



327 West Redberry Road  
Draper, Utah  
TELEPHONE: 801-523-7083  
FAX: 801-523-7093  
EMAIL: [orders@jpdisplay.com](mailto:orders@jpdisplay.com)  
[www.jpdisplay.com](http://www.jpdisplay.com)



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
HILTON SALT LAKE CITY CENTER  
APRIL 25 – 28, 2019

Dear Exhibitor:

We are pleased to inform you that JP Display has been selected by the Show Management as the official Service Contractor for the **ACBSP™ 2019 Chiropractic Sports Sciences Symposium**.

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

Orders may be **emailed, faxed** or **mailed** to JP Display. 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. JP Display requires a credit card authorization on file for each exhibitor using JP Display services.

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 JP Display, for referenced purposes.

**TO RECEIVE DISCOUNT PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:  
Thursday, April 18, 2019**

If you have questions regarding JP Display services, or need additional information, please call:

**JP Display  
Customer Service  
801-523-7083  
Fax: 801-523-7093  
[orders@jpdisplay.com](mailto:orders@jpdisplay.com)**

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

**Lisa Baker – Certificant Service Administrator**  
[lisa@acbsp.com](mailto:lisa@acbsp.com) 1-844-327-2255 – Ext 8

**Cindy Hayter – Executive Director**  
[cindy@acbsp.com](mailto:cindy@acbsp.com) 1-844-327-2255 – Ext 7

Wishing you a successful show....



**NO PHONE ORDERS PLEASE**



# Table of Contents

Dear Exhibitor .....	1
Table of Contents .....	2
Information .....	3
Payment Policy.....	4
Payment Authorization .....	5
Furnishings Order Form .....	6
Accessories Order Form.....	9
Carpet Order Form.....	7
Cleaning/Vacuumping Order Form .....	8
Material Handling Order Form (page 1 of 2) .....	10
Material Handling Order Form (page 2 of 2) .....	11
Advanced Warehouse Shipping Labels.....	12
Direct to Show Site Shipping Labels.....	13
Outbound Shipping Form.....	14
Floral & Plant Décor Order Form .....	15
Sign & Graphic Order Form.....	16
General Labor Order Form.....	17

## Auxiliary Forms

<i>PSAV Hilton Salt Lake City Center</i> INTERNET-ELECTRIC-AUDIO VISUAL Order Forms.....	18- 19
--	--------



# SHOW INFORMATION



327 West Redberry Rd.  
 Draper, Utah 84020 (Mailing Address)  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jpdisplay.com  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

<b>FACILITY:</b>	Hilton Salt Lake City Center Hotel – Lobby		
<b>EXHIBITOR MOVE IN:</b>	Thursday:	April 25 <sup>th</sup> 2019	3:00 pm – 8:00 pm
<b>SHOW SCHEDULE:</b>	Friday:	April 26 <sup>th</sup> 2019	7:30 am – 6:30 pm
	Saturday:	April 27 <sup>th</sup> 2019	7:30 am – 9:30 pm
<b>EXHIBITOR MOVE OUT:</b>	Sunday:	April 28 <sup>th</sup> 2019	7:00 am – 10:00 am

## MATERIAL HANDLING INFORMATION

### ADVANCE WAREHOUSE ADDRESS:

*Will be accepted From March 25<sup>th</sup> – April 22<sup>nd</sup>  
 Between 8:00 am – 5:00 pm - Mon – Fri*

Company Name & Booth #  
 ACBSP™ c/o JP DISPLAY  
 31 West 7065 South  
 Midvale, Utah 84047

### DIRECT SHIPMENTS:

*CAN NOT be accepted until April 25<sup>th</sup>  
 Between 8:00 am – 5:00 pm*

Company Name & Booth #  
 ACBSP™ c/o JP DISPLAY  
 Hilton Salt Lake City Center Hotel  
 255 South West Temple  
 Salt Lake City, Utah 84101

**Booth ID Sign will be printed as it appears on the Exhibitor contact list provided by ACBSP™**

### EXHIBITOR HALL INFORMATION

- Exhibitor Booths are located in the lobby of Grand Ballroom.
- Exhibit Hall Floor is carpeted in a beige & brown pattern.
- Each 8' x 10' booth will receive the Booth Package outlined in the adjacent information.

*Orders must be received with payment by  
 April 18, 2019 to receive discount pricing.*

### EACH 10' WIDE IN-LINE BOOTH PACKAGE INCLUDES

- 8' High Back drape - **Black**
- 3' High Side drape – **Black**
- 7" x 40" ID Sign
- 2 – Chairs
- 1 – Waste Basket
- 1 – 6' Skirted **Black** Table

**PLEASE RETURN ONLY THE FORMS & PAGES WITH SERVICES ORDERED.**

# PAYMENT POLICY



327 West Redberry Road  
Draper, Utah 84020  
TELEPHONE: 801-523-7083  
FAX: 801-523-7093  
EMAIL: [orders@jpdisplay.com](mailto:orders@jpdisplay.com)  
[www.jpdisplay.com](http://www.jpdisplay.com)



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
HILTON SALT LAKE CITY CENTER  
APRIL 25 – 28, 2019

## **PAYMENT POLICY:**

JP Display requires payment at the time of order for all services. JP Display also requires that all exhibitors using JP Display provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include: labor, material handling, and other services.

## **METHOD OF PAYMENT:**

JP Display accepts Check, Visa, MasterCard, American Express, and Discover card. Payment in full is required prior to completion of move in.

## **THIRD PARTY BILLING:**

JP Display will accommodate requests for third party billing, however, the responsibility for all payments is the responsibility of the exhibitor, JP Display reserves the right to contract collection action against the exhibitor if the designated third party does not meet the payment requirements (To designate an authorized third party billing agent see the payment calculation form).

## **ADJUSTMENTS AND CANCELLATIONS:**

Due to expenses incurred by JP Display in providing certain services, some items and services are subject to cancellation/re-stocking fees. More information is available on the individual order form.

## **ADVANCE PAYMENT DISCOUNT PRICE:**

JP Display can provide faster, more efficient service to exhibitors who place orders early. For this reason we offer a discount rate to those who place orders prior to the stated deadline. Full payment must be received with your order if you wish to receive this discount. Orders charged to JP Display accounts do not qualify for discount rates. All orders placed after the order deadline and at the show will be charged regular prices.

All orders cancelled at show site will be charged at 50% of the original price. All orders cancelled after delivery will be charged at full price.

A service charge of \$20.00 will be assessed to individuals or companies for return checks.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 1.5% per month or 18% per annum. In the event of default the customer agrees to pay all costs of collection, including attorney fees and court costs.



# FURNISHINGS ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jpdisplay.com  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Form and Payment to: JP Display**

SKIRTED DISPLAY TABLES 30" HIGH	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		61.00	79.00	
6' LONG 30" WIDE		71.00	92.00	
8' LONG 30" WIDE		86.00	112.00	
<b>CHANGE BOOTH PACKAGE</b> <i>INCLUDED TABLE SIZE OR SKIRT COLOR</i>	<input type="checkbox"/> 4' or <input type="checkbox"/> 8' SKIRT COLOR	20.00 20.00	40.00 40.00	
SKIRTED COUNTER HIGH DISPLAY TABLES 40" TALL	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		72.00	85.00	
6' LONG 30" WIDE		82.00	98.00	
8' LONG 30" WIDE		97.00	120.00	
ADDITIONAL SKIRTING	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4 <sup>TH</sup> SIDE TABLE SKIRT 30" HIGH		28.00	36.00	
4 <sup>TH</sup> SIDE TABLE SKIRT 40" HIGH		33.00	43.00	
<b>*AVAILABLE COLORS:*</b> <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Forest Green <input type="checkbox"/> Orange <input type="checkbox"/> Plum <input type="checkbox"/> Yellow <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy				
UNFINISHED DISPLAY TABLE 30" HIGH	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		27.00	35.00	
6' LONG 30" WIDE		37.00	48.00	
8' LONG 30" WIDE		41.00	53.00	
UNFINISHED COUNTER HIGH DISPLAY TABLES 40" TALL	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE		32.00	41.00	
6' LONG 30" WIDE		42.00	54.00	
8' LONG 30" WIDE		47.00	60.00	
ROUND TABLES	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
30" X 30" HIGH WITH <input type="checkbox"/> BLACK LINEN		40.00	52.00	
30" X 40" HIGH WITH <input type="checkbox"/> BLACK LINEN		45.00	57.00	
60" X 30" HIGH WITH <input type="checkbox"/> BLACK LINEN		50.00	62.00	
CHAIRS	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
PADDED SIDE CHAIR - BLACK		37.00	44.00	
PADDED STOOL - GREY COUNTER HIGH		47.00	58.00	
PLASTIC STOOL - BLACK COUNTER HIGH		35.00	40.00	

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

# ACCESSORIES ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jpdisplay.com  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Form and Payment to: JP Display**

ACCESSORIES- Description	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
WASTE BASKET		10.00	15.00	
EASEL-Tripod Aluminum		16.00	20.00	
GARMENT RACK – <input type="checkbox"/> 2-Arm Waterfall <input type="checkbox"/> 2-Arm Straight Arm		95.00	108.00	
COAT RACK		43.00	55.00	
GLASS SHOWCASE <input type="checkbox"/> 4' W x 38" H x 20" D <input type="checkbox"/> 5' W x 38" H x 20" D		295.00	N/A	
TACKBOARD 4' X 8'		95.00	118.00	
PEGBOARD 4' X 8'		95.00	118.00	
LITERATURE RACKS – Z Style		65.00	85.00	
2 BLACK STANCHIONS With 7' Black Tape		61.00	80.00	
BAKERS RACK – 3 Tier		50.00	75.00	
Double Face Tape- Per Roll		20.00 per roll	24.00 per roll	
Clear Tape- Per Roll		10.00 per roll	13.00 per roll	
Duct Tape- Per Roll		12.00 per roll	15.00 per roll	
<b>SPECIALTY FURNITURE</b>		CALL FOR ORDER FORMS		
<b>SPECIAL DISPLAY RACKS</b>		CALL FOR ORDER FORMS		
<b>MISCELLANOUS</b>	<b>QUANTITY</b>	<b>PRE-ORDER</b>	<b>FLOOR ORDER</b>	
UPRIGHT POLE W/BASE 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12' <input type="checkbox"/>		6.25	7.25	
EXTENDABLE CROSS BAR		6.25	7.25	
<b>DRAPERY BACKGROUND</b>	<b>QUANTITY</b>	<b>PRE-ORDER</b>	<b>FLOOR ORDER</b>	
3' HIGH DRAPE (select color below)	___ ft. X	5.00 per ft.	6.50 per ft.	
8' HIGH DRAPE (select color below)	___ ft. X	11.00 per ft.	14.00 per ft.	
<b>*AVAILABLE COLORS:*</b> <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Burgundy <input type="checkbox"/> Plum <input type="checkbox"/> Forest Green <input type="checkbox"/> Kelly Green <input type="checkbox"/> Teal				
COMPANY NAME		BOOTH #	PAGE TOTAL	
			\$	

# CARPET ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jpdisplay.com  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Form and Payment to: JP Display**

BOOTH CARPET	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
9' x 10' check <b>color</b> box below		90.00	108.00	
9' x 20' check <b>color</b> box below		169.00	216.00	
9' x 30' check <b>color</b> box below		248.00	322.00	
9' x 40' check <b>color</b> box below		328.00	412.00	
9' x 50' check <b>color</b> box below		400.00	508.00	
CUSTOM BOOTH CARPET	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot MINIMUM ORDER- 100 Square Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$2.00 per sq. ft.	\$2.50 per sq. ft.	
PLUSH BOOTH CARPET Includes Visqueen	SIZE	PRE-ORDER	FLOOR ORDER	TOTAL
Price is per square foot MINIMUM ORDER- 100 Square Feet	<input type="checkbox"/> x <input type="checkbox"/>	\$3.50 per sq. ft.	N/A	
<b>*AVAILABLE COLORS:*</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> PLUM <input type="checkbox"/> GRAY <input type="checkbox"/> RED <input type="checkbox"/> FOREST GREEN <input type="checkbox"/> ORANGE				
<b>CARPET PADDING</b> 100 Square Foot <b>MINIMUM</b>		\$0.80 per sq. ft.	\$1.20 per sq. ft.	
<b>VISQUEEN</b> 100 Square Foot <b>MINIMUM</b>		\$0.50 per sq. ft.	\$1.00 per sq. ft.	
COMPANY NAME		BOOTH #		PAGE TOTAL
				\$

# CLEANING ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jdisplay.com  
 www.jdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**TO ENSURE YOUR BOOTH IS SHOW READY, SPECIFY YOUR REQUIREMENTS BELOW. PLEASE CALL US IF YOU HAVE SPECIAL NEEDS. JP DISPLAY IS THE EXCLUSIVE CLEANING CONTRACTOR FOR YOUR SHOW AND WILL HANDLE ALL CLEANING SERVICES ON THE EXHIBIT FLOOR.**

The cost of vacuuming will be invoiced on the total square feet of your booth with a **100 square foot minimum for ONE TIME Vacuuming service.**

Return Order Form and Payment to: JP Display

### Vacuuming DAILY:

BOOTH SIZE	Square Feet	Rate \$0.20	# Of Days	TOTAL
9' x 10'	90	\$18.00 Per Day		
9' x 20'	180	\$36.00 Per Day		
9' x 30'	270	\$54.00 Per Day		
9' x 40'	360	\$72.00 Per Day		
9' x 50'	450	\$90.00 Per Day		

### Vacuuming ONE TIME ONLY:

VACUUM ONCE PRIOR TO SHOW OPENING: CHECK BOX:

SPECIFY DATE OF ONE TIME VACUUM SERVICE: DATE: \_\_\_\_\_ CHECK BOX:

BOOTH SIZE	(minimum of 100 square feet) _____ Square Feet	Rate \$0.20	TOTAL:
------------	---	-------------	--------

### Porter Service: JP Display will remove trash from waste baskets at regular intervals during show hours.

1 DAY	\$34.00
SHOW DURATION	\$87.00

**PORTER SERVICE NEEDED, CHECK BOX:**  1 DAY  SHOW DURATION

CALCULATION OF PORTER SERVICE	TOTAL:
-------------------------------	--------

### CANCELLATION POLICY:

Services not cancelled at least 24 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

COMPANY NAME	BOOTH #	PAGE TOTAL
		\$

# MATERIAL HANDLING ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020 (Mailing Address)  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jpdisplay.com  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**ADVANCE WAREHOUSE ADDRESS:**

***Will be accepted From March 25<sup>th</sup> – April 22<sup>nd</sup>  
 Between 8:00 am – 5:00 pm - Mon – Fri***

Company Name & Booth #  
 ACBSP™ c/o JP DISPLAY  
 31 West 7065 South  
 Midvale, Utah 84047

**DIRECT SHIPMENTS:**

***CAN NOT be accepted until April 25<sup>th</sup>  
 Between 8:00 am – 5:00 pm***

Company Name & Booth #  
 ACBSP™ c/o JP DISPLAY  
 Hilton Salt Lake City Center Hotel  
 255 South West Temple  
 Salt Lake City, Utah 84101

**Determine your material handling cost and add the estimated cost to the Payment Authorization page.**

**To assist you in preparing this form please read the material handling information below:**

**MATERIAL HANDLING-** Crated, boxed or skidded materials will be received at the warehouse up to 30 days in advance of show or direct to the show site. The materials will be delivered to the respective booths. Empty containers will be removed and stored until the end of the show as per Fire Marshal requirements. At the close of the show containers will be returned to the original booth. When materials are prepared for outbound shipment, please turn in the outbound bill(s) of lading to the JP Display Service Desk. JP Display will load materials on specified carrier(s). In the event your carrier does not show JP Display reserves the right to force the shipment with the Official Show Carrier.

**ADVANCED SHIPMENTS TO JP DISPLAY WAREHOUSE**

<b>CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>	<b>MINIMUM CHARGE UP TO 200 LBS</b>	<b>PER 100 LBS</b>	<b>EST. TOTAL</b>
Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Weight will be rounded up to the nearest 100 lbs. Cumulative weights are not allowed. Prices apply to shipments that meet the deadline only see the "Delivery Deadline" below.	\$96.00	\$48.00	
<b>CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>	<b>MINIMUM CHARGE UP TO 200 LBS</b>	<b>PER 100 LBS</b>	<b>EST. TOTAL</b>
Shipments that are loaded by cubic space and/or packed in a manner that requires additional handling (such as ground loading, side door loading, etc.) also included shipments without documentation, such as FedEx, UPS, and other air and express couriers. Weight will be rounded up to the nearest 100 lbs. Cumulative weights not allowed. Prices apply to shipments that meet the deadline only. See "Delivery Deadline" below.	\$110.00	\$55.00	

**DIRECT SHIPMENTS TO SHOW SITE**

<b>CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>	<b>MINIMUM CHARGE UP TO 200 LBS</b>	<b>PER 100 LBS</b>	<b>EST. TOTAL</b>
Define above in Advance Shipment.	\$82.00	\$41.00	
<b>CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>	<b>MINIMUM CHARGE UP TO 200 LBS</b>	<b>PER 100 LBS</b>	<b>EST. TOTAL</b>
Define above in Advance Shipment.	\$100.00	\$50.00	

**UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING**

<b>UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING</b>	<b>MINIMUM CHARGE UP TO 200 LBS</b>	<b>PER 100 LBS</b>	<b>EST. TOTAL</b>
Shipments that require special handling, uncrated items, unboxed items, or machinery/heavy equipment. The same pricing conditions apply that are listed above for the other Material Handling Services.	\$110.00	\$55.00	

# MATERIAL HANDLING ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020 (Mailing Address)  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jdisplay.com  
 www.jdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**ADVANCE WAREHOUSE ADDRESS:**

***Will be accepted From March 25<sup>th</sup> – April 22<sup>nd</sup>  
 Between 8:00 am – 5:00 pm - Mon – Fri***

Company Name & Booth #  
 ACBSP™ c/o JP DISPLAY  
 31 West 7065 South  
 Midvale, Utah 84047

**DIRECT SHIPMENTS:**

***CAN NOT be accepted until April 25<sup>th</sup>  
 Between 8:00 am – 5:00 pm***

Company Name & Booth #  
 ACBSP™ c/o JP DISPLAY  
 Hilton Salt Lake City Center Hotel  
 255 South West Temple  
 Salt Lake City, Utah 84101

**Determine your material handling cost and add the estimated cost to the Payment Authorization page.  
 To assist you in preparing this form please read the material handling information below:**

<b>SMALL PACKAGE</b>			
Small Package freight received at the warehouse and direct to show site with a <b>total shipment weight under 50 lbs</b> will be charged the following rates. Prices apply to shipments that meet the deadline only. See the "Delivery Deadline" below.	FIRST SMALL PACKAGE	EACH ADDTL. PACKAGE	EST. TOTAL
	\$35.00	\$5.00	
<b>DELIVERY DEADLINES</b>			
Freight not received at the <u>warehouse five (5) business days prior to the first day of exhibitor move-in</u> , and any shipments received after the show has opened, will be subject to the following additional charges.	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
	\$24.00	\$12.00	
<b>OUTBOUND MATERIAL HANDLING ONLY</b>			
Freight handled only at the close of the show, Material Handling fees include taking materials to the dock and loading on designated carrier.  Freight requiring delivery to the JP Display warehouse for carrier pickup.	MINIMUM CHARGE UP TO 200 LBS	PER 100 LBS	EST. TOTAL
	\$50.00	\$25.00	
<b>MATERIAL HANDLING COST CALCULATION FORMULA</b>			
<b>Advanced or Direct to Show Site Material Handling</b>			
Weight of Shipment (round up to the nearest 100 lbs) _____ LBS = _____ CWTs <b>X</b> _____ = \$ _____ <small>(per 100 lbs) (Rate applicable above)</small>			
<b>OR</b> <u>200 LB</u> <b>MINIMUM CHARGE</b> _____ → = \$ _____			
<b>Small Package</b>			
Small Package <b>First Package</b> \$ 35.00 + \$ 5.00 for <b>EACH</b> Additional Package _____ → = \$ _____			
<b>Outbound Material Handling ONLY</b>			
Weight of Shipment (round up to the nearest 100 lbs) _____ LBS = _____ CWTs <b>X</b> _____ = \$ _____ <small>(each 100 lbs) (Rate indicated above)</small>			
			<b>PAGE TOTAL</b>
COMPANY NAME	BOOTH #	\$	

# JP Display

RUSH – DO NOT DELAY!

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



JP Display  
31 West 7065 South (Glover Lane)  
Midvale, Utah 84047

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**ADVANCED JP WAREHOUSE**

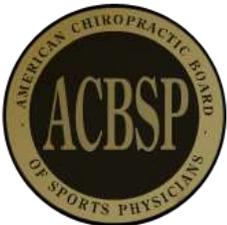


# JP Display

RUSH – DO NOT DELAY!

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



JP Display  
31 West 7065 South (Glover Lane)  
Midvale, Utah 84047

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**ADVANCED JP WAREHOUSE**

# JP Display

**RUSH – DO NOT DELAY!**

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



**JP Display c/o Hilton Salt Lake City Center Hotel  
255 West South Temple  
Salt Lake City, Utah 84101**

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**DIRECT TO SHOW SITE TO ARRIVE APRIL 25<sup>TH</sup>**

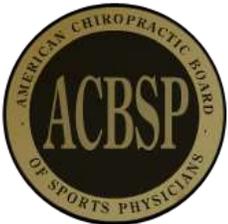


# JP Display

**RUSH – DO NOT DELAY!**

Company \_\_\_\_\_

Booth No.: \_\_\_\_\_



**JP Display c/o Hilton Salt Lake City Center Hotel  
255 West South Temple  
Salt Lake City, Utah 84101**

No. \_\_\_\_\_ of \_\_\_\_\_ pcs.  
(Example 1 of 10)

**DIRECT TO SHOW SITE TO ARRIVE APRIL 25<sup>TH</sup>**



# OUTBOUND SHIPPING INSTRUCTIONS FORM

## PRE-PRINTED OUTBOUND LABELS

327 West Redberry Road  
 Draper, Utah 84020  
 TELEPHONE: 801-523-7083  
 FAX: 801-523-7093  
 EMAIL: orders@jpdisplay.com  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Form and Payment to: JP Display**

OUTBOUND SHIPMENTS WILL REQUIRE A BILL OF LADING TO RELEASE THE SHIPMENTS TO THE DESIGNATED CARRIERS. JP DISPLAY WILL BE PLEASED TO PREPARE THESE FORMS FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN.

PLEASE TAKE ADVANTAGE OF THIS SERVICE AND COMPLETE AND RETURN THIS FORM.

**ALL ARRANGEMENTS FOR OUTBOUND TRANSPORTATION OF SHIPMENTS IS THE RESPONSIBILITY OF THE EXHIBITOR IF NOT USING  THE PREFERRED CARRIER.**

### OUTBOUND SHIPPING ADDRESS:

**SHIP TO: COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE/PROVINCE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **ATTN:** \_\_\_\_\_

PLEASE PRE-PRINT  OUTBOUND SHIPPING LABELS

QUANTITY

### METHOD OF SHIPMENT INSTRUCTIONS:

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

- STANDARD GROUND –  PREFERRED CARRIER
- STANDARD GROUND – OTHER COMMON CARRIER  
\_\_\_\_\_ CARRIER NAME
- VAN LINE \_\_\_\_\_ CARRIER NAME
- DEFERRED: 3-4 BUSINESS DAYS  PREFERRED CARRIER
- DEFERRED: 3-4 BUSINESS DAYS -OTHER CARRIER  
\_\_\_\_\_ CARRIER NAME
- NEXT DAY DELIVERY \_\_\_\_\_ CARRIER NAME
- 2 DAY DELIVERY \_\_\_\_\_ CARRIER NAME
- OTHER \_\_\_\_\_ CARRIER NAME

WHEN YOU HAVE COMPLETED PACKING YOUR SHIPMENTS AND THEY ARE READY TO BE PICKED UP PLEASE RETURN THE COMPLETED OUTBOUND SHIPPING BILL OF LADING TO THE JP EXHIBITOR SERVICE DESK.

VERIFY THE PIECE COUNT, ANTICIPATED WEIGHT AND A SIGNATURE IS ON THE BILL OF LADING FORM.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

**SHIPPING LABELS FOR UPS, FED EX AND OTHER AIR CARRIER SHIPMENTS MUST BE PROVIDED BY THE EXHIBITOR.**

**ALL ARRANGEMENTS FOR OUTBOUND TRANSPORTATION OF SHIPMENTS IS THE RESPONSIBILITY OF THE EXHIBITOR.**

**COMPANY CONTACT & CELL NUMBER:** \_\_\_\_\_

COMPANY NAME	BOOTH #

# FLORAL & PLANT DÉCOR ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
**TELEPHONE: 801-523-7083**  
**FAX: 801-523-7093**  
**EMAIL: orders@jdisplay.com**  
 www.jdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Forms and Payment to: JP Display**

<b>ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT THE END OF THE EVENT.</b>	<b>SPECIAL SERVICES AVAILABLE UPON REQUEST:</b> <i>Banquet &amp; Luncheon Centerpieces ~ Fountains ~ Garden Areas                  Stage Décor ~ Hospitality Suites ~ Lounge Areas ~ Corsages</i>			
<b>CUSTOM FLORAL SERVICES</b>	<b>QUANTITY</b>	<b>PRE-ORDER</b>	<b>FLOOR ORDER</b>	<b>TOTAL</b>
Fresh Floral Arrangement 12 – 14" High		50.00	60.00	
Fresh Floral Arrangement 15 - 18" High		55.00	65.00	
Fresh Floral Arrangement 19"- 24" High		75.00	80.00	
Exotic Fresh Floral Arrangement 12"-14" High		65.00	75.00	
Exotic Fresh Floral Arrangement 15"- 24" High		85.00	100.00	
<b>RENTAL GREEN FOLIAGE &amp; FLOWERING PLANTS</b>	<b>QUANTITY</b>	<b>PRE-ORDER</b>	<b>FLOOR ORDER</b>	<b>TOTAL</b>
3' Green Plant		35.00	40.00	
4' Green Plant		45.00	50.00	
5' Green Plant		55.00	60.00	
6' Green Plant		65.00	70.00	
8' Green Plant		85.00	90.00	
Large Fern Plant		30.00	35.00	
Large Ivy Plant		30.00	35.00	
Green Table Plant		35.00	40.00	
Seasonal Flowering Plants Cyclamen, Azaleas, Mum, Daisy, etc		25.00	30.00	
SELECT Flowering Plant COLOR: _____				

**ALL PLANTS INCLUDE DECORATIVE CONTAINERS**

**AVAILABLE COLORS:**  Black  Gray  White **PLEASE CHECK ONE**

**PLEASE HAVE YOUR DESIGNER CONTACT US TO MAKE SUGGESTIONS**

**PLEASE HAVE YOUR DESIGNER COME BY OUR BOOTH TO MAKE SUGGESTIONS.**

**COMPANY CONTACT:** \_\_\_\_\_

**PHONE NUMBER / EMAIL:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

**CANCELLATION POLICY:**

Services not cancelled at least 48 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

		<b>PAGE TOTAL</b>
<b>COMPANY NAME</b>	<b>BOOTH #</b>	<b>\$</b>

# SIGN & GRAPHIC ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
**TELEPHONE: 801-523-7083**  
**FAX: 801-523-7093**  
**EMAIL: orders@jpdisplay.com**  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Forms and Payment to: JP Display**

*All Signs and Graphics are digitally produced on white 1/4" foam core. Pricing listed is for a single-sided sign to include text/copy and supplied high resolution logo. Please specify background and copy color.*

**CUSTOM SIGNS & BANNERS AVAILABLE UPON REQUEST:**  
 Vinyl ~ Cling ~ Backlit ~ POP Display ~ Lamination ~  
 LOGO REPRODUCTION ~ GRAPHIC DESIGN

*Please contact us at orders@jpdisplay.com for a custom quote.*

SIGN SERVICE	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
7" X 11" Sign		25.00	40.00	
7" X 44" Sign		30.00	45.00	
14" X 22" Sign		40.00	55.00	
22" X 28" Sign		50.00	65.00	
28" x 44" Sign		75.00	90.00	
<input type="checkbox"/> Easel Back <input type="checkbox"/> Loose Arrow COLOR: _____		5.00	7.50	

**COLOR CHOICE**  
 Please select one color only.

**BACKGROUND COLOR:**

- White  Gray  Black  Blue  Green  Red  Yellow  Orange  Other

*White will be provided if no color is indicated.*

**COPY COLOR:**

- White  Gray  Black  Blue  Green  Red  Yellow  Orange  Other

*Black will be provided if no color is indicated.*

**POSITION DIRECTION:**

HORIZONTAL  VERTICAL

*Vertical will be provided if not indicated.*

**COMPLETE COPY:** or  Attached is the layout.

**PRINT TEXT OR COPY**

**SPECIAL INSTRUCTIONS:**

**CANCELLATION POLICY:**

Services not cancelled at least 72 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention at the service desk. JP Display will be unable to adjust invoices after the close of the show.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

# GENERAL LABOR ORDER FORM



327 West Redberry Road  
 Draper, Utah 84020  
**TELEPHONE: 801-523-7083**  
**FAX: 801-523-7093**  
**EMAIL: orders@jpdisplay.com**  
 www.jpdisplay.com



2019 CHIROPRACTIC SPORTS SCIENCES SYMPOSIUM  
 HILTON SALT LAKE CITY CENTER  
 APRIL 25 – 28, 2019

**Return Order Forms and Payment to: JP Display**

**LABOR FOR INSTALL / DISMANTLE**

General Display Labor is for all installation and dismantling of exhibits, including signs and floor covering installation.

**LABOR RATES**

**STRAIGHT TIME: 8:00am to 5:00pm Monday - Friday**  
 \$48 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (½) hour increments.

**OVERTIME: Hours prior to 8:00am and after 5:00pm All day Saturday, Sunday and Holidays**  
 \$72 PER HOUR (1 HOUR MINIMUM CHARGE PER USE) Labor thereafter is charged in half (½) hour increments.

**JP Display SUPERVISION REQUIRED: ADDITIONAL 25% OF TOTAL CHARGE (\$100.00 MINIMUM CHARGE)**

**PRICES ARE FOR EACH INSTALL AND EACH DISMANTLE, NOT THE TOTAL TIME.**

**PLEASE COMPLETE THE INFORMATION BELOW FOR EACH DAY YOU WILL REQUIRE I/D LABOR SERVICE:**

**INSTALL**

DAY / DATE	# OF LABORERS	START TIME	STOP TIME

**DISMANTLE**

DAY / DATE	# OF LABORERS	START TIME	STOP TIME

**SUPERVISORS NAME** \_\_\_\_\_  
**AND CELL #** \_\_\_\_\_  
**SPECIAL INSTRUCTIONS** \_\_\_\_\_

		<b>PAGE TOTAL</b>
<b>COMPANY NAME</b>	<b>BOOTH #</b>	<b>\$</b>



# AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



**Hilton**  
SALT LAKE CITY CENTER

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

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

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.

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

**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** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order, including installation, drayage and tax.

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

**Form Submission** – Email completed forms to:  
[gelmore@psav.com](mailto:gelmore@psav.com)

### MONITORS

	QTY.	
■ 24" Multi sync monitor	_____	\$180
■ 32" LCD monitor with rolling stand	_____	\$254
■ 46" LCD monitor with rolling stand	_____	\$464
■ 65" LCD monitor	_____	\$699

### MONITOR ACCESSORIES

	QTY.	
■ DVD player	_____	\$60
■ Laptop	_____	\$220

### PROJECTION

	QTY.	
■ LCD projector	_____	\$375
■ 32"- 42" Rolling cart with black skirt	_____	\$30
■ Tripod screen	_____	\$75
□ 6' □ 7' □ 8'		





# AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



AUDIO EQUIPMENT		QTY.		POWER		QTY.	
■ CD player	_____		\$60	■ 15 AMP wall power	_____		\$75
■ Wired microphone	_____		\$58	■ 25' AC cable	_____		\$21
□ Handheld      □ Lavalier				■ Power strip	_____		\$21
■ Wireless microphone	_____		\$170	■ Single phase – 20 AMP exhibit booth power	_____		\$375
□ Handheld      □ Lavalier				■ Single phase – 30 AMP exhibit booth power	_____		\$460
■ Wireless headset microphone	_____		\$60	■ Single phase – 60 AMP exhibit booth power	_____		\$630
<i>Requires wireless microphone unit to operate</i>				■ Three phase – 20 AMP exhibit booth power	_____		\$515
■ Powered speaker	_____		\$74	■ Three phase – 30 AMP exhibit booth power	_____		\$675
<i>up to five people</i>				■ Three phase – 60 AMP exhibit booth power	_____		\$920
■ Sound system	_____		\$270				
■ <i>two speakers, two stands, one mixer, one wired microphone</i>							
■ <i>up to 20 people</i>							
■ 4-channel mixer	_____		\$62				
<b>LIGHTING</b>				<b>RIGGING</b>			
		QTY.		Rigging requests should be placed using the Rigging Request Form at <a href="https://www.psav.com/riggingform">https://www.psav.com/riggingform</a>			
■ Up-light	_____		\$85				
<b>COMPUTER &amp; ACCESSORIES</b>				<b>CUSTOM ITEMS</b>			
		QTY.				QTY.	
■ Laptop	_____		\$220	■ 25' VGA cable	_____		\$26
■ Black-and-white printer	_____		\$145	■ HDMI cable	_____		\$35
				■ Poster easel	_____		\$16
<b>INTERNET</b>							
		QTY.		■ Banner hanging (first banner)	_____		\$95
■ Wired internet connection	_____		\$125	■ Banner hanging (each additional)	_____		\$50
■ Wireless internet connection	_____		\$15				
■ Dedicated bandwidth	_____						
			<i>Please contact PSAV for quote</i>				

## SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

**Giovanni Elmore**  
 Hilton Salt Lake City Center  
 255 South West Temple, Salt Lake City, UT 84101  
 ● office: 801.238.4853

**Form Submission** – Email completed forms to:  
[gelmore@psav.com](mailto:gelmore@psav.com)



©2018 PSAV. All Rights Reserved.