

Running USA Industry Conference

February 10 - 12, 2019

Puerto Rico Convention Center | San Juan, Puerto Rico



Exhibitor Services Manual

Presented by:



Running USA Industry Conference 2019

February 10 - 12, 2019

Puerto Rico Convention Center

San Juan, PR

Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to insure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

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Welcome to Running USA Industry Conference 2019

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor(s) for the Running USA Industry Conference 2019

The following pages contain all of the forms necessary to aid and insure a successful event.

If you don't see what you need, or if you have questions, call us. We're here to help!

Please note: Even if you are not ordering furnishings, **each exhibitor is required** to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors' fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don't hesitate to contact your customer service representative at (817) 337-3050, should you have any questions.

Sincerely,

Inclusive Management Services, Inc.



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Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.
The following is important information and dates to keep at hand:

Official General Contractor

Inclusive Management Services, Inc.
12917 Royal Ascot Drive
Fort Worth, TX 76244
Phone 817-337-3050
Fax 888-301-1273
service@inclusivemanagement.com

General Exhibit Information

Hall Carpet - Multi - Colored Pattern

Each 10 x 10 Booth Includes:

- 8ft Silver Backwall Drape
- 3ft Silver Side Rail Drape
- 6' 30" Silver Skirted Table, 2 Padded Side Chair, Wastebasket, and 7" x 44" ID Sign

IMPORTANT DATES

Jan. 14, 2019	Shipments may begin to arrive at warehouse
Jan. 18, 2019	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Jan. 23, 2019	Discount Deadline for orders received with payment
Feb. 6, 2019	Last day for Advance Shipments to arrive at the warehouse without surcharges
Feb. 10, 2019	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM

EVENT SCHEDULE

Sunday, February 10

Exhibit Move In	8:00 AM - 11:00 AM
Exhibit Hours	12:00 PM - 7:30 PM

Monday, February 11

Exhibit Hours	8:00 AM - 6:00 PM
---------------	-------------------

Tuesday, February 12

Exhibit Hours	8:00 AM - 12:00 PM
Exhibit Move Out	12:00 PM - 4:30 PM

PLEASE NOTE:

All booth materials must be packed and ready for shipment by 3:30 PM on Tuesday, February 12, 2019.
Exhibitor is responsible for contacting their carrier.

All carriers must check in by 3:30 PM on Tuesday, February 12, 2019.

IMS reserves the right to force and/or re-route any freight not removed from the floor
by 3:30 PM on Tuesday, February 12, 2019

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DISCOUNT DEADLINE DATE • JANUARY 23, 2019

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual.
Please be sure that the address below matches the address for the credit card provided
or it will be declined and we will need you to resubmit payment with a different card.

Credit Card Authorization

☐ MasterCard ☐ VISA ☐ American Express

☐ Corporate ☐ Personal

EXPIRATION DATE

ACCOUNT NUMBER

SECURITY CODE

_____ **X** _____
Card Holders Name - Please Print Card Holders Signature (Required for Processing)

_____ City State Zip
Billing Address

_____ Booth Number
Phone Number Fax Number

_____ EMail Address to send Invoice
EMail Address

EXHIBITING FIRM: _____

*** Your order will not be processed
without a credit card on file.**

**RETURN ORDERS TO ADDRESS OR FAX NUMBER
BELOW:**

IMS, Inc.
12917 Royal Ascot Drive,
Fort Worth TX 76244

Phone: 817-337-3050
Fax: 888-301-1273

*** The following Terms & Conditions page
must be completed, initialed, and
accompany this Payment Policy for any
order to be processed**

*For your convenience we will use this authorization
to charge the above credit card for your advance
order(s) and show site orders including but not
limited to material handling and labor. If you should
incur any charges due to but not limited to damage
to the hall we will use this card to cover the charges.
Please complete this form and send in with your
order.*



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DISCOUNT DEADLINE DATE • JANUARY 23, 2019

PLEASE READ CAREFULLY: *And complete the bottom section including initials*

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Chargebacks – there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds - there will be a \$35.00 fee on all returned checks

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. A \$25.00 Fee will be applied to all Wire Transfers

***Third Party Billing**—*Each exhibiting firm is ultimately responsible for all charges incurred on its behalf.* IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

*If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check or bank wire transfer; however, **we require your credit card charge authorization to be on file with IMS.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.*

Initials of authorized signature from Payment Policy Authorization Form _____

IMPORTANT: any unauthorized representatives wishing to place an order at show site must provide a personal credit card

Will your representative be authorized to order additional equipment and comply with above payment policy?
Yes _____ No _____

If yes state the name of the representative _____

Company Name _____

Booth # _____



1. IMS and its contractors shall not be liable for damage, loss, or delay to uncrated freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are IMS and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's

property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered

to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and IMS and its contractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor's shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close of event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.



I have read and agree to this Limits of Liability:

Signature of authorized personnel

Company Name

Booth #

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A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the Show Office.

Notification Deadline Date: JANUARY 18, 2019

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

FULL NAME OF NON-OFFICIAL CONTRACTOR: _____

COMPLETE ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NON-OFFICIAL CONTRACTOR "SHOW-SITE" REPRESENTATIVE (If not the same as above): _____

DIRECT PHONE NUMBER: _____

TYPE OF SERVICE TO BE PERFORMED: _____

Please fax form to 888.301.1273 by the deadline stated on this form



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Notification Deadline Date: JANUARY 18, 2019

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor Is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibitor Crew" badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than JANUARY 18, 2019

- INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.) **When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.**

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO IMS BY JANUARY 18, 2019, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/16																				
PRODUCER Insurance Agency 0000 Insurance Dr Burbank CA 91509 Attn: Agent Name (000) 555-5555 Fax: (000) 555-5555				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE																					
INSURED 2. Pharmacy Inc. 4321 Technology Ln Burbank CA 91509 Attn: Jane Doe Phone: (000) 555-0000 Fax: (000) 555-0001				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:																					
COVERAGES																									
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																									
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY) 7.	POLICY EXPIRATION DATE (MM/DD/YY) 8.	9. LIMITS																				
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/16	01/01/17	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000																				
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/16	01/01/17	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: \$ \$																				
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 _____ \$ _____ \$ _____ \$																				
	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/16	01/01/17	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 _____ \$ _____ \$ _____ \$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">X</td> <td style="width: 15%;">WC STATU- ORY LIMITS</td> <td style="width: 10%;"></td> <td style="width: 10%;">OTHER</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td>E.L. EACH ACCIDENT</td> <td></td> <td></td> <td>\$1,000,000</td> </tr> <tr> <td></td> <td>E.L. DISEASE-EA EMPLOYEE</td> <td></td> <td></td> <td>\$1,000,000</td> </tr> <tr> <td></td> <td>E.L. DISEASE -POLICY LIMIT</td> <td></td> <td></td> <td>\$1,000,000</td> </tr> </table>		X	WC STATU- ORY LIMITS		OTHER			E.L. EACH ACCIDENT			\$1,000,000		E.L. DISEASE-EA EMPLOYEE			\$1,000,000		E.L. DISEASE -POLICY LIMIT		
X	WC STATU- ORY LIMITS		OTHER																						
	E.L. EACH ACCIDENT			\$1,000,000																					
	E.L. DISEASE-EA EMPLOYEE			\$1,000,000																					
	E.L. DISEASE -POLICY LIMIT			\$1,000,000																					
D	OTHER				Each Occurrence & Aggregate																				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. Inclusive Management Services, Inc. (IMS) (Official Service Provider), Show Name (Show Management), Puerto Rico Convention Center (Facility), and Show Name (Show) are hereby named as additional insured, except for Workers' Compensation. Inclusive Management Services, Inc. (IMS) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Inclusive Management Services, Inc. (IMS), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by IMS shall be excess and non-contributory. Show date(s) are: Dates and City																									
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION																				
6. Inclusive Management Services, Inc. (IMS) 12917 Royal Ascot Dr. Fort Worth TX 76244			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 10.																						

1. PRODUCER: Insurance Agent / Broker who issues certificate.

2. NAME OF INSURED: Must be the legal name of contracting party.

3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this exhibitor manual).

4. FORM OF COVERAGE: Must be "occurrence" form of coverage.

5. NAME ADDITIONAL INSUREDS: Inclusive Management Services, Inc. (IMS), (Official Service Provider), **Show Name** (Show Management), **Management Name** (Show) and Puerto Rico Convention Center (Facility) as additional insureds on a primary and non-contributory basis.

6. CERTIFICATE HOLDER: Must be Inclusive Management Services, Inc.

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.

8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.

9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See and Rules and Regulations between IMS and EAC.

10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer. (IMS)

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Notification Deadline Date: JANUARY 18, 2019

IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER _____ EMAIL _____

ITEMS TO BE BILLED TO THIRD PARTY: _____

Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

E-Mail Address

E-Mail Address to send Invoice

All information must be provided for order to be processed.

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate ☐ Personal

Fax form to **888-301-1273** along with completed payment policy



Notification Deadline Date: JANUARY 18, 2019

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Chargebacks – there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds - there will be a \$35.00 fee on all returned checks

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions A \$25.00 Fee will be applied to all Wire Transfers

regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, we require your credit card charge authorization to be on file with IMS..

Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided _____ Date _____

Exhibiting Firm: Booth # _____



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Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

- A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order
- B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**
- C. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.
12917 Royal Ascot Drive
Fort Worth, Texas 76244
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS

(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS

Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.



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SEATING & ROUND TABLES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Padded Side Chair	\$57.75	\$75.00	
	Padded Arm Chair	\$65.75	\$85.50	
	Pneumatic Task Chair	\$112.25	\$145.95	
	Executive Chair	\$195.00	\$253.50	
	Padded Counter Stool	\$119.50	\$155.25	
	Round Pedestal Table 30" H	\$120.00	\$156.00	
	Round Bistro Table 40"H	\$126.25	\$164.25	

SKIRTED DISPLAY TABLES (30" - 42"High)

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$93.75	\$122.00	
	4' Long 42" High	\$117.00	\$152.00	
	6' Long 30" High	\$120.25	\$156.25	
	6' Long 42" High	\$145.75	\$189.50	
	8' Long 30" High	\$145.75	\$189.50	
	8' Long 42" High	\$167.75	\$218.00	

ACCESSORIES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Cocktail Table 18"H SM	\$79.25	\$103.00	
	Cocktail Table 18" H LG	\$89.25	\$116.00	
	22" x 28" Sign Frame	\$78.75	\$102.50	
	2 Sided Literature Stand	\$99.75	\$129.75	
	Free Standing Poster Board	\$120.00	156.00	
	Bag Stand	\$73.50	\$95.50	
	Tri Pod Display Easel	\$50.25	\$65.25	
	Garment Rack	\$49.00	\$63.75	
	Wastebasket	\$19.00	\$24.75	

UNSKIRTED DISPLAY TABLES (30" - 42"High)

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$82.50	\$107.25	
	4' Long 42" High	\$99.00	\$128.75	
	6' Long 30" High	\$93.50	\$121.50	
	6' Long 42" High	\$110.00	\$143.00	
	8' Long 30" High	\$110.00	\$143.00	
	8' Long 42" High	\$126.50	\$164.50	

ADDITIONAL DRAPERY

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4th Side Draped	\$51.25	\$66.75	
	3' Linear Per Foot	\$11.50	\$15.00	
	8' Linear Per Foot	\$17.00	\$22.00	

TOTAL \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

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Fax form to **888-301-1273** along with completed payment policy



the Basics...

Standard Furnishings* from



Padded Side Chair



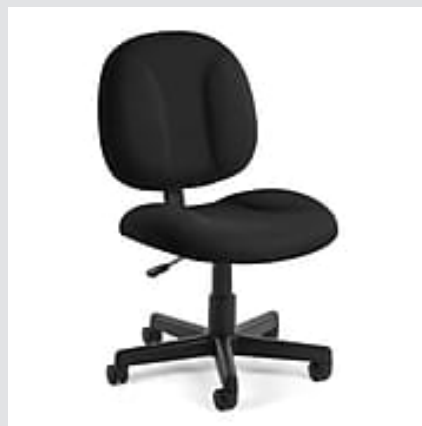
Executive Chair



Skirted Display Tables



Padded Arm Chair



Pneumatic Task Chair



Padded Counter Stool



40" Tall x 30" Round Bistro Table



30" Tall x 30" Round Pedestal Table

the Basics...

Standard Furnishings* from

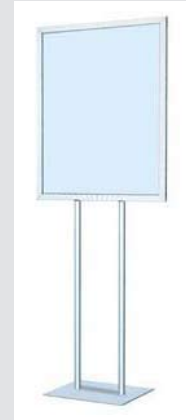
IMS | **INCLUSIVE**
Management Services



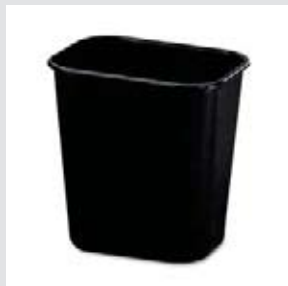
Literature Stand



Tri Pod Display Easel



22" x 28" Sign Frame



Wastebasketw/Liner



Bag Stand



Garment Rack



Free Standing Poster Board (2-Sided)



18" High Cocktail Table - LARGE - (18" x 28")

18" High Cocktail Table - SMALL - (18" x 18")

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RECEPTION COUNTERS

Check color/fabric choice

Standard ☐ White ☐ Black ☐ Gray
 Special Color ☐ Blue ☐ Green ☐ Red
 Special Fabric ☐ Gray Fabric ☐ Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half Round Counter Standard Color	\$500.00	\$650.00	
	Half Round Counter-Special Color	\$600.00	\$780.00	
	Half Round Counter-Special Fabric	\$600.00	\$780.00	

1 METER SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$375.00	\$487.50	
	Full View	\$375.00	\$487.50	

2 METER SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$425.00	\$550.50	
	Full View	\$425.00	\$550.50	

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

COUNTER STORAGE UNITS (CREDENZA'S)

Check color/fabric choice

Standard ☐ White ☐ Black ☐ Gray
 Special Color ☐ Blue ☐ Green ☐ Red
 Special Fabric ☐ Gray Fabric ☐ Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Storage Unit Standard Color	\$375.00	\$487.50	
	Storage Unit Special Color	\$475.00	\$625.50	
	Storage Unit Special Fabric	\$450.00	\$585.00	
	2M Storage Unit Standard Color	\$525.00	\$685.00	
	2M Storage Unit Special Color	\$625.00	\$825.00	
	2M Storage Unit/Special Fabric	\$625.00	\$825.00	

SYSTEM DISPLAY PEDESTALS

☐ White ☐ Black

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30 in H x 1/2 Meter Square	\$300.00	\$400.00	
	42 in H x 1/2 Meter Square	\$375.00	\$487.50	

TOTAL \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

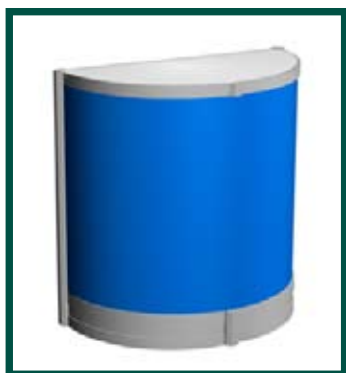
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DISPLAY COMPONENTS ORDER FORM

SHOWCASES & STORAGE UNITS



Half Round Reception Counter
41"(w) x 22"(d) x 40"(h)



System Display Pedestals



Storage Unit - Credenza
40"W x 21.5"D x 39"T

System Display Pedestals

*Subject to availability - sizes vary
Contact your CSR with inquires.*

Standard Colors



White



Black



Gray

Special Colors



Blue



Green



Red

Special Fabrics



Gray Fabric



Black Fabric



Full View Showcase
1M 41"(w) x 22"(d) x 40"(h)
2M 80"(w) x 22"(d) x 40"(h)

Showcases available in
1M and 2M lengths.



Half View Showcase
1M 41"(w) x 22"(d) x 40"(h)
2M 80"(w) x 22"(d) x 40"(h)

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CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	9 ft. x 10 ft.	\$123.25	\$141.75	
	9 ft. x 20 ft.	\$216.75	\$249.25	
	9 ft. x 30 ft.	\$321.95	\$370.25	
	9 ft. x 40 ft.	\$360.50	\$414.50	

SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	per sq. ft. ____ x ____	\$3.00 sq.ft.	\$3.75 sq.ft.	

CUSTOM CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeffron Nylon.
Other colors may be available; please call 817.337.3050 for additional colors and prices.

☐ Cobalt ☐ Charcoal ☐ Navy ☐ Platinum ☐ Mocha ☐ Ivory ☐ Emerald
☐ Coffee ☐ Pewter ☐ Terra Cotta ☐ Sapphire ☐ Onyx ☐ Beige ☐ Red Wine

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

CUSTOM CARPET COLOR (Check color above and put square footage here)

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$3.75/per SQ.FT. \$ _____
After discount deadline @ \$4.75/per SQ.FT.

CUSTOM CARPET RENTAL PRICE order includes installation, poly covering and removal.

CARPET PADDING order includes installation and disposing of padding.

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$1.00 SQ. FT. \$ _____

CARPET VISQUEEN ORDER includes installation of Visqueen

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$0.65 SQ. FT. \$ _____

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

TOTAL \$ _____

Dont forget to order foam padding for added comfort and that enticing, luxurious feel..

EXHIBITOR NAME: _____ BOOTH #: _____



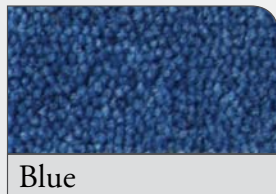
Ground Level...

Carpet Options & Colors*

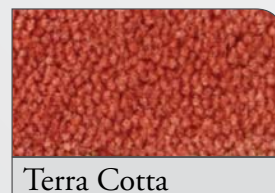
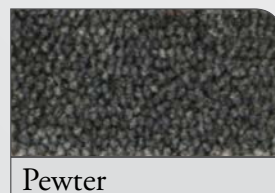
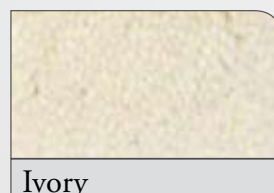
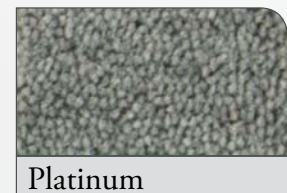


Our Classic (16oz.) & Custom (30oz.) carpet is inspected prior to shipping to show site to ensure top quality of any re-purposed carpet. Special cut sizes are available upon request. Please refer to order form for pricing, which includes delivery, installation and removal. Don't forget to order padding... attendees and staff will thank you for it!

Classic Carpet (16oz.)



Custom Carpet (30oz.)



* Actual colors may vary due to variations in computer display technology, lighting and dye lots. Swatches should not be used for exact color matching purposes. Don't see a color you are looking for? We may be able to help. Call our customer service department to see what other color options may be available.

MODULAR RENTAL BOOTH

Special Offer

IMS is proud to offer this Event Exclusive opportunity to enhance your company's booth space

Standard Modular Rental Booth



Standard Modular Rental Booth includes:

- White Hardwalls + Counter
- 1 - Fascia (with Company Name)
- Carpet (in Classic Carpet Color Options)
- Installation & Dismantling

It is now time to consider the many *graphic options* and *upgrades* that will take your stand to the **NEXT LEVEL!**

To further enhance your booth space you can transform your *Standard Modular Rental Booth* into...

... *a high-impact, eye-popping stand that demands attention!*

Upgraded Modular Rental Booth

Upgraded Modular Rental Booth includes:

- FULL Graphics Package as pictured
- (3) back-wall panels, (2) back-wall returns,
- (1) credenza front & (2) credenza sides
- (1) 30"(w) x 30"(h) Pedestal Table
- (4) Padded Arm Chairs
- (1) 5-Pocket Literature Stand
- (2) Halogen Arm Light for back-wall
- Carpet (in Classic Carpet Color Options)
- Installation & Dismantling

Artwork must be submitted in Print Ready Files.
Please refer to the Preferred Formats for Incoming Graphics page.



If you do not need all the upgrades, and only need to order graphics for your rental booth, you can order these a-la-carte as needed.
Contact your CSR for options and pricing.



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STANDARD MODULAR	DISCOUNT PRICE	STANDARD PRICE
Modular 10 (10 x 10 Space)	\$1,100.00	\$1,430.00
Modular 15 (10 x 15 Space)	\$1,600.00	\$2,080.00
Modular 20 (10 x 20 Space)	\$1,900.00	\$2,470.00

Package Does Not Include:
Exhibitor is responsible for ordering electrical outlet.

UPGRADED MODULAR	DISCOUNT PRICE	STANDARD PRICE
Modular 10 (10 x 10 Space)	\$1,800.00	\$2,340.00
Modular 15 (10 x 15 Space)	\$2,300.00	\$2,990.00
Modular 20 (10 x 20 Space)	\$3,400.00	\$4,420.00

For Upgraded Modular graphics please contact your CSR for panel sizes and how to submit art files

Please Complete The Following:

Model Name: _____

Font Style: ☐ Futura ☐ Humanist ☐ PosterBodoni ☐ Times New Roman ☐ Other

Font Color: ☐ Black ☐ Blue ☐ Red ☐ Green ☐ Burgundy ☐ Teal

Carpet Color ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Hunter Green

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

EXHIBITOR NAME: _____ BOOTH #: _____

Terms and Conditions. *Must be signed for order to process*

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- *IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

All other sizes available upon request. Please contact your CSR for quote

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MODEL NUMBER	DISCOUNT PRICE	STANDARD PRICE
Model #1	\$2,090.00	\$2,725.00
Model #2	\$2,420.00	\$3,150.00
Model #4	\$4,290.00	\$5,575.00
Model #5.	\$4,950.00	\$6,435.00

Package Includes:

- Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10' unit

Package Does Not Include:

Exhibitor is responsible for ordering electrical outlet.
This is not included in the package.
Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

Model Number: _____

Font Style: ☐ Futura ☐ Humanist ☐ PosterBodoni ☐ Times New Roman ☐ Other

Font Color: ☐ Black ☐ Blue ☐ Red ☐ Green ☐ Burgundy ☐ Teal

Carpet Color ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Hunter Green

Hardwall Panel Color: ☐ White ☐ Blue ☐ Green ☐ Gray ☐ Red

Fabric Walls check here ☐ Gray ☐ Black

Hardwall Panel Color/Fabric Choices (*back panels only*)

Panel 1 _____ Panel 2 _____ Panel 3 _____ Panel 4 _____ Panel 5 _____ Panel 6 _____

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL COST PER PANEL

Terms and Conditions. Must be signed for order to process

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- *IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

For a specially designed unit please contact our Customer Service Department at:

817-337-3050

EXHIBITOR NAME: _____ BOOTH #: _____

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Fax form to **888-301-1273** along with completed payment policy



CUSTOM RENTAL UNIT ORDER FORM

CUSTOM RENTAL UNITS



Model 1

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



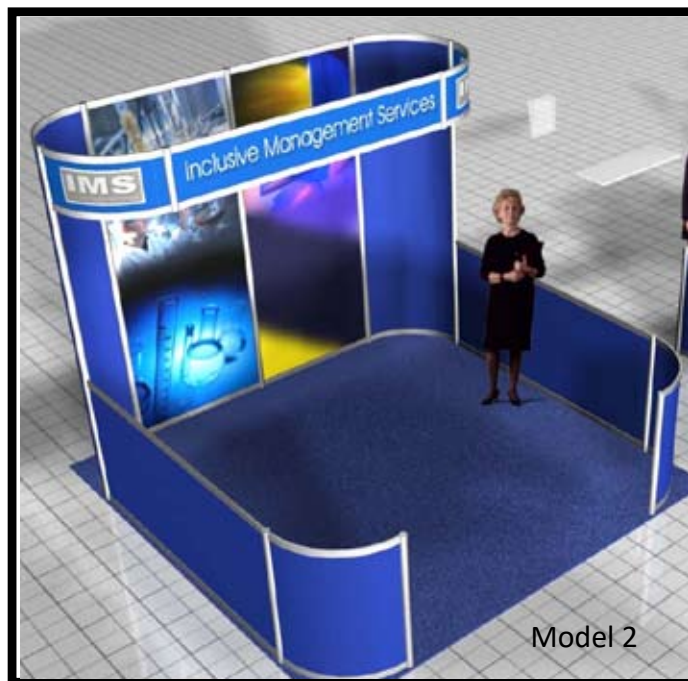
Red



Gray Fabric



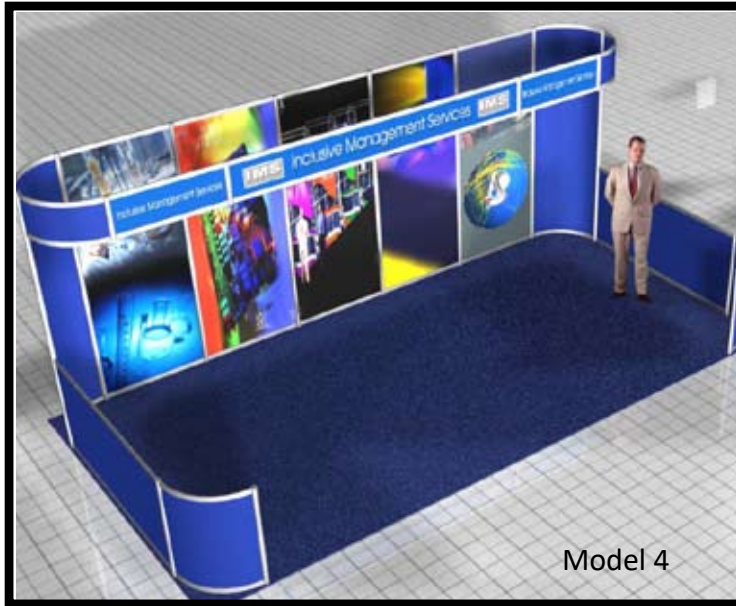
Black Fabric



Model 2



CUSTOM RENTAL UNITS



Model 4

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



Red



Gray Fabric



Black Fabric



Model 5

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HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and DO NOT SEND ANYTHING VIA U.S. MAIL.
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
 - A. not advising your carrier about your target date and time.
 - B. not including an accurate description or piece count.
 - C. not reading the exhibitor manual and shipping instructions; and
 - D. not filling out the forms properly.



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**ALL FREIGHT MUST BE ACCOMPANIED BY
A CERTIFIED SCALE TICKET**

***ALL DRIVERS MUST PROVIDE THE FOLLOWING
INFORMATION ON THEIR BILLS OF LADING:***

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

***PIECE SUMMARIES MUST BE BROKEN INTO THE
FOLLOWING CATEGORIES:***

1. CRATES(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

***ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
FREIGHT CLERK CAN ACCEPT THEM:***

WE REQUIRE A COPY OF YOUR BILLS OF LADING

**IF YOU CANNOT PROVIDE ANY
OF THE REQUESTED
INFORMATION, PLEASE
CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK**



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INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Shipping To: **ADVANCED WAREHOUSE** _____ **DIRECT TO SHOW SITE** _____

Company Name: _____ Booth # _____

Origin of Shipment: _____ Carrier: _____

Shipping Date: _____ Approximate Arrival Date: _____

Total Number of Containers: _____ Total Weight of Shipment: _____

Pro # _____

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____

Street Address: _____ City: _____

State: _____ Zip: _____

Carrier: _____ PREPAID COLLECT

Total Number of Containers: _____ Total Weight of Shjpmnts: _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____ PREPAID COLLECT

Street Address: _____ City: _____ State: _____ Zip: _____

Carrier: _____ Total Number of Containers: _____ Total Weight of Shjpmnts: _____

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Telephone: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Attention: _____

PLEASE NOTE: To enable our tracing delayed shipments,
please fax duplicate Bills of Lading to **888-301-1273**
along with a completed payment policy.

COLLECT SHIPMENTS WILL NOT BE RECEIVED



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ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM

1. Estimate total number of pieces being shipped

_____ Crated
_____ Uncrated
_____ Machinery
_____ TOTAL

2. Are you shipping to:

Direct to Site _____
Advanced Warehouse _____

3. Estimate total weight of shipments:

lbs. _____

4. Indicate total number of trucks in each category that you will use:

_____ Overseas Container
_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck

5. List carrier name (s):

6. If using a Customs Broker, please print name:

7. Print name of person in charge of your move-in _____:

Their phone: _____

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display. _____

9. What date and time are you scheduling your shipment(s) to arrive on-site?

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that
The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted: _____

11. Is there any special handling equipment required to unload your exhibit materials.
i.e. extended Forklift blades, special slings, lifting bars, etc?

EXHIBITOR NAME: _____ BOOTH #: _____

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Fax form to **888-301-1273** along with completed payment policy



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MATERIAL HANDLING SERVICES/RATES

DIRECT/CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.

UNCRATED: Material that is shipped loose or pad wrapped.

NOTE: Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. ***All late shipments will incur an additional 30% surcharge in addition to the rates listed below.*** Does not include air charges for late freight received at the mainland.

OVERTIME: An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: January 14 - February 6, 2019

DESCRIPTION	PRICE PER CWT	MINIMUM
Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday		
Direct to Warehouse	\$85.50	\$171.00
Late to Warehouse	\$111.25	\$222.50
Direct to Warehouse Inbound OT Surcharge	\$21.50	\$43.00
Special Handling to Warehouse	\$109.75	\$219.50
Late Special Handling to Warehouse	\$142.75	\$285.50
Special Handling to Warehouse Inbound OT Surcharge	\$27.50	\$55.00

DESCRIPTION	PRICE PER CWT	MINIMUM
Show Site Shipment May Begin Arriving February 10, 2019		
Direct to Convention Facility	\$73.75	\$147.50
Direct to Convention Facility Inbound/Outbound OT Surcharge	\$18.50	\$37.00
Uncrated to Convention Facility	\$99.75	\$199.50
Special Handling to Convention Facility	\$99.75	\$199.50
Special Handling Inbound/Outbound OT Surcharge	\$24.00	\$48.00

Small Package - Maximum Weight 50 lbs.....	\$40.00 each
Only applicable on SHOW DAYS	

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.



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EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.

Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$15.00 per cwt. On straight time, \$75.00 minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause of action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



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Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are stacked Shipments?

Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.



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For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES".

COMPUTATION OF ORDERS

When recording weight, round up the next one hundred (100) pounds

SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
@ \$ 85.50 per 100 lbs. (200 lb. minimum) \$ _____
LATE CRATED SHIPMENTS TO THE WAREHOUSE \$111.25 per 100 lbs. (200 lb. minimum)

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
@ \$ 109.75 per 100 lbs. (200 lb. minimum) \$ _____

See Special Handling Rates

LATE SHIPMENTS TO THE WAREHOUSE \$142.75 per 100 lbs. (200 lb. minimum) \$ _____

DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
@ \$73.75 per 100 lbs. (200 lb. minimum) \$ _____

UNCRATED SHIPMENTS @ \$99.75 per 100 lbs. (200 lb. minimum) \$ _____

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
@ \$99.75 per 100 lbs. (200 lb. minimum) \$ _____

ESTIMATED MATERIAL HANDLING \$ _____

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed [Payment Policy Form](#) to be faxed to the number provided on the Payment Policy Form no later than JANUARY 23, 2019 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

EXHIBITOR NAME: _____ BOOTH #: _____

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IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on January 14, 2019, last date for warehouse shipments being February 6, 2019. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com. Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: Running USA 2019
To: Your Company Name & Booth
IMS, Inc./ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: Running USA 2019
IMS, Inc. /ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN
January 14 - February 6, 2019

EVENT: Running USA 2019

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: Running USA 2019
IMS, Inc. /ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN
January 14 - February 6, 2019

EVENT: Running USA 2019

CARRIER: _____

NUMBER OF PIECES: _____

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT
WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

ABF Freight System, Inc.[®]


YOUR OFFICIAL GROUND, OCEAN & AIR CARRIER FOR TRANSPORTATION

Let ABF make the Puerto Rico Convention Center

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Running USA 2019

the easiest you have attended.

Choose  guaranteed, expedited shipping solutions — air or ground — with special discounted rates for your inbound and outbound shipments.

For personalized quotes please call
Pam Ferrelli in our Trade Show Division at
888-256-8123

Our services include

- Priority handling of your inbound and outbound shipments.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

ABF tradeshow
On-Site...On-Time...Damage-Free

800-654-7019



ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

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

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

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

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

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

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

Please fax completed form back to 904-786-8127

ABF **tradeshow**

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

tradeshow@abf.com

(800) 654-7019

3801 Old Greenwood Road • Ft. Smith • AR • 72908



SHIPPER PLEASE NOTE

FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



ABF FREIGHT SYSTEM, INC.
P.O. BOX 10048
FORT SMITH, AR 72917
800-610-5544 ABFS

abf.com

PLACE PRO LABEL HERE

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On "Collect On Delivery" shipments, the letters "COD" must appear before consignee's name or as otherwise provided in item 430, Sec. 1.

CONSIGNEE

TO:

NAME PLUS

STREET

CITY/ST/ZIP

☐ Check box if consignee contact required prior to delivery.

Consignee telephone _____

TRAILER NUMBER

B/L DATE

ROUTE

SPECIAL INSTRUCTIONS

SHIPPER

FROM:

NAME PLUS

STREET

CITY/ST/ZIP

FOR PAYMENT, SEND BILL TO:

NAME

STREET

CITY/ST/ZIP

Collect on Delivery \$ _____ and remit to _____

Street _____ City _____ State _____

Carrier must collect cash, money order, bank cashier's check, or bank-certified check unless shipper signs here to accept company check.

C.O.D. charge
to be paid byShipper ☐Consignee ☐

Signed: _____

Hdg Units No. Type	Packages No. Type	★ HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Optional) (CuFT)

★ Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)e of NMFC item 360.

Notify if problem enroute or at delivery _____

Name

Tel No.

Fax No.

(for informational purposes only)

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. Every service to be performed hereunder shall be subject to the terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classification. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. See Item 780-1 of ABF 111 rules for general liability limitations and for additional coverage available at additional expense.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, Shipper authorizes consent to the Transportation Security Administration (TSA) to screen the shipment when transportation of the shipment requires movement via an air carrier.

SHIPPER

PER (SIGNATURE REQUIRED)

Freight charges are PREPAID
unless marked collect
CHECK BOX IF COLLECT



FOR FREIGHT COLLECT SHIPMENTS:

If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the follow statement:
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges

(Signature of Consignor)

CARRIER ABF FREIGHT SYSTEM, INC.

PER

DATE

Driver signature only acknowledges receipt of freight

Commercial Invoice

Date			Invoice #		PO #		
Shipper Name			Consignee Name				
Street Address			Street Address				
Contact (Shipper)		Email Address	Contact (Consignee)		Email Address		
Telephone/Fax Number			Telephone/Fax Number				
Tax ID Number (EIN)		Exporting Carrier	Tax ID Number (i.e. EIN, VAT)		Incoterms		
Other Information (i.e. ITN #)			AWB #				
Complete Commodity Description		HM	Schedule B	Country of Manufacture	Quantity UOM	Unit Price USD \$	Total Price USD \$
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
						I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.	
Total Freight Charge							
Total Insurance Cost							
Total Invoice Value (USD \$)		0.00					
Signature and Title of Authorized Person		Date		These commodities, technology, or software were exported from the United States of America for ultimate destination _____ in accordance with export administration regulations. Diversion contrary to U.S. law is prohibited.			

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Need Outbound Shipping Labels?

IMS strives to make your event as smooth as possible. This includes Move Out day where it is very easy to forget seemingly unimportant details such as addresses and labels for outbound shipping needs. Please take a moment to complete this form and fax to the number below.

Please Note: If you are using FedEx as your carrier we regret that we will be unable to print labels for your shipment(s).

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____
Total Number of Containers: _____
of Labels Needed _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____
Total Number of Containers: _____
of Labels Needed _____

EXHIBITOR NAME: _____ BOOTH #: _____

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DISCOUNT DEADLINE DATE • JANUARY 23, 2019

Installation and Dismantle Labor Rates

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday

Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.

One hour minimum charge on all labor. Cancellations must be in writing.

PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR

Straight Time - \$79.00 per personnel hour

Overtime - \$99.00 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and Dismantling of display under the supervision of IMS

Straight Time - \$106.65 per personnel hour

Overtime - \$133.65 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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Fax form to **888-301-1273** along with completed payment policy



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1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.
3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.
5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.



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DISCOUNT DEADLINE DATE • JANUARY 23, 2019

Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address _____

IMS SUPERVISED LABOR

In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.

Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing with Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

Outbound Shipping Information

Ship To: _____

In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.

IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Method of Shipment

☐ Exhibit Transportation ☐ Common Carrier ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

☐ Other Carrier: Please indicate the carrier's name

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

Freight Charges ☐ Prepaid Bill To ☐ Collect

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Fax form to **888-301-1273** along with completed payment policy



SUPERVISED LABOR

Running USA Industry Conference 2019

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DISCOUNT DEADLINE DATE • JANUARY 23, 2019

CLEANING ORDER FORM

CARPET SERVICE (Check One):

Vacuum Booth Carpet - **One Time** (before Show Opens)

- ☐ Booth Sq. Ft. _____ x \$ 0.38 = \$ _____
☐ Booth Sq. Ft. _____ x \$ 0.42 = \$ _____

Vacuum Booth Carpet—**Daily** (before Show Opens)—3 days

- ☐ Booth Sq. Ft. _____ x 3 = _____ Sq. Ft. x \$0.32 = \$ _____
☐ Booth Sq. Ft. _____ x 3 = _____ Sq. Ft. x \$0.35 = \$ _____

Calculate 3 times the square footage of booth space for daily

Shampoo Booth Carpet—One Time

- ☐ Booth Sq. Ft. _____ x \$ 0.46 = \$ _____
☐ Booth Sq. Ft. _____ x \$ 0.50 = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE Empty wastebaskets, police floor at two-hour intervals (Check one)

- ☐ \$ 65.00 per day 1-400 Sq. Ft. _____ specify days _____
☐ \$ 75.00 per day 1-400 Sq. Ft. _____ specify days _____
☐ \$ 95.00 per day 401-up Sq. Ft. _____ specify days _____
☐ \$ 110.00 per day 401-up Sq. Ft. _____ specify days _____

EXHIBIT CLEANING SERVICE (Check One)

Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show

- ☐ @ \$65.00 per 10' foot booth space \$ _____
☐ @ \$75.00 per 10' foot booth space \$ _____

Cleaning and dusting of display background and furnishings **DAILY** during show

- ☐ @ \$55.00 per day per 10' booth space \$ _____
☐ @ \$65.00 per day per 10' booth space \$ _____

TOTAL \$ _____

Prices in blue reflect POST deadline date prices.

EXHIBITOR NAME: _____ BOOTH #: _____

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CLEANING ORDER FORM

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FLORAL

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Small Flower Arrangement	\$85.00	\$110.50	
	Large Flower Arrangement	\$115.00	\$149.50	
	Azaleas (if available)	\$60.00	\$78.00	
	Fern	\$60.00	\$78.00	
	18" Tropical Plant	\$50.00	\$57.50	
	2 ft. Green Plant	\$65.00	\$84.50	
	3 ft. Green Plant	\$75.00	\$97.50	
	4 ft. Green Plant	\$85.00	\$110.50	
	5 ft. Green Plant	\$95.00	\$123.50	
	6 ft. Green Plant	\$105.00	\$136.50	
	7 ft. Green Plant	\$125.00	\$162.50	

TOTAL \$ _____

Container Style

- ☐ Black Plastic
☐ Terra Cotta Plastic

Floral Arrangements

Please specify what you would like and the size and we will email you a quote.

Flower(s) _____

Greenery *circle one* yes no

Height _____ Width _____

Container Type/Color _____

EXHIBITOR NAME: _____ BOOTH #: _____

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FLORAL ORDER FORM

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We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with you logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	22" x 28" Single Sided	\$96.50	\$125.50	
	22" x 28" Double Sided	\$125.50	\$163.00	
	28" x 44" Single Sided	\$136.75	\$177.75	
	28" x 44" Double Sided	\$177.75	\$231.00	
	20" x 60" Single Sided	\$231.00	\$300.50	
	24" x 87" Single Sided	\$295.00	\$383.50	
	24" x 87" Double Sided	\$383.50	\$498.50	
	38.125" x 76" Single Sided Meter Board	\$350.00	\$455.00	
	38.125" x 76" Double Sided Meter Board	\$455.00	\$591.50	
	3' x 6' Single Sided Banner	\$300.00	\$390.00	
	3' x 6' Double Sided Banner	\$390.00	\$507.00	

TOTAL \$ _____

SIGN COPY: (Use additional sheet of paper if more space is needed.)



Vertical



Horizontal

Background Color: _____

Lettering Color: _____

ADDITIONAL SERVICES INCLUDE:

Foam core signs, Special Graphics, Art Work,, Silk-Screening, Emblems, Trademarks,
Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: _____ BOOTH #: _____

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Preferred Format(s) for Incoming Graphics

Logos: Vector-based files always work best to create large-format graphics and signage.

Graphics Supplied by Client: PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic **MUST** be scaled to proper size and dimension for final output/printing.

Other file formats are accepted:	Software	Type of file
	Adobe Photoshop:	EPS (Raster Based), PSD, TIFF (PC/MAC)
	Adobe Illustrator:	EPS (Vector based), .AI (PC/MAC)

File Format

Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics. Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to "create outlines" or "convert to paths" this will eliminate the need to download the fonts for outputting. Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

Resolution

Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

Color

All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

Fonts

Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

Size

Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

Proof

Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

Accepted Media and Transfer Methods

CD-ROM

E-Mail for files 1mg. and smaller

1.44 MB floppy disks: Mac or PC format

Please submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

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ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle

120 VOLTS	QTY	Discount Price	Standard Price	TOTAL
501-1000 WATTS (10 AMPS)	___	130.00	169.00	___
1001-1500 WATTS (15 AMPS)	___	162.00	210.50	___
1501-2000 WATTS (20 AMPS)	___	180.75	235.00	___

Check here for 24 hour power

Double electrical rate for this service

ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle

208 VOLTS SINGLE PHASE

20 AMPS	___	231.00	300.50	___
30 AMPS	___	286.00	372.00	___
60 AMPS	___	389.50	506.50	___
100 AMPS	___	444.75	578.25	___

208 VOLTS THREE PHASE

20 AMPS	___	286.00	372.00	___
30 AMPS	___	325.00	422.50	___
60 AMPS	___	484.00	642.25	___
100 AMPS	___	574.75	747.25	___

480 VOLTS SINGLE PHASE

30 AMPS	___	714.75	929.25	___
50 AMPS	___	902.50	1173.25	___
60 AMPS	___	1003.50	1304.50	___

480 VOLTS THREE PHASE

30 AMPS	___	743.50	966.50	___
50 AMPS	___	1010.75	1314.00	___
60 AMPS	___	1075.75	1398.50	___

LIGHTING EQUIPMENT - (Including current consumed)

300 WATT (1) FLOOD LIGHT	___	115.50	150.25	___
300 WATT (2) FLOOD LIGHTS	___	136.50	177.50	___
POWER STRIP	___	39.00	50.50	___

EXTENSION CORDS - (Electricity not including)

SINGLE OUTLET any length	___	31.50	41.00	___
QUAD OUTLET/POWER STRIP	___	42.00	54.75	___

LABOR

ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays)	___	69.50	___
OT Mon - Fri 4:30 pm - 8:00 am (Sat. /Sun./Holidays)	___	115.50	___

TOTAL \$ _____

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/ items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

ISLAND BOOTHS

A scaled floor plan must accompany orders showing locations of electrical outlets connections and lighting equipment.

EXHIBITOR NAME: _____ BOOTH #: _____

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ELECTRICAL ORDER FORM

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Electrical Circuit Placement Diagram and Plug Configuration

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. **If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.**
3. Mark each circuit location with correct corresponding order on the application form. Important:
The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis. .
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # _____

Adjacent Booth # _____

Adjacent Booth# _____

Adjacent Booth # _____

EXHIBITOR NAME: _____ BOOTH #: _____

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EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

V120 PH1 Hz60 W1000	120 V Single Phase=60 cycles 1000 watts	V230 A30 PH3	230 Volts = 30 Amp 3 Phases
---------------------------	--	--------------------	-----------------------------------

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted as shown unless

POWER LOCATIONS: X Indicates location of outlet floor plan received indicates otherwise.

Power Locations

X	X	X	X
Inline booths - Peninsulas			Back to back Peninsula Booths

- Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.
- The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer (s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

ISLAND BOOTHS!

One drop within booth when powersource in ceiling or one location at IMS's discretion when power source is in the floor.

Please see Regulation #4 above.



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10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.
13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.
15. Credit will not be given for service installed and not used.
16. 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, foreclosure, or otherwise, exhibitor will pay the electrical contractor's attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds the electrical contractor harmless for any and all losses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. The official Electrical Contractor shall be responsible for:
 - *All under carpet distribution of electrical wiring
 - *All motor and equipment hook-ups requiring hardwire connections
 - *The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - *All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
 - *The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - *Zip cords or two-wire cords are ungrounded and could result in safety hazards.

Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.



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All Visual Displays are LCD/LED depending on availability

THIS ORDER FORM REFLECTS ONLY A PORTION OF INVENTORY AVAILABLE

If you have any questions regarding equipment, pricing, or would like some assistance completing your order please contact your Customer Service Representative

QTY	COMPUTER SIGNAL DISPLAY EQUIPMENT DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	20" Flat Monitor with Table Stand (no speakers)	\$295.00	\$398.25	
	32" Flat Monitor with Table Stand (no speakers)	\$470.00	\$634.50	
	42" Flat Monitor with Floor Stand (no speakers)	\$595.00	\$803.25	
	50" Flat Monitor with Floor Stand (no speakers)	\$845.00	\$1,140.75	
	Set of Speakers	\$75.00	\$101.25	

QTY	VIDEO SIGNAL DISPLAY EQUIPMENT DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	32" Flat Monitor with Table Stand w/ DVD and Set of Speakers	\$585.00	\$789.75	
	42" Flat Monitor with Floor Stand w/ DVD and Set of Speakers	\$785.00	\$1,059.75	
	50" Flat Monitor with Floor Stand w/ DVD and Set of Speakers	\$970.00	\$1,309.50	

QTY	COMPUTERS DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Desktop Computer with 17" Flat Monitor	\$225.00	\$303.75	
	Laptop Computer	\$325.00	\$438.75	
	Laser Printer (B/W)	\$275.00	\$371.25	
	Multi-Function Printer/Fax/Scanner	\$150.00	\$202.50	
	Copier (price for 5 days, only weekly rental)	\$1,700.00	\$2,295.00	

QTY	Audio/Visual Accessories DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6ft VGA Cable	\$20.00	\$26.00	
	6ft HDMI Cable	\$40.00	\$52.00	

TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

- Items selected will be charged for the show days of the exhibition.
- To guarantee equipment availability please be sure to submit your order 30 days prior to delivery date.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- NO equipment charges for set-up day is required.

• CANCELLATIONS:

- A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a 1 day minimum charge.
B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.



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