



Pinners Texas 2018
September 14-15, 2018
Arlington Convention Center
Arlington , TX
Pinners Conference

EXHIBITOR MANUAL

Welcome Exhibitor

We take great pleasure in notifying you that **SES** has been selected as the *Official Service Contractor* for the **Pinners Texas 2018**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information, as well as order forms for services you may require. Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

Exhibitor Service Department
Superior Expo Services
10548 US Highway 80
Forney, TX 75126

service@superior-expo.com
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Pinners Conference
151 N. Main
Spanish Fork, UT 84660
Contact: Kendall Bennett
Phone: 801-822-1333
E-mail: info@bennettevents.com

Please note:

Various items being provided for each booth by Show Management are located under ***Event Information. (See Table of Contents)***

Analyze your needs carefully and return your order forms with full payment before **Wednesday, August 29, 2018** to save money, as well as ensure the availability of your item.

Table of Contents

Event Information		Page 4
FAQ		Page 5
1. Payment Information		
Credit Card Authorization Form		Page 6
Payment Policies		Page 7
Limits & Liabilities		Page 8-9
2. Shipping Information		
Shipping Instructions		Page 10
Shipping Quote Form		Page 11-12
Shipping Labels		Page 13
3. Material Handling Information		
Material Handling FAQ		Page 14
Material Handling Rates		Page 15
4. Booth Furnishings	Discount Deadline Date	
Display Tables & Accessories Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 16
Carpet & Cleaning Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 17
Pipe & Drape Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 18
Floral Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 19
Signs & Graphics Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 20
5. Booth Rental Displays	Due Date	
Booth Rental Displays	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 21
Booth Rental Display Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 22
Add-Ons for Rental Units Order Form	<input checked="" type="checkbox"/> Wednesday, August 29, 2018	Page 23
6. Equipment Rentals & Labor		
Display Labor Order Form		Page 24
Hanging Banner/Rigging Order Form		Page 25
In-Booth Forklift Order Form		Page 26
Cartload Service Order Form		Page 27
Vehicle Spotting Service Order Form		Page 28
Rules & Regulations		Page 29
Third Party Payment Form		Page 30
Exhibitor Appointed Contractor (EAC) Form		Page 31
Sample Certificate of Liability Insurance		Page 32
7. Supplemental Services	<i>— Please follow ordering instructions for individual suppliers. Contact these suppliers directly regarding their service questions and ordering.</i>	
ACC Utility Service Order Form		Page 33-35
ACC Internet & Telephone Service Order Form		Page 36



Event Information

Discount Deadline: Wednesday, August 29, 2018
Show Colors: Black
Booth Carpet Color: Booth Carpet not included. Available for rent.
Aisle Carpet Color: Red

Booth Information

* *Substitutions are not permitted. If alterations or additions are required please review the enclosed order forms. No credit or refund will be given for items not used.*

Each **10' x 10'** booth will include:

◆ 8' tall background drape ◆ 3' tall side dividers ◆ 1 – 7" x 44" company ID Sign

Event Schedule – Subject to Change

SES Move-In:	<u>Wednesday, September 12, 2018</u>	<u>8:00 AM – 5:00 PM.</u>
Exhibitor Move-In:	<u>Thursday, September 13, 2018</u>	<u>8:00 AM- 6:00 PM</u>
Event Hours:	<u>Friday, September 14, 2018</u>	<u>10:00 AM- 8:00 PM</u>
	<u>Saturday, September 15, 2018</u>	<u>9:00 AM- 7:00 PM</u>
Exhibitor Move-Out:	<u>Saturday, September 15, 2018</u>	<u>7:00 PM</u>
Driver Check-In By:	<u>Saturday, September 15, 2018</u>	<u>8:00 PM</u>
Freight Re-Directed at:	<u>Saturday, September 15, 2018</u>	<u>8:30 PM</u>
SES Move-Out:	<u>Saturday, September 15, 2018</u>	<u>7:00 P.M.</u>

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:

Pinner's Expo C/O Superior Expo Services
c/o Pinner's Texas 2018
Booth Company Name & # _____
10548 W. US Hwy 80
Forney, TX 75126

Advance shipments **MUST** be received by
Friday, September 7, 2018

Direct Shipments to Show Site:

Arlington Convention Center
c/o - **Superior Expo Services** - Pinner's Texas 2018
Booth Company Name & # _____
1200 Ballpark Way
Arlington, TX 76011

Direct shipments to arrive **NO EARLIER**
than Wednesday, September 12, 2018

Assistance

- If you have questions or do not find what you are looking for in this manual, please feel free to email service@superior-expo.com or call our Exhibitor Service Department at **972.271.7444**.
- **SES** will have a service desk in a convenient location at the show site if you require further assistance.

FAQ

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

- Each event is different. See *Event Information*, page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.
- Online Ordering** – A link to the site, username, and password will be emailed to you.
- Email orders** to service@superior-expo.com
- Fax in your order** with the *Credit Card Authorization* form to: **972.271.7888, Attn: Exhibitor Services**
- Mail in your order** forms and full payment to: **Superior Expo Services, 10548 US Highway 80, Forney, TX 75126**
Orders will not be processed without full payment. Please review our *Payment Policies* for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other "official suppliers", (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, August 29, 2018** they will be billed at 100%.

AM I REQUIRED TO PAY IN ADVANCE FOR SERVICES, OR MAY I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **SES** move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
- Option 2: Direct Shipping** is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- Material Handling** includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- Shipping** is the means by which shipments are transported via carriers to and from the event location.

WHO IS THE PREFERRED CARRIER?

- Superior Expo Solutions** is the preferred carrier for the show. **SES Solutions** offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from **SES Solutions** please call **972-271-7444**.

WHAT IS A BILL OF LADING?

- Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice; however, we suggest you use the preferred carrier, **SES Solutions**. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. **SES** cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

A **SES** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the service desk. If you are not using **SES**, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.** A **SES** representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our **Exhibitor Service Department** at **972.271.7444**.



Credit Card Authorization

Full payment must be received for services requested before your order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

*This form authorizes **SES** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.*


☐

☐

☐

Company: _____

Cardholder Name: _____

Expiration Date (MM/YYYY): _____

Card Billing Address: _____

City, State, ZIP code: _____

Booth Number: _____

Credit Card Number: _____

Phone Number: _____

Fax Number: _____

Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the above paragraph.

Material Handling (<i>non-taxable</i>)	\$
Booth Package	\$
Display Tables & Accessories	\$
Carpet & Cleaning	\$
Pipe & Drape	\$
Floral	\$
Luxury Furniture	\$
Sign & Graphics	\$
Rental Units	\$
Add On	\$
Hanging Banner/Rigging	\$
In-Booth Forklift	\$
Cartload Service	\$
Vehicle Spotting Service	\$
Labor (<i>non-taxable</i>)	\$
TOTAL	\$
Sales Tax 8.25%	\$
GRAND TOTAL	\$

Discount Deadline:

Wednesday, August 29, 2018

- All prices include delivery, installation, rental charges for the duration of the show and removal at completion.
- Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled Wednesday, August 29, 2018 they will be billed at 100%.

If paying by check, make payable to: Superior Expo Services

Mail order forms & full payment to: 10548 US Highway 80
Forney, TX 75126

Please reference the Show Name & Company Name

Email orders with full payment to: service@superior-expo.com

Fax orders with full payment to: 972.271.7888
Attn: Exhibitor Services

For any additional questions please feel free to email service@superior-expo.com or call us at 972.271.7444 or toll free 866.386.3976



Payment Policies

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by **Wednesday, August 29, 2018** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, August 29, 2018** they will be billed at 100%.

ADDING TAX TO YOUR ORDER

- Use the *Credit Card Authorization form* to help add up your order.
- Multiply the appropriate **8.25% Sales Tax** by the subtotal to arrive at the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Online Ordering** – A link to the site, username and password will be emailed to you.
- **Payment by Email** – Email your order with full payment to: **service@superior-expo.com**
- **Payment by Fax** – Fax your order with full payment to: **972.271.7888 Attn: Exhibitor Services**
- **Payment by Mail** – Mail your order forms and full payment to:
Superior Expo Services
10548 US Highway 80
Forney, TX 75126
RE: [Pinnars Texas 2018](#)
- **SES** accepts Discover, MasterCard, Visa and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: **Superior Expo Services**
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form*.

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **SES** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Discover, Visa, MasterCard and American Express, as well as checks, Travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **SES**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event by credit card, check or cash. Wire transfers must include a \$20 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the *Credit Card Authorization form*. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of terms and conditions set forth.

CERTIFIED WEIGHT TICKETS

- In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, **SES** shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weight.

EMPTY REMOVAL INSTRUCTIONS

- All exhibitors must have all crates tagged for empty space storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- **Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of \$50 per crate, case, box or carton will be assessed.**



Limits & Liability (continued)

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed *Credit Card Authorization form* with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advance payments will be indicated and any balance due must be paid in full by credit card, check or cash.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **SES** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **SES** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rental*. If these items are cancelled after **Wednesday, August 29, 2018** they will be billed at 100%.

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Friday, September 7, 2018**. Shipments must arrive by **Friday, September 7, 2018**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Friday, September 7, 2018**, will be charged a late warehouse fee of \$150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Wednesday, September 12, 2018**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. (*See Event Information page*).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**. Collect shipments may be **REFUSED**.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **SES** for these shipments.

OUTBOUND SHIPMENTS

- A **SES** Bill of Lading is required on **ALL** outbound shipments.
A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.
- Your **SES** Bill of Lading will be available for verification and signature at the **SES** Service Desk located at show site.
- After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the Service Desk.
- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The *Credit Card Authorization* form **MUST** be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through **SES Solutions** and the discount rate will not apply.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **SES Solutions**.
- If using an alternate carrier please provide **SES** with shipping documents and/or labels as well as this form.
- SES** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check-in deadline.



**SUPERIOR
EXPO
SOLUTIONS**

Superior Expo Solutions is the official show carrier for the

Pinners Texas 2018

Arlington Convention Center

September 14-15, 2018

***Superior Expo Solutions* offers competitive solutions for all of your logistics needs.**

- ✓ Round trip ground transportation & material handling services
- ✓ Pick-up and transportation from point of origin to either advance warehouse or show site
 - ✓ Pre-printed shipping labels
 - ✓ SAVE 15% on material handling when using *Superior Expo Solutions* roundtrip
- ✓ Consolidated invoicing for material handling and shipping charges
 - ✓ Managed transportation to and from the show floor
 - ✓ On-site customer support

For questions please free to email us at service@superior-expo.com or call 972.271.7444



Shipping (continued)

SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM			
Company Name:		Booth #:	
Contact Name:		Phone #:	
E-mail Address:			
INBOUND – PICK UP LOCATION INFORMATION			
Requested Pick Up Date: Company: Street Address: City, State:			
SHIP TO			
<input type="checkbox"/> I will be shipping to the Advance Warehouse Pinner's Expo C/O Superior Expo Services 10548 W. US Hwy 80 Forney, TX 75126 Advance Warehouse Deadline: <u>Friday, September 7, 2018</u>		<input type="checkbox"/> I will be shipping Direct to Show Site <u>Arlington Convention Center</u> <u>1200 Ballpark Way</u> <u>Arlington , TX 76011</u> Delivery Date: <u>Wednesday, September 12, 2018</u>	
OUTBOUND SHIPPING			
<input type="checkbox"/> I would like to schedule <i>Outbound Transportation</i> . Please provide me with a <i>Material Handling Agreement</i> at show site for my shipping instructions and signature. So we may deliver your <i>Outbound Material Agreement</i> and labels, please complete the following information <i>if different from pick up address</i> :			

Company: _____

City, State, ZIP Code: _____

Street Address: _____

Number of Labels:

Type of Service	Number Of Pieces	Description of Articles, Special Marks and Exceptions	Dimensions in Inches			Estimated Weight (lbs.) Subject to Correction *
<input type="checkbox"/> Standard Ground		Crates Exhibition Material, K.D. (wooden)	L x	W x	H	
<input type="checkbox"/> Expedited Ground		Cartons (cardboard)	L x	W x	H	
		Trunks/Cases (fiber) (color) _____	L x	W x	H	
<input type="checkbox"/> Next Day		Skids/Pallets	L x	W x	H	
		Carpet (color) _____	L x	W x	H	
<input type="checkbox"/> Other		Other _____	L x	W x	H	

* Final Weight Subject to Correct Weight & Dimensions

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.

ADVANCE WAREHOUSE LABEL



Pinners Texas 2018

**EXHIBIT MATERIALS
MUST be received by
Friday, September 7, 2018
Between 8:30 AM – 5:00 PM**

To: _____
Pinners Conference

**Pinner's Expo C/O Superior Expo Services
10548 W. US Hwy 80
Forney, TX 75126**

WAREHOUSE

Booth # (s): _____ Number of Pieces: _____

Carrier: _____

DIRECT TO SHOW SITE LABEL



Pinners Texas 2018

**EXHIBIT MATERIALS
To arrive NO SOONER than
Wednesday, September 12, 2018**

To: _____
Pinners Conference

**Arlington Convention Center
C/O Superior Expo Services
1200 Ballpark Way
Arlington, TX 76011**

SHOW SITE

Booth # (s): _____ Number of Pieces: _____

Carrier: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Material Handling FAQ's

SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. SES will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the *Shipping Information* page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include: crates, fiber cases, and properly packed skids.**

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments** - Includes a mix of both crated and uncrated materials
- **Ground Loading/Unloading** - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments** - Shipments that require multiple items to be moved or removed for delivery to booth (i.e. loose items stacked on top of crates and/or pallets).
- **Piece Loading/Unloading** - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation** - Shipments that arrive from a carrier without a *Bill of Lading*, which requires additional time and labor to process.
- **Excess of Small Shipments** - 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments** - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

Straight Time – Monday – Friday, 8:00 am to 4:30 pm

Overtime – All other times, Saturday, Sunday and holidays

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one **cwt** (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the *Material Handling Rate Sheet* for event prices.

Calculate Total CWT (Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.)

Example below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = 4 Total CWT
4 CWT x \$72.00 = Material Handling Charge \$288.00

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **\$72.00**

If sending 4 Separate Shipments:

1st shipment @ 41 lbs. = **\$144.00** (200 lbs. minimum)
 2nd shipment @ 44 lbs. = **\$144.00** (200 lbs. minimum)
 3rd shipment @ 52 lbs. = **\$144.00** (200 lbs. minimum)
 4th shipment @ 60 lbs. = **\$144.00** (200 lbs. minimum)

If sending 1 Consolidated Shipment:

1 shipment (4 pieces) @ **197 lbs. = \$144.00** (200 lbs. minimum)



Material Handling Charges Include:

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

Advance Shipments to Warehouse

- The advance warehouse will begin receiving shipments 30 days prior to: **Friday, September 7, 2018**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Friday, September 7, 2018**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$150** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:30 am – 5:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1st package and **\$20** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

Direct Shipments to Show Site

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Wednesday, September 12, 2018**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1st package and **\$20** per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

Overtime

- Overtime charges* are assessed when **SES** has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check in time does not guarantee *straight time* rates.
- Overtime rate* is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than **8:00 am – 4:30 pm, Monday through Friday**.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

Rates below based on Published Event Move-In & Move-Out Schedule

RATE CLASSIFICATIONS:	Price per CWT	200 lbs. Minimum
Warehouse Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$72.00	\$144.00
Special handling	\$90.00	\$180.00
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$82.00	\$164.00
Special handling	\$97.00	\$194.00
Small Package (Maximum weight 35 lbs. per shipment)		
First carton	\$45.00	--
Each additional carton	\$20.00	--
ADDITIONAL SURCHARGES:		
Overtime Charge – Inbound (in addition to above rates)		
Crated or skidded shipment	\$15.25	\$30.50
Special handling shipment	\$19.06	\$38.12
Overtime Charge – Outbound (in addition to above rates)		
Crated or skidded shipment	\$19.00	\$38.00
Special handling shipment	\$23.75	\$47.50
Late to Warehouse		
Freight arriving after DAY, MONTH, YEAR	\$150.00 per shipment	
Back to Warehouse (in addition to above rates)		
2,500 lbs. minimum	\$50.00	\$1,250.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to event.



Display Tables & Accessories Order Form

Discount Deadline: **Wednesday, August 29, 2018**

Company:		Contact Name:	
Address:		City, State:	Zip Code:
Phone Number:		Fax Number:	Booth Number:
Email:			

Skirted Display Tables 30" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$84.50	\$102.75	\$
	6' L x 24" W x 30" H	\$103.00	\$124.25	\$
	4th Side Skirt 6'	\$39.00	\$48.50	\$
	Table Skirt Only 6'	\$61.75	\$77.25	\$
	8' L x 24" W x 30" H	\$119.50	\$144.25	\$
	4th Side Skirt 8'	\$39.00	\$48.50	\$
	Table Skirt Only 8'	\$61.75	\$77.25	\$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	\$114.25	\$143.00	\$
	6' L x 24" W x 42" H	\$129.50	\$161.75	\$
	4th Side Skirt 6'	\$39.00	\$48.50	\$
	Table Skirt Only 6'	\$61.75	\$77.25	\$
	8' L x 24" W x 42" H	\$148.75	\$186.50	\$
	4th Side Skirt 8'	\$39.00	\$48.50	\$
	Table Skirt Only 8'	\$61.75	\$77.25	\$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	\$49.50	\$61.50	\$
	6' L x 24" W x 30" H	\$61.00	\$76.25	\$
	8' L x 24" W x 30" H	\$72.50	\$89.50	\$
Unskirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	\$70.25	\$85.50	\$
	6' L x 24" W x 42" H	\$81.00	\$100.50	\$
	8' L x 24" W x 42" H	\$87.50	\$109.75	\$
Unskirted Specialty Tables 30" in Diameter				
	Café Table 30" H	\$67.75	\$81.25	\$
	Cocktail Table 42" H	\$86.25	\$103.50	\$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	\$50.75	\$63.50	\$
	6' L x 12" W x 12" H	\$61.25	\$76.75	\$
	8' L x 12" W x 12" H	\$72.00	\$90.25	\$

Chairs				
QTY	Item Description	Discount	Standard	Total
	Side Chair	\$46.00	\$57.25	\$
	Modular High Stool Gray Fabric – 29" Tall	\$73.25	\$91.50	\$
	Padded Chair	\$65.00	\$81.00	\$
Pegboards, Tack Boards & Grid Wall				
	Pegboard 4' x 8' Horizontal	\$183.25	\$229.25	\$
	Pegboard 8' x 4' Vertical	\$183.25	\$229.25	\$
	Tack Board 4' x 8' Horizontal	\$164.50	\$197.50	\$
	Tack Board 8' x 4' Vertical	\$164.50	\$197.50	\$
	Grid Wall 2' x 8'	\$61.00	\$76.25	\$
Bag, Literature & Garment Racks				
	Bag Rack	\$86.50	\$108.25	\$
	Literature Rack	\$95.25	\$116.50	\$
	Clothes Rack	\$86.50	\$108.25	\$
	Garment Rack – 2 Arm (Water Fall)	\$86.50	\$108.25	\$
	Garment Rack – 4 Arm (Water Fall)	\$86.50	\$108.25	\$
Additional Accessories				
	Easel	\$28.00	\$34.75	\$
	Fish Bowl	\$26.50	\$32.00	\$
	Wastebasket	\$14.75	\$17.50	\$
	Arm Light	\$56.75	\$70.50	\$
	Floor Lamp	\$45.00	\$80.00	\$
	Table Light	\$65.00	\$90.00	\$

Event Colors are: **Black**

Red	White	Rose	Forest Green
Plum	Silver	Royal Blue	Champagne
Black	Lime Green	Gold	Burgundy
Teal			

ORDER POLICY

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- Payment in full must accompany all orders by **Wednesday, August 29, 2018** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, August 29, 2018**

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Carpet & Cleaning Order Form

Discount Deadline: Wednesday, August 29, 2018

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

Standard Carpet Prices include installation and taping front edges. (Please check the carpet color of choice.)					Event Colors: <u>Black</u>
QTY	Item Description	Discount	Standard	Total	
	10' x 10' Carpet	\$123.50	\$154.50	\$	CARPET COLORS Please ✓ carpet color of choice: <div style="display: flex; justify-content: space-around;"> <div> Red Plum Teal </div> <div> Royal Blue Gray Tuxedo </div> <div> Black (Tuxedo is black & white) </div> </div>
	10' x 20' Carpet	\$226.00	\$282.25	\$	
	10' x 30' Carpet	\$328.25	\$410.25	\$	
	10' x 40' Carpet	\$431.25	\$539.25	\$	
	10' x 50' Carpet	\$540.75	\$667.25	\$	
Carpet Accessories					
	Carpet Padding per sq ft	\$0.75	\$0.85	\$	
	Visqueen per sq ft	\$0.75	\$0.85	\$	
	Taping of Visqueen per linear ft	\$0.65	\$0.75	\$	

All **Custom Carpet** orders must be received by Wednesday, August 29, 2018. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are **non-refundable**.

Custom Carpet Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)									
Booth Dimensions	Feet	x	Feet	=	Total Sq Ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	2.75	=	

Deluxe Custom Carpet Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)	
Please call our Exhibitor Service Department at 972.271.7444 for price quotes and color options.	

Cleaning				
	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			\$0.33	\$
Vacuum Daily (Includes prior)			\$0.31	\$

Porter Service				
Description	# of Event Days	Price per Day		Total
Up to 300 sq ft		x	\$125.75	\$
300 – 500 sq ft		x	\$169.50	\$

ORDER POLICY
<ul style="list-style-type: none"> All prices include delivery, installation, rental charges for the duration of the event and removal at completion. Payment in full must accompany all orders by <u>Wednesday, August 29, 2018</u> to receive discount price. Orders received after this date will be charged standard rate. Items cancelled prior to <u>Wednesday, August 29, 2018</u> will be refunded at 100%. Items cancelled after <u>Wednesday, August 29, 2018</u> and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are <i>Luxury Furniture, Graphics and Display Rentals</i>. If these items are cancelled after <u>Wednesday, August 29, 2018</u> they will be billed at 100%.

EXCESSIVE TRASH FEE
Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Pipe & Drape Order Form

Discount Deadline: Wednesday, August 29, 2018

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Drape				
QTY	Item Description	Discount	Standard	Total
ft	3' High Drape (includes hardware)	\$6.50	\$7.75	\$
ft	8' High Drape (includes hardware)	\$10.75	\$14.00	\$
Steel				
	3' Steel Uprights	\$5.50	\$6.75	\$
	8' Steel Uprights	\$6.25	\$7.50	\$
	3' Steel Bases	\$7.50	\$9.25	\$
	8' Steel Bases	\$7.50	\$9.25	\$
	6' – 10' Steel Expanders	\$5.50	\$6.75	\$



Event Colors are: Black

Should you require a color other than the event colors, please contact Show Management for approval.

DRAPE COLORS

Please ✓ drape color of choice
if other than event colors
Charges will apply

**Please use colors only as a reference.*

Red	
Plum	
Rose	
Gold	

White	
Black	
Silver	
Teal	

Royal Blue	
Forest Green	
Burgundy	
Champagne	

ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Plant Order Form

Discount Deadline: Wednesday, August 29, 2018

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our *Exhibitor Service Department* at **972.271.7444** if you have questions or are interested in items that may not be listed.

- *Show site ordering may not be available.*
- *Images below are for illustration purposes only.*

Plants				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$65.25	\$81.50	\$
	4' plants	\$77.00	\$96.25	\$
	5' plants	\$89.00	\$111.00	\$
	6' plants	\$100.75	\$125.75	\$
	Ferns	\$45.00	\$56.00	\$



Blooming Plants				
	Azaleas	\$45.00	\$56.00	\$
	Bromeliads	\$45.00	\$56.00	\$
	Mums	\$45.00	\$56.00	\$

Cut Flower Arrangements				
	12" high	\$65.25	\$81.50	\$
	24" high	\$83.00	\$103.75	\$



ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Signs & Graphics Order Form

Discount Deadline: Wednesday, August 29, 2018

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

High-quality signs and graphics can enhance the overall image of your booth. Our *Graphic/Sign Department* at SES is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Wednesday, August 29, 2018**. Orders received after this date may be subject to availability and additional charges may apply.

Easel Sign



Stand Sign



Meter Board Sign



2' X 6' Banner



Standard Size Signs									
Size/Description		✓		✓		Discount	Standard	QTY	Total
11" X 14"	Table Top Sign – with easel back		Horizontal		Vertical	\$45.00	\$67.50		\$
22" X 28"	Stand Sign – single sided, includes sign stand		Horizontal		Vertical	\$120.00	\$160.00		\$
28" X 44"	Easel Sign – single sided, includes easel		Horizontal		Vertical	\$84.00	\$102.00		\$
2' X 6'	Banner – single sided with grommets					\$144.00	\$180.00		\$
38 1/8" X 93"	Meter Board Sign – single sided, free standing					\$295.00	\$360.00		\$
7" X 44"	ID Sign – card stock					\$33.00	\$49.50		\$

Custom Graphics		
	Standard	Total
Customer Supplied graphics (Must be sized. If graphic is not print ready there will be a 1 hour graphic design charge.)	\$16.00 per sq ft	\$
Custom Graphics Design (1 hour minimum)	\$75.00 per hour	\$

Complete information below:

Dimensions:	Length (ft) _____ x Width (ft) _____ = Square (ft) _____					
Substrate:	<input type="checkbox"/> Vinyl Banner	<input type="checkbox"/> Foam Core	<input type="checkbox"/> Coroplast	<input type="checkbox"/> Sintra	<input type="checkbox"/> Gator Board	Other: _____
Other options:	<input type="checkbox"/> Grommets		<input type="checkbox"/> Easel Back		<input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided	

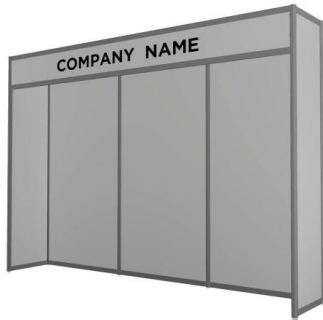
ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, August 29, 2018** to receive discount price. Orders received after this date will be charged standard rate.
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Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Booth Rental Displays

Backwall Unit w/o Graphics



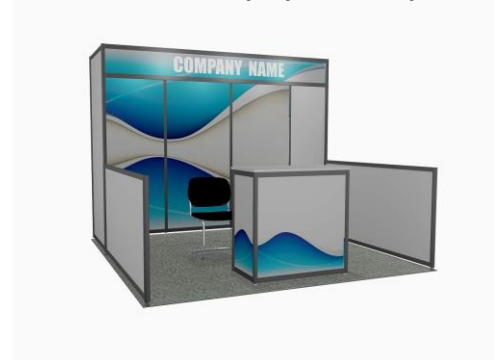
Backwall Unit with Graphics



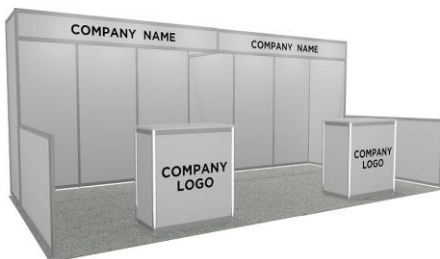
10' x 10' Booth Display w/o Graphics



10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



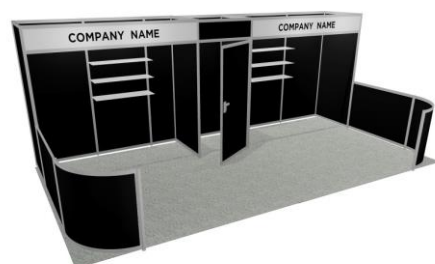
10' x 20' Booth Display with Graphics



Superior Custom Booth



Black Panel 10' x 20' Display













Booth Rental Display Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by **Wednesday, August 29, 2018**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *Add-Ons for Rental Units* or *Display Tables & Accessories* order forms for further options.
- Rental Units include: Installation & dismantling.
- Items cancelled prior to **Wednesday, August 29, 2018**, will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018**, on show site or after delivery are **non-refundable** and billed at 100%.

10' x 10' Rental Units		Price	Total
Backwall Unit without Graphics 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics \$1,200.00	
Backwall Unit with full Graphics 10' x 8' tall Backwall Unit includes Full Custom Printed Graphics		with graphics \$2,150.00	
10' x 10' Booth Display without Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter		w/o graphics \$1,600.00	
10' x 10' Booth Display with Full Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics		with graphics \$2,600.00	
Superior Custom Booth 10' wide x 10' tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics		\$2,800.00	
10' x 20' Rental Units			
10' x 20' Booth Display without Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters		w/o graphics \$3,200.00	
10' x 20' Booth Display with Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs Also includes Full Custom Printed Graphics		with graphics \$5,200.00	
Black Panel 10' x 20' Display 20' wide x 8' tall Booth Display with all black panels includes 2 side rails with curved ends, 2 printed company name headers, 6 shelves, lockable storage closet with key		\$3,700.00	
20' x 20' Rental Unit			
For 20' x 20' Rental Units or larger, please call us for design and pricing.			

ORDER POLICY

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- Payment in full must accompany all orders by **Wednesday, August 29, 2018** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Add-Ons for Rental Units Order Form

Discount Deadline: Wednesday, August 29, 2018

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Wednesday, August 29, 2018**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the "Graphics Order Form" for further options.
- Items cancelled prior to **Wednesday, August 29, 2018**, will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018**, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
Meter Counter: Black counter top with black sides, graphics optional. Dimension totals: 27.5" wide x 39" high x 22.5" diameter.	Can be ordered separately or added to rental units	\$299.00	\$345.00		\$
Literature Stand: Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	\$95.25	\$116.50		\$
Cocktail Table: 42" tall with standard base	Can be ordered separately or added to rental units	\$86.25	\$103.50		\$
Café Table: 30" tall with standard base	Can be ordered separately or added to rental units	\$67.75	\$81.25		\$
Glass Display Case: White - 78" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$365.00	\$465.00		\$
Glass Display Counter: White - 38" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$299.00	\$399.00		\$

**Cocktail Table 42" tall
Standard Base**



Glass Display Case



Meter Counter



Literature Stand



**Café Table 30" tall
Standard Base**



Glass Display Counter



Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

ORDER POLICY

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Display Labor Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Very Important:

If using **SES Supervision** please fill out the information below as well as the **Outbound Bill of Lading** (located on the next page). If using **Exhibitor Supervision** please complete all outbound shipping documents at the **SES Service Desk** prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a **25% supervision fee with a minimum fee of \$25.00**.
All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour **"Not Ready"** charge per worker will apply.

Rates

Based on one (1) man, per one (1) hour

	Pre-Order	Show Site	Days	Time
Straight Time	\$72.00	\$93.00	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$108.00	\$140.40	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$144.00	\$187.20	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Men	Date	Start Time	# of Hours
Install:				
Dismantle:				

Type of Service:

- ☐ **SES Supervision** (Exhibitor not required to be present)
SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

If using SES Supervision, please complete the information below:

Number of Crates: _____	Self-contained unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Set up plans attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet: <input type="checkbox"/> Own <input type="checkbox"/> SES Color: _____	Suggested tools (i.e. 16' ladder): _____
Special Instructions:	

- ☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the **SES Service Desk**)
All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour **"Not Ready"** charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Contact information for the person in charge of your move in:

Name: _____

Phone number: _____

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.



Hanging Banner/Rigging Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- If the below procedures are not followed, **SES** cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note **"Banner"** on label. Your banner **MUST** arrive by **Wednesday, August 29, 2018**.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging banners/signs must be installed and removed by **SES**. Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a **Certificate of Insurance**. Please complete the enclosed **Display Labor** order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Rates				
Based on a crew, which will consist of a lift with two (2) riggers.				
	Pre-Order	Show Site	Days	Time
Straight Time	\$272.50	\$354.25	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$408.75	\$531.38	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$545.00	\$708.50	Sundays & Holidays	All Day

Please complete information below:

Installation Date: _____	Time: _____	Approx Hrs: _____	Weight (lbs): _____	Height (ft): _____	# of Pts: _____	Assembly Required? _____	Supervision? _____
--------------------------	-------------	-------------------	---------------------	--------------------	-----------------	--------------------------	--------------------

Type: <input type="checkbox"/> Fabric – Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss	Shape: <input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle	<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> SES Supervised (25% supervision charge applies)
---	--	---

Chain Motor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Indicate dimensions from each boundary you would like your banner/sign placed. *Note: Specified location of sign may be changed due to availability of hang points.*

_____ ft in from back aisle _____ ft in from front aisle
 _____ ft in from left side _____ ft in from right aisle
 _____ ft from floor to top of sign

Mark positioning of banner below:

Contact name and phone number of person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



➔ In-Booth Forklift Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

Please Note:

- In-booth forklift service **does not** replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitor's direction.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity. Please contact SES at **972-271-7444** for a quote.

All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Rates				
<i>Based on one (1) hour per one (1) forklift</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$114.00	\$148.20	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$171.00	\$222.30	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$228.00	\$296.40	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Forklifts up to 5,000 lbs. (w/operator)	Weight of heaviest piece	Date	Time	Approx hours
Install:					
Dismantle:					
Describe work needed:	<input type="checkbox"/> Spotting of Equipment <input type="checkbox"/> Installation/Dismantle of Header <input type="checkbox"/> Other _____				
Specify other equipment:	<input type="checkbox"/> Straps <input type="checkbox"/> Chains <input type="checkbox"/> Fork Extensions				
Four (4) stage forklift required:	<input type="checkbox"/> Yes (additional charges may apply) <input type="checkbox"/> No				

Contact information for the person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



→ Cartload Service Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

A Credit Card Authorization form must be on file to receive service.

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$50.00 (ST)** or **\$62.50 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the **SES Exhibitor Service Desk** prior to (or before the end of) the show. If you have any questions please contact SES Exhibitor Service Department at **972-271-7444**. Pre-orders will receive preferential service at show site, but you may also order this service at the **SES Service Desk**.

Check In Procedure:

1. One person will check in with a SES Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or must return to vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if arriving with any of the following vehicles:

◆ **Semi** ◆ **Flatbed** ◆ **Trailers** ◆ **Bobtail**

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		\$60.00	\$90.00	\$
Booth to dock		\$60.00	\$90.00	\$
Round-trip		\$120.00	\$180.00	\$

Advance orders will receive preferential service at show site.

Please indicate the approximate date, time and type of vehicle arriving in:

Date: _____

Vehicle Description: _____

Time: _____

Rules Regarding Cartload Service:

- Must arrive in privately owned vehicle
- This service is for exhibitors who have small hand carry items, all of which must fit in a 3' x 4' push cart
- Vehicle must unload at the receiving dock of exhibit hall
- SES personnel will direct vehicles
- Cart is not authorized to enter or go to any parking structure
- Freight that is too large or heavy will be charged material handling rates

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, August 29, 2018** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are **Luxury Furniture, Graphics and Display Rentals**. If these items are cancelled after **Wednesday, August 29, 2018** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Vehicle Spotting Service Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

A Credit Card Authorization Form must be on file to receive service.

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or "dropping" of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (*self-propelled or pushed*) scheduled for display **MUST** complete and return the following form, via fax, to **SES** no later than **Wednesday, August 29, 2018**. *Orders by phone will not be accepted.* A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee

\$200.00 per vehicle

Additional requirements, such as towing, will be charged on a time and materials basis

Description of vehicle (s) to be spotted:

Arrival Date/Time: _____ **Booth Number/Location:** _____

Dimensions: Length _____ Width _____ Height _____ Weight (lbs.) _____

Special Needs/Handling:

Vehicle Spotting Rules:

- Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
- Gas cap must be locked or sealed by tape to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated or moved during event hours.
- Batteries must be disconnected and taped.
- Key(s) should be available to Show Management and/or **SES** at all times.
- No vehicles shall be parked in designated fire lanes.
- All spotting service orders are subject to **SES Payment Policy and Limits and Liability**.
- All work is to be performed under the supervision of an authorized exhibitor representative.
- Please note:* some venues may have other and/or additional rules.

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, August 29, 2018** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled prior to **Wednesday, August 29, 2018** will be refunded at 100%. Items cancelled after **Wednesday, August 29, 2018** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, August 29, 2018** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

➡ Rules & Regulations

To assist in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the **Area Work Rules-Labor Regulations**, we ask that you read the following.

➤ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the *Display Labor Form* in the **SES** exhibitor manual or on show site at the **SES Exhibitor Service Desk**.

➤ Material Handling

Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. **SES** will control access to the loading docks in order to provide for a safe and orderly move in/move out.

➤ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not accepted company policy.

➤ Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **SES** cannot be responsible for injuries or falls caused by the improper use of this equipment.

→ Third Party Payment

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card still must be on file.

SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the *Exhibitor Appointed Contractor (EAC)* form located in this Exhibitor Service Manual.
 - The payment of the third party must be acceptable to **SES**. The credit card information below must be completed and submitted to **SES** prior to the show.
 - If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the *EAC* requires **SES** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
 - The following form is to be completed, signed and returned by both parties. Otherwise, the request will not be approved.
- ❖ **All invoices must be resolved by the close of the show.**

Exhibiting Company: _____ Booth Number: _____

Exhibiting Company Contact Name & Title: _____

Authorized Signature: _____

Display House Name (Third Party Payer): _____

Display House Contact Name & Title: _____

Authorized Signature: _____

Display House Address (Third Party Payer): _____ City, State, ZIP code: _____

Phone: _____ Fax: _____

Items being billed to Third Party: ☐ Material Handling ☐ Furnishings ☐ Display Labor ☐ All Services
☐ Other _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

Company Name: _____

Cardholder Name: _____


☐

☐

☐

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date (MM/YYYY): _____

Billing Address: _____ City, State, ZIP code: _____

Phone: _____ Fax: _____ Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the paragraph above.

Exhibitor Appointed Contractor – EAC Form

SES has been selected as the **Official Service Contractor** and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the *Official Contractors*.

Rules and Regulations

- Each representative of an *EAC* must physically pick up, in person, an “*Exhibit Crew*” badge at the **SES Service Center**. If an *EAC* representative does not have identification which verifies his/her employment by the *EAC*, he/she must be accompanied to the **SES Service Desk** by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an *EAC* shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an *EAC* abides by the official *Rules and Regulations* of this exposition.
- The representative of an *EAC* shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.
- No *EAC* shall solicit business on the show floor.

Certificate of Insurance (COI)

It is the responsibility of each Exhibiting Firm utilizing an *EAC* to complete and return this form along with a *Certificate of Insurance (COI)* which names **SES** as additional insured for each *EAC* firm being utilized. (*A sample COI can be found in this exhibitor manual.*)

The *EAC Certificate of Insurance* must maintain:

- At least \$1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Wednesday, August 29,

If this *EAC* form and the *Certificate of Insurance* are not received by **Wednesday, August 29, 2018**

Exhibitor or *EAC* will be required to order labor from **SES**.

Please clearly note *Company Name* and *Show Name* on the *Certificate of Insurance* form. (See sample)

For additional questions please call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Complete all information below:

Exhibiting Firm:	Booth Number:
Authorized Contact Name & Title:	Authorized Contact Signature:
Full Name of EAC:	
Address of EAC:	City, State, Zip Code:
Authorized EAC Contact Name & Title:	Authorized EAC Contact Signature:
EAC Representative on Show Site:	
Phone Number:	Fax Number:
Email Address:	
Type of service being performed:	



Sample Certificate of Liability Insurance

(Only needed if SES is not your service contractor.)

This form should name **SES** as additional insured for each EAC firm being utilized. **Note:** The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACCORD	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY)
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 12345	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	
INSURED Company Name, Inc 1234 Corporate Lane New York, NY 12345	INSURER A: Hartford Insurance Company of Texas	
	INSURER B: Aetna Casualty & Surety Company	
	INSURER C: Royal Insurance Company	

COVERAGE'S

CERTIFICATE NUMBER:

REVISION NUMBER:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ___ CLAIMS MADE ___ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER ___ POLICY ___ PROJECT ___ LOC	000P98298-AI1	01/01/16	01/01/17	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED/EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ___ ALL OWNED AUTO ___ SCHED AUTOS ___ NON-OWNED AUTOS ___ HIRED AUTOS	SKLS-0294995	01/01/16	01/01/17	COMBINED SINGLE LIMIT (each accident)	\$1,000,000
					BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE	\$
					AUTO ONLY-EA ACCIDENT	\$
	GARAGE LIABILITY ANY AUTO				OTHER THAN	\$
A	___ UMBRELLA ___ EXCESS LIABILITY ___ OCCUR ___ CLAIMS MADE DEDUCTIBLE ___ RETENTIONS	XL1234567	01/01/16	01/01/17	EACH OCCURRENCE	\$
					AGGREGATE	\$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE-POLICY LIMIT	\$1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/16	01/01/17	EACH OCCURRENCE & AGGREGATE	\$1,000,000 \$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER <u> X </u>	ADDITIONAL INSURED; INSURER LETTER <u> X </u>	CANCELLATION <u> </u>
SES Exhibitor Services 10548 US Highway 80 Forney, TX 75126 Re: Pinners Texas 2018		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC

- ❖ **PRODUCER:** Insurance Agent/Broker who issues certificate.
- ❖ **NAME OF INSURED:** Must be the legal name of contracting party.
- ❖ **TYPES OF INSURANCE:** Must include types required by contract.
- ❖ **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- ❖ **NAME ADDITIONAL INSURED'S:** Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insureds on a primary and non-contributory basis.
- ❖ **CERTIFICATE HOLDER:** Must be Superior Expo Services
- ❖ **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- ❖ **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- ❖ **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
- ❖ **NOTICE OF CANCELLATION:** 30-day notice must be provided.
- ❖ **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.



UTILITY SERVICE ORDER FORM

Arlington Convention Center, 1200 Ballpark Way, Arlington, Texas 76011
 PHONE 817.459.5006 FAX 817.459.5091 EMAIL accutilities@arlingtontx.gov



PLEASE PRINT OR TYPE Payment in full must be rendered before service is connected.

NAME OF EVENT _____ EVENT DATE _____ BOOTH # _____
 EXHIBIT NAME _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 AUTHORIZED PERSON _____ EMAIL _____
 AUTHORIZED SIGNATURE _____ DATE _____

PAYMENT INFORMATION

☐ Check (enclosed) Make check payable to **Arlington Convention Center** Check # _____ Amount \$ _____
☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover
 Credit Card Account No. _____ Exp Date _____ CVV Code _____
 Name on Card (please print) _____ Authorized Signature _____
 Card Billing Address _____ City _____ State _____ ZIP _____

ELECTRICAL SERVICE CONNECTIONS *Deadline for Early Bird Rate: one week prior to move-in date

QUANTITY	DESCRIPTION					RATE	RATE*	AMOUNT
	EXHIBIT HALL: 20 Amps / 120V 1Ø (duplex plug) – or – GRAND HALL: 500 watts (duplex plug) <i>contact us if additional power is required in GH</i> <i>For exact placement or under carpet placement, labor rates apply. Please complete Exhibitor Booth Installation Form.</i>					\$85	\$60	\$
QUANTITY	Max. KW Load	Circuit KW Load <i>*please provide</i>	Voltage	Phase 1Ø A	3Ø A	Neutral Required? <i>* Indicate Yes or No</i>		
	6 KW		208	29	17	–	\$200	\$150
	10 KW		208	48	28	–	\$250	\$200
	20 KW		208	96	56	–	\$325	\$275
	35 KW		208	N/A	97	–	\$350	\$300
	<ul style="list-style-type: none">• <i>Service of 100AMPS and greater not available at all locations. Additional cost to bring service to those areas will be assessed.</i>• <i>480V available in very limited locations – call for pricing.</i>• <i>Internal electrical connections will incur labor rates billed in one-hour increments.</i>							
	Labor (exact connection placement, placement under carpet, internal electrical connections, etc.)					\$40 / hour	-	\$
	20' Extension Cord and/or Multi-Outlet Assembly (DOES NOT INCLUDE ELECTRIC SERVICE)					\$15 / each	-	\$

AVAILABLE IN EXHIBIT HALL ONLY (Not available in all locations – contact ACC for availability. Additional labor rates may apply.)

COMPRESSED AIR

85 p.s.i. Exhibitor must furnish filter driers, regulators, & fittings to connect to 1/4" Milton Quick Connect. *Deadline for Early Bird Rate: 21 days prior to move-in.

QUANTITY	DESCRIPTION	RATE	EARLY BIRD RATE*	AMOUNT
_____	Initial Service Connection <small>*Please provide equipment CFM _____</small>	\$250	\$125	\$ _____
_____	Each Additional Service Connection	\$50	\$35	\$ _____

WATER/DRAINAGE CONNECTIONS

55-65 p.s.i. Service outlet 3/4" hose/faucet connection/FPT. Exhibitor MUST furnish necessary regulators and male pipe thread for connections.

*Deadline for Early Bird Rate: one week prior to move-in.

_____	Initial Service Connection	\$175	\$100	\$ _____
_____	Each Additional Service Connection	\$75	\$50	\$ _____
_____	Drainage Connection	\$150	\$75	\$ _____
_____	One-time Fill & Drain (500 gal. max)	\$175	\$150	\$ _____

Service will be brought to the rear of the booth in the most convenient manner. Any variation from that will be on a time and material basis.

See additional **UTILITY SERVICES RULES & REGULATIONS**.

ORDER SERVICED BY: _____

TOTAL \$ _____
*** LESS PAYMENTS** \$ _____
BALANCE DUE \$ _____

***Payment must accompany order to receive discount rates.
 Sales tax is reflected in all prices shown.**

RULES AND REGULATIONS

1. All equipment must comply with the National Electrical Code, all Federal, State, and local Safety Codes.
2. Claims will not be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Unless otherwise directed, Convention Center personnel are authorized to cut floor coverings to permit installation of service.
5. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center's electrical or plumbing supervisors.
6. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY ONE SERVICE INSTALLATION TO THE BOOTH IN THE MOST CONVENIENT MANNER, AND DOES NOT INCLUDE CONNECTION ANY EXHIBITOR EQUIPMENT OR WIRING.
7. ADVANCE ORDERS: TO RECEIVE ADVANCE RATE, ADVANCE ORDERS MUST BE RECEIVED A MINIMUM OF FIVE (5) DAYS PRIOR TO EXHIBITORS' ARRIVAL FOR MOVE-IN AND PAYMENT MUST ACCOMPANY ORDER.
8. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
9. PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE CONNECTION.
10. Advance orders shall receive priority service.
11. Prices are based upon current wage rates and are subject to change without notice.
12. OBSTRUCTIONS BLOCKING UTILITY ACCESS FROM FLOOR BOXES OR WALL PANELS ARE SUBJECT TO RELOCATION AS NECESSARY.

ADDITIONAL RULES & REGULATIONS – ELECTRICAL ONLY

1. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
2. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
3. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
4. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "house electrician," however, all services connections and overload protection to such equipment must be made by "house electrician" only.
5. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
6. All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

ADDITIONAL RULES & REGULATIONS – AIR/WATER/DRAIN ONLY

1. Air and water service pressure may vary and no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
2. ADDITIONAL LABOR CHARGES MAY BE MADE FOR EXHIBITORS' EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE TO OTHER PROPERTY.



Exhibitor Booth Installation Form

Event Name: _____

Booth Name: _____

Event Date: _____

Onsite Contact: _____

Contact Phone: _____

IMPORTANT: Standard placement is the bringing of your utility service(s) to your booth in the most convenient manner. Should you request or need special or specific placement of your utility service(s), additional labor will be billed.

The booth or aisle #s surrounding your booth must be provided. A minimum of one adjacent booth or aisle # is required (two or more would be more helpful) for staff to accurately install your services.

SIZE: Booth dimensions (example 10'x10') = _____

Scale = 1 box is equal to _____ feet

X = Please note the location of the utility service(s). If you have varying services (10KW, 35KW, single phase, three-phase etc.) please note the differences. If you have specific locations for water service, please note those as well.

Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle # _____									



INTERNET & TELEPHONE SERVICE ORDER FORM

Arlington Convention Center, 1200 Ballpark Way, Arlington, Texas 76011
PHONE 817.459.5006 **FAX** 817.459.5091 **EMAIL** accutilities@arlingtontx.gov



PLEASE PRINT OR TYPE *Payment in full must be rendered before service is connected.*

NAME OF EVENT _____ EVENT DATE _____ BOOTH # _____
 EXHIBIT NAME _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 AUTHORIZED PERSON _____ EMAIL _____
 AUTHORIZED SIGNATURE _____ DATE _____

PAYMENT INFORMATION

☐ Check (enclosed) *Make check payable to Arlington Convention Center* Check # _____ Amount \$ _____
☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover
 Credit Card Account No. _____ Exp Date _____ CVV Code _____
 Name on Card (please print) _____ Authorized Signature _____
 Card Billing Address _____ City _____ State _____ ZIP _____

COMMUNICATION SERVICE CONNECTIONS **Deadline for Early Bird Rate: one week prior to move-in date*

QUANTITY	SERVICE	RATE	EARLY BIRD RATE*	AMOUNT
_____	Standard Telephone Line	\$120	\$105	\$ _____
_____	Standard Telephone Line with Touch-tone Instrument	\$120	\$105	\$ _____
_____	Standard Wired Ethernet (5Mbps up/down) – Initial Device	\$80 install + \$120 / day	\$100 / day (\$400 max)	\$ _____
_____	Premium Wired Ethernet (10Mbps up/down) – Initial Device	\$80 install + \$220 / day	\$200 / day (\$800 max)	\$ _____
_____	Wired Ethernet - Additional Device	\$50/ea p/day		\$ _____
_____	Additional Ethernet Cord Rental (one complimentary cord provided with each connection)	\$20 / each		\$ _____
_____	OTHER: _____			\$ _____

DISCLAIMER:

All users of this service agree to hold the City of Arlington, TX (hereafter referred to as CITY) or the Arlington Convention Center and/or its agencies harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to this service. In no event shall CITY, Arlington Convention Center, and/or its agencies have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third-party, even if CITY, the Arlington Convention Center and/or its agencies are advised of the possibility of such damages.

TOTAL \$ _____
*** LESS PAYMENTS** \$ _____
BALANCE DUE \$ _____

**Payment must accompany order to receive discount rates.
 Sales tax is reflected in all prices shown.*

RULES AND REGULATIONS

- IT IS THE EXHIBITOR'S RESPONSIBILITY TO ENSURE THAT CREDIT CARD MACHINES ARE PROGRAMMED FOR DIAL-9 CALLING. CONTACT YOUR CREDIT CARD PROCESSOR FOR ALL CREDIT CARD PROGRAMMING INSTRUCTIONS.
- Users are responsible for configuration of their own equipment.
- Claims will not be considered unless filed by exhibitor prior to close of show.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center.
- Unless otherwise directed, Convention Center personnel are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for services not used.
- Prices are based upon current wage rates and are subject to change without notice.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.

USER EXPRESSLY AGREES THAT USE OF THE SERVICE IS AT USER'S SOLE RISK & THAT THE SERVICE IS PROVIDED ON AN "AS IS" BASIS.