

Exhibit Services, Inc.  
Exhibitor.  
Support@exhibitservices  
.net  
www.exhibitservices.net

**Adventists Laymens Services and  
Industries  
Annual Convention And Expo  
Phoenix Convention Center**



**This Exhibitor Information Package was created on 2/25/2016.  
For the most current information or to place orders go to the Exhibitor Information  
Website:**

**http://www.exhibitservicesnationwide.com  
User Name: ASI2016 Password: ASI2016**

### **Booth Package (Furniture and / or services included with your booth registration)**

**Booth Size - 10' x 10'**

**Draping - 8' Black & White Back Draping & 3' Black Side**

**Carpeting - The exhibit area is NOT carpeted, it is a cement floor. Booth carpeting and padding may be ordered from Exhibit Services, Inc.**

**Provided  
Furniture -**

**One 6' skirted display table, Two folding chairs, One wastebasket, One 7" x 40" identification sign with company name and booth number.**

**Venue  
Services-**

**The convention center does not have online ordering. Their forms for services such as electrical, internet services and AV must be downloaded, printed and submitted via fax or email to them. Their contact information is on their forms.**

### **Important Dates**

**Discount Deadline, Friday, July 22, 2016 5 PM - 5 PM**

**Advanced Shipping Deadline, Friday, July 29, 2016 3 PM - 3 PM**

**Showsite Shipping Date, Tuesday, August 2, 2016 8:00 AM - 3:00 PM**

**Exhibitor Setup, Wednesday, August 3, 2016 8:00 AM - 6:00 PM**

**Show Open, Wednesday, August 3, 2016 9:00 PM - 10:30 PM**

**Show Open, Thursday, August 4, 2016 11:00 AM - 5:00 PM**

**Show Open, Thursday, August 4, 2016 9:00 PM - 10:30 PM**

**Show Open, Friday, August 5, 2016 11:00 AM - 5:00 PM**

**Show Open, Friday, August 5, 2016 9:00 PM - 10:30 PM**

**Show Open, Saturday, August 6, 2016 2:00 PM - 4:00 PM**

**Show Open, Saturday, August 6, 2016 9:00 PM - 10:30 PM**

**Dismantle, Saturday, August 6, 2016 10:30 PM - 12:00 PM**

**Force Time, Sunday, August 7, 2016 11:00 AM -**

**Discount Deadline** is the final day to order furnishings at discount prices and assure availability. Facility based vendors providing electric, AV and internet may have different discount cut off dates. Review their order forms for specifics.

**Advanced Shipping Deadline** is the final day for your freight to arrive at the advanced warehouse. Late fees will be charged for freight received at the advanced warehouse after this date.

**Showsite shipping date** is the only day that a shipment directly to the showsite can arrive without penalties (see shipping page). NOTE: FedEx and UPS will not guaranty a specific arrival date.

**Force Time** is when everything must be removed from the Exhibit Hall. Any freight not picked up by your carrier at that time will be shipped out by Exhibit Services, Inc. using the recommended carrier, at the expense of the exhibitor.

*If "Showsite Shipping Date" is missing from the above list, this facility does not allow showsite shipping. And you must ship to the Advanced Warehouse.*

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## Inbound Shipping Information

**If you are shipping anything to this event, you must fill out the Exhibit Services, Inc. Material Handling Form. The information you provide will help ensure the timely delivery of your shipment to your booth. Material Handling Fees apply.**

**Exhibit Services, Inc. has been hired as the EXCLUSIVE Material Handling Contractor for Adventists Laymens Services and Industries Annual Convention And Expo. This means you are required to use Exhibit Services as your inbound receiver. Shipments sent directly to the showsite and received by other parties are still responsible for Material Handling Fees to be paid to Exhibit Services, Inc. Using a 3rd party to deliver your shipment into the Exhibit Hall does not exempt you from Exhibit Services Material Handling Fees. Facility based receivers may charge you extra fees and then tell you no other fees apply. PLEASE SHIP TO THE ADVANCED WAREHOUSE TO AVOID THESE ADDITIONAL CHARGES**

**Shipments received without bills of lading- UPS express shipments, Fed Ex, DHL, etc. These and other discount freight carriers DO NOT provide a hard copy of the bills of lading to note any damage or piece count. Therefore, Exhibit Services, Inc. will NOT be responsible and will not accept any claims for any reason involving shipments delivered without bills of lading. The only acceptable proof of receipt is a signed bill of lading.**

### Recommended Carrier-

You may use any carrier you prefer, however the recommended carrier for inbound and outbound shipping is YRC Freight. You can contact them at 800-531-3976 or [Exhibit.Service@yrcfreight.com](mailto:Exhibit.Service@yrcfreight.com)

### Advanced Warehouse Shipping-

The advanced warehouse accepts exhibitor freight up to 30 days in advance of show setup. Shipments sent to the advanced warehouse will be stored there until show setup. We will then transport them to the show and place them in your booth before you get there.

Your shipments must arrive at the advanced warehouse on or before 7/29/2016

### Direct to Show Site Shipping-

Shipping Direct to the Show Site is NOT RECOMMENDED! Phoenix Convention Center does not have storage space for trade show freight. Normal Hotels and Convention Centers are not equipped to track exhibitor freight. They sometimes may do it as a courtesy, but there is a much higher loss rate when sending small packages to facilities not equipped to track freight. Exhibit Services, Inc. does not accept liability for small packages sent directly to the show site.

Your shipment can only arrive when Exhibit Services, Inc. Staff is onsite to receive your shipment and take it directly to your booth. If you must ship direct to show site, it cannot arrive before Tuesday, August 2, 2016 Time: 9:00 AM - 3:00 PM.

If your shipment arrives before or after that, it will either be refused or accepted with additional fees applied by the facility on top of Exhibit Services, Inc. Material Handling Fees. All shipments are turned over to Exhibit Services, Inc. for delivery.

If Exhibit Services, Inc. does not have a Material Handling Form or a credit card on file for your company, your shipment will be held until you arrive to claim it.

### Material Handling Fees-

#### Service A- Crated, Skidded or Palletized and including Bills of Lading: 90.00 per hundred lbs.

Shipments that can be unloaded at the dock with no additional special handling. Shipments received with bills of lading listing piece count and shipment details. Carriers that typically fall into this category include – Transit Air Cargo, YRC and Roadway. \*UPS and FedEx are Service B.

#### Service B, Special Handling Shipments (FedEx, UPS and Van Lines): 112.50 per hundred lbs.

Shipments that require special handling due to carrier unloading procedures, such as ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked or loose/uncrated shipments. Fed Ex, UPS, Van Lines and all shipments received without hardcopy of bills of lading (Digital Signatures do not qualify) are considered special handling shipments.

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### **Outbound Shipping Information**

Exhibit Services, Inc. DOES NOT ARRANGE THE OUTBOUND SHIPPING OR PICKUP OF YOUR FREIGHT. Exhibit Services, Inc. is not a shipper or carrier. Exhibit Services, Inc. will hand off your freight to your carrier and assist in the loading of your freight when they arrive before force time.

Do not just leave your freight in your booth, you must fill out an OUTBOUND SHIPPING FORM (available at the Exhibit Services, Inc. Service Desk located in the Exhibit Hall). The Outbound Shipping Form tells us what your intention is for your freight. It also gives you a signed Bill of Lading for your freight. There is no cost for this service.

Many exhibitors have been at events where freight automatically gets picked up when left in their booth. THIS IS NOT TRUE AT ALL EVENTS!

If you are using a "Discount Carrier" such as FedEx or UPS for your outbound freight, be advised, they often do not show up to pick up trade show freight on time. Freight left for them sitting in your booth often has issues. Please advise the Exhibit Services, Inc. Service Desk located in the exhibit hall of your outbound shipping intentions so we can help you.

The Exhibit Hall must be clear by 11:00 AM. Exhibit Services, Inc. staff will assist in the loading of your shipment onto your carrier from the exhibit hall. If your carrier does not check in, in the exhibit hall by 8/7/2016 at 11:00 AM your shipment may be "Forced Out" , which may result in additional costs to you.

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## Material Handling FAQ

### Where do I ship my items?

Specific shipping instructions, deadline dates and shipping labels are available in this exhibitor kit. Please review the shipping instructions page for details. Shipping direct to show site is not allowed at all events and may be limited to very specific dates and times. We recommend that you ship to the advanced warehouse as early as possible. Shipping to the advanced warehouse is recommended to avoid any issues with shipping delays. Ship early and know that your materials are waiting for you!

### What are Material Handling fees?

Material Handling (sometimes referred to as "drayage") is the service of handling freight shipments for a trade show. All shipments sent for the event are subject to material handling fees. This service includes receiving your freight at the advanced warehouse or show site (if allowed for your event), storing your items until show setup day, delivering your items to your booth space, storing your empty containers during the event and loading your shipment back onto your outbound shipping carrier from show site at the end of the event. Freight includes large shipments on pallets or in crates as well as printed materials and other items in small boxes. Details about the costs associated with this service can be found on the Material Handling page.

### Why do I need the material handling service?

Convention centers and hotels do not have the space, staff or equipment to effectively handle exhibitor freight. Additionally these facilities have timely move in and move out schedules relating to multiple events. To ensure a smooth and effective flow of freight, your show management team has hired Exhibit Services, Inc. to coordinate, manage, and receive shipments relating to the show. Shipments that are sent to the facility, not in accordance with our published shipping guidelines, will be subject to additional fees and it may take additional time to locate your items.

### Can I bring materials to the conference on my own or in my own vehicle?

Exhibitors are allowed to hand carry items into the trade show with one person and one trip. Exhibitors are NOT allowed to use freight moving equipment such as dollies, push carts, hand trucks, pallet jacks and forklifts on the trade at the show site. Exhibitors are not able to use the loading dock or the main freight area doors and are responsible for parking their vehicles in authorized locations (not at the loading dock). If an exhibitor chooses to hand carry items they must utilize the main conference entrances. Exhibit Services, Inc. will unload personally owned vehicles or rented trucks, if the items exceed the amount allowed to hand carry, and material handling fees will apply (see special handling rates). Exhibitors who have hand carried their items and not paid material handling fees, must remove their items from the trade show floor after the event. Items left on the tradeshow floor for pickup by a shipping carrier, will be subject to material handling fees.

### UPS, Fed Ex, USPS and DHL

These discount freight carriers DO NOT provide bills of lading to note any damage or piece count. Therefore, Exhibit Services, Inc. will NOT be responsible for lost pieces or damage to shipments that are received from these carriers without bills of lading. Delivery confirmations received over the phone from these carriers are not considered valid proof of delivery. ONLY A SIGNED BILL OF LADING IS CONSIDERED PROOF OF RECEIPT OF A SHIPMENT. These carriers are typically not able to meet outbound shipping pick up time deadlines (aka the forced freight time) often resulting in your freight being turned over (or "forced") to Exhibit Services, Inc. shipping carrier.

### What is force time?

Force time is the last possible time for your designated carrier to pickup your shipment after the show is over. Trade shows have a specific time when they must vacate the exhibit facility to make way for the next event. Therefore if your freight has not been picked up by your carrier by the force time your freight will be sent out by another carrier freight collect. The force time is published in the Exhibitor Service Kit.

### My carrier can't pick up by the force time, what should I do?

All freight must be removed from the trade show location by the forced freight time listed in the exhibitor kit, no exceptions. Exhibit Services, Inc. cannot leave any items at the venue for pickup at a later date or time. Any freight not picked up by the forced freight time will be consigned to Exhibit Services, Inc. for shipping with our designated carrier. Exhibitors will be responsible for the shipping fees. This applies for all shipping carriers including FedEx and UPS shipments. If you know in advance that your carrier will not be picking up, contact Transit Air Cargo to arrange your outbound shipping. You will get an accurate quote and have all of your paperwork expedited for you, making your outbound experience a smooth one.

### Cargo Insurance

Exhibitors are recommended to carry all-risk insurance covering your materials against damage, loss, and all other hazards from the time of shipping to returning from the show. This can usually be done by adding "riders" to existing policies. Exhibit Services, Inc. has VERY LIMITED LIABILITY pertaining to loss and/or damage for material handling and shipping services.

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**DO NOT ship to the Phoenix Convention Center PRIOR TO Tuesday, August 2, 2016 Time: 8:00 AM - 3:00 PM! Phoenix Convention Center HAS NO EXHIBIT STORAGE SPACE! Freight sent there earlier, WILL EITHER BE REFUSED or turned over to ES for delivery.**

MATERIAL HANDLING SERVICE is the receiving, storage and onsite delivery of your booth materials. Exhibit Services, Inc. receives your materials up to 30 days prior to the event, delivers them directly to your booth, handles empty containers during the event, and loads your materials onto your chosen outbound carrier for a one time material handling fee. Charge for this service is based on inbound weight per shipment. Does not include the uncrating, unskidding or positioning of materials - additional labor services can be ordered for these services. Each shipment is evaluated separately and will fall into one of the two categories below depending on the shipping carrier who delivers the materials and the type of packaging and paperwork accompanying the shipment. We understand that it is not always possible to submit an accurate weight for the material handling deposit in advance of the event, but it is important to assist us in preplanning. Exhibitors should submit payment for MATERIAL HANDLING FEES prior to sending shipments. Failure to provide prepayment will cause delays in receiving your materials at your booth. SHIPPING FEES are the fees you pay to your shipper to have your shipment delivered from to the advanced warehouse or show site, They must be prepaid to your shipping carrier. Collect shipments or shipments arriving with duties owed will be refused.

**LATE FEE: Shipments that arrive at the advance warehouse after 7/29/2016 will be charged a late fee of 25% of the material handling fees or a \$105.00 delivery charge, whichever is greater and delivery time cannot be guaranteed.**

Below indicate the total weight of all of your inbound shipments to determine the amount of your estimated Material Handling Fees. Round each shipment weight up to the next hundred pounds of weight. (For example a shipment weighing a total of 135 pounds will be rounded up to a weight of 200 pounds.) The minimum weight per shipment received is 100 lbs. Actual material handling fees will be calculated upon receipt of shipments. If actual fees are greater or less than your estimate, the additional amount or credit will be applied to your credit card on file. In the boxes below choose Service A or B based on your shipping carrier and/or type of packaging. Put a check mark in the box of your estimated weight.

**Service A- Crated, Skidded or Palletized and including Bills of Lading: 90.00 per hundred lbs.**

Shipments that can be unloaded at the dock with no additional special handling. Shipments received with bills of lading listing piece count and shipment details. Carriers that typically fall into this category include – Transit Air Cargo, YRC and Roadway. **\*UPS and FedEx are Service B.**

Weight	0-100	101-200	201-300	301-400	401-500	501-600	601-700	701-800	801-900	901-1000	Weight
Price	\$90.00	\$180.00	\$270.00	\$360.00	\$450.00	\$540.00	\$630.00	\$720.00	\$810.00	\$900.00	

Circle the total weight of your shipment column. Shipping to: **Advanced Warehouse**  **Show Site**  **Weight of the heaviest piece?** \_\_\_\_\_

**Service B - Special Handling Shipments (FedEx, UPS and Van Lines): \$112.50 per hundred lbs.**

Shipments that require special handling due to carrier unloading procedures, such as ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked or loose/uncrated shipments. Fed Ex, UPS, Van Lines and all shipments received without bills of lading are considered special handling shipments.

Weight	0-100	101-200	201-300	301-400	401-500	501-600	601-700	701-800	801-900	901-1000	Weight
Price	\$112.50	\$225.00	\$337.50	\$450.00	\$562.50	\$675.00	\$787.50	\$900.00	\$1012.50	\$1125.00	

Circle the total weight of your shipment column. Shipping to: **Advanced Warehouse**  **Show Site**  **Weight of the heaviest piece?** \_\_\_\_\_

Material Handling Page Total   
Please Add to Credit Card Totals Page

PLEASE READ THE LIMITATIONS OF LIABILITY STATEMENT IN THIS KIT AND THEN SIGN BELOW. SUBMIT THIS FORM TO Exhibit Services, Inc. We, the exhibiting company or authorized party, hereby authorize Exhibit Services, Inc. to handle our shipment/s in accordance with the information on this page and in the limitations of liability statement and acknowledge receipt of a copy. We agree that Exhibit Services, Inc.. will provide its services as our agent, and not as bailee or shipper, and if any employee of Exhibit Services, Inc.. shall sign a hard copy delivery receipt, hard copy bill of lading, or other hard copy documents, we agree that they will do so as our agent, and we accept responsibility thereafter.

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

To assist during completion of outbound paperwork please list the intended destination of your outbound freight. Responsibility for completing outbound shipping paperwork is that of the onsite representative unless ES supervised outbound labor is ordered and proper shipping documents are provided.

OUTBOUND FREIGHT DESTINATION (i.e. where your freight is going after this show). You are responsible for arranging shipping services.

TO: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT & PHONE \_\_\_\_\_ SHIPPING CO. \_\_\_\_\_

(If different info is submitted onsite – onsite info will supersede this paperwork)

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**To get Shipping labels with your company name  
and Exhibit Services tracking BARCODE go to the Exhibitor Information Website**

**Labels for Shipments to the Advanced Warehouse**

**We RECOMMEND that you ship to the Advanced Warehouse!**

**To Arrive No Later Than:**

**Friday, July 29, 2016**



**ADVANCED WAREHOUSE**  
**To Arrive No Later Than:**  
**Friday, July 29, 2016**

Booth

(Exhibiting Company Name)

**YRC Freight Phoenix  
2021 S. 51st Avenue -  
Phoenix AZ, 85043  
602-477-2268  
Hold for: ASI2016**

**ASI2**



**ADVANCED WAREHOUSE**  
**To Arrive No Later Than:**  
**Friday, July 29, 2016**

Booth

(Exhibiting Company Name)

**YRC Freight Phoenix  
2021 S. 51st Avenue -  
Phoenix AZ, 85043  
602-477-2268  
Hold for: ASI2016**

**ASI2**

Please print out these labels and paste onto your shipment containers - boxes - crates - etc.



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**To get Shipping labels with your company name  
and Exhibit Services tracking BARCODE go to the Exhibitor Information Website**

**Labels for Direct to Show Site Shipments**

**We RECOMMEND that you ship to the Advanced Warehouse NOT the Show Site**

**Can Arrive ONLY on:**

**Tuesday, August 2, 2016 Time: 8:00 AM - 3:00 PM**



**DIRECT TO SHOW  
SITE SHIPMENT**  
**To Arrive ONLY on:**  
**Tuesday, August 2, 2016 Time: 8:00 AM - 3:00  
PM**

Booth

**To: Exhibit Services, Inc. for**

(Exhibiting Company Name)

**C/O Exhibit Services, Inc.  
Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004  
Hold for: ASI2016**

**ASI2**



**DIRECT TO SHOW  
SITE SHIPMENT**  
**To Arrive ONLY on:**  
**Tuesday, August 2, 2016 Time: 8:00 AM - 3:00  
PM**

Booth

**To: Exhibit Services, Inc. for**

(Exhibiting Company Name)

**C/O Exhibit Services, Inc.  
Phoenix Convention Center  
100 North Third Street  
Phoenix, AZ 85004  
Hold for: ASI2016**

**ASI2**

Please print out these labels and paste onto your shipment containers - boxes - crates - etc.

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**Discount Deadline is: Friday, July 22, 2016**

## Booth Furnishings

Included with your booth are: One 6' skirted display table, Two folding chairs, One wastebasket, One 7" x 40" identification sign with company name and booth number. Items ordered on this page are in addition to that.

Display Tables 30" High - Skirted on 3 sides				
<b>Circle Skirt Color:</b>				
Show Color Blue Silver White Gold Red Forest Green Kelly Green Peach Burgundy Black				
Qty	Size/Item	Discount Price	Regular Price	Total
	4' x 2'	\$101.25	\$135.00	
	6' x 2'	\$121.50	\$162.00	
	8' x 2'	\$141.75	\$189.00	
	4th side skirt	\$45.00	\$60.00	

Counter Tables 42", Counter High - Skirted on 3 sides				
	4' x 2'	\$121.50	\$162.00	
	6' x 2'	\$148.50	\$198.00	
	8' x 2'	\$175.50	\$233.00	
	4th side skirt	\$55.00	\$73.00	

Round Table 30" diameter- Linen top provided				
	30" tall	\$130.00	\$174.00	
	42" tall	\$160.00	\$214.00	

Accessories				
Qty	Size/Item	Discount Price	Regular Price	Total
	Wastebasket	\$12.50	\$17.00	
	Literature Rack	\$85.00	\$113.00	
	Easel	\$18.50	\$25.00	
	Computer Pedestal 42" High x 22" x 22" No Door	\$225.00	\$299.00	
	High Counter 42" high x 24"x41" w/storage doors	\$250.00	\$333.00	
	Bag Holder	\$65.00	\$86.00	
	Computer Kiosk	\$260.00	\$346.00	
	Show Case	\$320.00	\$426.00	

Seating				
	Side Chair	\$60.75	\$81.00	
	Counter Stool	\$87.75	\$117.00	
	Padded Secretarial	\$70.00	\$93.00	

## Carpet and Padding

Carpeting - Standard 13 Ounce. Padding - 1/2" Foam / feet and body hurt at shows? Try double padding under your carpet, it does help!

Booth Size	Discount Price			Regular Price After Jul 22, 2016			Total
	Carpet Only	With Single Padding	With Double Padding	Carpet Only	With Single Padding	With Double Padding	
10' Inline	\$165.00	\$270.60	\$376.20	\$222.75	\$365.31	\$507.87	
20' Inline'	\$330.00	\$541.20	\$752.40	\$445.50	\$730.62	\$1015.74	
30' Inline'	\$495.00	\$811.80	\$1128.60	\$668.25	\$1095.93	\$1523.61	
40' Inline'	\$660.00	\$1082.40	\$1504.80	\$891.00	\$1461.24	\$2031.48	
50' Inline'	\$825.00	\$1353.00	\$1881.00	\$1113.75	\$1826.55	\$2539.35	
Endcap 10x16	\$330.00	\$541.20	\$752.40	\$445.50	\$730.62	\$1015.74	
Island 16x20	\$660.00	\$1082.40	\$2164.80	\$891.00	\$1461.24	\$2922.48	

**Circle Color Choice: Blue Red Forest Green Black Grey**

**All items on this page are non refundable once Exhibit Services, Inc. begins setup.**

Page Subtotal  
Add 7% Sales Tax  
Page Total  
Add to Credit Card Page




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## Display Labor

Order display labor to help you set up or dismantle your booth (Service B). Or to do it for you, when you are not there (Service A).

**Service A (Exhibit Services, Inc. Supervision)** – Please complete Display Labor Information Form on next page Exhibit Services, Inc. will set up your display prior to your arrival. A 25% supervision charge is added to the hourly rate. All work will be done on straight time where possible. In order to complete the work without your representative present, we must have detailed set up instructions.

NOTE: ES cannot always guarantee the exact completion time of installation or dismantle. Displays will be set to allow ample time for exhibitor to arrange brochures, product, etc. Dismantling and packing of displays will be completed by forced freight deadline.

**(2 hour minimum per person, ½ - hour increments thereafter)**

	# of workers	# of hours	Supervised Rate	Total
Setup			<b>\$123.75</b>	
Dismantle			<b>\$123.75</b>	

**Service B (Exhibitor Supervision)**

NOTE: Exhibitors must report to the service desk to sign out workers and return to service desk when the work is completed. If display labor is ordered and the workers are not picked up at service desk; the exhibitor will be billed for one hour of labor for each person requested. When scheduling labor for dismantling, allow enough time for empty containers to be returned to your booth after show closing.

**(2 hour minimum per person, ½ - hour increments thereafter)**

	# of workers	# of hours	Rate	Total
Setup			<b>\$99.00</b>	
Dismantle			<b>\$99.00</b>	

Labor Total  
Add to Credit Card Page

**IMPORTANT NOTE:** Exhibit Services, Inc. offers booth setup labor as a convenience to exhibitors. We do not inventory, count or evaluate the condition of your booth materials before handling, during the event or after. We unpack, setup and repack your booth to the best of our ability in the given environment, in the given amount of time. We repack what is in your booth at the end of the event. It is highly recommended that you carry insurance coverage on your booth and it's materials. If you have damages or missing pieces, call your insurance company. Exhibit Services, Inc. will not cover, compensate, replace or negotiate discounts regarding display labor.

## Booth Set Up Contact Person

Onsite Contact Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

## Booth Cleaning

NOTE: Vacuuming and emptying of wastebaskets is NOT included with your booth space. All rental carpets are delivered clean to your booth space. Cleaning prior to and during the show can be ordered by completing the form below.

10' Inline	Vacuum booth ONCE prior to show opening.				Total
	20' Inline	30' Inline	40' Inline	20'x20'	Total
\$44.00	\$88.00	\$132.00	\$176.00	\$176.00	
Vacuum booth and empty wastebaskets daily. Daily cleaning is done ONCE before show opening and in the morning of each day after that. If the price below is zero, daily cleaning is not available for this event.					
\$158.40	\$316.80	\$475.20	\$633.60	\$633.60	

Booth Cleaning Subtotal  
Add 7% Sales Tax  
Page Total  
Add to Credit Card Page

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## **VERY IMPORTANT EXHIBITOR INFORMATION SHOW SITE WORK RULES**

### **EXHIBIT DISPLAY LABOR**

FULL TIME EMPLOYEES OF EXHIBITING COMPANIES ARE ALLOWED TO SET THEIR OWN DISPLAYS WITHOUT ASSISTANCE FROM Exhibit Services, Inc.. ALL OTHER LABOR SERVICES REQUIRED BEYOND WHAT YOUR REGULAR FULL TIME EMPLOYEES CAN PROVIDE MUST BE RENDERED BY Exhibit Services, Inc. LABOR OR AN EXHIBITOR APPOINTED CONTRACTOR WHO HAS SUBMITTED THEIR INSURANCE FORMS TO ES. LABOR CAN BE ORDERED IN ADVANCE BY RETURNING THE DISPLAY LABOR ORDER FORM OR FROM THE SERVICE DESK ON SITE. ALL EXHIBITING COMPANY PERSONNEL USED FOR SET UP AND DISMANTLE SHOULD CARRY POSITIVE EXHIBITING COMPANY IDENTIFICATION SUCH AS MEDICAL IDENTIFICATION OR PAYROLL STUB.

IF USING A 3<sup>RD</sup> PARTY DISPLAY HOUSE OR I & D COMPANY, THEY MUST COMPLETE THE EXHIBITOR APPOINTED CONTRACTOR FORM AND SEND BACK TO Exhibit Services, Inc. WITH THE PROPER CERTIFICATE OF INSURANCE BY **7/4/2016**.

### **FREIGHT / MATERIAL HANDLING**

EXHIBITORS ARE ALLOWED TO HAND CARRY, EXHIBITION MATERIALS INTO THE EXHIBIT HALL. EXHIBITORS ARE NOT ALLOWED TO USE PALLET JACKS, FORKLIFTS OR ANY OTHER FORM OF MATERIAL HANDLING EQUIPMENT TO TRANSPORT MATERIALS INTO THE EXHIBIT HALL.

EXHIBITORS UNLOADING PERSONALLY OWNED VEHICLES (MINI VANS, PICKUP TRUCKS, SUV'S ETC.) MUST CHECK-IN AT Exhibit Services, Inc. SHOW SITE SERVICE DESK. EXHIBITORS ARE NOT ALLOWED TO UNLOAD COMMERCIAL VEHICLES. ES WILL UNLOAD COMMERCIAL VEHICLES AT PREVAILING DRAYAGE RATES.

### **GRATUITIES**

Exhibit Services, Inc. REQUESTS THAT EXHIBITORS DO NOT TIP ITS EMPLOYEES BY GIVING MONEY, MERCHANDISE OR OTHER SPECIAL CONSIDERATION FOR SERVICES RENDERED. ANY ATTEMPTS TO SOLICIT A GRATUITY BY AN EMPLOYEE FOR ANY SERVICE SHOULD BE REPORTED IMMEDIATELY TO A SUPERVISOR OF THE CONTRACTOR. CONTRACTED EMPLOYEES ARE PAID AN EXCELLENT WAGE AND TIPPING IS NOT ACCEPTABLE.

### **SAFETY**

STANDING ON CHAIRS, TABLES OR OTHER RENTAL FURNITURE IS STRICTLY PROHIBITED. THIS FURNITURE IS NOT ENGINEERED TO SUPPORT YOUR STANDING WEIGHT. Exhibit Services, Inc. CANNOT BE RESPONSIBLE FOR INJURIES OR FALLS CAUSED BY IMPROPER USE OF THIS FURNITURE. IF ASSISTANCE IS REQUIRED IN ASSEMBLING OR DISMANTLING YOUR DISPLAY, PLEASE ORDER LABOR ON THE DISPLAY LABOR ORDER FORM AND THE NECESSARY LADDERS AND TOOLS WILL BE PROVIDED.

# Adventists Laymens Services and Industries Annual Convention And Expo

This Exhibitor Information Package was created on 2/25/2016.

For the most current information or to place orders go to the Exhibitor Information Website:

<http://www.exhibitorservicesnationwide.com>

User Name: ASI2016 Password: ASI2016

## Booth Contact Information

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Preplanning Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fill out the Booth Contact section only if you are shipping to this event or ordering something.

## Exhibitor Appointed Contractor

The section below should be completed **ONLY** if the exhibiting company has hired an outside exhibit contractor to manage and/or setup their display. This form and the certificate of insurance must be received by **Monday, July 4, 2016**. All exhibitors using outside contractors for installation or dismantle of their displays must complete this form and submit to Exhibit Services, Inc. It is the exhibiting company's responsibility to ensure that their appointed contractor is informed of the rules and regulations regarding union labor restrictions and conference regulations. In addition, the contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in any one occurrence; 2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. **Exhibit Services, Inc., Phoenix Convention Center and Adventists Laymens Services and Industries Annual Convention And Expo** must be named as "Additional Insured".

The exhibitor appointed contractor WILL NOT BE ALLOWED TO WORK unless the proper certificate of insurance and this EAC form are received by Monday, July 4, 2016

Insurance Forms can be mailed or faxed to:  
Exhibit Services, Inc. <Table Missing> Fax <Table Missing>

EAC Company Name: \_\_\_\_\_

Preplanning Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Exhibitor Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

# Limits of Liability

Exhibit Services, Inc. and its subcontractors shall not be responsible for damage to uncrated materials; materials that are improperly packed, glass breakage, or concealed damage. Cardboard is not considered adequate packaging. Exhibit Services, Inc. will also not be responsible for damage to shipments that are received without a proper bill of lading to note damage or piece count on incoming shipment.

Exhibit Services, Inc. and its subcontractors are not and cannot be liable for loss, theft, or disappearance of exhibitor's materials after such materials have been delivered to exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipments to the applicable booth by Exhibit Services, Inc. and its subcontractors, and the arrival of exhibitor's representative at the booth. During such time the shipments will be left unattended in booth. Exhibit Services, Inc. and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Exhibit Services, Inc. and its subcontractors cannot be liable for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. All bills of lading covering outgoing shipments that are given to Exhibit Services, Inc. by exhibitors will be checked at time of actual pick up from booth and corrections made where discrepancies occur. Relative to outbound shipments, there may be a lapse of time between the completion of packing and the picking up of materials for loading onto outbound carriers. During such time the shipments will be left unattended in booth.

Exhibit Services, Inc. and its subcontractors shall not be responsible for any loss or damage that may occur during such period. Exhibit Services, Inc. and its subcontractors will adjust the quantities of items on any bill of lading submitted to Exhibit Services, Inc. or its subcontractors to conform to the actual count of items in the booth at the time of pick up. Exhibit Services, Inc. shall not be responsible for any loss, damage, or delay due to strikes, lockouts, or work stoppages of any kind, or to any causes out of its control.

Exhibit Services, Inc. and its subcontractors cannot 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 causes beyond its control.

Exhibit Services, Inc.' liability shall be limited to the physical loss or damage to the specific article which was lost or damaged and in any event Exhibit Services, Inc. maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$100.00 per item, or \$1,000.00 per shipment, whichever is less.

Exhibit Services, Inc. shall not be liable to any extent whatsoever for actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitors materials which may make it impossible or impractical to exhibit it. Claims for loss or damage must be submitted to Exhibit Services, Inc. prior to close of show. No suit or action shall be brought against Exhibit Services, Inc. more than one year after accrual of action.

Exhibit Services, Inc. is not an insurer that insurance, if any, should be obtained by exhibitor. All risk riders should be obtained from your insurance representative for your materials from your warehouse, in transit, and back to your warehouse. The consignment of a shipment to Exhibit Services, Inc. by an exhibitor or by any shipper to or on behalf of the exhibitor shall be construed as acceptance by the exhibitor (and/or the shipper) of the terms set forth.

Empty container labels are available at the Exhibit Services, Inc. service desk. Affixing and filling out the labels is the sole responsibility of the exhibitor or the exhibitors' representative. Existing labels should be removed. Exhibit Services, Inc. is not responsible for removal of empty containers with old empty labels, wrong information on labels, or materials stored in containers with empty labels.

Exhibit Services, Inc.' liability shall be limited to any loss or damage, which results solely from Exhibit Services, Inc.' negligence in the actual physical handling of items comprising our shipments and not for any other type of loss, or damage. Exhibit Services, Inc. will provide its services as our agent, and not as bailee. If any employee of Exhibit Services, Inc. shall sign a delivery receipt, bill of lading, or other documents, we agree Exhibit Services, Inc. will do so as our agent, and we accept responsibility therefore.

In order to expedite removal of materials and equipment, Exhibit Services, Inc. will have the authority to change exhibitor-designated carriers if such carriers fail to pick up in time to vacate the building. In the event such actions are necessary, no liability of any nature shall attach to Exhibit Management or Exhibit Services, Inc..

Exhibitor materials remaining after move-out hours without forwarding instructions will be sent to the permanent address of the exhibitor, or of its agent, freight collect. In any event Exhibit Services, Inc. will not be liable for exhibit materials abandoned at the exhibit site. Exhibit Services, Inc. nor its contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection you should install a

## Terms and Conditions

**PAYMENT POLICY:** Payment in full must accompany all orders. Orders without payment will not be processed. Any additional charges not totaled on this form (i.e. extra furniture rentals, incorrect labor estimates, additional material handling fees, etc.) will be charged to the credit card on file.

**FRAUDULENT CREDIT CARD USAGE:** Examples are: disputing charges to your card that are valid charges. Supplying a card that is later declined without providing another card to cover the bill. We will give our customers every opportunity to correct the problem before incurring extra charges. Exhibit Services, Inc. charges \$87.50 per hour labor charge to answer fraudulent disputed charges.

**CANCELLATION POLICY:** Refunds may be available if order is canceled two business days prior to the date that Exhibit Services begins show setup. Show setup times vary depending on the event and may be several days in advanced of the exhibitor setup date. Specialty items are nonrefundable. No credits or refunds will be given for equipment ordered but refused at the show site. Any disputes about services or equipment must be handled at the show site before completion of the event. We will not issue refunds under any circumstances for any issue that was not brought to the attention of Exhibit Services service desk personnel during the course of the event.

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## **Third Party Forms**

**(i.e. Internet Services, Audio Visual and Electrical Services)**

### **PLEASE NOTE:**

The following pages are order forms and information provided by suppliers other than Exhibit Services, Inc.

Please make sure that you submit your information to the proper parties – review each order form for submission instructions and contact information.

Discount deadlines, cancellation policies, sales tax and other policies may be different than those of Exhibit Services, Inc. –please review each form carefully.

These forms SHOULD NOT be submitted to Exhibit Services, Inc.

It is the exhibitor's responsibility to ensure that their order forms are received by the suppliers (Exhibit Services, Inc. does not coordinate these services).

For questions or more details about anything on the order forms following this page, please contact the phone # on the specific form for the best information.

Exhibit Services, Inc. can assist with general questions but we can not verify rates or make specific remarks about any services provided by other suppliers.

