10	\$345.00	\$425.00
30" High	Discount	Standard	Qty		Laptop Computer MAC	\$395.00	\$500.00
	\$90.00	\$105.00			Laptop sound	\$150.00	\$250.00
42" High	Discount	Standard	Qty		Wireless Mouse and Keyboard	\$60.00	\$80.00
	\$110.00	\$125.00			Extension Cord & Power Strip	\$30.00	\$50.00
Extra Seating				QTY	MONITORS	Advanced	Standard
black padded side chair					23" Flat Screen Computer Monitor	\$200.00	\$275.00
	Discount	Standard	Qty		32" LED Monitor	\$300.00	\$375.00
	\$60.00	\$85.00			46" LED Monitor	\$575.00	\$650.00
black padded arm chair					55" LED Monitor	\$775.00	\$850.00
	Discount	Standard	Qty		55" LED Monitor w/Floor Stand	\$875.00	\$950.00
	\$76.00	\$95.00			60" LED Monitor w/Floor Stand	\$995.00	\$1,200.00
padded stool				ALL AV Prices are PER EVENT, NOT per day			
	Discount	Standard	Qty	Total for Booth Furnishings			
	\$95.00	\$115.00					



Discount Deadline: Oct 6

Pinnacle Exposition offers a **Basic Booth Set Up Package.**

Instead of the per hour charge, we are offering a flat rate for standard exhibit set up. Traditional accordion style and typical 1 hour set up is ideal for this package.

Any exhibits that require more than one hour or more than 1 person, please email us at jpelton@pinacle-expo.com to discuss options.

Booth Flat Rate Labor Package

			Discount	Standard
Straight time:	8:00 am - 4:30 pm	Monday through Friday	\$65.00	\$85.00
Overtime:	4:30 pm - 8:00 am	Monday through Friday	\$97.50	\$127.50
	All Day	Saturday		
Double time:	Sunday and all times not mentioned above, as well as Holidays		\$130.00	\$170.00

Show site orders will apply to all orders placed at the service desk on site

- * Start time is only guaranteed at start of the work day
- * Supervisor or Exhibitor must check in at the service desk to pick up labor
- * Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- * When scheduling dismantle labor, please ensure you allow enough time for your empties to be returned to your booth

Installation Labor

Pinnacle Supervised Installation Labor -

- Installation of your exhibit will be completed at our discretion prior to the show opening
- The charge for this service is 30% of the total installation labor bill

Onsite Contact Name: _____

Phone Number: _____

Exhibitor Supervised Installation Labor-

Supervisor onsite will be: _____

Phone Number: _____

Estimated
Total Cost

Pinnacle Install Package Rate \$

Pinnacle Supervised Installation (+30%)

Dismantle Labor

Pinnacle Supervised Dismantle Labor -

- Pinnacle is not responsible for product or literature not properly packed and labeled by the exhibitor
- The charge for this service is 30% of the total dismantle labor bill

Onsite Contact Name: _____

Phone Number: _____

Exhibitor Supervised Dismantle Labor-

Supervisor onsite will be: _____

Phone Number: _____

Estimated
Total Cost


Pinnacle Dismantle Package Rate


Pinnacle Supervised Dismantle (+30%)

Total Installation and Dismantle Labor



Advanced Warehouse Shipping Labels

R U S H	 Pinnacle Exposition Services 69 Willirene Way Clayton, NC 27529 MACRA MIPS/APM Summit		A d v a n c e d	MACRA MIPS/APM Summit
	Company Name:			
	Booth Number	Number of Pieces:		

R U S H	 Pinnacle Exposition Services 69 Willirene Way Clayton, NC 27529 MACRA MIPS/APM Summit		A d v a n c e d	MACRA MIPS/APM Summit
	Company Name:			
	Booth Number	Number of Pieces:		

Advanced Warehousing Dates

Advanced warehouse opens: Monday, October 2 8:00 am-3:00 pm daily


Advanced warehouse closes: Tuesday, October 10 8:00 am-3:00 pm daily



Discount Deadline: Oct 6

Direct to Showsite Shipping Labels

R U S H	 The Grand Hyatt Washington 1000 H Street North West Washington, DC 20001 MACRA MIPS/APM Summit Thursday, October 12 Between 7:00 am - 9:00 am	S H O W	MACRA MIPS/APM Summit
	Company Name: _____ <hr/> Booth Number _____ Number of Pieces: _____		

R U S H	 The Grand Hyatt Washington 1000 H Street North West Washington, DC 20001 MACRA MIPS/APM Summit Thursday, October 12 Between 7:00 am - 9:00 am	S H O W	MACRA MIPS/APM Summit
	Company Name: _____ <hr/> Booth Number _____ Number of Pieces: _____		

Direct to Showsite Shipping Information

Show site delivery timeframe:

Thursday, October 12

Between 7:00 am - 9:00 am



Discount Deadline: Oct 6

All exhibitors must complete the **Order Recap Form** to ensure all services are paid in full prior to event.

Order Recap Form

Please complete and return this form along with all completed applicable order forms, plus payment in full

Booth Number:
Company Name:
Address:
City:
State:
Zip:
Contact Name:
Phone:
We at Pinnacle want to thank you for exhibiting and we understand the trials and tribulations of getting things processed for an event. Please feel free to send us your positive and negative feedback at customerservice@pinnacle-expo.com

Booth Furnishings Form *

Installation and Dismantle Labor Form *

Material Handling Rates and WorkSheet *

Payment Authorization Form Attached Yes/No
Total:

6% DC Sales Tax:

**denotes taxable items*

Grand Total Due Pinnacle

Payment Method: When paying via credit card, please ensure you have included the **Method of Payment** form.

Visa

Mastercard

American Express

PAYMENT POLICY:

Payment in full of rental charges including applicable tax must accompany advance order and must be received by the Deadline Date in order to qualify for discount rates. All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are All charges subject to DC Sales Tax (6%). Full payment must accompany the Order Recap Form which lists all items ordered.

CANCELLATION POLICY: Items canceled after the deadline date will receive a 50% discount. No refunds will be given on cancelled items after set up.

Please select how you would like your order confirmed:

Phone

Fax

email



Discount Deadline: Oct 6

Payment Authorization

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Pinnacle Exposition Services LLC, or bank wire transfer. However, we require your credit card authorization to be on file **before** we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Pinnacle's services. **Credits for services will be issued at show site only.**

Credit Card Information

Type of card:



Credit Card Number: _____

Expiration Date: _____ Security Code: _____
Month Year

Billing Address: _____

City, State, Zip: _____

Name on the card: _____

Authorized Signature: _____

Exhibiting Company Information

Please fill out the following information:

Company Name: _____ Booth Number: _____

Company Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

Contact Name: _____ Email: _____

Third Party Payment Information

Third-Party Payment: If you have arranged for an exhibit house to handle payment of your bill, the **Third-Party Payment** page of this order form must be completed. As the exhibitor, you are responsible for all charges incurred at the show should your display house fail to meet the required payment terms explained above. Please provide the information requested regarding the third party handling payment of your bill on the **Third Party Payment** form.



Discount Deadline: Oct 6

Payment Policy

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Pinnacle, the payment policy stated above applies. Please pass this information along to them. A **Third Party Payment** form must be completed and submitted three weeks prior to show opening.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Pinnacle Exposition Services while seeking to collect this account.

Invoices: Within a week of the close of show, an invoice will be prepared and emailed for your review. Credits will be issued at show site only. If you have any questions, or would like to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the **Payment Authorization Form**. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Pinnacle. The customer shall be held financially responsible for any damage to Pinnacle equipment used by the customer.

Claims for Loss and Payment of Services

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Pinnacle within 30 days of the conclusion of the show. In the event that the alleged or suspected damage or loss occurred prior to show opening (i.e. during set up) or during the course of the show, it is imperative that you notify the onsite Pinnacle representative prior to the close of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Pinnacle more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Pinnacle and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Pinnacle services as an offset against the amount of the alleged loss or damage. Any claim against Pinnacle shall be considered a separate transaction and shall be resolved on its own merit.

Inbound and Outbound Shipments

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Pinnacle is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Pinnacle shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Pinnacle assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation.

Material Handling and Labor

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, Pinnacle is required to go through the local unions for labor used for show set up and dismantle. Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to dock for return shipment at the end of the show.

Packaging Crates and Empty Containers

Pinnacle shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Pinnacle shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Pinnacle shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Pinnacle assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."