Dear Exhibitor,

Thank you for being an exhibitor at the Lancaster County Convention Center.

The Lancaster County Convention Center is the exclusive utilities and food and beverage provider for the facility. To order utilities, please complete and return the order forms located in this packet along with relevant payment information. Please be sure to read materials carefully. Included are:

- Driving Directions
- Load In and Load Out Procedures
- Lancaster City Parking Map
- Motorized Vehicle Information
- Phone/Internet/Electric Order Form
- Water/Air Order Form
- Cleaning Service Form
- Fork Lift/Scissor Lift Form
- Labor Order Form
- Furniture Order Form
- Audio Visual Form
- Drayage Forms provided by General Exposition Services (GES)

Our website, www.lancasterconventioncenter.com, offers a detailed outline of the facilities policies and procedures and exhibitor forms. These items are located under Exhibitors, as well as other helpful information to assist you with your planning.

We are looking forward to a successful show for all. If you need additional assistance at any time, please contact us using the information below.

Sincerely,

Lancaster County Convention Center Convention Services Department

For additional assistance, please contact you Conference Service Manager or email

exhibitors@aimhosp.com.

LANCASTER COUNTY CONVENTION CENTER

Directions to Lancaster County Convention Center Loading Area

Lancaster County Convention Center
3 East Vine Street
Lancaster PA 17602

Directions from Harrisburg & South

- From Highway 283, take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to "Downtown Lancaster." Turn right at Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Baltimore & South

- From Highway 83, turn right onto Highway 30 East. From 30 take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to "Downtown Lancaster." Turn right at Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Philadelphia & East

- From the PA Turnpike, take Highway 222 to Highway 30 West. Take the Fruitville Pike exit and turn left onto Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Gettysburg & West

- From Highway 30, take the Fruitville Pike exit and follow signs to "Downtown Lancaster."
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Load in & Load Out Procedure

Exhibitor Guidelines

We welcome you to the Lancaster County Convention Center. We would like to thank you in advance for your cooperation in helping to assure that everyone has a safe and successful event. The Convention Center has a loading area for vendor vehicles on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from exhibit areas. Your Show Manager will publish the dates and times established for the use of the loading zone in advance. Access to the Exhibit area or loading area will not be granted outside of these arranged times.

- Exhibitor Vehicle Access during Load In/Out
  Must use loading dock access from Vine Street entrance at the Lancaster County Convention Center only. There are no loading privileges at any other entrances. See Map for Info.
- Bring your own carts
  The Convention Center has a limited number of flatbed carts available on a first come, first serve bases. Carts are checked out at the loading dock. Please return the cart when finished. We encourage you to bring your own cart to expedite the load in process.
- Parking
  Parking is available in the surrounding parking garages of Lancaster City. Please see attached map, your Show Manager may have arranged parking in a specific garage for Vendors. Parking in the loading area is prohibited.
- Children
  Children under 16 are NOT permitted on the loading docks during Load In / Out.
- Balloons
  The use of lighter than air (Helium) balloons is prohibited.
- Trucks with Trailers, Tractor Trailers and Container Trucks
  Trucks, Trailers and Containers may be parked at Loading docks 1, 2 and 3 for loading and unloading purposes only and must be moved as soon as emptied. They may not remain on the loading dock for the duration of the show unless previously authorized. Under no circumstance may trucks or trailers be left on the loading docks overnight. Once the truck is unloaded and before any equipment is set up the truck must be moved.
- Storage
  The Lancaster County Convention Center has no long term storage facilities for materials. Should items be shipped to the facility for your Event they can not arrive more than 3 days prior of the Event. Please mark all packages for your Event as follows:

Name:
Event Date:
Event Name:

Please include this as a separate label from the shipping label.
Please Note, the Lancaster County Convention Center will not he held liable for receiving damaged boxes.

- Tobacco
  The Lancaster County Convention Center is a smoke and tobacco free environment. Please do not smoke in the facility, smoking is only permitted 10 feet from any entrance.
- Firearms
  Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property
  Should firearms be part of your Exhibit please review the Firearms section in the Lancaster County Convention Center Manual with the Event Manager.
- Animals
  Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits and / or Entertainment. All Animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs or animals will be the sole responsibility of the client.

Load in & Load Out Procedure Continued

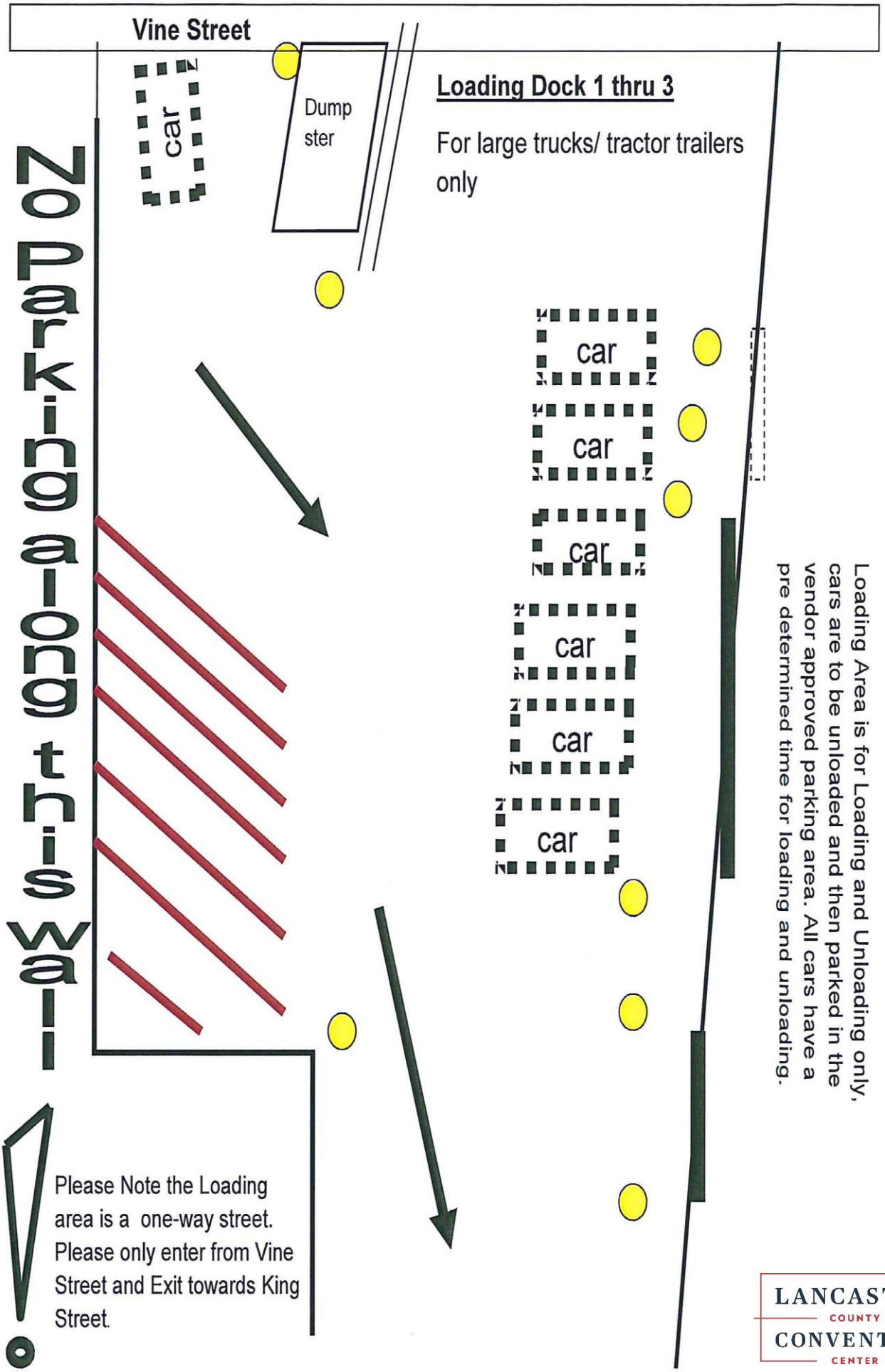
- Food and Beverage
  Outside food and beverage is not permitted in the facility without written consent from appropriate Lancaster County Convention Center staff.
- Security
  The Lancaster County Convention Center will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the Event. Arrangements may be made through the Event manager for Security of exhibits, merchandise and/ or Audiovisual equipment.
- Fire Safety and Decorations
  All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene, explosive materials or other flammable items are allowed. Gasoline powered vehicles may be displayed. Please review Motorized Vehicle section.
  Drapery and booth decorations can not block or cover the Fire Extinguishers, AED boxes or the Fire Alarm Strobes.
  - Pyrotechnics either indoors or outdoors, are not permitted
    - Water, chemical or dry ice fog/ haze are not permitted inside the Hotel or Convention Center without prior written permission from the Security Manager. Request must be submitted 30 days prior to the first day of the Event. Fog/ haze machines will require a fire watch service. Please note this is not a complimentary service, charges will be discussed prior to the event, varying with time, duration and size.
    - A Material Safety Data Sheet (MSDS) is required for any chemical unitized by Vendors, General Contractor, Show Manager, Production or AV Company
- Fork Lift / High Lift Rental
  All Forklifts, or other mechanical lifts are required to run on propane or electrical power. No combustible engines will be allowed to run in the Convention Center. All Lifts are to be operated by trained personal only, with a current valid operators license. A copy must be provided to the Security department and the license should be with the operator at all times.

Pricing with Hotel provided Operator:
Scissor Lift : $ 70 per hour
Fork Lift : $ 70 per hour

Once the exhibitors arrive at the loading dock, they must unload their items onto a cart. A limited number of flatbed carts are available in the loading dock area and will be signed out on a first come first serve bases. Vendors and Exhibitors are encouraged to bring their own cart, dolly or other item that could assist with transport of their items. After their items have been re- moved from their vehicle and placed either in the loading dock area or the vicinity of their booth, they must return to their vehicle and move it to the authorized parking area for Vendors. Vehicles are to be removed from the loading dock before exhibitors spend time “arranging” or “setting up” their booth. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

Load-out will not begin until the designated time approved by the presenter of the event. The loading dock interior and exterior doors will not open until the time posted in the show program pre determined by the Show Manager.

DOWNTOWN LANCASTER, PA
W LEMON ST
N MULBERRY ST
N ARCH ST
N WATER ST
N PRINCE ST
N QUEEN ST
N CHRISTIAN ST
N DUKE ST
W WALNUT ST
300 NORTH QUEEN STREET SHOPS
RRTA
Queen Street Station Transit Center
Pennsylvania College of Art & Design
Art Garden
Police Station
W CHESTNUT ST
Shreiner Concord Cemetery
Hole in the Wall Puppet Theatre
GALLERY ROW
Post Office
Hotel Lancaster
Binns Park
Lancaster Square
W MARION ST
Ellicott-von Hess House
City Hall
W ORANGE ST
Ware Center Millersville University-Lancaster
The Trust Performing Arts Center
Lancaster County Courthouse
W GRANT ST
E GRANT ST
S MULBERRY ST
Fulton Theatre
Hager Arcade Shops
Central Market
W KING ST
MILL ST
PENN SQUARE
E KING ST
Demuth Museum
E MIFFLIN ST
Marriott Hotel
Steinman Park
Lancaster County Convention Center
Lancaster Newspapers Newseum
S LIME ST
W VINE ST
Thaddeus Stevens & Smith National Historic Site
Southern Market Center
Case Commons
S PRINCE ST
BEAVER ST
S QUEEN ST
S CHRISTIAN ST
S DUKE ST
CHURCH ST
LANCASTER CITY ALLIANCE
Map illustration: Emery Pajer
Graphic elements provided by the Iron Compass Map Company
The data represented is accurate to the best of our knowledge. Any errors and omissions should be reported to the James Street Improvement District.
©2013 James Street Improvement District (JSID)
DetailMap_v02h
City of Lancaster Downtown Parking Garages & Lots
GARAGES
Lancaster Parking Authority
1 Water Street Garage 220 N. Water St.
2 Duke Street Garage 150 N. Duke St.
3 Prince Street Garage 111 N. Prince St.
4 Penn Square Garage 38 S. Duke St.
5 King Street Garage 146-52 E. King St.
6 Queen Street Garage 424 N. Queen St
Red Rose Transit Authority
8 Queen Street Station Garage 201 N. Queen St.
LOTS
1 N. Prince St.
2 W. King St.
3 E. Grant St.
0 125 250 500 feet
scale 1:3,300 5280 Feet = 1 mile
Visitor Center
Parking Entrance



LANCASTER COUNTY CONVENTION CENTER

LANCASTER COUNTY CONVENTION CENTER

Motorized Vehicles

At no time, without approval from the Director of Security, are motorized vehicles allowed to pull in and onto the exhibit hall floor, with the exception of authorized display vehicles that have obtained the proper permit.

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class –1 or Class –2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.

Display Vehicles:

- Must conform to State and City fire codes
- Must have less than 1/4 tank of gas
- Battery must be disconnected and stay disconnected for the duration of the show.

All display vehicles must file a permit application with the Security Manager. The Application containing Make, Model, Year and proof of Insurance must be submitted no later than thirty (30) days prior to the Event date. The permit fee is $25 for each vehicle.

There will be assigned load-in and load out time for the display vehicles

Upon arrival at the Lancaster County Convention Center loading area, present the green “Display Vehicle Approval Form” clearly for the Loading Master to see. This form will grant access to the Exhibit area for display vehicles.

Upon entering, a non permeable poly sheeting must be laid under the vehicle to prevent oil drips. The sheeting must remain under the vehicle for the entire duration the vehicle is in the building.

Within the first 30 minutes of the vehicle entering the building the vehicle must be inspected by the Security Manager, who will check the fuel gage level then supervise the battery being disconnected. The vehicle will then receive the permit from the Security Manager.

At no time should be the battery be reconnected without the Security Manager’s approval.

Tiffany Bovell, Director of Security and Safety
(717) 207– 4054
Tiffany.Bovell@aimhosp.com

Lancaster Marriott at Penn Square
& Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603

LANCASTER COUNTY CONVENTION CENTER

Display Vehicle Permit Application

Company Name : _____

Owner Name : _____

Contact Number : _____

Owner Address : _____

City, State : _____

Driver Name : _____

Contact Number #2 : _____

Event Name : _____

Event Date : _____

Make : _____

Model : _____

Year : _____

Color : _____

Notes: _____

_____

_____

Tiffany Bovell, Director of Security and Safety
25 S Queen St. Lancaster, PA 17603
(717) 207– 4054
Tiffany.Bovell@aimhosp.com

Please include a copy of the Insurance card with this Application

Lancaster Marriott at Penn Square
& Lancaster County Convention Center

LANCASTER COUNTY CONVENTION CENTER

Lancaster County Convention Center
25 South Queen St.
Lancaster, PA 17603
P: (717) 207-4000 F: (717) 207-4028

ELECTRICAL SERVICE ORDER FORM

Name of Event		Event Dates	Booth #
Company Name		Phone Number	
Address	City	State	Zip
Contact Person	Email		Date

Payment Notice: All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

STANDARD ELECTRICAL SERVICE

120 VOLTS per single receptacle	**Standard Rate**	**Quantity**	**# of Days**	**Item to be Hooked Up**	**Total**
20 amp (1920 watts)	$50/day				$
30 amp (2820 watts)	$85/day				$
208 VOLTS/TWO or THREE PHASE	**Standard Rate**	**Quantity**	**# of Days**	**Item to be Hooked Up**	**Total**
20 amp*	$100/day				$
30 amp*	$150/day				$
40 amp*	$175/day				$
60 amp*	$225/day				$
100 amp*	$400/day				$
400 amp*	$650/day				$

*** If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not.**_____

Miscellaneous	**Standard Rate**	**Quantity**	**Total**
Extension Cords	$20		$
Power Strip	$25		$
			$
			$

****For any hook-up not listed, please provide specifc requirements.**

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	
$20 Late Fee	

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@aimhosp.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ **Exp.** _____

Date _____ **Name** _____

Signature _____

*****Please note, electric added on site is subject to a late fee of $20. Electric can't be added once show has commenced.*****

LANCASTER COUNTY CONVENTION CENTER

Lancaster County Convention Center
25 South Queen Street, Lancaster, PA 17603
P: (717) 207-4000 F: (717) 207-4028

WATER AND AIR SERVICE ORDER FORM

Name of Event/Show Name		Event Dates	Booth #
Company Name	Phone Number	Fax Number	
Address	City State		Zip
Order Placed By	Signature		Date
On Site Contact		Cell Phone Number	

WATER USAGE

	Description	Rate	Total
Water	1-100 gallons	$125	
	Each additional 100 gallons	$75	

COMPRESSED AIR

	Description	Rate	Total
Air Approx 110 PSI	Individual Connection	$250	
	Additional Connection	$125	
Please include a description of what the device is that needs air:		**Subtotal**	
		PA 6% Sales Tax	
		SERVICE TOTAL	

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@aimhosp.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number_____**Exp. Date**_____ **Print Name**_____ **Authorized Signature**_____

LANCASTER COUNTY CONVENTION CENTER

Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603
P: (717) 207-4000 F: (717) 207-4028

CLEANING SERVICE ORDER FORM

Name of Event/Show Name	Event Dates		Booth #
Company Name	Phone Number	Fax Number	
Address	City	State	Zip
On Site Contact	On Site Contact Cell Phone Number		
Order Placed By	Signature		Date

CLEANING SERVICE

Per Square Foot Per Day Standard	Standard Rate	Quantity	Total
Initial Vacuum or Mopping	$0.25		$
Service includes one time vacuum or mop one day prior to event or show day.			
Daily Vacuum or Mopping	$0.25		$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as nightly waste basket emptying.		NOTE: the LCCCA does not provide waste baskets for exhibitors.	
Daily Vacuum or Mopping + Porter Service	$0.40		$
Service includes vacuum or mop one day prior to each event or show day, including the first show day, as well as waste basket emptying and booth sweep throughout show hours as needed.			
Shampoo Service	$0.40		$
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.			

Subtotal	**$**
PA 6% Sales Tax	**$**
SERVICE TOTAL	**$**

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@aimhosp.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number_____ **Exp. Date**_____

Print

Name_____ **Signature**_____

_____

LANCASTER COUNTY CONVENTION CENTER

Lancaster County Convention Center
25 South Queen St..
Lancaster, PA 17603

P: (717) 207-4000 F: (717) 207-4028

FORKLIFT ORDER FORM

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City		State	Zip
Contact Person	Email			Date

Payment Notice: All forklift charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. FORKLIFT SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

FORKLIFT

	Standard Rate	Date of Use	Time of Use	Weight of Item	Total
Forklift Service DAY 1	$50/day				
Forklift Service DAY 2	$50/day				$

DESCRIPTION OF ITEM:

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@aimhosp.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number_____**Exp. Date**_____

Print

Name_____ **Authorized**

Signature_____

LANCASTER COUNTY CONVENTION CENTER

Lancaster County Convention Center
25 South Queen St., Lancaster, PA 17603
P: (717) 207-4000 F: (717) 207-4028

LABOR ORDER FORM

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City		State	Zip
Contact Person	Email			Date

Payment Notice: All labor charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. LABOR SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

LABOR

Labor	Standard Rate	# of Men	Date	Time	Approx. Hours	Total
Set Up Display	$55/hour per person					$
Dismantle Display	$55/hour per person					$

BANNER HANGING

Must provide your own cable or rope to hang banners

Labor	Standard Rate	# of Banners	Date and Time of Banner Arrival	Total
Banner Hanging	$50/banner			$

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@aimhosp.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ **Exp. Date** _____ **Print Name** _____ **Authorized Signature** _____

One hour minimum per person. Please include any instructions, diagrams or pictures that would assist in the setup and dismantling of your booth.

Lancaster County Convention Center
25 South Queen St.
Lancaster, PA 17602

P: (717) 207-4000 F: (717) 207-4028

FURNITURE ORDER FORM

Name of Event	Event Dates	Booth #

Company Name	Phone Number

Address	City	State	Zip

Contact Person	Email	Date

Item	Standard Rate	Quantity	Total
Chair	$5		$
Bar Stool (limited quanities exist)	$10		$
6' x30" Table	$15		$
8' x 30" Table	$20		$
6'x30" Table, Clothed, Skirted	$25		$
8'x30" Table, Clothed, Skirted	$30		$
30" Round Table, 28" High, Clothed	$20		$
30" Round Table, 42" High, Clothed	$20		$
72" Round Table, Clothed	$25		$
6'x18" Table	$15		$
8'x18" Table	$20		$
6'x18" Table, Clothed, Skirted	$25		$
8'x18" Table, Clothed, Skirted	$30		$
Tripod Easel	$20		$

Subtotal	
PA 6% Sales Tax	
SERVICE TOTAL	

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@aimhosp.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number_____Exp. Date_____

Print Name_____

Authorized Signature_____

Lancaster County Convention Center
25 South Queen St.
Lancaster, PA 17603
P: (717) 207-4084
F: (717) 207-4028

AUDIO VISUAL ORDER FORM

Name of Event		Event Dates	Booth #
Company Name		Phone Number	
Address	City	State	Zip
Contact Person	Email		Date

Item	Standard Rate	Quantity	Days	Total
24" LCD Monitor - upright chome stand, DVD player or VGA input	$180			$
55" LCD Monitor - upright chome stand, DVD player or VGA input	$575			$
6' or 8' Projection Screen	$75			$
3K Lumen LCD Projector	$375			$
LED Uplighting (per fixture)	$75			$
Flipchart - with paper pad and markers	$75			$
Powered Speaker with Wired Microphone & Stand	$155			$
Wireless - HSIA (per device)	$50			$
Wired - HSIA (per device)	$125			$
Standard/Direct Analog Phone Line	$75			

Subtotal	
23% Service Charge	
6% PA Sales Tax	
SERVICE TOTAL	

Completed forms can be returned via email to exhibitors@aimhosp.com or fax to (717) 207-4028. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number_____Exp. Date_____

Print Name_____

Authorized Signature_____

General Exposition Services
205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464

Tel: (610) 495-8866
Fax: (610) 495-8870

Dear Exhibitor:

General Exposition Services has been selected by the Lancaster County Convention Center to provide local drayage services.

It is our pleasure to provide you with the best local drayage service. If you require our services please review the following information packet and fax back the Material Handling and Shipping Costs Order Form and Credit Card Authorization form to (610) 495-8870. If you have any further questions please contact one of General Exposition Services representatives.

Enclosed you will find:

Material Handling Information
Material Handling and Shipping Cost Order Form
Credit Card Authorization Form

Shipments received within 5 business days before the event will be considered "Late Shipments".

Please do not hesitate to contact us with any questions.

info@generalexposition.com
Office: (610) 495-8866
Fax: (610) 495-8870

General Exposition Services
205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464

Tel: (610) 495-8866
Fax: (610) 495-8870

Limitations of General Exposition Services Liability and Responsibility

a. General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

b. General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

c. General Exposition Services shall not be responsible for loss, theft, and disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

d. General Exposition Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.

e. General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item and $1,000 per shipment. The maximum liability for a UPS shipment will be $75.00//shipment.

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

g. The consignment or delivery of a shipment to General Exposition Services by an exhibitor, or by any shipper to or 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 the Bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

a. We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set fourth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.

b. We agree to the "Limitations of General Exposition Services Liability and Responsibility".

c. We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.

d. With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof.

(1)Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.

e. We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

General Exposition Services
205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464

Tel: (610) 495-8866
Fax: (610) 495-8870

Material Handling Information

Advanced Warehousing

Common Carrier Shipments of exhibit materials consigned to General Exposition Services' warehouse must arrive no later than three (3) business days prior to the event date. Exhibit material may be delivered up to thirty (30) days prior to the show installation date and receive free storage. Longer storage time may be arranged for at an additional fee.

Condition of Shipment

ALL SHIPMENTS MUST PE PALLETIZED OR CRATED. LOOSE OR UNCRATED MATERIAL WILL NOT BE ACCEPTED. GENERAL EXPOSITION SERVICES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE OR LOOSE ARTICLES.

Local Drayage

Exhibit materials will be delivered to your booth prior to or during the designated installation period. Empty crates, cartons, and cases will be removed from your booth after completion of installation and stored off-site during the event. Please place Storage stickers with your company name on your empty containers. After the event, empty containers will be returned to the respective booth.

It is not General Exposition Services' responsibility to unpack or pack exhibit materials.

Outbound shipments require an outbound bill of lading. Once the shipments is packed and properly labeled, the bill of lading must be returned to a representative of General Exposition Services. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company at their expense. ALL SHIPMENTS MUST HAVE A BILL OF LADING PRIOR TO LEAVING THE CONVENTION FACILITY.

Outbound Shipments

Shipping information, bills of lading, and labels will be available from a General Exposition Services Representative. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.

After the show, General Exposition Services can provide delivery back to the warehouse as an option for an additional fee. If you select this option, you are able to schedule your carrier of choice to pick up your freight materials at the warehouse address. Call General Exposition Services at the above phone number to select this option.

Payment

Payment for local drayage and, where appropriate, storage services must be prepaid prior to receiving the items at your exhibiting space. Forms of payment accepted are company check, wire transfer, or credit card. General Exposition Services requires a credit card to be on file for all material handling services. Failure to do any of this may delay the expediting of your materials.

How Are Drayage Rates Determined?

Since union labor is used to move freight, General Exposition Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

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Insurance

General Exposition Services shall not be liable for any loss or injury to the exhibit material stored with or transported by General Exposition Services however caused, unless such loss or injury resulted from the failure by General Exposition Services to exercise such care in regard to it as a reasonably careful person would exercise under like circumstances. General Exposition Services is not liable for damages which could not have been avoided by the exercise of such care. Goods are not insured by General Exposition Services against loss or injury unless specifically so provided in writing. EXHIBITOR ACKNOWLEDGES RECEIPT OF THE ATTACHED LIMITATIONS OF LIABILITY.

General Exposition Services shall not be liable for injury or damage to fragile articles, which are defined for purposes of this agreement as all articles susceptible to breakage or crushing, which are not both packed and unpacked by General Exposition Services' employees.

Documents, currency, money, jewelry, waters, precious stones, or articles of extraordinary value must be specifically disclosed in writing. General Exposition Services will not be liable for their loss or damage.

Exhibitors are encouraged to carry "all-risk" insurance covering materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received by exhibitor after the show. General Exposition Services is not an insurer and will not be liable for any loss resulting from any failure to insure the materials covered under this agreement.

Safety and Security

General Exposition Services will not be responsible for the condition, count, or content of exhibit materials once they are placed in the booth. This applies even if the exhibitor is not present when the materials are delivered, or picked up. All orders received by General Exposition Services prior to the removal of the exhibit materials are subject to final count and correction made at the time of actual removal.

Prohibited Material

General Exposition Services will not accept the following material for warehousing and transport to the exhibition space:

- Live Animals
- Hazardous Substances which shall include, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, hazardous or toxic pollutants or related materials, asbestos or any material containing asbestos, or any other substance, mixture, waste, compound, material, element, product or matter as defined by any federal, state, or local environmental law, ordinance or rule.
- Explosives, including fireworks
- Items which require climate control
- Firearms
- Any items, or substances that are prohibited from shipment to, or display at the exhibition space

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MATERIAL HANDLING & SHIPPING COSTS

ROUND TRIP RATES, PER SHIPMENT. USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100LBS.

The Material Handling Rates below are guaranteed if INBOUND shipments are checked in at the General Exposition Services warehouse before 4 PM weekdays or at the exhibit before 4 PM weekdays. THESE RATES ARE SUBJECT TO SURCHARGES. See below.

Certified Weight Tickets are required for each shipment. Forward copies of your bills of lading.

PLEASE ENSURE ALL BOXES & CRATES ARE CLEARLY LABELED WITH EXHIBITOR/TRADE SHOW NAME/BOOTH NUMBER

Advanced Shipping Address: To: *(Trade Show Name, Name of Exhibitor, and Booth Number)*
c/o General Exposition Services
205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464

Discount Deadline: Five (5) business days before the event.
Late Shipment: Materials accepted past the deadline will be charged an additional 25%.

RATE CLASSIFICIATIONS STANDARD RATES	*SHIPMENT WEIGHT/100LBS	BASE RATE	MIN./SHIPMENT 200LBS	ESTIMATED CHARGES
Advance Shipments to Warehouse boxed or crated	**200lb min.**	**$50.00**	**$100.00**	
Small Package *(each shipment that is 30lb and under)*:	**30lbs and under**	**$25.00**	**n/a**	

TOTAL ESTIMATED WEIGHT
ESTIMATED PAYMENT
Please forward $$ to Payment & Charge Form

OVERTIME SURCHARGES—These rates are based on the material handling rates above.

A 25% ($25.00 minimum) late charge will apply if:

- Received after the last day for shipment to arrive at the warehouse.

A 25% overtime surcharge for every occurrence will apply if:

- Inbound—freight arrives after 4 PM on weekdays and shipments are unloaded on overtime,
- Inbound shipments are unloaded on overtime,
- Outbound shipments are loaded on overtime,
- Warehouse freight must be moved to the exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services, or
- Freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services

Standard time	Overtime
Monday - Friday 8 AM - Noon / 1 PM – 4 PM	Monday - Friday before 8 AM-After 4 PM
	All day Saturday, Sunday and all Holidays

TERMS

Prices only apply to orders with payment in full received at the above address prior to the order deadline date on the enclosed forms.
All charges for service and/or equipment must be paid in advance by credit card - American Express, VISA or Mastercard.
All shipments must be prepaid, collect shipments will be refused.

Name of Show_____

Exhibitor_____ Date_____

Address_____ City_____ State____ Zip_____

Phone #_____ Fax #_____

Ordered By_____ Booth #_____

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Name of Show_____

Exhibitor_____ Date_____

Address_____ City_____ State____ Zip_____

Phone #_____ Fax #_____

Ordered By_____ Booth #_____