

Exhibit Services, Inc.
(813) 623-1163
Fax 888-831-7026
info@exhibitservices.net
www.ExhibitServices.net

Adventist-Laymen's Services & Industries

DeVos Place

August 5, 2014 - August 10, 2014



Exhibitor Kit



[Click Here to Order Booth Furnishings and Services Online](#)

As the official services contractor, Exhibit Services, Inc. (ES), will assist you with your trade show experience by providing shipping services and instructions, material handling services, booth furnishings and booth setup and dismantle labor. Please review this exhibitor kit carefully for valuable information about your upcoming event.

To use this kit, download and save it to your computer. Read the information that you need. Then there are 2 ways to submit your orders to us. First, you can go to the "Online Orders Web-site" shown above and fill out the forms that you need and submit them online. Because Exhibit Services, Inc. is an "Eco Friendly" company, this is the preferred method. The other option is to print out the forms you need, fill them out, then scan and E-mail or Fax to us. Full payment must be received with order forms. Orders must be received by 5pm EST time on the discount deadline date to qualify for discount pricing. If you have not received an order confirmation email within two business days, your order has not been received. Please resubmit. Because this is an electronic computerized medium, we reserve the right to correct inaccurate pricing and computations. Your onsite booth representative should be prepared to present payment for any additional services not ordered in advance, including unpaid material handling charges for shipments received by Exhibit Services. There are 3rd party forms such as the recommended carrier and venue forms such as electrical and internet services. Read those forms and place orders with them according to their requirements.

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

Booth Size - 8' x 10'

Draping - 8' Black Back wall & 3' Black Sides

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

Furnishings - One black 6' skirted display table, two folding chairs, one wastebasket and one 7" x 44" single line identification sign with company name and booth #.

Electrical In House DeVos Place
Service-

Important Dates

Exhibit Services, Inc. Discount Deadline Date:	July 28, 2014	Final day to order furnishings at discount prices and assure availability. Third party vendors may have different discount cut off dates. Review order forms for specifics.
Freight Deadline Date:	August 4, 2014	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.
Exhibitor Set Up Times:	Wednesday August 6th, 2014 8am-6pm	
Show Hours:	Wednesday August 6th, 2014 9pm-10:30pm Thursday August 7th, 2014 11am-5pm & 9pm-10:30pm Friday August 8th, 2014 11am-5pm & 9pm-10:30pm Saturday, August 9th, 2014 2pm-4pm & 9pm-10:30pm	
Exhibitor Dismantle Times:	Saturday, August 9th, 2014 10:30pm-12midnight	
Venue Services Deadline:	Electric - July 28, 2014	

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Important Links:

Here is the Electric Order Form:

<http://devosplace.org/electric-service-form>

Here is the Audio Visual Order Form:

<http://devosplace.org/sites/default/files/DeVos%20Place%20Tradeshow%20AV.pdf>

Cooking and Sampling Form

http://www.asiministries.org/forms/135/form_submissions/new

Wifi Information

ASI is providing complimentary WiFi in the Exhibit Hall. All registered exhibitors will receive a passcode. Wifi access is for exhibitor use only, please do not give your passcode out to non exhibitors. To receive a passcode, contact the registration desk upon arrival.

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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 THE UNION OR EXHIBIT SERVICES. ALL OTHER LABOR SERVICES REQUIRED BEYOND WHAT YOUR REGULAR FULL TIME EMPLOYEES CAN PROVIDE MUST BE RENDERED BY EXHIBIT SERVICES 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 3RD PARTY DISPLAY HOUSE OR I & D COMPANY, THEY MUST COMPLETE THE EXHIBITOR APPOINTED CONTRACTOR FORM AND SEND BACK TO EXHIBIT SERVICES WITH THE PROPER CERTIFICATE OF INSURANCE BY **7/7/2014**

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.'S SHOW SITE SERVICE DESK. EXHIBITORS ARE NOT ALLOWED TO UNLOAD COMMERCIAL VEHICLES. ES WILL UNLOAD COMMERCIAL VEHICLES AT PREVAILING DRAYAGE RATES.

GRATUITIES

EXHIBIT SERVICES 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.

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[Click Here to Order Booth Furnishings and Services Online](#)

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 7, 2014**. 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. **ASI, Exhibit Services, Inc. and DeVos Place** 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 7, 2014**

Insurance Forms can be mailed or faxed to: Exhibit Services 1814 Tappan Blvd, Tampa, FL 33619, FAX – 888-831-7026

EAC Company Name: _____

Preplanning Contact: _____

Phone: _____ Email: _____

Onsite Contact: _____

Cell Phone: _____ Email: _____

Exhibitor Name _____ **Booth #** _____

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Shipping Information

DO NOT ship to the DeVos Place PRIOR TO Tuesday, August 5th, 2014 8am-4pm Wednesday, August 6th, 2014 8am-6pm! DeVos Place HAS NO STORAGE SPACE! Freight sent there earlier, WILL EITHER BE REFUSED or turned over to ES for delivery.

Advanced Warehouse (Preferred Option)

30 days free storage included with material handling fees!
Please use the preprinted shipping labels included in this kit.
Shipments with shipping charges or international duties due on delivery will be refused. Shipments that arrive at the advance warehouse after the above date 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 to the trade show cannot be guaranteed. Material handling charges MUST be paid in advance of receiving the items at the booth.

Label Exactly
as Follows:

Must Arrive by: Monday, August 4, 2014

Hold for: ASI 2014

Exhibiting Company Name and Booth #

Direct to Show site Shipments

You can only ship to show site on this day/time when Exhibit Services, Inc. staff will be onsite to receive your shipment. Shipments arriving early will be refused or turned over to ES for delivery.

Label Exactly
as Follows:

**Must Arrive Only on:
Tuesday, August 5th, 2014 8am-4pm
Wednesday, August 6th, 2014 8am-6pm**

TO: Exhibiting Co. Name & Booth #
C/O Exhibit Services, Inc.
303 Monroe Ave. NW
Grand Rapids, MI 49503
Hold for: ASI 2014

Recommended Inbound & Outbound Freight Carrier

Transit Air Cargo (800) 247-1600 ext. 525 is the recommended freight carrier. Transit Air Cargo works closely with show management and already has all of your show information! Transit Air Cargo provides all levels of service whether it is slow boat or overnight! The process of shipping out from the show through Transit Air Cargo is a very simple one, there is no need to worry about scheduling freight carriers, waiting charges or forced freight shipments. Simply visit our service desk on site and we will arrange everything. For a shipping rate quote click on the below website link.

<http://exhibitservicesonline.com/index.php/request-a-shipping-quote/>

Outbound Shipments

If you are using a freight carrier other than Transit Air Cargo, it is the Exhibitor's responsibility to arrange outbound shipments with their desired carrier. Schedule your carrier to pickup your freight directly from the Exhibit Area, no later than the Forced Freight time.

**Outbound Pickup Time: Saturday, August 9th, 2014
10:30pm-12midnight**

Force Freight Time: 12midnight

Outbound Pickup Address:

DeVos Place
303 Monroe Ave. NW
Grand Rapids, MI 49503

All outbound shipments require an Exhibit Services' Outbound Shipping Form. Outbound Shipping forms and shipping labels will be available onsite at the service desk. If you are using a freight carrier other than Transit Air Cargo, it is the exhibitor's responsibility to arrange outbound shipments with their desired carrier. Schedule your carrier to pick up your freight, directly from the exhibit area, no later than the forced freight time above. Any materials left in the exhibit area without an outbound shipping form, past the forced freight time, will be removed by Exhibit Services. If Exhibit Services must dismantle your booth to meet the forced freight deadline, your company will be charged accordingly for labor services. If your carrier fails to check in at the Exhibit Service's service desk by the forced freight time, your freight will be forced to the carrier of Exhibit Services' choosing and additional material handling fees will be applied. Exhibitors are responsible for properly labeling each piece of freight. ES cannot be held responsible for unlabeled or improperly labeled shipments.

Empty Container Storage - Exhibit Services, Inc. will store your empty containers during the show. Empty containers must be labeled with an "empty" sticker to be placed into storage. Before the show opens, all trash will be removed from aisles, Exhibit Services is not responsible for containers or packaging materials that are not properly labeled with "empty" stickers. Stickers are available at the service desk.

Cargo Insurance & International Shipments - 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 show. This can usually be done by adding "riders" to existing policies. Int'l shipments should be sent free domicile or delivered duty paid. Shipments with duties or customs taxes due will be refused!

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[Click Here to Pay Material Handling Fees Online](#)

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 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 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 freight carriers DO NOT provide bills of lading to note any damage or piece count. Therefore, ES will NOT be responsible for lost pieces or damage to shipments that are received from these carriers without bills of lading. Delivery confirmations from UPS, FedEx, USPS or DHL will not be considered valid proof of delivery in the event of a claim. 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' 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. ES 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 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 has very limited liabilities pertaining to loss and/or damage for material handling and shipping services.

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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 8/4/2014 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: 70.00 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	\$70.00	\$140.00	\$210.00	\$280.00	\$350.00	\$420.00	\$490.00	\$560.00	\$630.00	\$700.00	

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): \$87.50 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	\$87.50	\$175.00	\$262.50	\$350.00	\$437.50	\$525.00	\$612.50	\$700.00	\$787.50	\$875.00	

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 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 ES. will provide its services as our agent, and not as bailee or shipper, and if any employee of Exhibit Services, Inc. shall sign a delivery receipt, bill of lading, or other 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)

Exhibitor Name _____ **Booth #** _____

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Shipping Labels for Advance Shipments *(Please print and place on your shipment)*

ADVANCED SHIPMENT

**To Arrive No Later Than:
Monday, August 4, 2014**



To: _____
(Exhibiting Company Name)

Booth #: _____

-
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Hold for: ASI 2014

ADVANCED SHIPMENT

**To Arrive No Later Than:
Monday, August 4, 2014**



To: _____
(Exhibiting Company Name)

Booth #: _____

-
,

Hold for: ASI 2014

ADVANCED SHIPMENT

**To Arrive No Later Than:
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To: _____
(Exhibiting Company Name)

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-
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Shipping Labels for Direct to Show Site Shipments *(Please print and place on your shipment)*

DIRECT TO SHOW SITE SHIPMENT

To Arrive Only On:

Tuesday, August 5th, 2014 8am-4pm

**Wednesday, August 6th, 2014 8am
-6pm**



To: _____
(Exhibiting Company Name)

Booth #: _____

**TO: Exhibiting Co. Name & Booth #
C/O Exhibit Services, Inc.
303 Monroe Ave. NW
Grand Rapids, MI 49503
Hold for: ASI 2014**

DIRECT TO SHOW SITE SHIPMENT

To Arrive Only On:

Tuesday, August 5th, 2014 8am-4pm

**Wednesday, August 6th, 2014 8am
-6pm**



To: _____
(Exhibiting Company Name)

Booth #: _____

**TO: Exhibiting Co. Name & Booth #
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Direct to Show Site Shipment

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Discount Deadline is: Monday, July 28, 2014

Booth Furnishings

One black 6' skirted display table, two folding chairs, one wastebasket and one 7" x 44" single line identification sign with company name and booth #. Items ordered on this page are in addition to that.

[Click Here to Order Tables Online](#)

[Click Here to Order Accessories Online](#)

Display Tables 30" High - Skirted on 3 sides				
Circle Color: 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'	\$90.00	\$120.00	
	6' x 2'	\$105.00	\$140.00	
	8' x 2'	\$120.00	\$160.00	
	4th side skirt	\$40.00	\$53.00	

Accessories				
Qty	Size/Item	Discount Price	Regular Price	Total
	Wastebasket	\$9.50	\$13.00	
	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	

Counter Tables 42", Counter High - Skirted on 3 sides				
	4' x 2'	\$105.00	\$140.00	
	6' x 2'	\$120.00	\$160.00	
	8' x 2'	\$140.00	\$186.00	
	4th side skirt	\$50.00	\$67.00	

[Click Here to Order Seating Online](#)

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

Seating				
	Side Chair	\$55.00	\$73.00	
	Counter Stool	\$85.00	\$113.00	
	Padded Secretarial	\$70.00	\$93.00	

Carpet and Padding

[Click Here to Order Carpet and Padding Online](#)

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

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

Qty	Booth Size	Discount Price			Regular Price After Jul 28, 2014			Total	
		Carpet Only	With Single Padding	With Double Padding	Carpet Only	With Single Padding	With Double Padding		
	10' Inline	\$110.00	\$195.00	\$280.00	\$148.50	\$263.25	\$378.00		
	20' Inline'	\$220.00	\$390.00	\$560.00	\$297.00	\$526.50	\$756.00		

Page Subtotal
 Add 7% Sales Tax

Page Total
 Add to Credit Card Page

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

Exhibitor Name _____ **Booth #** _____

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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 Supervision) – Please complete Display Labor Information Form on next page Exhibit Services 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			\$81.25	
Dismantle			\$121.88	

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			\$65.00	
Dismantle			\$97.50	

Labor Total
 Add to Credit Card Page

Booth Set Up Contact Person (VERY IMPORTANT)

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.

Qty	Vacuum booth ONCE prior to show opening.				Total
	10' Inline	20' Inline	30' Inline	40' Inline	20'x20'
	\$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

Exhibitor Name _____ **Booth #** _____

Exhibit Services, Inc.
 (813) 623-1163
 Fax 888-831-7026
info@exhibitservices.net
www.ExhibitServices.net

Adventist-Laymen's Services & Industries

DeVos Place

August 5, 2014 - August 10, 2014



Exhibitor Kit

[Click Here to Order Booth Furnishings and Services Online](#)

Exhibit Services, Inc. - 1814 Tappan Blvd. Tampa, FL 33619 Federal ID # 59-2945495

Submit this form along with the individual order forms used, Fax to 888-831-7026 or EMAIL to info@exhibitservices.net

Drayage & Material Handling Fees	Total Amount (Estimated)	
Booth Furnishings	Total Amount	
Booth Cleaning	Total Amount	
Display Labor	Total Amount (Estimated)	
	(Estimated) Total	

Exhibit Services, Inc. accepts: All American Express, MasterCard, Visa & Discover Cards.
 We recommend that you have a credit card on file for all orders even if paying by check.

Credit Card Account #

[Click Here to Submit your Credit Card Online](#)

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Exp. Date _____ Card Security #s _____ (Amex = four #s on front of card, all others = three #s on back of card)

Cardholders Name (Print) _____

Signature _____

Phone _____

Billing Address for this card _____

City _____ State _____ Zip _____

Email Address for sending receipt _____

PAYMENT POLICY: Payment in full must accompany all orders. Payment can be made by check or credit card authorization. Orders without payment will not be processed. Charges incurred at show site must be paid upon presentation of invoice. Please complete the Credit Card Authorization form or have your booth personnel be prepared to pay any balance due. 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.

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 non-refundable. No credits or refunds will be given for equipment ordered but refused at the showsite. 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.

Notes:

Exhibitor Name _____ **Booth #** _____

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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. ES 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.

ES 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 ES and its subcontractors, and the arrival of exhibitor's representative at the booth. During such time the shipments will be left unattended in booth. ES and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, ES 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 ES 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.

ES and its subcontractors shall not be responsible for any loss or damage that may occur during such period. ES and its subcontractors will adjust the quantities of items on any bill of lading submitted to ES or its subcontractors to conform to the actual count of items in the booth at the time of pick up. ES 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.

ES 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.

ES' liability shall be limited to the physical loss or damage to the specific article which was lost or damaged and in any event ES 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.

ES 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 ES prior to close of show. No suit or action shall be brought against ES more than one year after accrual of action.

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

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

In order to expedite removal of materials and equipment, ES 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.

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 ES will not be liable for exhibit materials abandoned at the exhibit site. Exhibit Services 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 surge protector / over-under voltage protector on your computers and any other equipment you deem necessary. Exhibit Services will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than authorized personnel.

Do Not Return This Page

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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 –please review each form carefully.

These forms SHOULD NOT be submitted to Exhibit Services. It is the exhibitor's responsibility to ensure that their order forms are received by the suppliers (Exhibit Services 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 can assist with general questions but we can not verify rates or make specific remarks about any services provided by other suppliers.

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