RANCHO BERNARDO INN

exhibit service order form

Event Name: APPA Joint Action Conference
Event Dates: 1/10/27 – 1/12/27
Location: Catalina Ballroom

Exhibit Setup: Sunday, 1/10/27, 12pm-5pm
Exhibit Teardown: Tuesday, 1/12/27, 10am-12pm

COMPLETE THIS PAGE AND RETURN To: Harrison Pyros / sponsorship@publicpower.org / (202) 993-8298
RETURN BY: 12/18/26

Conference Services Manager: Leah Elkind
PHONE: 858-675-8415
EMAIL: lelkind@jcresorts.com

BOXES MAY BE SENT TO:
Rancho Bernardo Inn, 17550 Bernardo Oaks Drive, San Diego, CA 92128
ATTN: Booth/Representative/Company Name/Conference Name
Note: Boxes will not be accepted more than 3 days prior to the program's start date.

SERVICE	DATE REQUIRED	RATE
ELECTRICITY - 110 volts* **(includes extension cord)**		☐ 20amps, $100 per day ☐ 40amps, $150 per day
HIGH SPEED INTERNET ACCESS* (Check appropriate box to indicate wired or wireless)		☐ Wired $360 per day
SHIPPING & RECEIVING/BOX HANDLING **(Note total number of boxes) _____** ***Enter box quantity based on weight within rate section** Please list your name and company name on each box. RBI is partnered with FedEx; daily pick up is 2:30 p.m. Mon-Fri; If client prefers to use a different carrier, client must schedule directly with carrier for same day pick up.		☐ $5 for each box 0-10 lbs. **# ___** ☐ $10 for each box 11-25 lbs. **# ___** ☐ $20 for each box 26-100 lbs. **# ___** ☐ $35/per 100 lbs. for each box over 101 lbs. **# ___** ☐ $100 for each pallet **# ___** **(includes fork lift transfer)**
FLAT SCREEN LCD MONITOR (Check appropriate box to indicate monitor size)		☐ 21" for $240 per day ☐ 55" for $750 per day ☐ Floor Stand for $100 per day *55" only

* 27% service charge and current sales tax will apply**. AV Cancellation Policy:** Services cancelled within 72 hours of the event will be billed at 100% of the contracted service amount. This policy includes electricity, internet, and all equipment rentals. .Cancellations more than 72 hours in advance will not incur any penalty.

COMPANY NAME | CONFERENCE NAME | BOOTH NUMBER

CONTACT PHONE NUMBER | EMAIL ADDRESS

BOOTH REPRESENTIVE NAME (who will be on-site and staying in hotel) | AUTHORIZED BY (PRINT NAME)

SIGNATURE | DATE

*

NAME ON CREDIT CARD | TYPE OF CARD | LAST FOUR DIGITS OF CREDIT CARD | EXP. DATE

(*A virtual credit card authorization will be sent via Sertifi to the email address provided on this form.)

exhibitor guidelines

The following guidelines should assist you in your exhibit set-up & teardown procedures.
Should you have any questions, please call your conference planner.

SETUP

Your exhibit may not block an EXIT or hinder entry in/out of any area; you will be asked to relocate by hotel staff if deemed necessary; in addition, nothing may be adhered to the wall. All signage and banners must be free-standing.

Any materials shipped to Rancho Bernardo Inn will be delivered to the ASSIGNED BOOTH LOCATION. **There will be a sign on each table with your company name indicating which table you pre-selected.** For this to be expedited, it is essential that all shipments reflect the name of the booth representative, company name and conference name. Failure to do so may result in a delay in receipt of exhibit materials. If you do not see your boxes at your table, please check with your conference planner and provide tracking numbers for reference.

BOX HANDLING AND STORAGE

Charges will be assessed for all packages/boxes handled by Rancho Bernardo Inn:

$5 for each box 0-10 lbs.
$10 for each box 11-25 lbs.
$20 for each box 26-100 lbs.
$35/per 100 lbs. for each box over 101 lbs.
$100 for each pallet (includes forklift transfer)
Please list ATTN: Booth Representative/Company Name/Conference Name on each box for ease of identification.

RBI is partnered with FedEx; daily pick up is 2:30 p.m. Mon-Fri.
If the exhibitor prefers to use a different carrier, exhibitor must schedule directly with carrier for same day pick up.

The fees include all handling and storage of boxes no more than 3 DAYS prior to group arrival; delivery to Exhibit Table and return to Shipping/Receiving Department for carrier pickup.

$50 minimum fee per box per day will be charged for shipments arriving earlier than the time permitted and/or for boxes stored for more than 3 DAYS after the group's departure.

SECURITY/INSURANCE

Security has not been arranged for this show. The Exhibit Room will be locked at the close of each showing; however, Rancho Bernardo Inn assumes no responsibility for loss of booth contents as the exhibitor is expected to provide appropriate insurance coverage.

It is recommended that all products and boxes be stored within the booth area. Any losses incurred as a result of the exhibitor's failure to comply will be at the exhibitor's expense.

TEARDOWN

Boxes should be stored under the booth table if they are to be re-used.

All exhibitors are requested to remain until all products have been prepared for shipment and confirmed by your conference planner. All exhibit materials must be loaded out and the room vacated no later than scheduled load out time. Exhibitors are required to pack, seal and label all boxes/cases complete with shipping label for EACH box, even if all boxes are shipping to same address. For your convenience, FedEx shipping labels, air bills and packing tape will be available at the Exhibitor Supply Table. Boxes are NOT available on site. It is essential that exhibitors retain ALL BOXES until all the products have been packed.

Once all boxes have been sealed and are ready for shipment, please notify your conference planner who will verify the readiness of your materials. Please do not leave the exhibit area until someone has verified your shipment.

Banding equipment IS NOT available. Re-wrapping of pallets is available, notify the Conference Planner when this is needed, one hour prior.

If you are not re-shipping your product, you must discard all product in the 32-gallon trash cans provided throughout the exhibit area. The resort will not be responsible for tearing down your exhibit and discarding your product.

For billing purposes, each exhibitor must record their Shipper billing number (FedEx) on the FedEx label. If you prefer to ship with another carrier, you must provide your own labels as they will not be provided for you.

Arrangements for pick up via Air Freight/Truck Line should be made prior to arrival. Please schedule pick up on the day following the show. Exhibitor must provide completed "Bill of Landing" for each destination.

SPECIAL NOTE

Works of art, crystal, precious gems and/or alcoholic beverages WILL NOT BE ACCEPTED.

HOURS OF OPERATION

For your convenience, our Receiving Department is open for receipt of shipped materials.

Monday - Saturday: 7 a.m. - 4 p.m. Sundays: CLOSED

All freight and track packages are delivered to RECEIVING. All USPS and Amazon are delivered to the Front Desk.

UNCLAIMED MATERIALS

Any conference materials, posters, banners, etc. left in meeting rooms or in our Shipping Department after the group's departure, without direction as to disposal, will be held for a period of 3 DAYS following the group's departure.