



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:

AutoRama 2019

Mountain America Expo Center
March 22-24, 2019

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:

March 4, 2019

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 the association sponsoring the show:

Championship Auto Shows
248-373-1700

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

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QUICK FACTS



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IMPORTANT DATES

Monday March 4, 2019 Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.

SHOW SCHEDULE

Wednesday	March 20, 2019	Exhibit Installation	11:00 AM - 7:00 PM
Thursday	March 21, 2019		8:00 AM - 7:00 PM
Friday	March 22, 2019		8:00 AM - 2:00 PM
Friday	March 22, 2019	Show Hours	3:00 PM - 10:00 PM
Saturday	March 23, 2019		11:00 AM - 10:00 PM
Sunday	March 24, 2019		11:00 AM - 6:00 PM
Sunday	March 24, 2019	Exhibit Dismantle	6:00 PM - 11:59 PM
Sunday	March 24, 2019	All exhibitor materials must be removed from the exhibit space by 11:59 PM	

SERVICE DESK HOURS

Wednesday	March 20, 2019	11:00 AM - 7:00 PM
Thursday	March 21, 2019	8:00 AM - 7:00 PM
Friday	March 22, 2019	8:00 AM - 2:00 PM

FACILITY INFORMATION

Mountain America Expo Center
9575 South State Street
Sandy, Utah 84070

PAYMENT POLICY



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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



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COMPANY NAME			DATE	BOOTH #
STREET ADDRESS		CITY	STATE	ZIP
PHONE	FAX	E-MAIL		
ORDERED BY (print name)		SIGNATURE		

THIS FORM MUST BE INCLUDED WITH YOUR ORDER.

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

Account #

Expiration Date /

Security Code

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

CALCULATION OF ORDERS

Material Handling	\$
Electrical	\$
Carpeting	\$
Floral	\$
Installation & Dismantle Labor	\$
Booth Furnishings	\$
Audio Visual	\$
Other MEE Services (specify)	\$
Other MEE Services (specify)	\$
Subtotal of all Orders	\$
Please add 7.60% 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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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"/> 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



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CHAIRS AND MISCELLANEOUS



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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 _____	<i>Per Foot</i>	<i>Per Foot</i>
		5.00	6.00
	8' high drape package (10' minimum order) includes drape and all necessary hardware Feet _____ Color _____	<i>Per Foot</i>	<i>Per Foot</i>
		7.00	8.50

CHECK DRAPE COLOR

White
 Silver
 Black
 Burgundy
 Blue
 Red
 Yellow
 Teal
 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



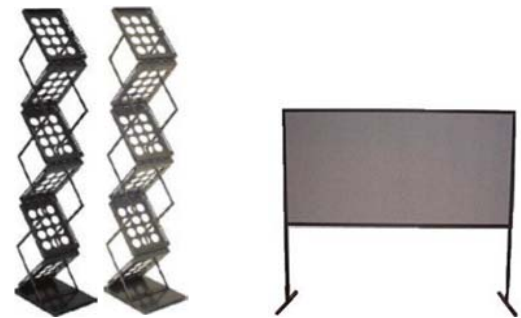
Padded Side Chair Padded Arm Chair Stool Counter High Folding Chair



Chrome Stanchion Retractable Crowd Control Floor Standing Easel



Sign Card Holder Coat Rack Single Arm Coat Rack Double Arm



Literature Rack Poster Board

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BOOTH CARPET



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STANDARD CARPET PACKAGE: includes carpet and padding			
QTY	Description	Pre-Order	Regular
	10' x 10' Standard carpet and padding	162.00	186.00
	10" x 20' Standard carpet and padding	324.00	373.00
	10' x 30' Standard carpet and padding	485.00	558.00

STANDARD CARPET			
QTY	Description	Pre-Order	Regular
	10' x 10' Standard carpet	90.00	108.00
	10" x 20' Standard carpet	180.00	216.00
	10' x 30' Standard carpet	270.00	324.00

BULK SPACE AND CUSTOM CUT			
QTY	Description	Pre-Order	Regular
	Bulk carpet per square foot For booths 300 sq. ft. or larger _____ ft x _____ = sq. ft.	2.00	2.50
	Custom cut per square foot _____ ft. x _____ =sq. ft.	1.15	1.45

PADDING AND PLASTIC COVERING			
QTY	Description	Pre-Order	Regular
	Carpet Padding _____ ft x _____ = sq. ft.	1.00	1.35
	Plastic Covering _____ ft. x _____ =sq. ft.	0.50	0.75



Green



Charcoal



Blue



Black



Red

NOTE: standard carpet is 13 ounces and available in the colors above. Custom colors are available. Please contact customer service for more information. 801-983-8160 or expo@modernexpo.com

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ELECTRICAL SERVICES



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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	95.00	123.00
	Outlet up to 10 amp or 1000 watt	140.00	182.00
	Outlet up to 15 amp or 1500 watt	184.00	239.00
	Outlet up to 20 amp or 2000 watt	203.00	264.00

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
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(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 <i>Per man Hour</i>	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 HEAVY 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.

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ELECTRICAL SERVICE



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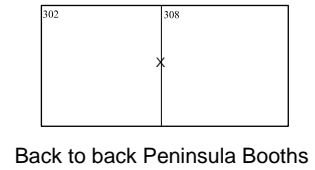
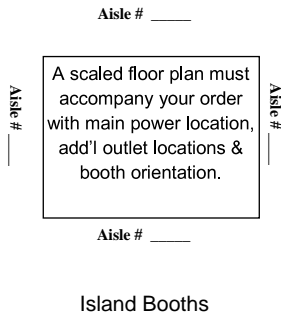
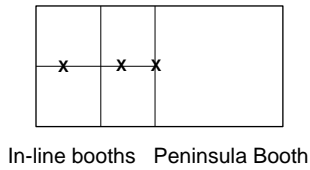
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PLEASE ATTACH THIS PAGE TO THE ELECTRICAL ORDER FORM TO ENSURE PROPER PLACEMENT OF THE OUTLETS IN YOUR BOOTH.

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



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



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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.

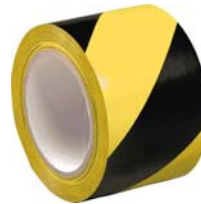
All cords **MUST** be grounded.



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/ampereage, 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.