



**CORPORATE OFFICE:**  
 P O Box 2969  
 Zanesville, OH 43702  
 Phone: 740-454-1201  
 Fax: 740-454-4809

**EXHIBITOR'S SHIPPING INSTRUCTIONS, INFORMATION & RATES**

**ADVANCE SHIPMENTS:**

To assure that your materials arrive on time we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our location and allowed 30 days free storage. These should be consigned and the bill of lading made out as follows:

Name of Event \_\_\_\_\_

Name of Exhibiting Company \_\_\_\_\_

Booth No. \_\_\_\_\_

c/o Expo Services & Professionals  
 717 East 17<sup>th</sup> Ave.  
 Columbus, Oh 43211

Special Markings:  
 Shipments will be accepted Mondays  
 through Fridays - 9:30am - 2:30pm  
 Call 740-607-9500 to arrange off-loading

ESTIMATED ADVANCE PAYMENT AMOUNT \$ \_\_\_\_\_ FOR \_\_\_\_\_ LBS.

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT  
 SHOWING THE NUMBER OF PIECES, WEIGHT AND TYPE OF MERCHANDISE

A copy should be mailed immediately to Expo Services, PO Box 2969, Zanesville, OH 43702. A copy should also be provided to the person responsible for installing your area should they require assistance in tracing shipments.

In order to assure expeditious handling of exhibit material, exhibitors must clear all movement of material with Expo Services. We suggest that exhibitors contact Expo Services to schedule for unloading at the show site.

**RATES:** UNLESS SPECIFIED OTHERWISE, THESE RATES ARE ROUND TRIP BASED ON INCOMING WEIGHT  
MINIMUM CHARGE all classification.....200 lbs.

**CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE:**

Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$32.00 for each 100 lbs. or fraction there of per shipment

**SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING:**

This classification shall be applied to, but not limited to, van shipments or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot, 20 assorted pieces, etc.) Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$42.00 for each 100 lbs. or fraction there of per shipment.

**OVERTIME CHARGES:**

Overtime charges will be invoiced on INBOUND FREIGHT received after 3:00 P.M. weekdays or any time Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on OUTBOUND FREIGHT loaded after 5:00 P.M. weekdays or any time Saturday, Sunday, or Holidays

**MOBILE EQUIPMENT:**

Wheeled vehicles will be handled on an hourly basis at prevailing labor rates (straight time and/or overtime ) with a minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged for at a hourly rate basis. Charges will be invoiced for both inbound and outbound movement.

**PAYMENT TERMS:** Payment due a time of service. Solely at the discretion of Expo Services, terms may be allowed as follows. Net 10 days. Service charges of 2% per month, or fraction thereof, will be applied to PAST DUE ACCOUNTS. The annual rate for SERVICE CHARGES is 24%. Payment for ALL services and labor, whether ordered by the exhibitor, display builders, or other parties, shall be the responsibility of the EXHIBITOR. All payments must be in U.S. FUNDS.

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AT THE CONCLUSION OF THE SHOW.**

EXPO SERVICES AND IT'S SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, IMPROPERLY PACKED MATERIALS, GLASS BREAKAGE OR CONCEALED DAMAGE. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT AND CAN NOT BE HELD RESPONSIBLE FOR LOSS OR THEFT OF MATERIALS ONCE THEY HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH SPACE. SIMILARLY THEY CAN NOT BE HELD RESPONSIBLE FOR DISAPPEARANCE OF MATERIALS PRIOR TO BEING PICKED UP FOR LOADING OUT AT THE CONCLUSION OF THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS

,FURNISHED EXPO SERVICES FOR EXHIBITOR'S SHIPMENT WILL BE CHECKED AT TIME OF LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST. EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL NOT HELD RESPONSIBLE FOR LOSS, DELAY OR DAMAGE DUE TO STRIKE, LOCKOUT, OR WORK STOPPAGES OF ANY KIND.

EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED BY LAW AS WAREHOUSEMEN TO PROTECT EXHIBITORS EQUIPMENT WHEN IT IS RECEIVED UNTIL IT IS PLACED IN EXHIBITORS BOOTH, AND SHALL EXERCISE THE SAME DEGREE OF REASONABLE CARE WHEN REMOVING EQUIPMENT FROM EXHIBITOR'S BOOTH AND LOADING ON A TRUCK. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT RESPONSIBLE FOR ORDINARY WEAR AND TEAR IN HANDLING OF EQUIPMENT, NOR FOR LOSS OR DAMAGE DUE TO FIRE, THEFT, WINDSTORM, VANDALISM, ACTS OF GOD, OR OTHER CAUSES BEYOND ITS CONTROL.

Freight handling charges are the responsibility of the exhibitor TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. Also charges for loading out of freight shipments are the responsibility of the exhibitor FROM WHOSE BOOTH SHIPMENTS ARE MADE. Exhibitor may not assign this responsibility to supplier or customer.

<b>CHECKS - Please complete the following:</b> Check Number: _____ Dated _____ Amount \$ _____ NOTE: All Checks are deposited upon receipt. Do not postdate! There is a \$25.00 charge for all checks returned by the bank.	<b>CREDIT CARD - Please complete the following:</b> <b>VISA M/C AM EX DIS</b> (CIRCLE ONE) Acct. Number _____ Exp. Date _____ I.D. Number _____ 3 or 4 digit no. on back of card Card Holder _____ Signature _____
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**PLEASE COMPLETE THIS PORTION - ( For CREDIT CARD PAYMENTS - Provide C.C. billing address )**

Name of Event _____	Booth Number(s) _____	<b>50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.</b>
Firm Name _____	Tel. No. _____	<b>PAYMENT MUST BE</b>
RECEIVED Address _____ City _____ State _____ Zip _____		<b>BEFORE SERVICE IS PROVIDED</b>
Print Your Name _____	Signature _____	

**Credit Cards unprocessed due to insufficient information or funds may not be eligible for Advance Rates**  
 THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED.  
**KEEP A COPY FOR YOUR RECORDS**