

Section 1 - GENERAL INFORMATION

- o **Show Schedule & Information -**
- o **Method of Payment**
- o **Payment Terms & Conditions-**
- o **Recap of Services/ Deadline Dates**
- o **Dismantle Instructions**
- o **Empty Storage**

Section 4 - SHIPPING

- o **Shipping Instructions -**
- o **ABF Freight Services -**
- o **Reconsigned Freight Policy -**
- o **Shipping Addresses -**
- o **Advance Shipping Labels -**
- o **Direct Shipping Labels -**
- o **Material Handling Order Form -**
- o **Limits of Liability & Responsibility -**

Section 3 - FURNISHINGS AND ACCESSORIES

- o **Furniture & Accessories Order Form**
- o **Sign Request Form**
- o **Modular Display Unit Order Forms**

Section 3 - LABOR

- o **Forklift Labor**
- o **Display Labor Order Form**
- o **Display Labor Limits of Liability**
- o **Official Service Contractors and Guidelines for Exhibitor Appointed Contractors**
- o **Non-Official Service Contractor Form-**

Section 5 - ANCILLARY SERVICES/ ELECTRICAL, INTERNET, & TELECOMMUNICATIONS

- o **ExpoPlus Special Cleaning & Porter Service Order Form-**
- o **Cobb Galleria Centre Online Ordering Instructions (Electric, Telecomm, Internet)**
- o **ExpoPlus AudioVisual Order Form**
- o **TLC Floral Order Form**

EXHIBIT HALL INSTALLATION

Tuesday May 16, 2017 Exhibitor Set-up.....1:00pm - 6:00pm

EXHIBIT HALL HOURS:

Wednesday May 17, 2017 Show Hours.....9:00am - 11:30am
Wednesday May 17, 2017 Break for Lunch.....11:30am - 1:00pm
Wednesday May 17, 2017 Show Hours.....1:00pm - 4:30pm

EXHIBIT HALL DISMANTLE:

Wednesday May 17th, 2017 Exhibitor Dismantle.....4:30pm - 8:00pm

Exhibit Installation:

All exhibit spaces must be **completely set** with all boxes or other items stored no later than **6:00pm on Tuesday, May 16th, 2017**. Should you need assistance, booth set-up labor can be contracted in advance through ExpoPlus to insure your exhibit space is complete.

Exhibit Dismantle:

All materials must be packed and ready to ship. Exhibitors using carriers other than ABF Freight Systems should notify their carriers to **check in** for loading no later than **7:00 pm on Wednesday, May 17th, 2017** for outbound shipments. Carriers must pick up freight by **8:00 pm on Wednesday, May 17th, 2017**; otherwise freight will be reconsigned with the Official Show Carriers and the associated shipping cost charged to the exhibitor.

Exhibit Equipment Packages:

-Booth Package for **STAR** Booths will consist of 8' high BLUE/RED/GOLD/RED/BLUE back wall drape, 3' high blue side rail drape, one 6'x30" blue skirted table, two contour chairs, one wastebasket, and 7"x44" ID sign. Your booth will be carpeted in blue.

-Booth package for **regular booths** will consist of 8' high BLUE/RED/WHITE/RED/BLUE back wall drape, 3' high blue side rail drape, one 6'x30" blue skirted table, two contour chairs, one wastebasket, and 7"x44" ID sign. Your booth will be carpeted in blue.

The aisles and booth spaces will be carpeted in blue. Exhibitors will not be allowed to change carpet, drape or skirt colors. Additional furniture and accessories can be ordered through this exhibitor service manual.



Deadline Date ▶ <u>May 2, 2017</u>	Date Ordered	Total
• Furniture & Accessories	_____	\$ _____
• Modular Unit Display Rentals	_____	\$ _____
• Carpet Order Form	_____	\$ _____
• Sign Request Order Form	_____	\$ _____
• ExpoPlus Audio Visual Rental	_____	\$ _____
• ExpoPlus Custom Furniture Rental	_____	\$ _____
Deadline Date ▶ <u>April 25 - May 9, 2017</u> (must arrive between)		
• Advance Warehouse Shipments	_____	\$ _____
Deadline Date ▶ <u>May 16th, 2017</u> (must arrive ON)		
• Direct Shipments to Exhibit Site	_____	\$ _____
Deadline Date ▶ <u>May 1st, 2017</u>		
• Non-Official Contractor Form	_____	\$ _____
Deadline Date ▶ <u>See Order Forms</u>		
• Cobb Galleria Form	_____	\$ _____

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	
PHONE		FAX			DATE
AUTHORIZED CONTACT SIGNATURE					



BOMA Georgia
Cobb Galleria Centre-Hall A
May 17, 2017

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY	
PHONE		FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE	

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges apply include labor and material handling. Please complete the information requested below:

IF YOU ARE GOING TO UTILIZE THE SERVICES OF EXPOPLUS, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.

METHOD OF PAYMENT

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER ACCOUNT NUMBER <input type="checkbox"/> Corporate <input type="checkbox"/> Personal												EXPIRATION DATE: <input type="text"/>	
<input checked="" type="checkbox"/> CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME - PRINT SECURITY CODE													

PLEASE SIGN

To simplify payment, send one check payable to ExpoPlus, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check No. Dated. In the amount of \$

Discount Deadline Date: May 2nd, 2017

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility

ExpoPlus has established the following terms and conditions of sale for all services rendered:

ExpoPlus **REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/ STATEMENT AT THE EXHIBIT SITE.** To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Method of Payment Form.

It is the responsibility of each Exhibitor to advise the ExpoPlus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

All payments must be made in U.S. Funds.

If your firm or agency requires a purchase order be issued for any services rendered, such purchase order must accompany the order forms. Government agencies please note.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of ExpoPlus.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

For all exhibitors, invoices will be placed in your booth during the event for your convenience. ExpoPlus will accept payment by cash, company check, American Express, Discover, MasterCard, or Visa. ExpoPlus reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in U.S. Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by ExpoPlus.

Tax Exemption Status - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties shall be the responsibility of the exhibitor at the event.

ExpoPlus reserves the right to institute collection action against all exhibitors / third parties, in the event payment is not received within 20 days. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal and company checks, and chargeback fees on credit cards will be added to your invoice.

Thank you for participating in the 2017 BOMA Expo. We hope the show has been a success for you.

All accounts must be paid prior to your scheduled move-out time. Please stop by the ExpoPlus Service Center at your earliest convenience to review and settle your account. Please note that no adjustments to invoices will be made after the close of the show.

The exhibits will officially close at **4:30 pm on Wednesday, May 17th, 2017**, at which time aisle carpet will be removed and empty containers will be returned for the dismantling of exhibits. Dismantling of booths is strictly prohibited until **4:30 pm on Wednesday, May 17th, 2017**.

All out-bound shipments require an ExpoPlus Bill of Lading. Once your account is settled you can obtain a Bill of Lading and shipping labels at our Service Center. Shipping is not an automatic process. We ask that you return your Bill of Lading to our Service Center when your materials are packed, labeled and ready to be shipped. Carriers must pick up shipments no later than **8:00 pm on Wednesday, May 17th, 2017**.

Representatives from ABF Freight Systems will be on site for your shipping convenience. If you plan to use an alternate carrier, you are responsible for making arrangements with that carrier. You are also responsible for ensuring that your carrier checks in for loading no later than **7:00 pm on Wednesday, May 17th, 2017**.

In the event that your designated carrier fails to pick up or refuses to accept shipments, ExpoPlus reserves the right to re-consign such shipments where no disposition is provided. No liability will be assumed by ExpoPlus as a result of such rerouting or handling.

Should you have any questions or concerns regarding the above information, please check with our representatives at the ExpoPlus Service Center. It has been a pleasure serving you, and we look forward to working with you in the future.

Sincerely,

Customer Service
ExpoPlus

THE FOLLOWING RATE IS FOR EMPTY CONTAINER STORAGE ONLY

The Empty Storage fee is for exhibitors who did not pay material handling and do not plan on utilizing ExpoPlus to handle their materials on the inbound or outbound of the conference. This flat rate of \$35.00 is for exhibitors who are assuming the responsibility of making sure their items arrive at their booth space and leave the show floor without the assistance of ExpoPlus. Please note: This service is not required if you have an alternate method for storing your items. Once you have paid for the Storage fee, please be sure to see your ExpoPlus Customer Service Representative for your “Empty Sticker.” Each sticker should be labeled correctly with exhibiting company name and booth number.

_____ Yes, I would like to order Empty Container Storage

Empty Storage Fee: \$35.00

EMPTY STORAGE FEE



ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the ExpoPlus warehouse and allowed 21 days free storage, if delivered by the deadline date of May 9th, 2017. Shipments that aren't received between April 25th- May 9th are subject to an "Off Target" Fee in addition to standard drayage rates. These shipments should be consigned and the Bill of Lading made out as follows:

Name of Exhibiting Company / Booth #
Boma Expo 2017
C/O ExpoPlus
1055 Research Center Atlanta Dr. SW
Atlanta, GA 30331

RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored free for 21 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: For each 100 lbs. or fraction thereof, per shipment, the rate is \$56.00 with a 200 lb. minimum.

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be scheduled to arrive **only on Tuesday, May 16th, 2017. Please note shipments received on Monday, May 15th are subject to an Overtime charge in addition to standard drayage rates.** These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company / Booth #
Boma Expo 2017
Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339

RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the exhibit site, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: For each 100 lbs. or fraction thereof, per shipment, the rate is \$52.00 with a 200 lb. minimum.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts; uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: For each 100 lbs. or fraction thereof, per shipment, the rate is \$60.00 for advance warehouse shipments, and \$56.00 for show site shipments with a 200 lb. minimum.

NOTE: In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), ExpoPlus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

OVERTIME CHARGES

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the advance shipment deadline, or after the show opens will be subject to overtime charges. **Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday, or Holidays due to scheduling conflict beyond the control of ExpoPlus, overtime charges will apply.** This charge will equal \$18.00 for every 100 lbs. of freight shipped with a minimum charge of \$36.00, and will be invoiced in addition to our regular drayage charges.

Note: A maximum charge of \$10.00 will apply to receiving and delivery of envelopes only at the show site during show hours.



BILL OF LADING

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. We recommend a copy be mailed to the ExpoPlus address:

ExpoPlus
1055 Research Center Atlanta Drive SW.
Atlanta, GA 30331

Also send a copy to the person in charge of installing your display for assistance in tracing shipments. Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be assigned a priority and the proper freight door for unloading.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by ExpoPlus for such shipments.

NOTE: In the event no weight is indicated on the documents presented, ExpoPlus shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.

VAN SHIPMENTS

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. ExpoPlus reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

SHIPPING LABELS

Shipping Labels are enclosed. Use them as they will expedite handling. If additional labels are needed, write to the ExpoPlus address listed above.

SMALL PACKAGES SHIPMENTS:

Includes cartons received without documentation and delivery to the booth without guarantee of piece count and documentation. Includes Fed Ex and UPS shipments weighing less than 30 lbs.

The Small package fee is \$36.75 per shipment.

LABOR AND EQUIPMENT

Labor will be available for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Place your orders for this labor using the form in the "Display Labor" section of this exhibitor service kit.

OUTGOING SHIPMENTS

To assist you in setting up your outgoing shipments, staff at the ExpoPlus Service Desk will be able to provide labels, Bill of Lading forms, and shipping information.

At the close of the show, if an exhibitor's carrier fails to pick up or refuse to accept shipments, ExpoPlus reserves the right to reroute such shipments where no disposition is provided. Materials may be hauled to a warehouse pending advice from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such rerouting or handling.

All shipments must be forwarded with all charges prepaid.
Collect shipments will not be accepted.
ExpoPlus assumes no responsibility for collect shipments which are not accepted.

**YOUR
RECOMMENDED
TRADE SHOW CARRIER**

ABF Freight System, Inc.®

ABF **tradeshow**

On Site...On Time...Damage-Free.

Your trade show exhibit is too important to trust with just any broker or freight carrier. You need someone looking out for your exhibit transportation needs and monitoring your shipment the same way that you would do it yourself — without the worry and hassle.

With service throughout North America, ABF Freight System® has more than 75 years' experience in the freight business and a national network of knowledgeable Trade Show Specialists on the floor and behind the scenes at most major shows — from start to finish. **ABF DELIVERS TRADE SHOWS**, and we have the commitment and expertise necessary to handle your exhibit the way you would do it yourself.



On site

When you call ABF TradeShow, you'll be assigned to *one* coordinator who is personally committed to managing your exhibit transportation needs. Unlike a broker, ABF owns and operates our own trucks and is in control of your shipment at all times. ABF has well-established relationships with trade show contractors nationwide. We are "plugged in" to popular show schedules and venues and are often selected as the official or preferred carrier. With on-site staff at most major North American shows, you can feel confident that your shipment will be well managed.

On time

ABF can meet virtually any transit or delivery requirement you have, including Next Day, 2nd Day and 3rd Day service. Opt for **Assured Service™** and know you have a 100% satisfaction guarantee on our published transit times. Choose **ABF TimeKeeper®** to expedite your delivery, or, if necessary, send shipments by air to meet the required delivery date. Plus, you can track your shipment any time, day or night, on our secure Web site at abf.com.



Damage-free

Our reputation for damage-free shipping is second to none. ABF was recently awarded one of the American Trucking Associations' highest honors as the best motor carrier both in claims/loss prevention and in security. Over the past decade, 99% of all shipments handled by ABF have moved claim-free.

**Trust your shipment with the leader
in exhibit transportation services.**

Call us at **(800) 654-7019**

and let our trained specialists demonstrate our ability to meet your unique exhibit needs. Visit our Web site, www.abf.com or e-mail: tradeshow@abf.com.



ABF Freight System is a proud member of these prestigious organizations:



IAEM



ECA Exhibitor Appointed Contractor Association
setting the gold standard in service excellence on the showfloor





ABF Freight System, Inc.
Trade Show Services
Request For Information



Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 1.800.836.3320
or mail to:

ABF Freight System, Inc.
Trade Show Services
P.O. Box 697
Cherryville, NC 28021

Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier at the expense of the exhibitor. Therefore, it is important to know some of the basics that will help you to avoid having your freight reconsigned.

BILL OF LADING

Each exhibitor is responsible for turning in a Bill of Lading to the ExpoPlus Service Desk after dismantling is finished and all boxes, crates, etc. are packed and labeled. The Bill of Lading is the official “permission” of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) Your Bill of Lading must be turned in no later than 8:00 pm on Wednesday, May 17th, 2017.

OFFICIAL CARRIER

The Official Carrier is on site as a convenience to exhibitors and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the Official Carrier or their carrier of choice. Rates may be negotiated in advance by calling this carrier.

OTHER CARRIERS

If freight is consigned to a service other than the Official Carrier, that service must check in with the loading dock by 7:00 pm on Wednesday May 17th, 2017. Show Management, ExpoPlus and the Official Carriers cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call your carrier during move-out to check on the status of the shipment. Many times, a reminder phone call from you will get the carrier there quickly.

RECONSIGINED FREIGHT

A “reconsignment” occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor’s freight is handled by their carrier of choice, and therefore no freight is reconsigned until we must move it to complete the contracted move-out agreement, between Show Management, the convention center, and ExpoPlus.

ADVANCE SHIPMENTS TO WAREHOUSE

On or before Tuesday, May 9th, 2017 by 4:00pm

Please note: The Advance Warehouse only accepts deliveries Monday-Friday

NAME OF EXHIBITING COMPANY / BOOTH #
BOMA 2017
C/O EXPOPLUS
1055 RESEARCH CENTER ATLANTA DR. SW
ATLANTA, GA 30331

DIRECT SHIPMENTS TO EXHIBIT SITE

Only On: Tuesday, May 17th, 2017 from 1:00pm - 5:00pm

Please note: Shipments received prior to May 16th could be refused by the facility

NAME OF EXHIBITING COMPANY / BOOTH #
BOMA 2017
COBB GALLERIA
C/O EXPOPLUS
2 GALLERIA PKWY SE
ATLANTA, GA 30339

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

ADVANCE SHIPMENT

RUSH!

FROM: _____

TO: _____

BOOTH NUMBER

BOMA 2017 EXPO
C/O ExpoPlus

1055 Research Center Atlanta Dr. SW
Atlanta, GA 30331

SHIPMENT SHOULD ARRIVE BETWEEN:

April 25th - May 9th, 2017

8:00am - 4:00pm Monday-Friday

Number _____ of _____ pieces



ADVANCE SHIPMENT

RUSH!

FROM: _____

TO: _____

BOOTH NUMBER

BOMA 2017 EXPO
C/O ExpoPlus

1055 Research Center Atlanta Dr. SW
Atlanta, GA 30331

SHIPMENT SHOULD ARRIVE BETWEEN:

April 25- May 9th, 2017

8:00am-4:00pm Monday-Friday

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

DIRECT SHIPMENT

RUSH!

FROM: _____

TO: _____

BOOTH NUMBER

#

BOMA EXPO 2017
COBB GALLERIA CENTRE
C/O ExpoPlus
2 Galleria Pkwy
Atlanta, GA 30339

SHIPMENT SHOULD ARRIVE ONLY ON:
May 16th, 2017

Number _____ of _____ pieces

EXPOPLUS
A Bodden Partners Company

DIRECT SHIPMENT

RUSH!

FROM: _____

TO: _____

BOOTH NUMBER

#

BOMA EXPIO 2017
COBB GALLERIA CENTRE
C/O ExpoPlus
2 Galleria Pkwy
Atlanta, GA 30339

SHIPMENT SHOULD ARRIVE ONLY ON:
May 16th, 2017

Number _____ of _____ pieces

EXPOPLUS
A Bodden Partners Company



CALCULATION OF ORDER

When recording weight, round up to the next 100 lbs.
Example: 235 lbs. = 300 lbs., 3 x Rate = Dollars or minimum, whichever is greater.

Advance Shipments to the Warehouse

We will ship _____ lbs. @ \$56.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: Exhibiting Company

Name of Exhibiting Company
Boma Expo 2017
ExpoPlus
1055 Research Center Atlanta Dr. SW
Atlanta, Ga 30331

Direct Shipments to the Exhibit Site

We will ship _____ lbs. @ \$52.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address: Exhibiting Company

Name of Exhibiting Company
Boma Expo 2017
Cobb Galleria Centre
2 Galleria Pkwy
Atlanta, GA 30339

Shipments or Equipment Requiring Special Handling ADVANCE

We will ship _____ lbs. @ \$60.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipments or Equipment Requiring Special Handling EXHIBIT SITE

We will ship _____ lbs. @ \$56.00 per 100 lbs. (200 lb. minimum) = \$ _____

Small Package Shipments (30 lbs. max per delivery)

We will ship _____ shipments @ \$40.00 - Advance = \$ _____

We will ship _____ shipments @ \$40.00 - Exhibit Site = \$ _____

Total Payment Enclosed = \$ _____

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____		EMAIL ADDRESS _____		BOOTH NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____	FAX _____			DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - PLEASE PRINT _____		

Discount Deadline Date: May 2nd, 2017

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility



BOMA Georgia
 Cobb Galleria Centre-Hall A
 May 17, 2017

THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND RETURNED TO ExpoPlus. Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPMENTS TO WAREHOUSE

Shipper Name: _____ From City/State: _____

How will you ship: Common Carrier Van Line Company Truck Air Freight

Shipping Date: _____ # of Pieces: _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known): _____

Comments / Special Handling Requirements: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

SHIPMENTS DIRECT TO EXHIBIT SITE

(Must Arrive Only During Official Exhibitor Move-In)

Shipper Name: _____ From City/State: _____

How will you ship: Common Carrier Van Line Company Truck Air Freight

Shipping Date: _____ # of Pieces: _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known): _____

Comments / Special Handling Requirements: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	STREET	CITY STATE ZIP
PHONE	FAX	DATE
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	

Discount Deadline Date: May 2nd, 2017

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility



SEATING

Qty.	Discount Rates	Standard Rates
___ Black Padded Side Chair	\$56.75	\$71.00
___ Black Padded Arm Chair	\$60.00	\$75.00
___ Gray Padded Counter Stool	\$41.00	\$51.25
___ Black Plastic Contour Chair	\$40.00	\$50.00

ACCESSORIES

Qty.	Discount Rates	Standard Rates
___ Rectang. 24"x36"x30"H Table	\$69.50	\$87.00
___ White Pedestal Table 30"D x 30"H	\$112.50	\$140.75
___ White Pedestal Table 30"D x 40"H	\$115.50	\$144.50
___ Square Table 24"x24"x30"H	\$57.00	\$71.25
___ Wastebasket	\$10.50	\$13.25
___ Adjustable Tripod Easel	\$33.75	\$42.25
___ Chrome 22"x28" Sign Frame	\$72.50	\$90.75
___ Black Aisle Stanchion	\$32.50	\$40.75
___ Black Plastic Chain (per ft.)	\$3.25	\$4.25
___ 4x8' Poster Board	\$103.00	\$128.75
___ Bag Rack	\$73.50	\$92.00
___ Literature Rack	\$129.00	\$161.25
___ Uprights, Bases, Crossbars	\$8.50	\$10.75

SPECIAL DRAPE

(Masking Drape)

___ 8' H. Masking/per ft.	\$10.50	\$13.25
___ 3' H. Masking/per ft.	\$7.50	\$9.50

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without a payment or orders received after the below Deadline Date will be charged at Standard Rates.

CANCELLATION POLICY:

Items cancelled after move-in begins will be charged at 50% of original price.

DRAPED DISPLAY TABLES (24" wide)

Qty.	Discount Rates	Standard Rates
___ 4' Table - 30" high	\$73.50	\$92.00
___ 4' Table - 42" high	\$82.00	\$102.50
___ 6' Table - 30" high	\$85.00	\$106.25
___ 6' Table - 42" high	\$95.50	\$119.50
___ 8' Table - 30" high	\$102.00	\$127.50
___ 8' Table - 42" high	\$112.50	\$140.75
● Optional 4th Side Draped 30":	\$36.75	\$46.00
● Optional 4th Side Draped 42":	\$41.00	\$51.25

Show colors will be given when color is not selected.

Colors: Red, White, Blue, Black, Burgundy, Gray, Teal, Forest Green, Purple

UNDRAPED DISPLAY TABLES (24" wide)

(Covered with white vinyl)

Qty.	Discount Rates	Standard Rates
___ 4' Table - 30" high	\$33.50	\$42.00
___ 4' Table - 42" high	\$37.00	\$46.25
___ 6' Table - 30" high	\$45.00	\$56.25
___ 6' Table - 42" high	\$50.50	\$63.00
___ 8' Table - 30" high	\$62.00	\$77.50
___ 8' Table - 42" high	\$67.50	\$84.00

LUMILOC SYSTEM RISERS

Qty.	Discount Rates	Standard Rates
___ 4'L x 8"W x 8"H	\$41.00	\$51.25
___ 6'L x 8"W x 8"H	\$59.00	\$73.75
___ 8'L x 8"W x 8"H	\$72.50	\$90.75

Riser(s) to be placed on ___ft. long tables ordered.

Add 10% to Standard Rates for orders received at show site.

Total All Items Ordered \$ _____

Sales Tax 7% \$ _____

Total Payment Enclosed = \$ _____

Note: Payment should include Sales and/or Use Taxes as indicated

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____		EMAIL ADDRESS _____		BOOTH NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____		FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - PLEASE PRINT _____		



A 7" x 44" ID Sign is provided with your booth.

CHOOSE YOUR SIZE

QTY. TOTAL	STANDARD SIGN SIZES	PRICE	
___	7"x11" @	\$36.00 =	\$ _____
___	7"x22" @	\$37.00 =	\$ _____
___	7"x44" @	\$39.00	\$ _____
___	11x14" @	\$45.00 =	\$ _____
___	14"x22" @	\$54.00 =	\$ _____
___	14"x44" @	\$64.00 =	\$ _____
___	22"x28" @	\$68.00 =	\$ _____
___	28"x44" @	\$98.50 =	\$ _____
___	40"x60" @	Quoted on Request	

Signs are based on one color copy, white showcard and 10 words or less per sign.

INDICATE OPTIONAL SERVICES REQUIRED

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word	= \$ _____
___	Change in color copy	@ \$12.50 per change	= \$ _____
___	Easel back on sign	@ \$8.00 per sign	= \$ _____
___	Colored showcard	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

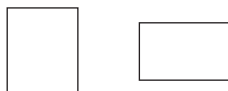
ADDITIONAL SERVICES Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics, or any other items.

INDICATE YOUR SIGN COPY

Please feel free to draw on reverse side of this form.

CHOOSE YOUR STYLE AND COLOR

Vertical Horizontal Use your Judgment
For Sign Layout



Background color: _____

Lettering color: _____

Remember to order in advance to save time and money. **Orders received after deadline date will cost double the prices indicated.**

If you have questions or need assistance with any items not listed, please call the Expo Customer Service Dept at 404-699-0650.

TOTAL COST

_____ + _____ = \$ _____
Subtotal 7% Tax Total Cost

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____		EMAIL ADDRESS _____		BOOTH NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____		FAX _____		DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - please print _____		



I&D HOURLY RATES (One hour minimum per person)

STRAIGHT TIME 8:00 am to 4:30 pm Friday through Friday \$45.00 Per Person/Per Hour
OVERTIME 4:30 pm to 8:00 am Friday through Friday, all day Saturday.....\$67.50 Per Person/Per Hour

INSTALLATION LABOR

Please check off box below indicating which Supervision you have selected.

SUPERVISION BY ExpoPlus

- Exhibits are set up prior to exhibitor's arrival under the direction of ExpoPlus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. **Please complete the information on the reverse side so we may provide you with the best possible service in setting up your exhibit.**
- Please note our cancellation policy.
- **Reverse side of form must be completed.**

SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the ExpoPlus Service Center to pick up labor. Upon completion of work, supervisor must return to ExpoPlus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

I&D:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People	Apprx. Hours	Total Hours	Hourly Rate	Total Estimated Cost			

DISMANTLE LABOR

Please check off box below indicating which Supervision you have selected.

SUPERVISION BY ExpoPlus

- Exhibits are dismantled prior to exhibitor's arrival under the direction of ExpoPlus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please complete the information on the next page so we may provide you with the best possible service in setting up your exhibit.
- Please note our cancellation policy.
- Reverse side of form must be completed.

SUPERVISION BY EXHIBITOR PERSONNEL

- Supervisor must check in at the ExpoPlus Service Center to pick up labor. Upon completion of work, supervisor must return to ExpoPlus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

I&D:	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People	Apprx. Hours	Total Hours	Hourly Rate	Total Estimated Cost			

Note: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "no show charge" will be made.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	



BOMA Georgia
Cobb Galleria Centre-Hall A
May 17, 2017

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY ExpoPlus AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone # _____
 Shipped To: Warehouse Show Site From: City/State _____ Date _____
 Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Setup Plan/Photo: Attached To Be Sent With Exhibit In Crate Number: _____
 Carpet: With Exhibit Rented from ExpoPlus Color _____
 Size _____: Drawing Attached Drawing with Exhibit Electrical Under Carpet

Comments: _____

Graphics: With Exhibit Shipped Separately

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____ Method: Common Carrier
 _____ Air Freight
 _____ Van Line
 _____ Other (Specify) _____

Carrier*: (If Known) _____

Freight Charges: Prepaid Bill to: _____
 Collect _____

*Exhibitors using a carrier other than official show carrier must make arrangements for freight pick-up according to the following schedule:

Exhibitors clear of Hall - Wednesday, May 25th, 2017
 Please note: ExpoPlus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

SPECIAL INSTRUCTIONS/COMMENTS

PLEASE PROVIDE AN EMERGENCY CONTACT

NAME: _____ PHONE NO. _____

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

DISPLAY LABOR CONTINUED

Discount Deadline Date: May 2nd, 2017

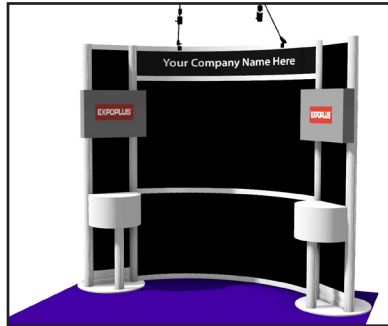
All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility



ALL PACKAGES INCLUDE:

- Installation & Dismantling Labor
- Standard Gray or Black Velcro Receptive Panels
- Standard Carpet (Complete Carpet Order Form)
- Standard Header Copy (black)
- Local Delivery

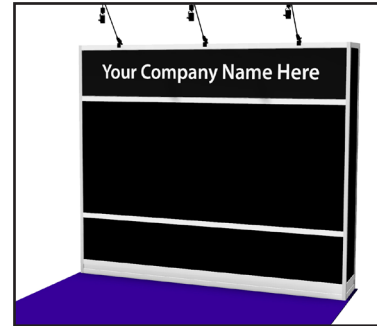
For price quotations or information on custom design, graphics, special panel coverings or plain white PVC panels please call ExpoPlusat 404.699.0650.



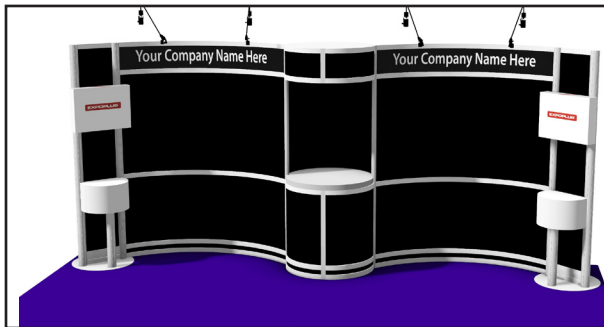
MDU NO. 1



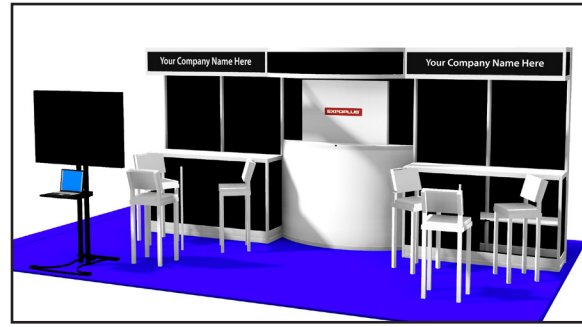
MDU NO. 2



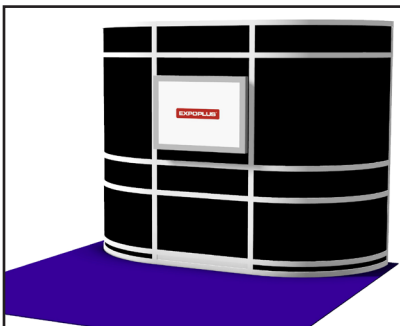
MDU NO. 3



MDU NO. 4



MDU NO. 5



MDU NO. 6



MDU NO. 7



MDU NO. 8



	Discount Price	Total
<input type="checkbox"/> MDU NO. 1 10'x10'	\$2,252.00	\$ _____
<hr/>		
Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 2 10'x10'	\$3,232.00	\$ _____
<hr/>		
Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 3 10'x10'	\$1,531.00	\$ _____
<hr/>		
Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 4 10'x20'	\$3,685.00	\$ _____
<hr/>		
Copy for standard header (black)		
 <input type="checkbox"/> MDU NO. 5 10'x20'	 \$5,103.00	 \$ _____
<hr/>		
Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 6 10'x10'	\$2,211.00	\$ _____
<hr/>		
Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 7 10'x10' Banner	\$1,871.00	\$ _____
<hr/>		
Copy for standard header (black)		
<input type="checkbox"/> MDU NO. 8 20'x20'	\$7,258.00	\$ _____
<hr/>		
Copy for standard header (black)		
Velcro Receptive Panels:		
<input type="checkbox"/> Black <input type="checkbox"/> Gray		
Carpet:		
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Teal		
<input type="checkbox"/> Purple <input type="checkbox"/> Burgundy <input type="checkbox"/> Forest Green <input type="checkbox"/> Black		
Add 25% if ordering after May 3rd, 2017 or add 50% if ordering on-site		\$ _____
	Sub Total	\$ _____
	Sales Tax 7%	\$ _____
	Total Price	\$ _____



Accessories ordered after May 2nd, 2017 will cost an additional 25% over prices indicated.
Accessories ordered on-site will cost an additional 50%.

	Quantity	Price	Total
Shelves			
<input type="checkbox"/> 1 meter straight - white only	_____	\$67.00	\$_____
Counter			
<input type="checkbox"/> 1 meter x 1/2 meter x 42" tall	_____	\$561.00	\$_____
<input type="checkbox"/> Gray			
<input type="checkbox"/> Teal			
<input type="checkbox"/> 2 meters x 1/2 meter x 42" tall	_____	\$630.00	\$_____
Other			
<input type="checkbox"/> Stem light - black (fixture only)	_____	\$85.00	\$_____
<input type="checkbox"/> Literature Holder - Plexi glass (holds 8 1/2" x 11")	_____	\$32.50	\$_____
		Sub Total	\$_____
		Sales Tax 7%	\$_____
Add 25% if ordering after the deadline date or add 50% if ordering on-site			\$_____
		Total Price	\$_____

Lighting and/or Electrical Services are NOT included with Unit Rental



BOMA Georgia
Cobb Galleria Centre-Hall A
May 17, 2017

Exhibitors who plan to have an exhibit service firm (other than the Official Service Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must abide by the following:

- 1. Notify Expo Plus no later than 30 DAYS prior to Show indicating the following:

Name of Service Firm: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

- 2. The Service Firm must notify Expo Plus of the names of all exhibiting companies for whom they have orders, and furnish insurance certificates to Expo Plus and the sponsor of the exhibition.
- 3. The Service Firm must check in at the Expo Plus Service Center to receive their badge.
- 4. Refer to the Official Service Contractors and Guidelines and Method of Payment 3rd Party Authorization for Exhibitor Appointed Contractors form in this service kit for additional requirements.
- 5. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper Certificate of Insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 days before the show opening.

*Expo Plus reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30 DAY deadline, Expo Plus must be contacted by telephone.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	
PHONE	FAX		DATE		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT - PLEASE PRINT		

NON-OFFICIAL SERVICE CONTRACTOR

Discount Deadline Date: May 2nd, 2017

All orders are governed by the ExpoPlus Payment Policy and the Limits of Liability and Responsibility



LABOR AND EQUIPMENT RATES

	STRAIGHT	OVERTIME	
Fork Lift up to 5,000 lbs W/ Operator	\$210.00	\$244.60	
Each additional laborer	\$41.00	\$61.50	

Overtime is from 4:30 pm to 8:00 am - Friday through Friday and all day Saturday.
Doubletime is all day Sunday and holidays.

Add 10% to rates above for labor ordered on show site.

Minimum charge for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth,
- have work checked by the exhibitor and
- return to the Service Center with the exhibitor to be signed out.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by ExpoPlus.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged a drayage rate by CWT.

All rates subject to change if necessitated by increased labor and material costs. Larger fork lift/crane service available by advance request.

CREW SIZE FOR INSTALLATION & DISMANTLING

A FORKLIFT IS REQUIRED for equipment or materials weighing 200 lbs or more.

If you DO NOT Request a forklift, a crew will be assigned consisting of: two laborers.

DESCRIPTION OF WORK TO BE PERFORMED

ORDER

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am.

We will need crew(s) as indicated below and will have a representative on hand to supervise the work to be done.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order, and approve the work order by signing.

FORKLIFT CREW INSTALLATION ESTIMATE

Date: _____ Time: _____ am/pm
Approx Hours @ _____ = _____
Hourly Rate Total Estimated Cost

FORKLIFT CREW DISMANTLE ESTIMATE

Date: _____ Time: _____ am/pm
Approx Hours @ _____ = _____
Hourly Rate Total Estimated Cost

ORDER CONFIRMATION

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center by 12:00 pm on the day preceding the date specified above. We cannot guarantee the availability of crews at specific times without confirmation

Please confirm Dismantling Labor at the exhibit site and allow time for return of empty crates and containers

NOTE: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "NO Show Charge" will be made.

CALCULATION OF ORDER

Please make payments in U.S. Funds.

PAYMENT ENCLOSED: \$ _____

NOTE: We understand that your calculation is only an estimate; invoicing will be done from the actual hours worked. Adjustments will be made accordingly. Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.



Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Expo Plus of the intention to utilize an independent contractor no later than 30 DAYS prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.

6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.

7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth space.

9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Expo Plus that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.

10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.

11. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



1. ExpoPlus and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by ExpoPlus or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that ExpoPlus and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are ExpoPlus and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to ExpoPlus or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. ExpoPlus and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to ExpoPlus in time to obtain the proper equipment.
4. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.
5. ExpoPlus and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that ExpoPlus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by ExpoPlus hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that ExpoPlus and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if ExpoPlus or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by ExpoPlus, its subcontractors or their employees.

7. ExpoPlus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit.
8. Claims for loss or damage must be submitted to ExpoPlus by the close of the show. No suit or action shall be brought against ExpoPlus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that ExpoPlus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of ExpoPlus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that ExpoPlus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. ExpoPlus and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the ExpoPlus Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and ExpoPlus and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of materials from the show site, ExpoPlus shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. ExpoPlus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with ExpoPlus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to ExpoPlus for material handling services or any other services provided by ExpoPlus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay ExpoPlus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against ExpoPlus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits. The consignment or delivery of a shipment to ExpoPlus or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

ExpoPlus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable. Be sure your materials are insured from the time they leave your firm until they are returned after the show.

1. ExpoPlus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. ExpoPlus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by ExpoPlus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by ExpoPlus or its subcontractors.
3. ExpoPlus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which result make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury or damage to you or your property must be left in its undisturbed condition and immediately reported to an ExpoPlus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to ExpoPlus by the close of the show. No suit or action shall be brought against ExpoPlus or its subcontractors more than one year after the incident giving rise to the cause of action.
5. The placing of an order for the services of tradesmen 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 the terms and conditions set forth in Sections 1 through 4 above.

ExpoPlus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

**Be sure your Liability Insurance is in effect at the
exhibit site.
Contact your insurance representative.**



VACUUMING and SHAMPOOING

We will require the following service(s) for our

Booth Number _____ which is _____ x _____ =
_____ sq.feet.

Vacuuming carpet/booth area

EVERY NIGHT*

Minimum Charge: 100 sq. feet per Day
Cost per square foot per night is26¢

BEFORE SHOW OPENS ONLY

Minimum Charge: 100 sq. feet per 10'x10' booth
Cost per square foot is.....29¢

Shampooing carpet

BEFORE SHOW OPENS ONLY

Minimum Charge: 100 sq. feet per 10'x10' booth
Cost per square foot is79¢

Mopping and Waxing available upon request

Anti-static Spray Application/booth area

Per Application
Minimum Charge: 100 sq feet per 10'x10' booth
Cost per square foot is.....26¢

PERIODIC PORTER SERVICE

Refuse will be removed from containers in your booth once an hour – show hours only – on a daily rate basis. If you require this service, please indicate your requirements below:

Every Show Day*

ONLY Day(s) Specified _____

Cost per day.....\$74.00

PORTER SERVICE

Use for booth wipe down, ice removal, etc.

We will require porter service.

Please contact us at our booth prior to show opening.

Rates Per Hour:

Mon.-Fri: 8:00 am to 4:30 pm\$35.00

Mon.-Fri: after 4:30 pm- All day Sat and Sun\$53.00

(1 hour minimum)

CALCULATION OF ORDER

*When ordering a daily service calculate 2 days.

Vacuuming	_____ (sq ft) x _____ (rate) x _____ (number of days)	= \$ _____
Shampooing	_____ (sq ft) x _____ (rate)	= \$ _____
Anti-Static Spray	_____ (sq ft) x _____ (rate)	= \$ _____
Periodic Porter Service	_____ (rate) x _____ (number of days)	= \$ _____
	Total All Lines	= \$ _____

PAYMENT ENCLOSED = \$ _____

Cost of Vacuuming and Shampooing will be invoiced on the total area of your booth. To avoid any misunderstandings regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service. Adjustments cannot be made after the close of the show. All rates subject to change if necessitated by increase in labor and material costs.

RETURN TO: ExpoPlus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	