



IMPORTANT NOTICE TO THE EXHIBITORS OF:

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you.

Booth Package These items are provided at no additional cost to you:

Show Facts

Important Dates

Advance order discount deadline - **prepayment required**
Last day for advance shipments to arrive at Warehouse without surcharges
Direct shipments may begin arriving at show site
Last day direct shipments may arrive at show site
Exhibitor Move-in
Event opens
Exhibitor Move-out

Policies

Recap and Payment Policy Form must accompany all orders!
Please fax or mail your order. Phone orders are not accepted.
Advance Order Pricing applies to orders received **prepaid** by
No credit will be applied to substitutions or changes to the booth package
Cancellations after installation are invoiced at 50% of original price

Contacts

Show Management: (For questions regarding space assignments, show policies, or event schedules)

Exhibitor Services: (For questions regarding booth furnishings, additional equipment or Freight Services)

LCD Exposition Services
Phone: (509) 325-9656
Fax: (509) 325-9670



RECAP OF SERVICES ORDERED

ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED

| | |
|--|-----------------|
| CARPET(FACILITY IS CARPETED)..... | \$ _____ |
| ADDITIONAL BOOTH FURNISHINGS | \$ _____ |
| PLANTS, LIGHTS & LABOR | \$ _____ |
| SIGNS, BANNERS & GRAPHICS | \$ _____ |
| ELECTRICAL SERVICE .CONTACT FACILITY (509) 279-7021. | \$ _____ |
| PORTABLE DISPLAY SYSTEMS | \$ _____ |
| OTHER(total of all additional pages)..... | \$ _____ |
| SUB-TOTAL | \$ _____ |
| SALES TAX | \$ _____ |
| FREIGHT HANDLING SERVICES (Non-taxable item) | \$ _____ |
| TOTAL | \$ _____ |

PAYMENT POLICY

**Advance order prices apply only to pre-orders received with full payment by
All orders received after the deadline, or without payment, will be charged at floor order prices**

- ❖ Orders placed at the show site must be guaranteed with a credit card.
- ❖ Cancellations & changes will be charged at 50% of the original price.
- ❖ Substitution of provided items is not permitted.
- ❖ Freight handling services only are exempt from sales tax.

ALL CHARGES MUST BE PAID PRIOR TO THE END OF THE SHOW

Please indicate your method of payment. All payments must be made in U.S funds.

CREDIT CARD

COMPANY CHECK

If you wish to authorize LCD Exposition Services to charge your credit card account for the amount of your advance order, plus any additional amounts ordered by you or your representative at the show site, please complete the following information

| | | | | |
|--------|-------------------------------|-----------------------------|---|--|
| ACCT # | <input type="checkbox"/> VISA | <input type="checkbox"/> MC | <input type="checkbox"/> AMERICAN EXPRESS | |
| | | | | |

EXPIRATION DATE

| | | | | |
|--|--|---|--|--|
| | | / | | |
|--|--|---|--|--|

Cardholder's Signature

Cardholder's Name (Please Print)

Company _____ **Booth** _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Ordered by _____ **Title** _____

Phone _____ **Fax** _____



CARPET ORDER FORM

- ❖ Rental includes installation, taping of front edge and removal at close of show.
- ❖ All carpeting is available in 9' widths only.
- ❖ Special carpet cutting and installation will be quoted on an individual basis.
- ❖ Plastic covering to protect your carpet during move in is available as an advance order only.
- ❖ Carpet padding is available in booth sizes only.

| Quantity | Prepaid Advance Order | Floor Order |
|---|-----------------------------|----------------|
| _____ 9' x 10' Nylon Carpet | \$65.00 | \$85.00 |
| _____ 9' x 20' Nylon Carpet | \$130.00 | \$170.00 |
| _____ 9' x 30' Nylon Carpet | \$195.00 | \$250.00 |
| _____ 9' x 40' Nylon Carpet | \$260.00 | \$335.00 |
| _____ Larger sizes (per sq. ft.)..... | \$1.00 | \$1.30 |
| _____ Custom Cut Carpet (per sq. ft.) | \$1.75 | \$2.00 |

COLOR: Blue Burgundy Forest green Grey Red

**Carpet is available in 10' increments only at standard pricing.
For special size carpet please call for a quote!**

| | | |
|---|----------|----------|
| _____ 9' x 10' Carpet padding | \$32.50 | \$42.50 |
| _____ 9' x 20' Carpet padding | \$65.00 | \$85.00 |
| _____ 9' x 30' Carpet padding | \$97.50 | \$125.00 |
| _____ 9' x 40' Carpet padding | \$130.00 | \$167.50 |
| _____ Plastic Covering (per sq. ft., includes installation & removal) | \$ 0.25 | \$ 0.35 |
| _____ 30 yd. x 1" W. roll carpet tape (meets facility requirements) .. | \$12.00 | \$12.00 |

Total This Page: \$ _____

*PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS*

EXHIBITOR _____

ORDERED BY _____
(Please Print)

**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

SIGNATURE _____



FURNITURE ORDER FORM

MISCELLANEOUS BOOTH FURNITURE

| Quantity | | Prepaid Advance Order | Floor Order |
|----------|---|-----------------------|-------------|
| _____ | Side chair | \$18.00 | \$23.00 |
| _____ | Arm chair | \$25.00 | \$32.00 |
| _____ | Bar stool with backrest | \$35.00 | \$45.00 |
| _____ | Wastebasket | \$8.00 | \$10.00 |
| _____ | 30" Diameter round pedestal tables (select height) | \$45.00 | \$55.00 |
| | _____ 15" high _____ 30" high _____ 40" high | | |
| _____ | Easel | \$20.00 | \$26.00 |
| _____ | Coat tree | \$25.00 | \$30.00 |
| _____ | Deluxe chrome rope stand | \$20.00 | \$25.00 |
| _____ | Deluxe rope for above, per lineal foot | \$2.00 | \$3.00 |
| _____ | Aluminum rope stand | \$7.00 | \$9.00 |

SPECIAL BOOTH DRAPERY

| | | | |
|-------|---|--------|---------|
| _____ | 8' high drapery, per lineal foot | \$6.00 | \$8.00 |
| _____ | 3' high drapery, per lineal foot | \$4.00 | \$5.00 |
| _____ | 12' high drapery, per lineal foot | \$8.00 | \$10.00 |
| _____ | Framework - no drape <input type="checkbox"/> 8' <input type="checkbox"/> 3' <input type="checkbox"/> 12'.. 50% of above prices | | |
| | <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Red | | |
| | <input type="checkbox"/> White <input type="checkbox"/> Rust <input type="checkbox"/> Light green <input type="checkbox"/> Forest green | | |

FRAMED PERFORATED BOARD - 1/4" HOLES

| | | | |
|-------|---|---------|---------|
| _____ | 4'x8' Vertical single sided | \$60.00 | \$75.00 |
| _____ | 4'x8' Vertical double sided | \$75.00 | \$90.00 |
| _____ | 2'x8' Vertical single sided | \$45.00 | \$65.00 |
| _____ | 4'x8' Horizontal single sided | \$60.00 | \$75.00 |
| _____ | 4'x8' Horizontal double sided | \$75.00 | \$90.00 |
| | Color: <input type="checkbox"/> White <input type="checkbox"/> Brown | | |
| _____ | 4'x8' Poster Board - Double sided | \$60.00 | \$75.00 |

DRAPED TABLE TOP RISERS

Covered with white vinyl

| | | | |
|-------|--|---------|---------|
| _____ | 4' Table Riser, one step 10" wide | \$20.00 | \$26.00 |
| _____ | 6' Table Riser, one step 10" wide | \$25.00 | \$32.00 |
| _____ | 8' Table Riser, one step 10" wide | \$30.00 | \$39.00 |
| _____ | 4' Table Riser, two step 10" wide ea | \$35.00 | \$45.00 |
| _____ | 6' Table Riser, two step 10" wide ea | \$45.00 | \$58.00 |
| _____ | 8' Table Riser, two step 10" wide ea | \$55.00 | \$71.00 |

SKIRTED WOOD TABLES & COUNTERS

Includes white vinyl top

| Quantity | | Prepaid Advance Order | Floor Order |
|----------|---|-----------------------|-------------|
| _____ | 4' Wood table, 24" wide, 30" high | \$47.00 | \$60.00 |
| _____ | 6' Wood table, 24" wide, 30" high | \$53.00 | \$67.00 |
| _____ | 8' Wood table, 24" wide, 30" high | \$62.00 | \$78.00 |
| _____ | 4' Wood counter, 24" wide, 40" high | \$56.00 | \$71.00 |
| _____ | 6' Wood counter, 24" wide, 40" high | \$62.00 | \$80.00 |
| _____ | 8' Wood counter, 24" wide, 40" high | \$72.00 | \$91.00 |
| | SKIRTING COLORS - please indicate choice: | | |
| | <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Red | | |
| | <input type="checkbox"/> White <input type="checkbox"/> Rust <input type="checkbox"/> Light green <input type="checkbox"/> Forest green | | |
| _____ | Skirting for 4th side, 30" high | \$20.00 | \$25.00 |
| _____ | Skirting for 4th side, 40" high | \$25.00 | \$30.00 |
| _____ | 30" White vinyl, per lineal foot | \$1.50 | \$2.00 |

UNSKIRTED WOOD TABLES & COUNTERS

| | | | |
|-------|---|---------|---------|
| _____ | 4' Wood table, 24" wide, 30" high | \$24.00 | \$30.00 |
| _____ | 6' Wood table, 24" wide, 30" high | \$27.00 | \$35.00 |
| _____ | 8' Wood table, 24" wide, 30" high | \$30.00 | \$40.00 |
| _____ | 4' Wood counter, 24" wide, 40" high ... | \$30.00 | \$40.00 |
| _____ | 6' Wood counter, 24" wide, 40" high ... | \$35.00 | \$45.00 |
| _____ | 8' Wood counter, 24" wide, 40" high ... | \$40.00 | \$50.00 |

SKIRTING FOR TABLES & COUNTERS

| | | | |
|-------|--|---------|---------|
| _____ | 4' Skirting - 4 sides - 30" high | \$25.00 | \$32.00 |
| _____ | 6' Skirting - 3 sides - 30" high | \$29.00 | \$36.00 |
| _____ | 8' Skirting - 3 sides - 30" high | \$33.00 | \$41.00 |
| _____ | 4' Skirting - 4 sides - 40" high | \$29.00 | \$36.00 |
| _____ | 6' Skirting - 3 sides - 40" high | \$33.00 | \$41.00 |
| _____ | 8' Skirting - 3 sides - 40" high | \$37.00 | \$48.00 |

SKIRTING COLORS - please indicate choice:

Black Blue Burgundy Gold Red
 White Rust Light green Forest green

Total This Page: \$ _____

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

EXHIBITOR _____

ORDERED BY _____
(Please Print)

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

SIGNATURE _____



PLANTS, LIGHTS, & LABOR ORDER FORM

PLANTS AND FLORAL SERVICES

Balloon Arrangements available - please call for quote

Live flowering plants and Balloon bouquets are **purchases**. You may take them with you after the show.

All plants and balloons subject to a delivery charge.

| Quantity | | Prepaid Advance Order | Floor Order |
|----------|--|-----------------------------|----------------|
| _____ | 6" Potted flowering <i>live</i> plants | \$30.00 | \$40.00 |
| _____ | Small floral arrangement | \$40.00 | \$55.00 |
| _____ | Medium floral arrangement | \$60.00 | \$70.00 |
| _____ | Large floral arrangement | \$90.00 | \$110.00 |
| _____ | DELIVERY CHARGE | \$20.00 | \$30.00 |

TV/VCR, LIGHTS & EXT. CORDS

| Quantity | | Prepaid Advance Order | Floor Order |
|----------|--|-----------------------------|----------------|
| _____ | 13" TV/VCR Combo, per day | \$50.00 | \$65.00 |
| _____ | 20" TV/VCR Combo, per day | \$65.00 | \$85.00 |
| _____ | 20" TV/DVD Combo, per day | \$80.00 | \$105.00 |
| _____ | 50 Watt display style spotlight stem telescopes from 22" to 32" | \$35.00 | \$47.00 |
| _____ | 500 Watt overhead floodlight | \$60.00 | \$75.00 |
| _____ | 150 Watt clamp on floodlight | \$20.00 | \$ 30.00 |
| _____ | 25' Hvy duty extension cord | \$12.00 | \$16.00 |
| _____ | 6 outlet power strip | \$12.00 | \$16.00 |

**ORDER ONLY IF YOU NEED EQUIPMENT IN ADDITION
TO PROVIDED EQUIPMENT**

EXHIBIT INSTALLATION SERVICE

We will require _____ men and approximately _____ hours to install our exhibit.

- Please supervise exhibit installation
- Our representative will be present to supervise.

Schedule labor for: Date _____ Time _____
Supervisor _____

EXHIBIT DISMANTLING SERVICE

We will require _____ men and approximately _____ hours to dismantle our exhibit.

- Please supervise exhibit dismantling
- Our representative will be present to supervise.

If your representative will not be present to supervise a surcharge of 25% of total labor cost will apply.

LABOR RATES

| Quantity | | Straight Time | Over- time |
|----------|--|------------------|---------------|
| _____ | Man hours, one hour minimum | \$50.00 | \$75.00 |
| _____ | Forklift and driver, 1/2 hour minimum | \$90.00 | \$120.00 |

Please note: Straight time is from 8 AM to 5 PM weekdays. Overtime applies before 8 AM and after 5 PM weekdays, and all day Saturday, Sunday and Holidays.

BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying of wastebaskets

- Per sq. ft., ONCE before opening only
(100 sq. ft. minimum) @ 00.25/s.f. _____
- Per sq. ft., per day of show run
(100 sq. ft. minimum) @ 00.20/s.f. _____
- 500 s.f. & over, per day @ 00.15/s.f. _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!

Total This Page: \$ _____

**PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS**

**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

EXHIBITOR _____

ORDERED BY _____
(Please Print)

SIGNATURE _____



SIGNS, BANNERS, SHOW CARDS & SPECIALTY GRAPHICS

PlastiCore SIGNS

water-proof

Signs are computer generated vinyl lettering on corrugated plastic. Prices are for basic layouts with limited copy.

Priced at \$11.00 a square foot

minimum size: 1' x 3' maximum size: 4' x 8'

EXAMPLE: 2'x3' sign = \$66.00

Trademarks, logos, special lettering or extensive copy will be priced individually. Please call and talk to our Graphics Department for detailed quotes

COLOR OF SIGN BACKGROUND: WHITE BLACK YELLOW ORANGE RED LIGHT BLUE NAVY BLUE GREEN

(Please Choose 1 Color)

LETTERING COLOR: _____ SIZE: PRICE: \$

COPY TO READ: _____

(Please print legibly and indicate correct punctuation & capitalization as needed.)

BOOTH SIGNS

7"x 44" on heavy white card stock. Can include second line of copy.

*ADD \$25.00 for "Simple" Logo or Artwork. (Must include camera ready EPS vector art)

\$18.00

COPY TO READ: _____ PRICE: \$

VINYL BANNERS

water-proof

Banners are computer generated vinyl lettering on 10 oz. white vinyl banner material with sewn hems and grommets both top & bottom.

**Prices are for basic layouts with limited copy.*

2 feet Wide @ \$11.00 per lineal foot

3 feet Wide @ \$14.00 per lineal foot

4 feet Wide @ \$17.00 per lineal foot

Trademarks, logos, special lettering or extensive copy will be priced individually. Colored Banner Material Also Available. Please call and talk to our Graphics Department for detailed quotes.

COPY TO READ: _____ SIZE: PRICE: \$

LETTERING COLOR: _____

(Please print legibly and indicate correct punctuation & capitalization as needed.)

Wide Format / Full Color DIGITALLY PRINTED

Signs & Display Graphics

- As LARGE as 40" x 84"
- Mounted on FoamCore
- Great for Show Specials-
- Point-of-Purchase Displays
- Sponsorships & Agendas

Artwork must be provided in EPS vector format. Photo-based or bitmap art must be in TIFF format and at least 600 dpi at 1/8th size. Include all screen and printer fonts used in artwork, or convert all text to curves. Always include a hard copy or PDF file of your artwork.

Priced at \$7.50 a square foot-
Standard 24"x 36" sign = \$45.00

For specific / custom designed artwork, designer labor charged at \$50.00 an hour.

Trademarks, logos, special lettering or extensive copy will be priced individually. Please call and talk to our Graphics Department for detailed quotes.

COPY TO READ: _____

SIZE:

PRICE: \$

(Please print legibly and indicate correct punctuation & capitalization as needed.)

Total this Page: \$ _____

Don't hesitate to contact our Award Winning Graphics Department at:
graphics@LCDExpo.com
with any specific questions or needs.

EXHIBITOR _____

ORDERED BY _____

PHONE NUMBER () _____

SIGNATURE _____

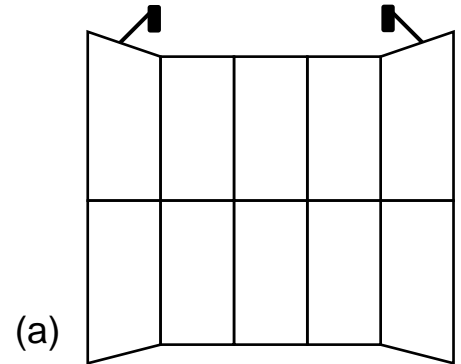
PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

DISPLAY SYSTEM RENTAL FORM

10' FULL FLOOR DISPLAY UNIT CONVERTS TO TABLE TOP

by INTEX - Gatefold design - top and bottom units stack
 Reversible - either black or silver grey fabric - Velcro attachable
 5 panels top and bottom 22.5" x 45.5" - 112.5"w x 91"h overall

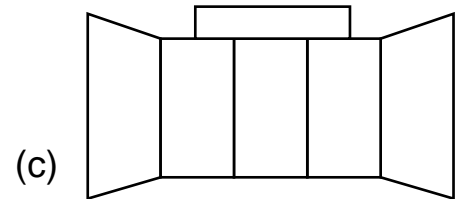
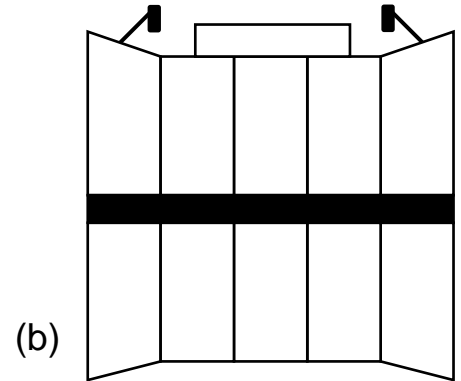
| Available configurations: | Advance Order | Floor Order |
|--|---------------|-------------|
| ___ (a) Full unit (includes 2 lights) | \$400.00 | \$520.00 |
| ___ (c) 5 panel table top (no header) | \$200.00 | \$260.00 |
| ___ Lights for table top | \$25.00 ea. | \$30.00 ea. |
| ___ Labor to install (optional) | \$50.00 | \$50.00 |
| ___ Labor to dismantle/repack (optional) | \$50.00 | \$50.00 |



10' FULL FLOOR DISPLAY UNIT CONVERTS TO TABLE TOP

by Featherlite - Gatefold design - top and bottom units stack
 Reversible - either coal or silver fabric - Velcro attachable
 5 panels middle 8'h x 22"w
 5 panels top and bottom 22" x 44" - 110"w x 96"h overall w/mid section
 Header is 8"h x 44"w

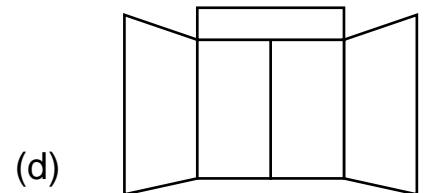
| Available configurations: | Advance Order | Floor Order |
|--|---------------|-------------|
| ___ (b) Full unit (includes 2 lights) | \$400.00 | \$520.00 |
| ___ (c) 5 panel table top | \$200.00 | \$260.00 |
| ___ Lights for table top | \$25.00 ea. | \$30.00 ea. |
| ___ Labor to install (optional) | \$50.00 | \$50.00 |
| ___ Labor to dismantle/repack (optional) | \$50.00 | \$50.00 |



6' TABLE TOP DISPLAY UNIT

by Featherlite - Gatefold design
 Reversible - either blue or silver fabric - Velcro attachable
 4 panels 22" x 44" - 88"w x 44"h overall
 Header is 11"h x 44"w

| | | |
|--|----------|----------|
| ___ (d) 4 panel table top (lights N/A) | \$175.00 | \$225.00 |
| ___ Labor to install (optional) | \$50.00 | \$50.00 |
| ___ Labor to dismantle/repack (optional) | \$50.00 | \$50.00 |



PLEASE SEE COVER LETTER
 AND PAYMENT POLICY FORMS
 FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

Quantities limited - please order early

Total This Page: \$ _____

EXHIBITOR _____

ORDERED BY _____
 (Please Print)

SIGNATURE _____



SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY **WILL NOT** ACCEPT ADVANCE SHIPMENTS

GENERAL INFORMATION

- ❖ Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery
- ❖ If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

TO: (Your company name)
FOR: **Booth #**
C/O: LCD Exposition Services
220 E Augusta Ave
Spokane, WA 99207

- ❖ Please mark your shipment with your booth number if known
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ Shipments received at our warehouse after _____ will be subject to 25% surcharge.
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ Outbound UPS shipments will be charged an additional handling fee of \$5.00 per piece, with a minimum charge of \$15.00 per shipment.
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- ❖ All freight handling services must be guaranteed with a credit card
- ❖ **Attention Fedex Ground Customers:** *Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless you provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.*

LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL SHIPMENTS, UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be transported to our warehouse, at exhibitor expense, to await disposition. LCD reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show.

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.40 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



FREIGHT SERVICE ORDER FORM

MATERIAL HANDLING RATE SCHEDULE *All Charges Based on Actual Weight in 100# Increments*

ADVANCE RECEIVING AT WAREHOUSE: (INCLUDES RETURN SHIPPING) ALL SHIPMENTS MUST BE PREPAID!
Receipt of shipment from carriers prior to move in date and storage up to 30 days; delivery to booth; removal, storage & return of empty containers when necessary; delivery from booth to carrier at close of show. Includes loading equipment and labor.

IMPORTANT: *Shipments received after* *subject to 25% additional handling fee*

| | | | |
|--------------------------------------|------------------|----------------|-------|
| Under 100# total shipment weight ... | \$75.00 | minimum charge | _____ |
| 100# & over | \$45.00 per 100# | - 200# minimum | _____ |

RECEIVING AT EXHIBIT HALL: (INCLUDES RETURN SHIPPING) ALL SHIPMENTS MUST BE PREPAID!
Receipt of shipment at exhibit site on move in date only; delivery to booth; removal, storage & return of empty containers when necessary; delivery from booth to carrier at close of show. Includes loading equipment and labor.

| | | | |
|--------------------------------------|------------------|----------------|-------|
| Under 100# total shipment weight ... | \$75.00 | minimum charge | _____ |
| 100# & over | \$40.00 per 100# | - 200# minimum | _____ |

OUTBOUND SHIPPING ONLY: Delivery from booth to carrier at close of show. Includes loading equipment and labor plus bills of lading and shipping labels.

\$35.00 per 100# - 200# minimum _____

UPS OUTBOUND SHIPPING SURCHARGE: Applies to return shipping of materials received at our warehouse or at show site, as well as outbound only shipments. *This is in addition to material handling charges as detailed above.*

Per piece (\$15.00 minimum charge)..... \$5.00 (no. pcs. x \$5.00) _____

PLEASE PROVIDE YOUR UPS ACCOUNT # HERE:

SPECIAL HANDLING / STORAGE: Applies to loose / uncrated shipments or materials requiring return to our warehouse for shipping or customer pickup. Includes up to one week storage. These charges are in addition to any other services ordered.

| | | | |
|------------------------|-------------|-----------------|-------|
| Charge per pound | \$00.20 Lb. | (Lb. x \$00.20) | _____ |
| Minimum charge | \$75.00 | Less than 375# | _____ |

SHIPMENTS TO THE SHOW

Total This Page: _____

Shipped from (city) _____ Carrier _____ Pro no. _____

Shipping Date _____ Total number of pieces _____ Total weight of shipments _____

Show representative _____ Telephone _____

IMPORTANT: in order to trace shipments we must have the name of carrier and assigned bill of lading number - "PRO NO."

REFORWARDING INSTRUCTIONS

Ship to _____
(name) (street address)

City, State, Zip _____ Prepaid Collect

Description _____ Number of pieces _____

Forward Via Motor Freight Air Freight UPS Fed Ex * Other _____

* **Fedex Ground Customers:** You must provide your own prepaid return labels for Fedex Ground due to their billing restrictions.

SPECIAL INSTRUCTIONS (Expedited shipping, Insurance, etc.):

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

EXHIBITOR _____ BOOTH # _____

ALL FREIGHT HANDLING CHARGES
MUST BE GUARANTEED WITH A
CREDIT CARD

ORDERED BY _____
(Please Print)

SIGNATURE _____