

To All Exhibitors:

We are pleased to have been selected by **Head to Toe Women's Expo** as your official service contractor to assist you in making sure your show participation is successful.

This Exhibitor Service Kit contains information and order forms on the wide variety of services offered by Raphael's Convention Services. Please review these pages carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

To qualify for discount prices, full payment must be included with your orders and be received by Raphael's Convention Services **at least seven (7) days prior** to show opening. Orders received without payment prior to show will be charged at **"AT SHOW"** rates as listed on the enclosed forms. Please note that the sum of your orders can be paid via Cash, Check, VISA, MasterCard, American Express, or Discover Cards instead of including separate payment for each order. Please include the **"CVV Code"** found on the back of VISA, MasterCard, and Discover cards. It is the three-digit number found above your signature in the white box. On American Express cards the **"CVV Code"** is the four-digit number above the card number on the front.

For your convenience, you may place your credit card payment on the enclosed Order Form. **CHECKS WILL BE ACCEPTED UP TO TEN (10) DAYS PRIOR TO SHOW TIME. CREDIT CARDS OR CASH ARE THE ONLY METHOD OF PAYMENT THAT WILL BE ACCEPTED LESS THAN 10 DAYS PRIOR TO SHOW AND AT THE SHOW SITE.**

Any Additional cost incurred for services and/or orders placed at the show site, including labor and material handling, are due and payable at the show site.

YOUR SHOW SITE REPRESENTATIVE MUST BE MADE AWARE OF THIS PAYMENT POLICY, AND HAVE A MEANS OF PAYMENT, WHICH MAY BE MADE BY CASH OR CREDIT CARD AUTHORIZATION.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information, please contact us.

We look forward to serving you,

Raphael's Convention Services

Please note: Your booth is a 10'x10' empty space, no furniture is included. If you would like to rent furniture/equipment for your booth, please refer to the order sheet included in this information packet. Your booth display can NOT exceed the booth space provided due to Fire Marshal restrictions.

Thank you,

Raphael's Convention Services

MATERIAL HANDLING RATE SCHEDULE
(DRAYAGE)

I. Material Handling – what does it include?

Raphael's Convention Services (RCS), will be responsible for receiving your materials, bringing the items to your booth location, picking up and storing any empty containers until the end of the show, and then returning them to your booth for you to repack. RCS will be responsible for your materials until the carrier you have chosen picks them up from site or our warehouse. Just a reminder, you have 14 days to have your items picked up after the show from our warehouse before they will be sent to you COD. Storage fees may also apply for excess time in our warehouse. RCS is not responsible for any damage incurred during shipping.

II. What do you need to do prior to shipping?

Fill out the Material Handling Order Form included in your vendor packet and fax with your payment (see terms below) to RCS at (858) 689-8040. You must provide the correct weight and number of pieces of materials being sent. You must provide a copy of the Bill of Lading (BOL) with a full description of the materials being sent. Make sure to label all of your materials properly, including: show name, booth number(s), and company information. Make sure to arrange for your Carrier to not only deliver your materials, but to **ALSO** pick up your materials!

III. What will RCS provide for inbound material?

RCS will provide advance storage up to (30) thirty days prior to your event. RCS will be responsible for receiving your materials at our warehouse for advance shipments. If available for your event, RCS will receive your materials on site during vendor set up times. Once received, your materials will be delivered to your booth and your empty containers may be stored for your convenience until the end of the show. See the service desk for "Empty" stickers for your containers for storage. Make sure to include your booth number(s).

IV. What do you need to do at show closing?

Repack all of your materials. Label your materials for their next destination. Provide a BOL or obtain a blank copy at our service desk, if applicable. Make sure to include your carrier's name on the BOL. Leave all materials in your booth. Check out at the service desk. A RCS representative must verify the number of pieces before you leave the event. We will not be responsible for any missing pieces if this is not done properly. Call your shipper. It is your responsibility to make these arrangements, unless shipping with RCS's preferred shipper.

V. What will RCS provide for outbound material?

RCS will pick up your materials at your booth. Blank BOL forms and shipping labels are available at the service desk. An RCS representative will even assist you in filling them out. RCS will provide labor for transfer of material to your carrier. RCS is not a shipper and will not call for pick up unless vendor is shipping with our preferred carrier. RCS will retain a receipt once your carrier picks up your materials.

VI. Payment terms:

All vendors must be PREPAID before shipments are received by RCS. Acceptable forms of payments include: cash, certified checks, VISA, MasterCard, Discover, or American Express. Company checks and out of state checks will only be accepted a minimum of 10 days prior to show delivery.

**If you have any further questions, please contact us at (858) 689-7368.
We would be happy to assist you.**

**HEAD TO TOE WOMEN'S EXPO
 ORANGE COUNTY FAIRGROUNDS / COSTA MESA, CA
 OCTOBER 10 - 12, 2008**

Material Handling Order Form			
Company:			Booth:
Contact:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		

ESTIMATED DRAYAGE COST:

_____ Pieces x _____ Weight @ \$65 per 100 lbs (200 lb minimum) = _____
 * Round weight to the nearest hundred

Please include the approximate size and weight of each piece:

Piece	Size	Weight

Piece	Size	Weight

Shipping Information

Advance Ship to:	
Show:	Booth:
C/O Raphael's Convention Services	
8606 Miramar Road	
San Diego, CA 92126	

Return Ship to:	
Company:	
Attn:	
Address:	
City/State:	Zip:

*** Please notify RCS if your carrier is to deliver and / or pick up directly from show site ***

*** Exhibitor is responsible for making arrangements for delivery and pick-up with their carrier. If materials are not picked up within five business days of show close, materials will be shipped back by RCS via our preferred carrier.**

*** Exhibitor is responsible for all freight charges.**

CREDIT CARD REQUIRED : (Visa / Mastercard / AMEX / Discover)

	Expiration Date		CVV Code	
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Billing Address:	City / State:	Zip:
Name:	Signature:	

HEAD TO TOE WOMEN'S EXPO
ORANGE COUNTY FAIRGROUNDS / COSTA MESA, CA
OCTOBER 10 - 12, 2008

Labor Order Form			
Company:		Booth:	
Contact:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		

Please indicate Services Required:

	Installation		Dismantle
	Load		Unload
	Weight		
	Forklift Service (no charge if utilizing material handling services)		

* For installation or dismantling, booth diagram and / or client supervision is required.

Approx. Time	Rate	Est. Total
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_____ x _____ = _____
 * Labor / Forklift rate is \$65.00 per half hour w/ 1 hour minimum

CREDIT CARD REQUIRED : (Visa / Mastercard / AMEX / Discover)

	Expiration Date	CVV Code
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Billing Address:	City / State:	Zip:
Name:	Signature:	

ADVANCE SHIPPING LABELS

Head to Toe Women's Expo

**ORANGE CTY FAIRGROUNDS /
COSTA MESA,CA
OCTOBER 10 – 12, 2008**

**C/O RAPHAEL'S
CONVENTION SERVICES
8606 MIRAMAR ROAD
SAN DIEGO, CA 92126**

BOOTH #:

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BOOTH #:

**FIRE DEPARTMENT REGULATIONS
FOR
TRADE SHOW EXHIBITORS**

Inherently Fire Retardant or Flame Retardant Treatment

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo, and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oil cloth, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

Vehicles / Internal Combustion Engines on Display

1. Any autos, trucks, motor cycles, or other motorized vehicle displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chainsaws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks, and vehicles of any kind must show the location of the Fire Department-approved floor plan 14 days prior to the show date.

Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back wall drapery (booth) or behind any display.

Obstructions

1. Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs, demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
3. All fire prevention and fire-fighting equipment in all public assembly areas shall have easy & unobstructed accessibility.

Electrical Extension Cords and Multi-Plug Adapters

1. Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed fifteen amps.
2. Multi-Plug adapters must be UL approved and have a current (electricity) breaker overload safety device. Cube adapters and other devices, which increase outlets, are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

Compressed Cylinders

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane, and L.P.G.

Cooking and / or Warming Devices

Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory, e.g., U.L., F.M.

1. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four feet back from the front of the booth or provide a Plexiglas shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
2. Decorative candles are NOT permitted.