



## EXHIBITOR SERVICE KIT

(Instructions and Order Forms)

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*WELCOME LETTER  
(Page 2)*

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

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Dear Exhibitor:

We are pleased to be serving as the Official General Service Contractor  
for the upcoming:

**2017 NCCN 12th Annual Congress: Hematologic Malignancies**

**October 6-7, 2017**

**Hilton San Francisco Union Square**

**333 O'Farrell Street**

**San Francisco, CA 94102**

Enclosed please find our Order Forms for various Service and Equipment needs for  
this convention.

Please note that all Order Forms for suppliers other than Curtin need to be sent  
directly to the specific supplier.

We welcome the opportunity to blend our experience with your thoughts to develop  
a custom look and theme for your exhibit space. Please contact us for any  
additional services you may need.

We look forward to working with you to make this convention most successful for  
you.

Cordially,

Curtin Convention & Exposition Services, Inc.

## 2017 NCCN 12th Annual Congress: Hematologic Malignancies

### Important Dates to Remember

First date freight can arrive at the warehouse ...	Tuesday, September 5, 2017
Last day to receive Advance Discount Prices on Furniture, Posterboards, Display Labor and Signs .....	<b>N/A</b>
Advance Freight Paperwork and Payment due ...	Wednesday, October 4, 2017
Last day freight can arrive at the warehouse .....	Wednesday, October 4, 2017
Display Labor cancellation date .....	Wednesday, October 4, 2017
Exhibit setup times .....	12:30 pm to 4:00 pm, Friday, October 6, 2017
Exhibits are open .....	4:30 pm to 6:00, Friday, October 6, 2017 7:00 am to 3:50 pm, Saturday, October 7, 2017
Exhibit teardown times.....	3:50 pm to 5:30 pm, Saturday, October 7, 2017
Earliest that freight can be picked up .....	3:50 pm, Saturday, October 7, 2017
Show floor must be clear by .....	5:30 pm, Saturday, October 7, 2017

### Exhibit Space Information

#### About Your Booth

- Exhibits are located in the Grand Ballroom A. The Floor is Carpeted.
- Exhibit Space: includes (1) 6' Black Skirted Table, (2) Chairs, (1) Wastebasket and (1) 7" x 44" Identification Sign. No Substitutions or Credits are allowed.
- NCCN is providing free WIFI in the Exhibit Hall.
- Audio Visual Rentals are **NOT** included in your Exhibit Space. Please refer to appropriate order form included in this Kit to order.
- Electrical Service is **NOT** included with your space. To order please contact Sherie Spence with Freeman at (650) 878-6043 or [sherie.spence@freemanco.com](mailto:sherie.spence@freemanco.com).

**IMPORTANT:** The exhibit area must be cleared by 5:30 pm, Saturday, October 7, 2017. Curtin will not be responsible for material left on the show floor.

Questions? Please call Curtin at (415) 883-7818 or [info@curtinconvention.com](mailto:info@curtinconvention.com). Important Exhibitor Information continues on the next page.

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## 2017 NCCN 12th Annual Congress: Hematologic Malignancies

### Advance Warehouse/Material Handling

#### Advance Warehouse:

- The Advance Warehouse receives and stores advance shipments up to 30 days prior to the conference.
- Shipments shipped to the Advance Warehouse prior to the deadline date, will be delivered to your booth space the morning of the listed Exhibitor set up date.

#### International Shipments:

- All International Shipments must be cleared through US Customs.
- Curtin Convention and the Advance Warehouse will not clear your shipments through US Customs.
- Exhibitors shipping into the USA are responsible for obtaining a "Customs Broker" to clear the shipments through US Customs.
- If you have any questions; please contact your Carrier

#### Advance Warehouse/Material Handling Charges in and out of Booth space include:

- Labor and equipment to unload shipment from Carrier
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

#### Important Dates and Information:

- Advance Shipments may begin arriving to the Advance Warehouse on **Tuesday, September 5, 2017.**
- The Material Handling Services Order Form and Payment are due by **Wednesday, October 4, 2017, by 2pm.** \*If the Material Handling Services Order Form and payment are not received by the above date a 25% Surcharge will apply.
- Last Day shipments will be received at the Advance Warehouse is **Wednesday, October 4, 2017.** \*Shipments received after **Wednesday, October 4, 2017** will be charged a 25% Surcharge Fee, plus a Transit Charge from the Advance Warehouse to the Hotel. Transit Charges will be determined at the time of the receipt of the Late Freight

#### Advance Warehouse Freight Address

Please label each piece of freight as follows:

TO: (Name of Company and Exhibit Number)  
FOR: 2017 NCCN 12th Annual Congress: Hematologic Malignancies  
C/O: YRC Freight/Curtin Convention  
201 Haskins Way  
South San Francisco, CA 94080

#### Advance Warehouse Hours of Operation

- **Open 7am to 3pm, Monday – Friday \*No appointments needed.**
- **Closed Saturday and Sunday**
- **Closed all Holidays**

**DO NOT ADVANCE SHIP** directly to Hotel. This is PROHIBITED! There is limited storage space at the Hotel. Please refer to the Material Handling forms enclosed. If you have any questions please contact Curtin at (415) 883-7818.

**Important:** Please see the enclosed Material Handling Service & Rates pages 18-20 and Curtin's Limits of Liability pages 7 & 8. Curtin must receive these completed forms if you are shipping.

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Questions? Please call Curtin at (415) 883-7818 or info@curtinconvention.com.

Important Exhibitor Information continues on the next page.

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## 2017 NCCN 12th Annual Congress: Hematologic Malignancies

### Show-Site Delivery of Freight by Private-Owner Vehicles and 3rd Party Carriers

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move materials that can be hand carried by one person, in one trip, per company, without the use of a handcart or dollies, or other mechanical equipment into Hotel.

All Private vehicles will be unloaded/loaded at a charge of \$205.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Convention. See Freight Rate Schedule enclosed. **Use of the Loading Dock/Area is EXCLUSIVE to Union unloading and loading your materials.**

- **Hand Carry** - If an Exhibitor can carry the **full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels**, he/she is free to hand carry the items in, at No Charge. The loading area is under Union Jurisdiction, and Exhibitors will be required to self-park and then bring in their materials through the main entrance of the Exhibit Hall. **\*Multiple trips are not permitted.**
- **Unloading Service by Weight** – If the full contents of an Exhibitor's booth materials **EXCEED the Hand Carry option**; the Exhibitor's full contents must be weighed in at the loading area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All Private vehicles and Third Party Carriers will be unloaded/loaded at a charge of \$205.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Convention. Please refer to the Material Handling Order Forms enclosed in this Exhibitor Service Kit for rates and description.
- **Show-site Deliveries and Pick ups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Hotel's Loading area located on the Ellis Street side during published move-in and move-out hours. DRIVER CONTACT: Show-site Teamster Foreman is Greg Pacheco/Cell Number (408) 674-8470. Please give all Drivers Greg's Cell Number for all Deliveries and Pickups.** Any Questions prior to October 4, 2017, please contact CURTIN at (415) 883-7818.

### Outbound Shipping: **OUTBOUND SHIPPING IS NOT AUTOMATIC.**

#### Exhibitors using the Official Show Carrier:

- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT at showsite.
- Please fill out the "Reforwarding Form" located on page 20, enclosed in this Exhibitor Service Kit.

#### Exhibitors NOT using the Official Show Carrier:

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must to arrange with a carrier to pick-up materials at the Hotel's Loading Area after **3:50 pm, Saturday, October 7, 2017.**
- All materials must be off the show floor by **5:30 pm, Saturday, October 7, 2017.**
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **5:30 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- Please make sure all Drivers have our Teamster Foreman's name and cell number for the pick up: Greg Pacheco/Cell (408) 674-8470. \*Onsite contact is subject to change. Please check in with Curtin closer to the conference.

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## Payment Policy

All orders must be accompanied with PAYMENT IN FULL, prior (**October 4, 2017**) to show installation.

Payment may be made by:

Company or Personal Check

Credit Card - By filling out the enclosed Credit Card Charge Authorization Form

VISA, MasterCard and American Express accepted.

*NOTE:* If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755. Any other form of payment must be mailed with all forms to the address captioned above.

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

CANCELLATION POLICY FOR DISPLAY LABOR: No Refunds or credits will be issued after date printed on Display Labor Order Form. *(3-Days prior to show move in date.)*

Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.

## Union Regulations

To assist you in planning for your participation in this Trade Show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various Unions involved, we are furnishing you with the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

**SIGN, DISPLAY AND ALLIED CRAFTS UNION:** Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

**TEAMSTERS UNION:** This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

**ELECTRICIANS UNION:** The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

## Safety

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

## **2017 NCCN 12th Annual Congress: Hematologic Malignancies**

### **Limits of Liability & Responsibility**

1. CURTIN and its contractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
3. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
4. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.
5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
7. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

Continued on page 8.

## **Curtin Limits of Liability & Responsibility (Page 8) - 2017 NCCN 12th Annual Congress: Hematologic Malignancies**

8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one year after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after close of event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name and Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# **ATTENTION**

## **PETROLEUM SURCHARGE INFORMATION**

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

The Industry standard Petroleum Surcharge is 4%. Curtin has enacted a 2% increase on all services published in the exhibitor service manual. The Petroleum Surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. Computation of Charges page.

Petroleum costs impact every facet of the Trade Show business, from the cost of Carpeting (which is essentially processed petroleum), to Plastics, Visqueen, Propane Fuel and Diesel Fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your continued support.



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*COMPUTATION  
 OF CHARGES  
 (Page 10)*

Event/Convention 2017 NCCN 12th Annual Congress: Hematologic Malignancies			Exhibit Number(s)	
Company Name			Order Date	
Address		City	State	Zip
Email Address		Name		Phone Number

**Forms, Payment, and Shipping**

1. CURTIN order forms and payment should be mailed, faxed or emailed directly to CURTIN.
2. CURTIN ORDER FORMS: Fax: (415) 883-1755 or via email: info@curtinconvention.com.
3. ALL OTHER order forms (Electrical, AV, Internet and etc) and payments should be emailed or faxed directly *to the appropriate company*. \*To Follow
4. The SHIPMENT of your Exhibit should be sent to:

TO: (Name of Company and Exhibit Number)  
 FOR: 2017 NCCN 12th Annual Congress: Hematologic Malignancies  
 C/O: YRC Freight /Curtin Convention  
 201 Haskins Way  
 South San Francisco, CA 94080

5. Please see PAYMENT POLICY ENCLOSED

**Recap of Payment**

For CURTIN Order Forms only

FREIGHT HANDLING	\$ _____
<i>SUB-TOTAL</i>	\$ _____
2% Petroleum Surcharge	\$ _____
<b>TOTAL (U.S Funds)</b>	\$ _____



*CREDIT CARD  
CHARGE AUTHORIZATION  
(PAGE 11)*

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Event/Convention 2017 NCCN 12th Annual Congress: Hematologic Malignancies		Exhibit Number(s)	
Company Name		Order Date	
Address	City	State	Zip
Email Address	Name	Phone Number	

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form with your orders\*\*

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION may FAX it with accompanying CURTIN Order Forms to: (415) 883-1755 or Email: info@curtinconvention.com.

Payment Options:     American Express     VISA     MasterCard  
 Indicate:     Company Credit Card     Personal Credit Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 or 4 digit Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please print clearly the following information:

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*\*For your convenience, we will use this authorization to charge your credit account for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling.

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**SERVICES INCLUDED IN RATES**

- Labor and equipment to unload shipment
- Storage up to 30 days in advance at the warehouse address
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound carriers and private owner vehicles

**RATE INSTRUCTIONS**

- For more cost-effective material handling, consider shipping all your materials in one shipment either crated or as a shrink-wrapped pallet.
- Advance Warehouse and Show-Site Shipments are offered at the same rate. Advance Warehouse shipments are recommended if time allows.
- 200 lb. minimum charge per shipment
- Weight is based on the incoming weight only and all weights are rounded up to the next CWT.
- Special services rates will be charged at the stated weight at time of delivery, unless a weight certificate is attached.
- No credits will be issued.
- Stated Rates apply to both Advance Warehouse and Show Site Shipments
- Show-site Deliveries and Pickups of Exhibit Materials by Private Owner Vehicles and Third Party Carriers will be unloaded/loaded by Union Teamsters at the Hotel's Loading Area is located on the Ellis Street side of the Hotel during published move-in hours and move-out hours. CONTACT: Show-site contact Greg Pacheco/Cell (408) 674-8470. Please provide Greg's contact information to all Drivers for Deliveries and for Pickups.

<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse &amp; Show Site Rate  <b>\$205.00/cwt. roundtrip rate</b></p>	<p><b>REGULAR SHIPMENTS</b> rates apply to <b>crated</b> shipments arriving to Warehouse and/or Show Site via common carrier and requiring no special handling.</p>
<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse &amp; Show Site Rate  <b>\$235.00/cwt. roundtrip rate</b></p>	<p><b>SPECIAL SHIPMENTS or SPECIAL CARRIER</b> – Rates apply to uncrated, unskidded, or wrapped shipments arriving to Warehouse and/or Show Site via common carrier and requiring special handling. Rates also apply to shipments arriving to the Warehouse and/or Show Site via special carrier which include FedEx, UPS, DHL, etc. due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse Rate  <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b></p>	<p><b>LATE SHIPMENTS</b>          Shipments received at the warehouse after <b>October 5, 2017</b> will be charged a 25% surcharge plus a Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.</p>
<p>Per CWT (100 lbs.)          Minimum Charge (200 lbs.)          Warehouse Rate  <b>25% surcharge, for each occurrence, will apply in addition to above rates.</b></p>	<p><b>SHIPMENT WITHOUT MATERIAL HANDLING SERVICES ORDER FORM AND PAYMENT</b>          Shipments received without the completed material handling services order form and payment will be charged at 25% surcharge.</p>

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<b>Convention Name: 2017 NCCN 12th Annual Congress: Hematologic Malignancies</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

<b>Originating City/State of Shipment:</b>	<b>Shipping Date:</b>
<b>Carrier:</b>	<b>Approximate Arrival Date(s):</b>
<b>Local Representative:</b>	<b>No. of Shipments:</b>
<b>Cell # of Local Representative:</b>	<b>No. of Total Pieces:</b>

When estimating and recording total weight per shipment, please round to the next 100 pounds.

Shipment Description	Rate/cwt x Pounds (200 lb. minimum charge)	Charge
<b>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</b> Crated shipments via common carrier to the advance warehouse.	\$205.00/cwt x _____ lbs.	\$
<b>REGULAR SHIPMENTS TO SHOW SITE</b> Crated shipments via common carrier to the show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$205.00/cwt x _____ lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.	\$235.00/cwt x _____ lbs.	\$
<b>SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE</b> Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <i>*Shipments will only be received during the listed "Set up" Dates and Times.</i>	\$235.00/cwt x _____ lbs.	\$
<b>LATE SHIPMENTS</b> Shipments received at the warehouse after <u>October 5, 2017</u> . Transit Charge from Advance Warehouse to the show site may be applied. Transit Charges will be determined at the time of the receipt of Late Freight.	25% surcharge added to above fee	\$
<b>TOTAL PAYMENT</b>		<b>\$</b>

**IMPORTANT:** It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need Special Handling Services such as a Forklift, Extra Handling Labor, etc., call (415)883-7818 to make arrangements.

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.**

<b>Authorized By:</b>	<b>Signature:</b>
-----------------------	-------------------



# REFORWARDING INSTRUCTIONS - ORDER FORM

(Page 14)

2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
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<b>Convention Name: 2017 NCCN 12th Annual Congress: Hematologic Malignancies</b>	
<b>Company Name:</b>	<b>Order Date:</b>
<b>Contact Name:</b>	<b>Booth#</b>
<b>Email Address:</b>	<b>Phone#</b>

**OUTBOUND SHIPPING IS NOT AUTOMATIC**

**Reforwarding Instructions at End of Show**

PLEASE READ THE INFORMATION BELOW AND COMPLETE THE FORM

**Exhibitors using the Official Show Carrier:**

- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT.

**Exhibitors NOT using the Official Show Carrier for outbound shipping:**

- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must to arrange with a carrier to pick-up materials at the Hotel's Loading Area after **3:30 pm, Friday, October 4, 2017.**
- All materials must be off the show floor by **5:30 pm, Saturday, October 7, 2017.**
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **5:30 pm** will be shipped out via YRC FREIGHT at the Exhibitor's expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- CURTIN will count and ship pieces as we find the shipment in the booth upon removal.
- CURTIN will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after they have been delivered to the booth or before we have picked up for loading out of exhibit area.
- At the close of the Show, where carriers fails to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor, and they will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.
- Method of Outbound Shipment (check one)

<b>YRC Freight [ ]</b>	<b>Air [ ]</b>	<b>Van Line [ ]</b>	<b>Other _____</b>	<b>Private Vehicle [ ]</b>
<b>Return Shipping Address:</b>				
<b>Contact Person/Phone Number:</b>				
<b>Carrier:</b>			<b>Number of Outbound Pieces:</b>	



2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
Phone: 415-883-7818 • Fax: 415-883-1755  
www.curtinconvention.com

**SHIPPING LABELS FOR  
THE ADVANCE  
WAREHOUSE  
(Page 15)**

**Important Shipping Dates for the Advance Warehouse:**

- First Date Freight can arrive to the Advance Warehouse: **Tuesday, September 5, 2017.**
- Last Date Freight can arrive to the Advance Warehouse: **Tuesday, October 4, 2017, by 2pm.**

**Shipping Labels: Instructions and Information**

- Please write your company name after the word "TO" and your Exhibit Number after "Booth #".
- For your reference, make a copy of the completed shipping label(s).
- Cut the completed shipping label(s) out and securely affix the label(s) to your freight.
- These shipping labels are for your convenience. If you use your own label, your Labels must contain all the information shown on the "Sample Shipping Label".

**\*Sample Shipping Label**

**TO: ABC Company**

**Booth #: 200**

**FOR: 2017 NCCN 12th Annual Congress: Hematologic  
Malignancies**

**C/O: YRC FREIGHT/Curtin Convention**

**201 Haskins Way**

**South San Francisco, CA 94080**

**1 of 2**

**\*Use label below for shipping labels.**

**TO:**

**Booth #:**

**FOR: 2017 NCCN 12th Annual Congress: Hematologic  
Malignancies**

**C/O: YRC Freight/Curtin Convention**

**201 Haskins Way**

**South San Francisco, CA 94080**

**\_\_\_\_\_ of \_\_\_\_\_**

**\*Must arrive by 10/4/17!**

## Move-out Notice for Shipping



We get your show on the *Road* or in the *Air*

### YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

#### YRC Freight's Services Advantages:

##### **Time Critical - Any Need, Any Speed, Guaranteed.**

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

**Standard Ground** – The most reliable standard ground service in the Exhibit industry

**Caravan Service** – Conveniently transports your exhibit materials from show to show

**Any Size Shipment** – We have the ability to move everything from small packages to full truckloads at competitive prices

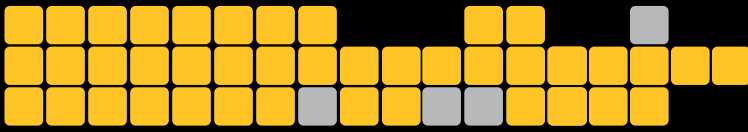
**Sealed Exhibit** – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

**World Class Customer Service** – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

**Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!**

Contact us at 1- 800-531-EXPO (3976), [yrcfreight.com](http://yrcfreight.com) or [exhibit.services@yrcfreight.com](mailto:exhibit.services@yrcfreight.com)





# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
ORDERED BY:			

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

➤ If you have a special request or need additional equipment, please call Drew Lanning at 415.812.9130.  
Email completed form to psavhiltonsf@psav.com

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.**

VIDEO/DATA DISPLAY	QTY	PRICE
Blu-ray Player		\$ 155
LCD Projector		\$ 560
AUDIO EQUIPMENT	QTY	PRICE
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 80
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 235
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 95
Individual Small Powered Speaker (up to five people)		\$ 96
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 525
4-Channel Mixer		\$ 85
ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 105
42"- 54" Rolling Cart w/Black Skirt		\$ 50

MONITORS	QTY	PRICE
32" LCD Monitor (table stand)		\$ 295
46" Monitor (with floor stand)		\$ 775
55" Monitor (with floor stand)		\$ 970
65" Monitor (dual-post stand)		\$ 1,075
INTERNET ACCESS	QTY	PRICE
Wired Internet Connection (initial)		\$ 600
Wireless Internet Connection (initial)		\$ 500
Additional Connections (wired or wireless)		\$ 100
Dedicated Bandwidth	Please contact PSAV for quote	
CUSTOM ITEMS	QTY	PRICE
Laptop Computer		\$ 250
Power Strip & Extension Cord Package		\$ 40
Post-it Flip Chart Package		\$ 100
		\$

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

**TAX-EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**

**SPECIAL REQUESTS** Please add any items not listed above that you require.
