



Exhibitor Manual

June 18 – 19, 2025

Anaheim Marriott

700 W Convention Way

Anaheim, CA 92802

(714) 750-8000



WEST COAST
exhibit services

West Coast Exhibit Services, Inc.

(951) 248-0000

www.wcexhibit.com

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive our order, full payment along with a valid credit card on file for any unforeseen orders by **May 23, 2025**

Show Name / Schedule / Booth Information

Show Name: iTEC+ 2025

Exhibiting Dates & Hours:

Wednesday, June 18, 2025	10:00 am – 5:00 pm / 6:00 pm – 8:00pm
Thursday, June 19, 2025	10:00 am – 5:30 pm

Exhibitor Move In Date & Hours

Wednesday, June 18, 2025	7:00 am – 8:00 pm
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Exhibitor Move Out Date & Hours

Thursday, June 19, 2025	8:30 pm
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Exhibitor Hall Location

Anaheim Marriott
700 W Convention Way
Anaheim, CA 92802

Included with your 10' x 10'

- 8' H Backwall and 3' H side drape (Black)
- 7" x 44" one-line ID Sign

PLEASE NOTE

Because of extremely limited storage facilities, Anaheim Marriott cannot accept exhibit materials until the day of exhibit setup. Any materials arriving at the Anaheim Marriott prior to the day of exhibit setup will be forwarded to:

West Coast Exhibit
3726 E. Miraloma Ave
Anaheim, CA 92806

Shipping Information

Warehouse Shipping Address:
c/o West Coast Exhibit Services
Attn: iTEC+ 2025
Exhibitor Name & Booth #
3726 E. Miraloma Ave.
Anaheim, CA 92806

***Warehouse Receiving Hours
Monday through Friday
7:00am to 1:30pm SHARP***

West Coast Exhibit Services will accept crated, boxed or skidded materials beginning **March 31, 2025** at the above address. To avoid additional after deadline charges, materials must arrive at West Coast by: **May 29, 2025**

Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit and freight at end of show.

Overtime

Overtime charges will be in effect:

- If freight is received at the warehouse and delivered to show site before 7:00am or after 2:00pm on weekdays, or anytime on Saturday, Sunday or Holidays.
- If freight is received at show site before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or Holidays.
- If freight is moved out before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or Holidays.

Assistance

We want you to have a successful show. If we can be of assistance to you please call **Show Services at (951) 248-0000**

Thank you for choosing West Coast Exhibit Services and we appreciate your business.

**Michael Taylor
President**

Name of Show: iTEC+2025
Company Name: _____
Contact Name: _____

Booth#: _____
Phone#: _____

STANDARD CARPET

Our 16 oz Standard Classic Carpeting is available in five standard colors
Price includes delivery, installation, carpet tape and removal.
NO MATERIAL HANDLING charges on carpet ordered from West Coast Exhibit Services.

Choose your carpet color

☐ Gray ☐ Blue ☐ Red ☐ Black ☐ Other – Please Specify

Qty	Description	Discount Price	Standard Price	Total \$
	9' x 10' Classic Carpet	\$145.00	\$165.00	
	9' x 10' 1/2" Foam Carpet Padding	\$.40 per sq. ft.	\$.55 per sq. ft.	

Price above includes taping front aisle edge only.			
	Feet of Additional Taping	\$1.20 per foot	

Plastic covering for protection. Includes installation and removal			
	Sq. ft. of plastic covering	Size: _____ x _____	\$.50 per sq. ft.

CUSTOM CUT CARPET

Our Custom Cut carpeting is available in custom cut sizes and five standard colors.
Price includes visqueen covering, delivery , installation, carpet tape and removal. Includes a layout for carpet installation if your carpet size is different from your booth size.

Note: If you require additional carpet to cover steps, skids, and display fixtures – Please include a floor plan and a quotation will be forwarded to you before we proceed.

NO MATERIAL HANDLING charges on carpet ordered from West Coast Exhibit Services.

Choose your carpet color

☐ Gray ☐ Blue ☐ Red ☐ Black ☐ Other – Please Specify

Rental – Price per square foot (100 sq ft minimum)
16 oz Carpet Booth Size: _____ x _____ = _____ sq. ft. @ \$1.45 = \$_____

NOTE: Orders placed after the deadline date may be subject to a 30% additional surcharge and are subject to availability!

CALCULATION OF ORDER – Payment in full
Must accompany your order to qualify for
Discount Prices. Make payment in U.S. funds
drawn on a U.S. bank. Orders confirmed only
upon request

Total All Items Ordered	\$
PAYMENT ENCLOSED	\$

CANCELLATION POLICY: Custom Size Booth Carpet canceled after being cut will be charged at 100%, all other items canceled will be charged at 50% of original price after move-in begins and 100% of original price after installation.

Name of Show: iTEC+2025
Company Name:
Contact Name:

Booth#:
Phone#:

OPTIONAL FURNISHINGS

Furnishings				
Qty	Description	Discount Price	Standard Price	Total
Chairs				
	Counter Stool	135.00	175.50	
	Contour Chair	85.00	105.00	
	Padded side chair/no arms	65.00	85.00	
	Padded side chair/w/arms	75.00	95.00	
	Folding Chair	16.00	26.00	
Subtotal				
Display Furniture				
* Please circle color for drape: Black Blue Berry BurgundyDark Green Gold Gray Red Teal White				
DRAPED TABLES – Tables are 24” wide				
	4’ Draped Tables/30”H*	84.00	109.00	
	6’ Draped Tables/30”H*	97.00	125.48	
	8’ Draped Tables/30”H*	104.5	135.85	
	4 th Side Drape-6’x30”H*	35.20	45.76	
	4 th Side Drape-8’x30”H*	41.80	51.70	
	4’ Draped Counter/42”H*	93.50	121.55	
	6’ Draped Counter/42”H*	112.92	146.80	
	4 th Side Drape-6’x42”H*	42.90	55.70	
	4 th Side Drape-8’x42”H*	49.50	60.50	
UNDRAPED TABLES – Tables are 24” wide				
	4’ Undraped Tables/30”H	47.30	61.49	
	6’ Undraped Tables/30”H	51.70	67.21	
	4’ Undraped Counter/42”H	51.70	67.21	
	6’ Undraped Counter/42”H	57.20	74.36	
Subtotal				
Accessories				
	Chrome Stanchion	42.00	54.60	
	Velour Rope/5’ Red	24.00	31.20	
	Small Refrigerator	240.00	312.00	
	Bulletin Board	186.00	241.80	
	Special Drape 3’ High per ft*	11.25	14.65	
	Special Drape 8’ High per ft*	12.25	15.95	
* Please circle color for drape: Black Blue Berry Burgundy Dark Green Gold Gray Blue Red Teal White				
Subtotal				

Special Accessories				
Qty	Description	Discount Price	Standard Price	Total
Showcases				
	Full Vision Showcase 6’	301.25	391.65	
Miscellaneous				
	Grid Panel	91.25	118.65	
	Garment Rack	72.00	93.60	
	Garment Rack 2 Arm Waterfall	78.50	102.05	
	Garment Rack 4 Arm Waterfall	85.75	111.50	
	Fish Bowl	33.75	43.90	
	Ballot Box	55.00	71.50	
	Literature Rack Table Top	214.50	278.85	
	Trash can	12.00	25.00	
	Easel	20.00	35.00	
Subtotal				
Total Chairs			\$	
Total Display Furniture			\$	
Total Accessories			\$	
Total Special Accessories			\$	
Grand Total \$				
Remember to select a color of items with (*)! A color will be selected for you if not indicated!				

Name of Show: iTEC+2025
Company Name: Booth#:
Contact Name: Phone#:

INSTALL / DISMANTLE LABOR

- Supervision Services – Indicate Service Desired:**
- ☐ **West Coast SUPERVISED** *(Exhibitor does not need to be present)*
WESTCOAST will supervise labor to:
Unpack and install display before exhibitor arrival at show site. Dismantle, pack and arrange to ship display after show closing.
A 35% surcharge will be added to the labor rates below for this professional supervision.
- ☐ **EXHIBITOR SUPERVISED** *(Wait for Exhibitor)*
Exhibitor will supervise:
Installation
Exhibitor will need workers on (Date)_____at (Time)_____AM-PM for (Hours)_____
Dismantle
Exhibitor will need workers on (Date)_____at (Time)_____AM-PM for (Hours)_____
- ☐ **EXHIBITOR STAFF INSTALLATION AND DISMANTLE**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the WESTCOAST Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "no-show" charge will apply.

DISPLAY LABOR RATES	Times	Hourly Rates
Straight Time	8:00 AM to 4:30 PM Monday through Friday	68.00
Overtime	Before 8:00 AM and after 4:30 PM, all day Saturdays, Sundays and Holidays	86.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. Of Workers	X Hrs/Workers	= Total Worker Hours	@ Rate	Total
Installation					\$
Dismantle					\$
Total All Items Ordered					\$
Add 35% for WC Supervision					\$
TOTAL PAYMENT ENCLOSED					\$

West Coast
Exhibit Services, Inc.
info@wcexhibit.com

3726 E. Miraloma Ave
Anaheim, CA 92806
(951) 248-0000

Discount Price Deadline Date
May 23, 2025
Method of Payment Must
Accompany Your Order

Name of Show: iTEC+2025

Company Name: _____ Booth#: _____

Contact Name: _____ Phone#: _____

MATERIAL HANDLING SERVICES

Note: Rates/times are listed on **Show Facts**

Warehouse Receiving: 7:00 a. m. - 2:00 p.m. Monday to Friday - Sharp

Crated Material that is skidded or is in a shipping container that can be unloaded at the receiving dock and no additional handling is required.

Uncrated or hooks. Material that is shipped loose or pad wrapped, and/or un-skidded machinery without proper lifting bars

Special Handling Material delivered by carrier in such a manner that requires additional handling, such as ground loading, side door unloading, constricted space unloading, designated piece unloading, and stacked shipments. All Air Freight shipments, Federal Express and UPS are included in this category due to their delivery procedures.

Straight Time 7:00 a.m. – 2:00 p.m. Monday to Friday

Overtime All other times, Monday to Friday, all day Saturday, Sunday and Holidays. Overtime charges will apply If show move in and/or move out take place on overtime.

Shipment Deadline Date at Warehouse: May 29, 2025

DESCRIPTION	PRICE PER CWT	MINIMUM 200lbs
Warehouse Shipment – Delivered on or before (Deadline Date)		
Crated or Skidded Shipment	\$125.00	\$250.00
Show Site Shipment – June 17, 2025	\$145.00	\$290.00
Crated or Skidded Shipment		
Other Charges – Small Package Rate (Under 25 lbs)		
Storage of Shipments to Warehouse	\$135.00 One package per shipment	
	\$35.00 per CWT	

DESCRIPTION	WEIGHT	WCT	UNIT PRICE	ESTIMATED COST
			TOTAL	

WEST COST EXHIBIT SERVICES

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: XXXXXX

DEADLINE DATE IS: XXXXX

TO: _____

EXHIBITOR NAME

C/O WEST COAST EXHIBIT SERVICES
3726 E. MIRALOMA AVE
ANAHEIM, CA 92806

ADVANCE WAREHOUSE

EVENT: ITEC+ 2025

BOOTH NO. _____ NO. OF PIECES _____

WEST COST EXHIBIT SERVICES

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: XXXXXX

DEADLINE DATE IS: XXXXX

TO: _____

EXHIBITOR NAME

C/O WEST COAST EXHIBIT SERVICES
3726 E. MIRALOMA AVE
ANAHEIM, CA 92806

ADVANCE WAREHOUSE

EVENT: ITEC+ 2025

BOOTH NO. _____ NO. OF PIECES _____

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: XXXXXX

DEADLINE DATE IS: XXXXX

TO: _____

EXHIBITOR NAME

C/O ANAHEIM MARRIOTT
700 W CONVENTION WAY
ANAHEIM, CA 92802

SHOW SITE

EVENT: ITEC+ 2025

BOOTH NO. _____ NO. OF PIECES _____

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: XXXXXX

DEADLINE DATE IS: XXXXX

TO: _____

EXHIBITOR NAME

C/O ANAHEIM MARRIOTT
700 W CONVENTION WAY
ANAHEIM, CA 92802

SHOW SITE

EVENT: ITEC+ 2025

BOOTH NO. _____ NO. OF PIECES _____

**West Coast
Exhibit Services, Inc.**
info@wcexhibit.com

3726 E. Miraloma Ave
Anaheim, CA 92806
(951) 248-0000

Discount Price Deadline Date
May 23, 2025
**Method of Payment Must
Accompany Your Order**

Name of Show: iTEC+2025
Company Name: _____
Contact Name: _____

Booth#: _____
Phone#: _____

ELECTRICAL SERVICES

Please visit EventNow to order electrical services.

https://eventnow.encoreglobal.com/myevents/result/index/show_id/e160558f-8fa3-ef11-8a69-6045bdeb3115/

Name of Show: iTEC+2025

Company Name: _____

Booth#: _____

Contact Name: _____

Phone#: _____

We hereby authorize West Coast Exhibit Services, Inc. (West Coast), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

- 1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
- 1. We accept the responsibility for the payment of WEST COAST's charges in connection with the handling of our shipment(s) and we guarantee payment to WEST COAST by the close of the show.
- 1. We agree to the "Limits of Liabilities" as set forth in the "Material Handling Information."
- 1. We agree that WEST COAST or its subcontractors' liability shall be limited to any loss or damage which results solely from WEST COAST's or its subcontractors' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- 1. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from WEST COAST's warehouse), that WEST COAST or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of WEST COAST shall sign a delivery receipt, Bill of Lading, or other documents, we agree that WEST COAST or its subcontractors will do so as our agent, and we accept the responsibility thereof.
- a) Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by WEST COAST or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that WEST COAST and its subcontractors shall not be responsible for any loss or damage, which may occur during such period.
- a) Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that WEST COAST or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize WEST COAST or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to WEST COAST or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.
- 6. We agree, in the event of a dispute with WEST COAST or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to WEST COAST for drayage or any other services provided by WEST COAST or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay WEST COAST upon receipt of invoice for all such charges, and we further agree that any claim we may have against WEST COAST or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- 6. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the WEST COAST office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

CONTINUED ON NEXT PAGE

**West Coast
Exhibit Services, Inc.**
info@wcexhibit.com

3726 E. Miraloma Ave
Anaheim, CA 92806
(951) 248-0000

Discount Price Deadline Date
May 23, 2025
**Method of Payment Must
Accompany Your Order**

Company Name:		Booth #	
Address:		State:	
Telephone:		ZIP:	
Authorized by (Please Print Name):		Date:	

Signature:_____

West Coast
Exhibit Services, Inc.
info@wcexhibit.com

3726 E. Miraloma Ave
Anaheim, CA 92806
(951) 248-0000

Discount Price Deadline Date
May 23, 2025
Method of Payment Must
Accompany Your Order

Name of Show: iTEC+2025

Company Name: _____

Booth#: _____

Contact Name: _____

Phone#: _____

West Coast Exhibit Services, Inc. (West Coast) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. WEST COAST shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented a time of delivery of shipment. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted - No Exceptions.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

WEST COAST EXHIBIT SERVICES, INC. shall not be responsible for damage to uncrated materials improperly packed, or concealed damage.

WEST COAST EXHIBIT SERVICES, INC. shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

WEST COAST EXHIBIT SERVICES, INC. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments that are furnished to **WEST COAST EXHIBIT SERVICES, INC.** by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

WEST COAST EXHIBIT SERVICES, INC. shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

WEST COAST EXHIBIT SERVICES, INC. liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event West Coast's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$100.00 per shipment whichever is less.

WEST COAST EXHIBIT SERVICES, INC. shall not be liable to any extent whatsoever, for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to, exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to West Coast Exhibit Service by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description and weights should be forwarded to West Coast Exhibit Service, with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at WEST COAST's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, Confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the West Coast Exhibit service's desk.

If exhibitors specified carrier fails to pick up, refuses the shipment, or goes to wrong location West Coast Exhibit Service will be authorized to divert the shipment to another carrier at its discretion. West Coast Exhibit Services will assume no liability in such instance.

Name of Show: iTEC+2025

Company Name: _____ Booth#: _____

Contact Name: _____ Phone#: _____

Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

Phone: _____ Email: _____

Ordered by: _____ Print Name: _____

Date: _____

METHOD OF PAYMENT

Your Signature below denotes your acceptance of all terms and conditions included in this Exhibit Manual

☐ **Company Check (Please note: A valid credit card must be included with your payment by check)**
Please make check payable to West Coast Exhibit Services.

☐ **Credit Cards**
For your convenience, we will use this authorization to charge you credit card account for your advance orders, and any additional incurred as a result of show site orders placed by your representative. These charges may include all West Coast Exhibit Services, or any charge that West CoastExhibit Services may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

Mastercard Visa AMEX

Cardholder Name: _____

Signature: _____

Address (Where bill is mailed to): _____

City: _____ State: _____ ZIP: _____

ENTER TOTALS FROM ALL FORMS HERE

Material Handling	Carpet Rental	Furnishings	I&D LABOR	MISC	GRAND TOTAL

Remember to order in advance to save time and money. You may place your order by Email, or mail. Orders received without payment or after the discount price deadline date stated above will be charged the standard price.If you have any questions or need assistance with any items, please call and ask for the customer service representative. Invoices will be processed and mailed after the show completes.

Please note: Orders will not be processed unless a valid credit card is on file with WestCoast Exhibit, regardless if order has been prepaid by check or money order in advance.
(There is a 3.5% fee on all charges)

THIS FORM MUST BE E-MAILED