



- **Conventions**
- **Special Events**
- **Trade Shows**

Dear Exhibitor:

EXPO Décor **welcomes** you to the **California State Home & Garden Show**. This event will be held **August 18-20, 2017** at the McClellan Business Park – Jackson Sports Academy. EXPO Décor is your Event Decorator Specialist.

Your booth will include the following:

One (1) 8' back wall drape  
One (1) 11" x 17" ID sign with booth #

Two (2) 3' side rail drape  
One (1) 500 watts of electrical service

The booth drape colors will Black & Silver. Should you require any additional **tables, chairs, easels, carpeting, etc.**, please complete the enclosed **Furniture and Accessories** order form.

Your space comes with 500 watts. However, If you require additional electrical service you **must fill out** the quantity you are requiring and all other requested information. This form must be completely filled out. **Unauthorized use of electrical services causes serious overload problems. An Expo Electrician will perform an audit on show site. If the power usage exceeds amount ordered, you will be charged accordingly. Any electrical not requested but is used on show-site will be charged substantially more for unauthorized use.**

EXPO Décor is offering **shipping/handling service**. We can receive, handle, store and then deliver your materials to your booth. If you need this service, please complete the enclosed **Shipping/Handling Service forms**. All orders must be shipped to the Fresno address noted on the order form for handling and **must be received no later than Friday August 4, 2016**.

If you are sending to the show site, you must set it for **delivery ONLY on Thursday, August 17<sup>th</sup>, between 8 am-5pm**. The venue will not sign for your delivery if it is delivered before this date and time.

If you need **return drayage**, please contact our office to handle this request.

**The deadline for all forms and payments is Friday, August 4, 2017.** Any order after this date will be at regular **"Show"** price and must be paid for before the show opens. **Please scan and email your order, only sending in the forms that you have ordered items on.**

**Exhibitor move-in: Thursday, August 17th from 8:00 AM - 8:00 PM**

**Show Hours: Friday, August 18th from 10:00 AM - 6:00 PM  
Saturday, August 19th from 10:00 AM - 6:00 PM  
Sunday, August 20th from 10:00 AM - 5:00 PM**

**Exhibitor move-out: Monday, August 21st from 8:00 AM - 12:00 PM**

**\*\*IF YOU REQUIRE DRIVING YOUR DISPLAY ONTO THE SHOW FLOOR, PLEASE EMAIL SHERRY LARSEN AT [SHERRY@CALSTATESHOWS.COM](mailto:SHERRY@CALSTATESHOWS.COM) AS SOON AS POSSIBLE.**

Should you require additional information, please contact us at (559) 495-3300.

Sincerely,

*Amber Harrington*

Amber Harrington  
Event Specialist

**P.O. Box 9321, Fresno, CA 93791 • Tel: (559) 495-3300 ext. 114 • Fax: (559) 495-3305**

Email: [Amber.h@expodecor.com](mailto:Amber.h@expodecor.com)



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#557-8-17  
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# PAYMENT POLICY & BILLING AUTHORIZATION

**NOTE: THIS FORM & PAYMENT MUST ACCOMPANY  
 ALL ORDERS PLACED WITH EXPO**

## PLEASE PRINT CLEARLY or TYPE THE PAYMENT TYPE INFORMATION

American Express     Discover     MasterCard     Visa

Credit Card #

Exp. Code:   /

Security Code:

Name on the card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing Address (of credit card): \_\_\_\_\_ Zip: \_\_\_\_\_

The Cardholder hereby authorized the following people to sign on the above account for any additional charges incurred at show site:

|   |  |                         |
|---|--|-------------------------|
| <b>Please enter the <i>Totals</i> from the appropriate forms:</b> |  |                         |
| Furniture & Accessories Total: \$ _____                           | Display Labor Total: \$ <u>N/A</u>           |                         |
| Carpet Total: \$ _____  | Booth Cleaning Services Total: \$ <u>N/A</u> | <b>Grand Total Due:</b> |
| Electrical Total: \$ _____  | Freight Handling Services Total: \$ _____    | \$ _____                |
| Water & Utility Service Total: \$ <u>N/A</u>                      | Sign Hanging Services Total: \$ <u>N/A</u>   |                         |

COMPANY/EXHIBITOR: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ TEL: \_\_\_\_\_



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# FURNITURE & ACCESSORIES

#557-8-17 - California State Home & Garden Show  
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## TABLES

Wooden display tables - 24" wide - 32" high  
 Counter height tables are 24" wide - 42" high

## ACCESSORIES

| QTY. | DESCRIPTION                   | RENTAL PRICES |         |
|------|-------------------------------|---------------|---------|
|      |                               | ADVANCE       | SHOW    |
|      | 4' LONG TABLE - SKIRTED       | \$55.00       | \$72.00 |
|      | 4' LONG TABLE - NOT SKIRTED   | \$43.00       | \$56.00 |
|      | 6' LONG TABLE - SKIRTED       | \$61.00       | \$79.00 |
|      | 6' LONG TABLE - NOT SKIRTED   | \$49.00       | \$64.00 |
|      | 8' LONG TABLE - SKIRTED       | \$67.00       | \$87.00 |
|      | 8' LONG TABLE - NOT SKIRTED   | \$55.00       | \$72.00 |
|      | 4' LONG COUNTER - SKIRTED     | \$67.00       | \$87.00 |
|      | 4' LONG COUNTER - NOT SKIRTED | \$55.00       | \$72.00 |
|      | 6' LONG COUNTER - SKIRTED     | \$73.00       | \$95.00 |
|      | 6' LONG COUNTER - NOT SKIRTED | \$61.00       | \$79.00 |
|      | 8' LONG COUNTER - SKIRTED     | \$85.00       | \$95.00 |
|      | 8' LONG COUNTER - NOT SKIRTED | \$77.00       | \$87.00 |
|      | 48" ROUND TABLE - PLAIN       | \$43.00       | \$56.00 |
|      | 60" ROUND TABLE - PLAIN       | \$49.00       | \$64.00 |
|      | 72" ROUND TABLE - PLAIN       | \$55.00       | \$72.00 |
|      | COCKTAIL TABLE (30" HIGH)     | \$37.00       | \$48.00 |
|      | COCKTAIL TABLE (42" HIGH)     | \$49.00       | \$64.00 |
|      | 5' SERPENTINE TABLE - PLAIN   | \$61.00       | \$79.00 |
|      | 5' SERPENTINE TABLE - SKIRTED | \$73.00       | \$95.00 |

| QTY. | DESCRIPTION  | RENTAL PRICES |         |
|------|--|---------------|---------|
|      |  | ADVANCE       | SHOW    |
|      | FOLDING CHAIR  | \$3.00        | \$6.00  |
|      | BARSTOOL   | \$12.00       | \$16.00 |
|      | 5-GAL. WASTEBASKET   | \$8.00        | \$10.00 |
|      | 32-GAL. TRASH CAN  | \$12.00       | \$15.00 |
|      | FIRE EXTINGUISHER  | \$31.00       | \$40.00 |
|      | TABLE RISER: <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' | \$21.00       | \$27.00 |
|      | EASEL (WOOD/METAL)   | \$19.00       | \$25.00 |

## PIPE & DRAPE

ORDERS MUST BE PLACED A  
 MIN. OF 7-DAYS IN ADVANCE

| QTY. | DESCRIPTION   | RENTAL PRICES |             |
|------|---|---------------|-------------|
|      |   | ADVANCE       | SHOW        |
|      | PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates | \$21.00       | \$27.00     |
|      | 3' tall drape - includes hardware                                   | \$8.00/ft.    | \$11.00/ft. |
|      | 8' tall drape - includes hardware                                   | \$10.00/ft.   | \$15.00/ft. |

Drape is available in the following colors:

- Black     Blue     Berry     Burgundy  
 Dusty Rose     Gold     Hunter Green     Plum  
 Red     Silver     Teal     Violet  
 White

## SKIRTING/LINEN

ORDERS MUST BE PLACED A  
 MIN. OF 7-DAYS IN ADVANCE

| QTY. | DESCRIPTION                   | RENTAL PRICES |
|------|-------------------------------|---------------|
|      | 32" HIGH TABLE SKIRT          | \$19.00       |
|      | 42" HIGH COUNTER SKIRT        | \$21.00       |
|      | LINEN: 90" ROUND & 120" ROUND | \$15.00       |

Skirting is available in the following colors:

- Black     Blue     Berry     Burgundy  
 Dusty Rose     Gold     Hunter Green     Plum  
 Red     Silver     Teal     Violet  
 White

NO CREDITS WILL BE ISSUED  
 AFTER CLOSE OF SHOW!

"Show" order rates apply for all orders not paid in FULL by the  
 'Advance Payment' deadline 08/04/2017.

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_

Contact (print): \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

FOR OFFICE  
 USE ONLY

CONTRACT #:



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# CARPETING

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|   |   |
|---|---|
| <h2>STANDARD CARPET</h2> <p>Price includes complete installation and removal.</p> | <h2>CARPET PADDING</h2> <p>STANDARD SIZES</p> |
|---|---|

| QTY. | SIZE      | RENTAL PRICES |                 | QTY. | SIZE      | RENTAL PRICES |                 |
|------|-----------|---------------|-----------------|------|-----------|---------------|-----------------|
|      |           | ADVANCE       | SHOW            |      |           | ADVANCE       | SHOW            |
|      | 10' X 10' | \$92.00       | <b>\$120.00</b> |      | 10' X 10' | \$50.00       | <b>\$65.00</b>  |
|      | 10' X 20' | \$183.00      | <b>\$238.00</b> |      | 10' X 20' | \$100.00      | <b>\$130.00</b> |
|      | 10' X 30' | \$275.00      | <b>\$358.00</b> |      | 10' X 30' | \$150.00      | <b>\$195.00</b> |
|      | 10' X 40' | \$366.00      | <b>\$476.00</b> |      | 10' X 40' | \$200.00      | <b>\$260.00</b> |

**Standard Carpet Colors (Check One):**

- Black**     
  **Blue**     
  **Red**

**NOTE:** Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

**"Show" order rates apply for all orders not paid in FULL by the 'Advance Payment' deadline of 08/04/2017.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE MAKE SURE TO INCLUDE THE "PAYMENT POLICY & BILLING AUTHORIZATION" FORM**

**Payment Policy:** All invoices must be settled at time of order. **Please scan** this form with the **PAYMENT POLICY & BILLING AUTHORIZATION** form to the Expo Decor Contact listed on the cover letter. All forms are your receipt of services ordered. A credit card receipt will be faxed or emailed to you upon receiving materials to show that payment has been collected.

|                            |             |                   |  |
|----------------------------|-------------|-------------------|--|
| <b>FOR OFFICE USE ONLY</b> | CONTRACT #: | <b>TOTAL DUE:</b> |  |
|----------------------------|-------------|-------------------|--|



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Company / Exhibitor Name:

Booth #:

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| <b>ELECTRICAL OUTLETS</b> Approximately 120V A.C. 60 Cycle  |                           |                                   |                  |               | <b>FOR "ADVANCE"<br/>PAYMENT PRICE<br/>TO APPLY</b><br>payment must be received<br>with order by:<br><br><div style="font-size: 2em; font-weight: bold; text-align: center;">08/04/2017</div> |
|---|---------------------------|-----------------------------------|------------------|---------------|---|
| Exhibitor, 500 WATTS of electrical service is included with your space cost. Please make a YES or NO choice:<br><input type="checkbox"/> <b>YES, I want my INITIAL 500 watts.</b> <input type="checkbox"/> <b>NO, I don't need electricity.</b>   |                           |                                   |                  |               |   |
| QTY.  |                           | QUANTITY<br>@ 24 HRS.<br>ADD 100% | ADVANCE<br>PRICE | LATE<br>ORDER |   |
| <b>120 VOLT</b>   |                           |                                   |                  |               |   |
|   | 0-500 WATTS (5 AMPS)      |                                   | \$80.00          | \$104.00      |   |
|   | 501-1000 WATTS (10 AMPS)  |                                   | \$104.00         | \$135.00      |   |
|   | 1001-1500 WATTS (15 AMPS) |                                   | \$128.00         | \$166.00      |   |
|   | 1501-2000 WATTS (20 AMPS) |                                   | \$153.00         | \$199.00      |   |
| <b>208 VOLT SINGLE PHASE</b>  |                           |                                   |                  |               |   |
|   | 5 AMPS                    |                                   | \$132.00         | \$172.00      |   |
|   | 10 AMPS                   |                                   | \$188.00         | \$244.00      |   |
|   | 15 AMPS                   |                                   | \$214.00         | \$278.00      |   |
|   | 20 AMPS                   |                                   | \$267.00         | \$347.00      |   |
|   | 30 AMPS                   |                                   | \$308.00         | \$400.00      |   |
|   | 60 AMPS                   |                                   | \$428.00         | \$556.00      |   |
| For outlets that require 24 hour service, add 100% of the standard rate. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closes.   |                           |                                   |                  |               |   |
| <b>MATERIAL</b> (POWER NOT INCLUDED)  |                           |                                   |                  |               |   |
|   | 15 FT. EXTENSION CORD     |                                   | \$19.00          | \$25.00       |   |
|   | MULTI-OUTLET STRIP        |                                   | \$12.00          | \$16.00       |   |
| For outlets that require 24 hour service, add 100% of standard rate:  |                           |                                   |                  |               |   |
| <b>TOTAL ELECTRICAL COSTS:</b>  |                           |                                   |                  |               |   |
| Connections requiring additional labor for installation & dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time & materials basis. Outlets requiring 24-hour service will be billed at double the above rates. All wiring & other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. EXPO is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation & 30 minutes prior to show opening and off approximately 30 minutes after show close each day. |                           |                                   |                  |               |   |
| CONTACT (PRINT):  |                           |                                   | SIGNATURE:       |               |   |
| ADDRESS:  |                           |                                   | CITY/STATE:      |               | ZIP:  |
| TEL:  |                           |                                   | FAX:             |               | DATE:   |
| <b>FOR OFFICE USE ONLY</b>  |                           |                                   |                  |               | CONTRACT #:   |



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# CONTRACT & WORKSHEET

**THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED TO EXPO ELECTRIC**

**#557-8-17**

**California State Home & Garden Show**

**August 18 - 20, 2017**

**McClellan Business Park - Jackson Sports Academy**

1. Order (with payment) must be received prior to the deadline date for "Advance Payment" rates. Orders received less than seven (7) business days prior to the scheduled event move-in day, will be charged at the regular rate. Payment must be paid in full by the show date. If the order is placed at the event, payment must be received in full at order time. Exhibitors are NOT BILLED for services provided. Services may be interrupted if payment in full is not received.
2. In event that the totals are calculated incorrectly, Expo Electric reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified, by fax, of any such corrections.
3. Outlet rates listed include bringing the services to the rear location of all-in-line peninsulas booths. Some peninsulas booths and most island booths require dedicated lines or special wiring. These services will require labor and materials for distribution. See #5 regarding these charges.
4. A separate outlet must be ordered for each location where electrical service is required (500 WATT minimum). Standard wall and other permanent building utility outlets are not part of the booth space and may not be used by exhibitors unless electrical service has been ordered through Expo Electric.
5. Labor rates are based on current wage scales and are subject to change. A minimum of (1) hour labor will apply for installation work. The removal of this work is charged at a 1/2 hour min. or 1/2 of the installation charge.
6. Expo Electric employees are authorized to cut floor coverings when necessary for installation of services unless otherwise directed.
7. All material and equipment furnished by Expo Electric is done on a RENTAL BASIS ONLY and remains the property of Expo Electric and shall be removed by Expo Electric employees.
8. All equipment, regardless of source of power, must comply with Federal, State and Local codes. Expo Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes for which labor charges can be incurred. Expo Electric is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes. ALL electrical equipment MUST be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. required for operation.
9. Credit will not be given for service(s) installed and not used.
10. Claims will not be considered or adjustments made unless filed in writing by Exhibitor, prior to the close of the event.
11. Exhibitor holds Expo Electric harmless for any and all losses of power beyond Expo Electric's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure due to nature, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.
12. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Expo Electric's attorney fees or applicable agency fees.
13. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 business days after the date of invoice.
14. A 5% handling fee will be assessed for all refunds.
15. A Cancellation Fee of 25% will be charged for any cancellation five (5) or more business days prior to Exhibitor move-in. A Cancellation Fee of 50% will be charged for orders canceled less than five (5) business days from the event.

## APPLIANCE KEY

**THE FOLLOWING APPLIANCES VARY. THIS IS A GENERAL ESTIMATE OF POWER USAGE. PLEASE CHECK THE NOMENCLATURE TAG ON APPLIANCE OR SPEC SHEETS:**

|                    |         |
|--------------------|---------|
| Heat Lamp          | 500W    |
| Microwave          | 1500W   |
| Convention Oven    | 2000W   |
| Desktop Computer   | 1000W   |
| Monitor            | 100W    |
| Laptop Computer    | 100W    |
| Booth              |         |
| Display Lights     | 500W    |
| 20" TV/VCR Combo   | 500W    |
| Blender            | 500W    |
| Single Burner      | 1000W   |
| Double Burner      | 2000W   |
| Cash Register      | 500W    |
| Coffee Pot-Regular | 1000W   |
| Large Brewer       | 2000W   |
| Industrial         |         |
| Coffee Machine     | 208V-SP |
| Crockpot           | 1500W   |
| Crockpot Cooker    | 1500W   |
| Electric Oven      | 1500W   |
| Food Processor     | 500W    |
| Fryer - Double     | 2000W   |
| Deli Case          | 2000W   |
| Griddle            | 1500W   |
| Juicer - Small     | 500W    |
| Juicer - Large     | 1500W   |
| Halogen Lamp       | 500W    |
| Popcorn Maker      | 2000W   |
| Stereo             | 500W    |

| QTY. | APPLIANCES | WATTS | AMPS |
|------|------------|-------|------|
|      |            |       |      |
|      |            |       |      |
|      |            |       |      |
|      |            |       |      |
|      |            |       |      |

**An Expo Electrician Will Perform An Audit On Show Site. If The Power Usage Exceeds Amount Ordered, You Will Be Charged Accordingly.**

SIGNATURE:

DATE:



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# FREIGHT SERVICE OPTIONS & RATES

California State Home & Garden Show  
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| Trade Show Freight Options & Rates  |                        | Per 100 Lbs.<br>(CWT) |
|---|------------------------|-----------------------|
| ● Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 LB. MINIMUM (\$162.00). |                        | \$54.00               |
| ● Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 LB. MINIMUM (\$144.00).                                  |                        | \$48.00               |
| ● Shipments consigned to our warehouse which arrive after our published advance freight cut off date <b>(08/04/2017)</b> , or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.                          |                        | \$12.00               |
| ● For handling of uncrated, padded van, or specialized equipment, additional per CWT.   |                        | \$18.00               |
| ● For delivery of shipments, at close of show, back to EXPO Decor warehouse for loading to outbound carriers. THERE IS A 500 LB. MINIMUM FOR THIS SERVICE (\$80.00).  |                        | \$16.00               |
| Special Services  | Straight Time          | Overtime              |
| ● Material Handler.   | \$68.00                | \$112.00              |
| ● Vehicle spotting charge.  | \$68.00                | \$120.00              |
| ● 3,000 lb. Forklift with operator.   | \$98.00                | \$172.00              |
| ● Crate or pallet banding & shrink wrapping (per hour plus materials).  | \$68.00                | \$112.00              |
| ● Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth, and return to dock at close of show.   | \$75.00 per round trip |                       |

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

**Insurance:** Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.**



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# FREIGHT HANDLING SERVICE

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|   |   |                                    |                            |
|---|---|------------------------------------|----------------------------|
| Exhibitor:  |   |                                    |                            |
| Carrier:  | Ship Date:                                    |                                    |                            |
| Number of Pieces:   | Largest Piece:                                |                                    |                            |
| Total Weight of Shipment:   | Tracking (Pro) #:                             |                                    |                            |
| Shipped From:   |   |                                    |                            |
| To arrive at:   | <input type="checkbox"/> Advance Freight Whs. | <input type="checkbox"/> Show Site | Expected arrival date: / / |
| <b>Advance Freight Total Weight:</b>  | <b>lbs. @ \$54.00 per CWT = \$</b>            | <b>due (\$162.00 min.)</b>         |                            |
| <b>Show Site Freight Total Weight:</b>  | <b>lbs. @ \$48.00 per CWT = \$</b>            | <b>due (\$144.00 min.)</b>         |                            |
| <b>Additional Services:</b>   | <b>= \$</b>                                   | <b>due.</b>                        |                            |
| <b>NOTE:</b> Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT. |   | <b>TOTAL Freight Charges = \$</b>  |                            |

## REFORWARDING INSTRUCTIONS AT CLOSE OF SHOW

Exhibitor must complete an outbound bill of lading prior to close of show or freight will be returned to our warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by close of dismantle, will be sent to the Expo Decor warehouse and stored until further instruction from the Exhibitor.

**Payment Policy:** PAYMENT IN FULL ON ALL ADVANCE AND FLOOR ORDERS WHEN ORDER IS PLACED.  
**Terms:** This order for goods/services constitutes a contract of rental (Contract) between EXPO Decor and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer, it supersedes customer's order form, if any.

## AUTHORITY TO HANDLE

With respect to the property referred to above you are hereby authorized to pick up, deliver, store, ship out and act as shipper's agent in the handling of said property by any other authorized carrier, and to make all contracts as needed for performance, and to perform any additional services as required or necessary for reforwarding at close of show.

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized by (print): \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_ Booth # \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**





P.O. Box 9321  
 Fresno, CA 93791  
 Tel: (559) 495-3300  
 Fax: (559) 495-3305  
 www.expodecor.com

#557-8-17  
 California State Home & Garden Show  
 August 18 - 20, 2017  
 McClellan Business Park - Jackson Sports Academy

## Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier, or method, for handling our freight at the close of this show.

- Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- Exhibitor selected carrier (Exhibitor must notify carrier required pick-up):

\_\_\_\_\_  
 (Name of Selected Carrier)

### Should the Exhibitor choose to use an outbound carrier for this show, one of the following options **MUST** be selected:

**Exhibitor must notify their selected carrier and request a pick-up. In the event Exhibitor selected carrier does not arrive at show site prior to the deadline for freight pick-up, or should they refuse to accept Exhibitor's freight, I hereby authorize EXPO Decor to:**

- RETURN MY SHIPMENT TO EXPO DECOR'S WAREHOUSE:** The shipment(s) will be returned to our warehouse for pick-up by your designated carrier. The charges for returning the shipment(s) to our warehouse are as follows:
  - **\$54.00 per CWT** (hundred pounds) with a 300 LB. minimum (\$162.00 min.)  
*Please note that your shipment must be accompanied by a complete Bill of Lading.*

**OUTBOUND SHIPPING INFORMATION/ADDRESS**

Exhibiting Company: \_\_\_\_\_

**SHIP TO:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mark For: \_\_\_\_\_

**Please Note:** It is the responsibility of the Exhibitor to fill out outbound Bills of Lading at the close of show and present them to EXPO Decor's service desk personnel prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored, at Exhibitor's cost, until proper information is received.



## **Outbound Shipping Procedures**

### **Necessary Outbound Paperwork**

An outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper.

### **Exhibitor Selected Carriers**

You, the Exhibitor, are responsible to make the necessary arrangements for your carrier to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, EXPO Decor reserves the right to force any shipment onto our EXPO Decor trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

### **Federal Express – Special Information**

Should you use Federal Express, DHL or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$20.00 per destination service for delivering your materials to FedEx.

### **UPS – Special Information**

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform EXPO Decor's service desk personnel of the scheduled arrangements along with your confirmation numbers and a complete Bill of Lading. There are additional charges for having us return your materials to our Warehouse for UPS pick-up.

### **Materials Left on Exhibit Floor at Close of Show**

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will be forced on EXPO Decor trailers. Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable.

**All Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.**

# RUSH

**DO NOT DELAY**

**DEADLINE  
DATE:**

**AUGUST 4, 2017**

**#557-8-17**

**CALIFORNIA STATE HOME & GARDEN SHOW**

To: \_\_\_\_\_

(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**  
**3714 N. Valentine Ave.**  
**Fresno, CA 93722**  
Tel: (559) 495-3300

# WAREHOUSE

# RUSH

**DO NOT DELAY**

**DEADLINE  
DATE:**

**AUGUST 4, 2017**

**#557-8-17**

**CALIFORNIA STATE HOME & GARDEN SHOW**

To: \_\_\_\_\_

(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**  
**3714 N. Valentine Ave.**  
**Fresno, CA 93722**  
Tel: (559) 495-3300

# WAREHOUSE

# RUSH

## DO NOT DELAY

MUST  
ARRIVE ON:

AUGUST 17, 2017

#557-8-17

CALIFORNIA STATE HOME & GARDEN SHOW

To: \_\_\_\_\_  
(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**

McClellan Business Park - Jackson Sports  
Academy

5209 Luce Ave.  
McClellan, CA  
95652

# SHOW SITE

# RUSH

## DO NOT DELAY

MUST  
ARRIVE ON:

AUGUST 17, 2017

#557-8-17

CALIFORNIA STATE HOME & GARDEN SHOW

To: \_\_\_\_\_  
(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**

McClellan Business Park - Jackson Sports  
Academy

5209 Luce Ave.  
McClellan, CA  
95652

# SHOW SITE