

Come to the Table
Libraries are Market Fresh!

2015 Washington Library Association Conference



April 15 - 17, 2015
Tulalip Resort & Conference Center, Tulalip, WA

Exhibitor Kit

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2015 Washington Library Association Conference



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Exhibitor General Information

We are excited that you are participating in the 2015 WLA Conference. We are expecting a great event with 450 or more in attendance this year! Booth Numbers will be assigned about two weeks prior to the show. Below are the details you will need about your participation in the show.

Exhibit Schedule:

Move In:	Wednesday, April 15	1:00 pm – 6:00 pm
	Thursday, April 16	7:00 am – 9:00 am
Exhibit Hours:	Thursday, April 16	9:45 am – 6:30 pm
	Friday, April 17	9:00 am – 12:15 pm
Booth Dismantle:	Friday, April 17	after 12:15 pm*

**any exhibitors dismantling prior to 12:30 pm are charged a penalty of \$100*

Exhibits Event Schedule: (for a complete schedule of conference events, please visit <http://2012conference.wla.org/>)

Thursday:

Exhibits Grand opening	9:45 am
Break with Exhibitors	3:15 pm – 3:45 pm
Exhibitor Reception	5:30 pm – 6:30 pm

**note that exhibitors may partake of the food & beverages at the reception but are expected to staff your booth during this time as it is an opportunity for all attendees to visit with exhibitors*

Friday:

Break with Exhibitors	10:00 am – 10:30 am
Exhibit Grand Finale	11:45 am – 12:15 pm

Location:

Tulalip Resort/Conference Center
Orca Ballrooms 2 & 3
10200 Quil Ceda Boulevard
Tulalip, WA 98271
PH: (360) 716-6000

Show Services: Booth furnishings/Plants, Lights & Labor/Shipping/ /Materials Handling/Advance Warehousing

LCD Exposition Services
220 E Augusta Avenue
Spokane, WA 99207
PH: (509) 325-9656
FX: (509) 325-9670

Audio Visual/Wired Internet Services (note that wireless internet as well as electrical are complimentary)

Amy Harris, Convention Services Manager
Tulalip Resort
10200 Quil Ceda Boulevard
Tulalip, WA 98271
PH: (360) 716-6180
amyh@tulalipresort.com

Food & Beverage *(all food & beverage is required to be provided by Tulalip Resort)*

Amy Harris, Convention Services Manager
Tulalip Resort
10200 Quil Ceda Boulevard
Tulalip, WA 98271
PH: (360) 716-6180
amyh@tulalipresort.com

WLA Exhibitor Contact:

Dana Murphy-Love
WLA Executive Director
PH: 425.967.0739
dana@wla.org

All Exhibits include

8 x 10 carpeted exhibit space (per booth purchased)
Two chairs and one draped/skirted 6' table
12" x 44" identification sign
Wireless Internet, Electrical

Exhibit Grand Finale & Prize Drawings

WLA will be putting together a contest to be used in the Exhibit Hall. Attendees will need to interact with exhibitors in order to complete the contest to be entered into a drawing for a \$100 gift card. Additional details will be sent about the contest closer to the conference. Exhibitors can also provide prizes that will be awarded at 12:00 pm on Friday. Prizes will be picked up at the Exhibitor Booth. Winners will need to be present to win. Information about prize drawings will be sent in a couple of weeks.

Other Marketing Opportunities:

Sponsorships – several sponsorship opportunities are still available. The Sponsorship Form is included in the Exhibitor Prospectus and can also be found on the Conference website:

<http://www.wla.org/2015sponsors---exhibits>

Advertising – Advertising in the program is available and the cut-off date for ads is March 15. Information about Advertising is also included on the Sponsorship form on the website.

Housing and Conference Meals

WLA has room block at the Tulalip Resort. Room rates are \$139 /night for Deluxe Kings and \$149 for Deluxe Queens, Tuesday through Thursday evenings and \$159/night for Deluxe Kings and \$169 for Deluxe Queens on Friday night. **Reservations must be made by March 16. Please call 1-866-716-7162 to make your hotel reservation.** Identify yourself as an exhibitor with the Washington Library Association. Exhibitors may purchase tickets to attend WLA Conference Meals and Events. We welcome your participation! For more information, go to the conference website noted above.

Photos:

Photos will be taken at the Conference. WLA reserves the exclusive right to use any and all photos taken WLA in any way deemed appropriate by WLA.



IMPORTANT NOTICE TO THE EXHIBITORS OF:

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

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

Show Facts

Important Dates

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

Policies

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

Contacts

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

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

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



RECAP OF SERVICES ORDERED

ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED

CARPET	\$ _____
ADDITIONAL BOOTH FURNISHINGS	\$ _____
PLANTS, LIGHTS & LABOR	\$ _____
SIGNS, BANNERS & GRAPHICS	\$ _____
ELECTRICAL SERVICE	\$ _____
PORTABLE DISPLAY SYSTEMS	\$ _____
OTHER (total of all additional pages)	\$ _____
SUB-TOTAL	\$ _____
SALES TAX	_____
FREIGHT HANDLING SERVICES (non taxable item)	_____
TOTAL	\$ _____

PAYMENT POLICY

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

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

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

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

CREDIT CARD

COMPANY CHECK

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

<small>ACCT #</small>	<input type="checkbox"/> <small>VISA</small>	<input type="checkbox"/> <small>MC</small>	<input type="checkbox"/> <small>AMERICAN EXPRESS</small>	<small>EXPIRATION DATE</small>	<small>CVV CODE</small> <small>VISA/MC three digits</small> <small>AMEX four digits</small>

_____ _____

Cardholder's Signature Cardholder's Name (Please Print)

Company _____ **Booth** _____

Payment Address _____

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

Ordered by _____ **Email** _____ (optional)

Phone _____ **Fax** _____



FURNITURE ORDER FORM

MISCELLANEOUS BOOTH FURNITURE

Quantity		Prepaid Advance Order	Floor Order
_____	Side chair	\$23.00	\$30.00
_____	Arm chair	\$28.00	\$36.00
_____	Bar stool with backrest	\$45.00	\$58.00
_____	Wastebasket	\$10.00	\$13.00
_____	30" Diameter round pedestal table (w/ black linen) ...	\$55.00	\$70.00
_____	15" high _____ 30" high _____ 40" high		
_____	Easel	\$22.00	\$29.00
_____	Coat tree	\$28.00	\$36.00
_____	Deluxe chrome rope stand	\$22.00	\$29.00
_____	Deluxe rope for above, per lineal foot	\$2.00	\$3.00
_____	Aluminum rope stand	\$8.00	\$10.00

SPECIAL BOOTH DRAPERY

_____	8' high drapery, per lineal foot	\$6.00	\$8.00
_____	3' high drapery, per lineal foot	\$4.00	\$5.00
_____	12' high drapery, per lineal foot	\$8.00	\$10.00
_____	Framework only- per lin ft. <input type="checkbox"/> 3'h <input type="checkbox"/> 8'h <input type="checkbox"/> 12'h	\$4.00	\$4.00

Black Blue Burgundy Gold Red
 White Rust Light green Forest green

FRAMED PERFORATED BOARD - 1/4" HOLES

_____	4'x8' Vertical single sided	\$70.00	\$90.00
_____	4'x8' Vertical double sided	\$85.00	\$105.00
_____	2'x8' Vertical single sided	\$55.00	\$70.00
_____	4'x8' Horizontal single sided	\$70.00	\$90.00
_____	4'x8' Horizontal double sided	\$85.00	\$105.00

Color: White Brown

_____	4'x8' Poster Board - Double sided	\$70.00	\$90.00
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DRAPED TABLE TOP RISERS

Covered with white vinyl

_____	4' Table Riser, one step 10" wide	\$23.00	\$30.00
_____	6' Table Riser, one step 10" wide	\$28.00	\$36.00
_____	8' Table Riser, one step 10" wide	\$33.00	\$43.00
_____	4' Table Riser, two step 10" wide ea	\$38.00	\$49.00
_____	6' Table Riser, two step 10" wide ea	\$48.00	\$62.00
_____	8' Table Riser, two step 10" wide ea	\$58.00	\$75.00

SKIRTED WOOD TABLES & COUNTERS

Includes white vinyl top

Quantity		Prepaid Advance Order	Floor Order
_____	4' Wood table, 24" wide, 30" high	\$54.00	\$70.00
_____	6' Wood table, 24" wide, 30" high	\$61.00	\$79.00
_____	8' Wood table, 24" wide, 30" high	\$71.00	\$91.00
_____	4' Wood counter, 24" wide, 40" high ...	\$63.00	\$82.00
_____	6' Wood counter, 24" wide, 40" high ...	\$70.00	\$90.00
_____	8' Wood counter, 24" wide, 40" high ...	\$80.00	\$103.00

SKIRTING COLORS - please indicate choice:

- Black Blue Burgundy Gold Red
 White Rust Light green Forest green

_____	Skirting for 4th side, 30" high*	\$25.00	\$32.00
_____	Skirting for 4th side, 40" high*	\$28.00	\$36.00
_____	30" White vinyl, per lineal foot	\$1.75	\$2.25

**available as addition to 6' or 8' skirted tables only*

UNSKIRTED WOOD TABLES & COUNTERS

_____	4' Wood table, 24" wide, 30" high	\$28.00	\$36.00
_____	6' Wood table, 24" wide, 30" high	\$32.00	\$41.00
_____	8' Wood table, 24" wide, 30" high	\$35.00	\$45.00
_____	4' Wood counter, 24" wide, 40" high ...	\$34.00	\$44.00
_____	6' Wood counter, 24" wide, 40" high ...	\$39.00	\$50.00
_____	8' Wood counter, 24" wide, 40" high ...	\$44.00	\$57.00

SKIRTING FOR TABLES & COUNTERS

_____	4' Skirting - 4 sides - 30" high	\$28.00	\$36.00
_____	6' Skirting - 3 sides - 30" high	\$32.00	\$41.00
_____	8' Skirting - 3 sides - 30" high	\$37.00	\$48.00
_____	4' Skirting - 4 sides - 40" high	\$32.00	\$41.00
_____	6' Skirting - 3 sides - 40" high	\$36.00	\$47.00
_____	8' Skirting - 3 sides - 40" high	\$40.00	\$52.00

SKIRTING COLORS - please indicate choice:

- Black Blue Burgundy Gold Red
 White Rust Light green Forest green

Total This Page: \$ _____

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

EXHIBITOR _____

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

ORDERED BY _____
(Please Print)



PLANTS, LIGHTS & LABOR ORDER FORM

PLANTS AND FLORAL SERVICES

Balloon Arrangements available - please call for quote

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

All plants and balloons subject to a delivery charge.

**NOT AVAILABLE
FOR THIS
EVENT**

Quantity		Prepaid Advance Order	Floor Order
_____	6" Potted flowering plants	\$35.00	\$45.00
_____	Small floral arrangement	\$40.00	\$52.00
_____	Medium floral arrangement	\$65.00	\$84.00
_____	Large floral arrangement	\$80.00	\$104.00
_____	DELIVERY CHARGE	\$20.00	\$30.00

LIGHTS & EXTENSION CORDS

Quantity		Prepaid Advance Order	Floor Order
_____	50Watt display style spotlight stem telescopes from 22" to 32"	\$30.00	\$39.00
_____	500 Watt overhead floodlight	\$45.00	\$58.00
_____	150 Watt clamp-on floodlight	\$25.00	\$32.00
_____	25' Heavy duty extension cord	\$10.00	\$13.00
_____	6 outlet power strip	\$10.00	\$13.00

ORDER ONLY IF YOU NEED EQUIPMENT IN ADDITION TO PROVIDED EQUIPMENT

EXHIBIT INSTALLATION SERVICE

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

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

Schedule labor for: Date _____ Time _____

Supervisor _____

EXHIBIT DISMANTLING SERVICE

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

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

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

LABOR RATES

Quantity		Straight Time	Over- time
_____	Man hours, one hour minimum	\$50.00	\$75.00
_____	Forklift and driver, 1/2 hour minimum	\$80.00	\$110.00

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

BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying of wastebaskets.

- Per sq. ft., ONCE before opening only (100 sq. ft. minimum) @ 00.30/s.f. _____
- Per sq. ft., per day of show run (100 sq. ft. minimum) @ 00.25/s.f. _____
- 500 s.f. \$ over, per day @ 00.12/s.f. _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!

Total This Page: \$ _____

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AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

EXHIBITOR _____

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

ORDERED BY _____
(Please Print)



SIGNS, BANNERS, & DIGITAL GRAPHICS

STANDARD BOOTH SIGNS & SHOWCARDS

Digitally printed signs on white 1.2 mil cardstock.
 Suitable for booth signs, smaller table top or easel signs.
 Not recommended for photo quality output.

Qty	Standard Sizes	Prepaid Advance Order	Floor Order
_____	7" x 11"	\$20.00	\$26.00
_____	7" x 44"	\$25.00	\$32.00
_____	11" x 44"	\$28.00	\$36.00
_____	11" x 14"	\$25.00	\$32.00
_____	14" x 22"	\$30.00	\$39.00
_____	18" x 22"	\$33.00	\$43.00
_____	Add easel back for tabletop signs	\$8.00	

custom sizes available, please call for quote

Orientation:  Horizontal  Vertical Use our best judgement

FOAMCORE BACKED SIGNS

Digitally printed signs mounted on white foamcore.
 Great for larger signs requiring a rigid backing.
 High quality output up to 44"x96".

Qty	Standard Sizes	Advance Order	Floor Order
_____	7" x 11"	\$25.00	\$32.00
_____	7" x 44"	\$30.00	\$39.00
_____	11" x 44"	\$33.00	\$43.00
_____	11" x 14"	\$30.00	\$39.00
_____	14" x 22"	\$36.00	\$46.00
_____	18" x 22"	\$40.00	\$52.00
_____	22" x 28"	\$50.00	\$65.00
_____	28" x 44"	\$75.00	\$97.00
_____	44" x 60"	\$140.00	\$182.00
_____	44" x 96"	\$180.00	\$234.00
_____	Add easel back - for up to 22" x 28"	\$10.00	

custom sizes available, please call for quote

Orientation:  Horizontal  Vertical Use our best judgement

VINYL BANNERS

Digitally printed on white 15ml vinyl banner stock.
 Only available as Advance Order.
 Please note graphic guidelines below.

Includes hanging tabs on corners and every two feet.

Requested size _____	Advance Order
24" material - 3' minimum length	\$55.00
_____ each additional foot x \$7.00 _____	
Total	_____
<hr/>	
36" material - 2' minimum length	\$55.00
_____ each additional foot x \$9.00 _____	
Total	_____
<hr/>	
42" material - 3' minimum length	\$70.00
_____ each additional foot x \$10.00 _____	
Total	_____

Orientation:  Horizontal  Vertical Use our best judgement

GRAPHICS GUIDELINES

Please attach instructions and sign copy including color of text.
 Prices include up to 25 words - more intensive copy will be quoted separately.

For best results send vector graphics in .eps or Illustrator .ai format. Include all fonts or convert them to outlines. Include any linked files or images.

For raster images .jpg, .tif, or photoshop .psd are acceptable at actual size at 100 dpi.

Please include a hard copy or .pfd file of your artwork.

Graphic Design services are available at the rate of \$50.00 per hour.

TOTAL THIS PAGE \$ _____

PLEASE SEE COVER LETTER AND PAYMENT POLICY FORMS FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM MUST ACCOMPANY THIS ORDER

EXHIBITOR _____

ORDERED BY _____
 (Please Print)

PHONE OR EMAIL _____

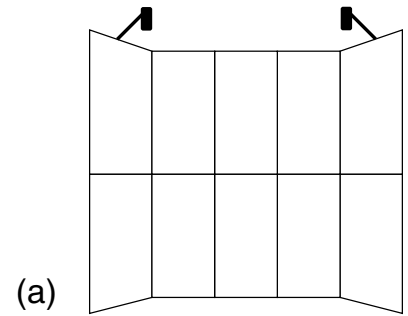
DISPLAY SYSTEM RENTAL FORM

10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

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

Available configurations:	Advance Order	Floor Order
___ (a) Full unit (includes 2 lights)	\$400.00	\$520.00
___ (c) 5 panel table top (no header)	\$200.00	\$260.00
___ Lights for table top	\$25.00	\$30.00
___ Labor to install (optional)	\$55.00	\$55.00
___ Labor to dismantle/repack (optional)	\$55.00	\$55.00

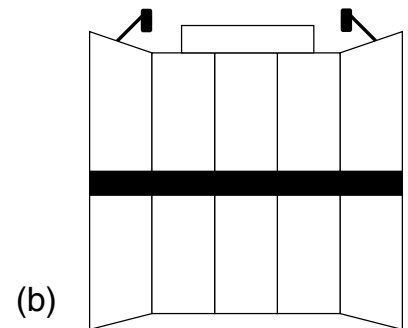


10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

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

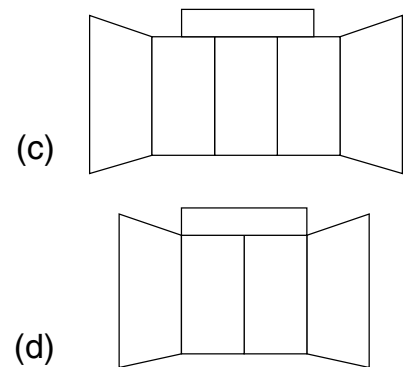
Available configurations:	Advance Order	Floor Order
___ (b) Full unit (includes 2 lights)	\$400.00	\$520.00
___ (c) 5 panel table top with header	\$200.00	\$260.00
___ Lights for table top	\$25.00	\$30.00
___ Labor to install (optional)	\$55.00	\$55.00
___ Labor to dismantle/repack (optional)	\$55.00	\$55.00



6' TABLE TOP DISPLAY UNIT

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

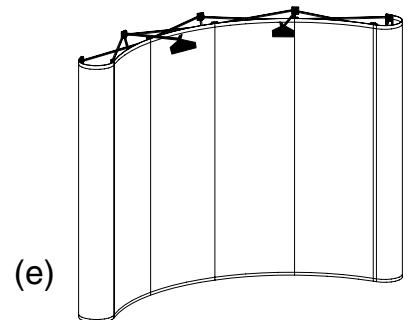
___ (d) 4 panel table top (lights N/A)	\$175.00	\$225.00
___ Labor to install (optional)	\$55.00	\$55.00
___ Labor to dismantle/repack (optional)	\$55.00	\$55.00



10' CURVED POP-UP DISPLAY

by Classic Displays
 Black or Navy Blue fabric - Velcro attachable
 Overall dimensions 90" high x 108" wide

___ (e) Pop-up display <input type="checkbox"/> Black <input type="checkbox"/> Navy	\$400.00	\$520.00
___ Labor to install (optional)	\$55.00	\$55.00
___ Labor to dismantle/repack (optional)	\$55.00	\$55.00



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

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

Quantities limited - please order early

Total This Page: \$ _____

EXHIBITOR _____

ORDERED BY _____

(Please Print)



SHIPPING AND DRAYAGE INFORMATION

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

GENERAL INFORMATION

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

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

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

LIABILITY LIMITATIONS:

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

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.50 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



FREIGHT SERVICE ORDER FORM

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

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

NOTICE: Shipments received after subject to 25% additional handling fee

Under 100# total shipment weight \$80.00 minimum charge _____
100# & over \$55.00 per 100# - 200# minimum _____

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

Under 100# total shipment weight \$80.00 minimum charge _____
100# & over \$50.00 per 100# - 200# minimum _____

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

\$40.00 per 100# - 200# minimum _____

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

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

PLEASE PROVIDE YOUR UPS ACCOUNT # HERE:

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

Charge per 100# \$27.50 - \$60.00 minimum _____

SHIPMENTS TO THE SHOW

Total This Page: _____

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

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

Show representative _____ Telephone _____

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

REFORWARDING INSTRUCTIONS

Ship to _____ (name) _____ (street address)

City, State, Zip _____ Prepaid Collect

Description _____ Number of pieces _____

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

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

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

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

EXHIBITOR _____ BOOTH# _____

ALL FREIGHT HANDLING CHARGES
MUST BE GUARANTEED WITH A
CREDIT CARD

ORDERED BY _____
(Please Print)