

Discount Deadline:
July 8, 2024

Your Booth Comes With:

- 8' High black back drape
- 3' High red side drape
- Identification signs measuring 7" x 44" will be provided for booths that are 300 sq. ft. or smaller. For larger booths, identification signs will be available upon request.

The exhibit area is not carpeted. Aisle carpet is pepper. Booth flooring is optional.

Show Schedule

Exhibitor Move-In

Monday August 12, 2024 8:00am - 12:00pmVehicles/Apparatus Move-In Only***Monday August 12, 2024 1:00pm - 5:00pm***General Move-In***Tuesday August 13, 2024 8:00am - 5:00pm***General Move-In***Wednesday August 14, 2024 8:00am - 10:00am***Touch Up Only - All Booths must be set by 10:00am*

Exhibit Hall Hours

Wednesday August 14, 2024 3:00pm - 7:00pm*Reception 4:00pm - 7:00pm***Thursday August 15, 2024 10:00am - 4:00pm****Friday August 16, 2024 10:00am - 2:00pm**

Exhibitor Move-Out

Friday August 16, 2024 2:00pm - 9:00pm**Saturday August 17, 2024 8:00am - 12:00pm**

- Early move-in for companies with vehicles/apparatus – Installation of carpet or flooring is mandatory before loading to prevent any move-in delays.
- A staging and wash area will be available for all Apparatus. Location, scheduled check-in and dispatch times will be supplied after completion of the [vehicle request form](#).
- At the conclusion of the show, we will commence the removal of all apparatus and vehicles. Once the area is clear, we will proceed to remove the aisle carpet and return empty containers.
- All exhibitor materials must be cleared from the exhibit facility by August 17, 2024, at 12:00 pm. To guarantee compliance with this deadline, please ensure that all carriers check in by August 17, 2024, at 10:00 am.

IMPORTANT DATES

Discount Deadline Date

July 8, 2024

Exhibitor Appointed Contactor Notification Deadline

July 8, 2024

Advance Warehouse Receiving Begins

July 10, 2024

Advance Warehouse Deadline

**late fee applies after*
July 26, 2024

Direct to Show Site Receiving Begins

August 12, 2024

Floor Clear By

August 17, 2024 at 12:00pm

Shipping Addresses

Advanced Warehouse:

Exhibiting Company Name / Booth # _____

Fire-Rescue International 2024

c/o The Expo Group & PGL

2800 Story Road West

Irving, TX 75038

Warehouse Hours:

Monday-Friday 9:00am-3:30pm

Direct to Show Site:

Exhibiting Company Name / Booth # _____

Fire-Rescue International 2024

c/o The Expo Group

Kay Bailey Hutchison Convention Center - Halls B-D

650 South Griffin Street

Dallas, TX 75202

Marshalling Yard

The show will not be using a Marshalling Yard.

Additional Services

- [Internet](#) - Smart City
- [EAC](#) - IAFC

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Additional Information

- Order outbound Material Handling Agreement(s) (MHAs) and Labels here <https://cyberservices.theexpogroup.com/>
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.

Customer Service Hours

- Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Advance Warehouse Information

- Certified weight tickets must accompany all shipments.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Direct Freight Receiving

- All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

Account Review and Confirmation

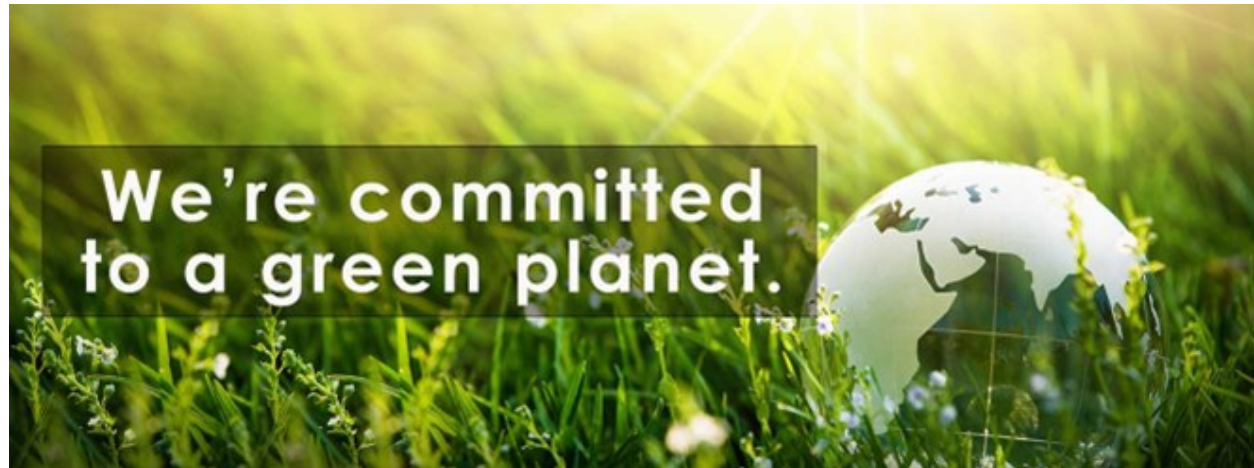
- All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.

Outbound Shipping

- Our Customer Service Management Team will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site.
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.

Excessive Trash Left in Booth

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.



The Expo Group is passionate about reducing, reusing, and recycling materials and waste. There are several simple things you can do to help as well. Join us by implementing some basic habits to help us keep our beautiful planet green.

**YOUR
BOOTH**

- Order booth services online to reduce use of paper.
- Rent carpet directly from us to assure you are renting recycled/recyclable carpet.
- Ask about graphics and signs that can be made from recycled materials, are recyclable and consider using digital graphics.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is recycled and reused.

**IN YOUR
BOOTH**

- Use QR Code(s) to send electronic literature to prospects or consider printing locally rather than shipping in paper.
- Make sure booth lighting uses LED bulbs for reduced energy consumption.
- Order giveaways responsibly to avoid plastic, toxic materials and useless products that will end up in the hotel room trash.

**SHIPPING
YOUR BOOTH**

- Make sure that possible recyclable or reusable items are not left behind after the show closes - clean your space before leaving.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.
- Consider the use of shipping containers that are recyclable or reusable.

The Expo Group Joins the Pledge For A Net Zero Carbon Footprint

The Expo Group recently joined industry leaders including PCMA, ESCA and over 250 other partners to join The Pledge for a Net Zero Carbon Footprint Initiative. A wide-ranging network of global events industry players has united to fight climate change with the ultimate goal of eliminating the industry's greenhouse gas emissions by 2050. A broad collaboration, hosted by the Joint Meetings Industry Council (JMIC) with the support of the United Nations Framework Convention on Climate Change (UNFCCC), developed the pledge over several months.

In this effort we are committed to:

- Publish (by the end of 2024) our pathway to achieve net zero by 2050 with an interim target in line with The Paris Agreement's requirement to reduce global greenhouse gas emissions by 50% by 2030.
- Collaborate with partners, suppliers, and customers to drive change across the value chain.
- Report on progress at a cadence of every two years.
- Joining an industry workstream group dedicated to defining industry best practices for conservation and reporting.

Today, The Expo Group has already implemented multiple initiatives to support reductions in greenhouse emissions including:

- Provide no shipping options.
- Use digital graphics with zero footprint.
- Utilize reusable/sustainable materials.
- Streamline processes to minimize waste.
- Standardize furnishings and prices.
- Rent vs. purchase exhibits options.
- Controlled material handling.
- Reusable registrations kiosks.

Our Packaging Plans include:

- Minimize shipping where applicable.
- Rent vs. purchase options for carpet, furnishings and exhibits.
- GBAC cleaning materials.
- More efficient models resulting in less waste.



The Expo Group will continue to provide updates on our commitments to meet the industry pledge as we drive toward the NetZero Carbon Commitment.

PAYMENT
OPTIONS

A Credit Card Authorization **MUST** be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment. Cash payments will not be accepted.

CREDIT CARD PAYMENT:

The Expo Group only accepts credit card information electronically.
For your convenience we accept MasterCard, Visa, Discover and American Express.

- Securely submit your credit card online at cyberservices.theexpogroup.com
- Login with your Show ID and Password
- Your secure login info will be provided via email from ExhibitorService@theexpogroup.com
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card"

COMPANY CHECK PAYMENT:

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

ACH OR WIRE TRANSFER PAYMENT:

- **Domestic ACH or Wire Transfer:**

The Expo Group LLC.

Routing Number	111017979
Account Number	1411023532

- **International Wire Transfer:**

Instruct the foreign banks US Dollar Correspondence to send via:

FED Wire directly to:	Texas Capital Bank, N.A.
Wire Routing Number:	11017979
SWIFT BIC:	TXCBUS44
Account Number:	1411023532 The Expo Group, LLC.

THIRD PARTY AGENTS:

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.

TAX EXEMPT STATUS:

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate with your initial order. The certificate must be issued by the federal government or by state in which your event is taking place.

1. GENERAL**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE**

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, LLC and You, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION-SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG THROUGH ANY ORDER AND COMMUNICATION CHANNEL, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TEG

1.1 DEFINITIONS. For purposes of the Contract, "TEG" means The Expo Group, LLC, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Show or Event:** an organized marketplace within a venue where EXHIBITORS participant. **Show or Event Site:** The venue or place where an exposition or event takes place; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during events; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space and pursuant to EXHIBITOR's election is not supervised and/or directed by TEG. EXHIBITOR assumes the responsibility and any liability arising therefrom, for the work of union labor when EXHIBITOR elects to use un-supervised labor.

1.2 SCOPE. These Terms and Conditions shall be binding upon EXHIBITOR, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, THIRD PARTY, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

EXHIBITOR permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing. **EXHIBITOR hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the EXHIBITOR as a third party.**

1.3 PAYMENT TERMS

1.3.a. Full Payments, including any applicable tax and fee, are due in advance or at show site prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. secured funds and all checks must be drawn on a U.S. Bank; MasterCard, VISA, American Express, credit cards, debit cards, ACH, Wire Transfer, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. If EXHIBITOR is exempt from payment of sales tax, TEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TEG except where specifically identified as a sale. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all terms and conditions outlined herein.

1.3.b. THIRD PARTIES: EXHIBITOR is ultimately responsible for all charges incurred on its behalf. In the event that a THIRD PARTY agent orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last scheduled show day, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

1.3.c. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

1.3.d. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card authorized on the account in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum), and future orders will be on a prepaid basis only. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Event. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

1.3.e. CANCELLATION: Unless otherwise noted on the specific service order form, Exhibitors who cancel up to ten (10) days prior to Exhibitor Move-in will NOT be assessed any cancellation fees. Cancellations received less than 10 days prior to Exhibitor Move-in or at show site, will incur a fee equal to 100% of the order amount unless otherwise noted on the specific service order form. If the Show or Event is canceled because of reasons beyond TEG'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. In either case, Shipments received at the Advance Warehouse will be assessed a charge of 50% of the applicable published Warehouse rate. TEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TEG Service Representative of problems with any orders, and to review the EXHIBITOR'S account summary for accuracy prior to the last scheduled day of the Show or Event.

1.3.f. CREDIT CARD: TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. If a payment is subsequently made by check with the intention of reversing the initial credit card payment CREDIT CARD REFUND PROCESSING CHARGE will be assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is 3% of the amount owed. Said CREDIT CARD PROCESSING CHARGE is applicable in the event of voluntary withdrawal and/or cancellation of service as outlined in conditions above.

1.3.g. REFUNDS: EXHIBITOR may opt to transfer order credits and payments at full value towards any service solution from The Expo Group on any future Event despite the Event or General Service Contractor in lieu of refund. Request for refund due to withdrawal is subject to Administrative and Credit Card Refund Processing charges. Any refund will be processed as part of TEG's show close process, within 21 days of the last show date. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR shall receive a full and complete refund of any overpayments following final show close audit. In the event of EXHIBITOR withdrawal or the Exposition or Event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the Event or Exposition, including all non-refundable Administrative Processing costs incurred by TEG, and applicable CREDIT CARD REFUND PROCESSING CHARGES.

1.3.g.i. Request for refund by different method than original payment must be submitted in writing by EXHIBITOR. Electronic request will only be considered when sent from an email address within the exhibiting company's domain and on company letterhead. The request must specifically address the reason for requesting the refund by check and full details for where the check is to be mailed.

1.3.g.ii. TEG will remit refunds to EXHIBITOR at the name and address on file. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered. EXHIBITOR reserves the right to access final accounting showing all services or equipment ordered on their behalf.

Continues on following page.

1.3.h. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time and approved by the TEG Project Manager, Sales or Director in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show.

1.3.i. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in any way release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

1.4. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

1.5. **FORCE MAJEURE.** TEG's performance hereunder is subject to, and TEG shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TEG's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

1.6. LIMITATION OF LIABILITY & INDEMNITY

IN NO EVENT SHALL TEG BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TEG OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TEG HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

TEG'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM TEG'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF EXHIBITOR'S MATERIALS AND NOT FROM ANY OTHER TYPE OF LOSS OR DAMAGE. TEG'S MAXIMUM LIABILITY FOR ANY CAUSE SHALL BE LIMITED TO \$0.50 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$100.00 PER ITEM OR \$1,500.00 PER SHIPMENT, WHICHEVER IS LESS. TEG SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH OR FOR RELOADING AFTER THE SHOW. BILLS-OF-LADING COVERING OUTGOING SHIPMENTS, WHICH ARE FURNISHED TO TEG BY EXHIBITOR, WILL BE CHECKED AT THE TIME OF ACTUAL PICKUP FROM THE BOOTH AND CORRECTIONS MADE WHERE DISCREPANCIES OCCUR.

ANY CLAIMS FOR LOSS, INJURY OR DAMAGE MUST BE SUBMITTED TO TEG WITHIN THIRTY (30) DAYS OF THE CLOSE OF THE SHOW IN WHICH THE LOSS, INJURY OR DAMAGE OCCURRED, OR SUCH CLAIMS SHALL BE WAIVED. NO SUIT OR ACTION FOR THE RECOVERY OF ANY CLAIMS ARISING OUT OF OR RELATED TO BODILY INJURY, DEATH, OR PROPERTY DAMAGE SHALL BE BROUGHT AGAINST TEG MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION. ANY INCIDENT OCCURRING AT SHOW SITE MUST BE BROUGHT TO THE ATTENTION OF TEG BEFORE THE CLOSE OF THE SHOW AND AN INCIDENT REPORT FILLED OUT, SHOULD EXHIBITOR FAIL TO FILL OUT AN INCIDENT REPORT AS REQUIRED, EXHIBITOR WAIVES ANY CLAIMS FOR DAMAGE, INJURY, OR LOSS.

1.7. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless TEG from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through TEG; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

1.8. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

1.9. **UN-SUPERVISED LABOR.** EXHIBITOR shall be responsible for the performance and actions of all labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TEG rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

2. MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to The Expo Group's warehouse or to an event site for which The Expo Group is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor or their appointed agent with The Expo Group. Please be aware that disposal of exhibit properties is not included as part of your Material Handling charges. Please contact The Expo Group for your quoted rates and rules applicable to disposal of your exhibit properties.

2.1 **TEG as AGENT for EXHIBITOR.** EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

TEG has Right of Preference into and out of the show site building to prevent delays and provide an orderly operation for the show.

2.2. **ADVANCE WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar temporary storage facilities.

2.3. **PACKAGING/CRATES AND STORAGE:** TEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage including but not limited to glass, electronic equipment, prototypes, original art; carpets in bags or poly, or improperly packed or labeled materials. TEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. TEG does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **TEG ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.** Storage charge is for the use of storage space and is not a form of insurance or guarantee of security.

2.4. **EMPTY STORAGE:** Empty container labels will be available at the show site service center. Affixing appropriate empty container labels is the sole responsibility of the Exhibitor or his representative's. All pre-existing labels must be removed. TEG assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without The Expo Group's labels; or improper information on empty labels. **TEG ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO GOODS OR CRATES, OR THE CONTENTS THEREIN, WHILE THE SAME ARE IN EMPTY CONTAINER STORAGE.**

Continues on following page.

2.5. INBOUND/OUTBOUND SHIPMENTS/UNATTENDED GOODS: There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition.** EXHIBITOR is responsible for insuring its own Goods for any and all risk of loss. TEG recommends the hiring of security services from Facility or Show Management. **Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight must be counted by designated carrier at the loading dock. The Carrier is responsible for notifying TEG of any discrepancies.** All MHA's submitted to TEG by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TEG and the actual count of such items in the booth at the time of pickup. TEG is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

2.6. DELIVERY TO THE CARRIER FOR RELOADING: TEG assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. TEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **TEG ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

2.7. DESIGNATED CARRIERS: To expedite removal of exhibitor materials TEG shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL TEG BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

2.8. CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to TEG immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from TEG's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TEG more than one (1) year after the date of loss or damage occurred.

2.8.a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: Any claim and or dispute regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due. In the event of any dispute between the Exhibitor and TEG relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due TEG for its services as an offset against the amount of any alleged loss or damage.

2.9. DECLARED VALUE: Declarations of Declared Value are between the Exhibitor and the selected Carrier only and are in no way an extension of TEG's maximum liability stated herein. TEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

2.10. LIEN: Exhibitor grants TEG a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of TEG and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by TEG on its behalf, services performed, materials and/or labor from time to time provided by TEG to or for the benefit of Exhibitor ("Obligations"). TEG shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that TEG is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. TEG may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

2.11. WAIVER AND RELEASE: Exhibitor, as a material part of the consideration to TEG for material handling services, waives and releases all claims against TEG with respect to all matters for which TEG has disclaimed liability pursuant to the provisions of this Contract.

2.12. DRIVER LIABILITY WAIVER: IN CONSIDERATION OF TEG PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS TEG, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER.

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____

Telephone Number: _____

Email Address: _____

**THIRD PARTY
PAYMENT
POLICY**

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed by both the Third Party and the Exhibitor and returned to The Expo Group at least 14 business days prior to show move-in date.
- The Expo Group will provide online password for the third party after the form is processed.
- Securely submit your credit card online at cyberservices.theexpogroup.com.
- Login with your Show ID and Password.
- Your secure login info will be provided via email from ExhibitorService@theexpogroup.com
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card".
- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- All Accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be given after the show. We will send account summaries electronically from show-site for your review. Please send us contact information including name and email for the person that would be responsible to review and approve all charges.

**SERVICES TO BE
INVOICED TO
THIRD PARTY**

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> All Expo Group Services | <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Booth Labor |
| <input type="checkbox"/> Suspended Sign Labor | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Shipping Services |
| <input type="checkbox"/> Other _____ | | | |

**If a representative of your company will be on the show floor, please also fill out and return the EAC Requirements and Forms paperwork to ExhibitorService@theexpogroup.com.*

THIS ACKNOWLEDGEMENT TO BE COMPLETED AND SIGNED BY THE EXHIBITING COMPANY REPRESENTATIVE

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X _____

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at cyberservices.theexpogroup.com

CUSTOM CARPET

40oz. Ultra Plush Carpet, includes visqueen *not available onsite

Please choose your color: ☐ Black ☐ Cement ☐ Red ☐ Royal Blue ☐ Silver Cloud

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$7.45	\$9.75	= _____

28oz. Ultra Plush Carpet, includes visqueen *not available onsite

Please choose your color: ☐ Black ☐ Cement ☐ Charcoal ☐ Cobalt Blue
☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ White

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$6.45	\$8.50	= _____

VINYL FLOORING

Custom Vinyl Flooring *not available onsite

Please choose your color: ☐ Dark Maple ☐ Light Maple ☐ Rain Cloud ☐ White Washed

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$7.25	\$9.50	= _____

Vinyl Flooring Padding *not available onsite

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$4.50	\$6.00	= _____

EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply)

☐ Will bring our own carpet* ☐ Shipping to Warehouse ☐ Shipping Direct to Dock

*Material Handling charges will apply

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal _____

Estimated Tax & Fees 8.25% _____

TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

Discount Deadline:
July 8, 2024

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet cannot be used in any booth 20'x20' or larger as booth areas - please use Special Cut Carpet order form.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at cyberservices.theexpogroup.com

STANDARD CARPET

Please choose your color:

☐ Black☐ Blue☐ *Blue Jay☐ *Cayenne

*Environmentally Friendly Options-

☐ Gray☐ Green☐ *Pepper☐ Red

made w/ recycled products

Standard Carpet

Size	Quantity	Advance Price	Standard Price	Total
10' x 10'	@	\$ 275.00	\$ 357.50	=
10' x 20'	@	\$ 550.00	\$ 715.00	=
10' x 30'	@	\$ 825.00	\$1,072.50	=
10' x 40'	@	\$1,100.00	\$1,430.00	=

Custom Cut Standard Carpet Custom Cut carpet can be ordered by square foot to accommodate your booth size.

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$4.70	\$6.25	=

PADDING AND VISQUEEN

Carpet Padding

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.65	\$2.25	=

Plastic Visqueen Covering

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$1.00	\$1.50	=

EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

☐ Will bring our own carpet*:☐ Shipping to Warehouse☐ Shipping Direct to Show Site

*Material Handling charges will apply

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal	_____
Estimated Tax & Fees 8.25%	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Orders received after the deadline or without payment will be charged the Standard price.
- Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- Exhibit and furnishings wipe down not included.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Cleaning includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.
- 100 square foot minimum applies for all services listed.
- Excessive trash will be subject to an additional fee for dismantling and disposal.

Order online at cyberservices.theexpogroup.com

CARPET CLEANING

One-time Vacuuming *

	Price per Square Foot			Advance Price	Standard Price	Total
Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$0.70	\$1.00	=

Daily Vacuuming (3 days)

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$2.10	\$3.00	=
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One-time Shampooing ***Subject to availability*

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$0.95	\$1.25	=
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Daily Shampooing (3 days)**Subject to availability*

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	\$2.85	\$3.75	=
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* Please indicate days for one-time vacuuming and/or shampooing: ☐ Wednesday ☐ Thursday ☐ Friday

PORTER SERVICE

Porter Service includes emptying wastebaskets at 2-hour intervals during show hours. *

Vacuuming service not included, must be ordered separately.

Size	# of Days		Advance Price	Standard Price	Total
0-500 sq. ft.	_____	@	\$110.00	\$143.00	=
501-1500 sq. ft.	_____	@	\$150.00	\$195.00	=
1501-3000 sq. ft.	_____	@	\$200.00	\$260.00	=
3000 sq. ft. and up	_____	@	Call for Quote	Call for Quote	=

* Please indicate days for porter service: ☐ Wednesday ☐ Thursday ☐ Friday

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
Estimated Tax & Fees 8.25%	_____
TOTAL	_____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%

Order online at cyberservices.theexpogroup.com

FURNITURE

Item	Quantity	Advance Price	Standard Price	Total
Arm Chair	X	\$125.00	\$162.50	=
Side Chair	X	\$105.00	\$136.50	=
Slimline Chair	X	\$ 90.00	\$117.00	=
Barstool	X	\$210.00	\$273.00	=
30" Round, 30" High Pedestal Table	X	\$240.00	\$312.00	=
30" Round, 42" High Pedestal Table	X	\$265.00	\$344.50	=

DRAPED TABLES

Draped tables include white vinyl top and skirting on three sides.

Drape Color:	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green
4' Long x 2' x 30" (incl. 4th side drape)					X	\$190.00	\$247.00	=
6' Long x 2' x 30"					X	\$210.00	\$273.00	=
8' Long x 2' x 30"					X	\$220.00	\$286.00	=
4' Long x 2' x 42" (incl. 4th side drape)					X	\$220.00	\$286.00	=
6' Long x 2' x 42"					X	\$240.00	\$312.00	=
8' Long x 2' x 42"					X	\$250.00	\$325.00	=
4th Side Drape for 6' & 8' tables - 30"					X	\$ 58.00	\$ 75.50	=
4th Side Drape for 6' & 8' tables - 42"					X	\$ 62.00	\$ 80.75	=

UNDRAPED TABLES

Undraped tables include white vinyl top.

4' Long x 2' x 30" - Undraped	X	\$110.00	\$143.00	=
6' Long x 2' x 30" - Undraped	X	\$130.00	\$169.00	=
8' Long x 2' x 30" - Undraped	X	\$150.00	\$195.00	=
4' Long x 2' x 42" - Undraped	X	\$150.00	\$195.00	=
6' Long x 2' x 42" - Undraped	X	\$170.00	\$221.00	=
8' Long x 2' x 42" - Undraped	X	\$190.00	\$247.00	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal _____
Estimated Tax & Fees 8.25% _____
TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%.

Order online at cyberservices.theexpogroup.com

ACCESSORIES

Item	Quantity	Advance Price	Standard Price	Total
Bag Rack	X	\$124.25	\$161.50	=
Wastebasket	X	\$ 25.00	\$ 32.50	=
Tripod Easel	X	\$ 65.00	\$ 84.50	=
Literature Rack	X	\$225.00	\$292.50	=
4' x 8' Tackboard <input type="checkbox"/> Horizontal <input type="checkbox"/> Vert.	X	\$240.00	\$312.00	=
2' x 8' Grid Wall	X	\$225.00	\$292.50	=
Two Arm Waterfall Rack	X	\$225.00	\$292.50	=
Retractable Stanchion (min. qty. 2)	X	\$130.00	\$169.00	=

SPECIAL DRAPE

Drape includes bases, ups and crossbar. 4' minimum required.

Drape Color: ☐ Gray ☐ Teal ☐ Red ☐ Black ☐ Blue ☐ White

3' high drape	X	\$ 26.00	\$ 34.00	=
8' high drape (4' minimum)	X	\$ 35.00	\$ 45.50	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service
Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	
Estimated Tax & Fees 8.25%	
TOTAL	

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- The Expo Group offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes delivery, material handling, installation and dismantle labor for all rental items, carpet, daily cleaning and basic power for exhibit lights on booth structures. *Any Additional Electrical Service must be ordered separately by the exhibitor. **Furniture shown for reference, NOT INCLUDED.***
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at cyberservices.theexpogroup.com

10' x 10' ESSENTIALS LINE EXHIBITS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
Presence_100_Basic	*Presence Basic	X	\$ 3,425.00	\$ 5,137.50	=
Presence_100_Designer	*Presence Designer (with graphics)	X	\$ 4,100.00	\$ 6,150.00	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Waveline_100_Basic	Waveline Basic	X	\$ 3,625.00	\$ 5,437.50	=
Waveline_100_Designer	Waveline Designer (with graphics)	X	\$ 4,450.00	\$ 6,675.00	=
Impact_100_Basic	Impact Basic	X	\$ 4,500.00	\$ 6,750.00	=
Impact_100_Designer	Impact Designer (with graphics)	X	\$ 4,975.00	\$ 7,462.50	=

10' x 20' ESSENTIALS LINE EXHIBITS

Presence_200_Basic	*Presence Basic	X	\$ 7,075.00	\$10,612.50	=
Presence_200_Designer	*Presence Designer (with graphics)	X	\$ 7,575.00	\$11,362.50	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Waveline_200_Basic	Waveline Basic	X	\$ 5,350.00	\$ 8,025.00	=
Waveline_200_Designer	Waveline Designer (with graphics)	X	\$ 6,675.00	\$10,012.50	=
Impact_200_Basic	Impact Basic	X	\$ 7,325.00	\$10,987.50	=
Impact_200_Designer	Impact Designer (with graphics)	X	\$ 8,425.00	\$12,637.50	=

ADDITIONAL INFORMATION

Don't forget to fill out and return this with the Perspectives Rental Exhibits Options form to select your exhibit options selections with this order.

CALCULATING YOUR TOTAL

Subtotal _____
Estimated Tax & Fees 8.25% _____
TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- The Expo Group offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. Price includes delivery, material handling, installation and dismantle labor for all rental items, carpet, daily cleaning and basic power for exhibit lights on booth structures. *Any Additional Electrical Service must be ordered separately by the exhibitor. **Furniture shown for reference, NOT INCLUDED.**
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- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at cyberservices.theexpogroup.com

ESSENTIALS LINE ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC1	Curved Reception w/ Open Back	X	\$ 500.00	\$ 750.00	=
ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 675.00	\$1,012.50	=
ACC2	*Presence Credenza	X	\$ 550.00	\$ 825.00	=
ACC2	*Presence Credenza (with graphics)	X	\$ 695.00	\$1,042.50	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
ACC3	Cosmopolitan Credenza	X	\$ 990.00	\$1,485.00	=
ACC3	Cosmopolitan Credenza (with graphics)	X	\$1,125.00	\$1,687.50	=
ACC5	Waveline Credenza	X	\$ 687.50	\$1,031.25	=
ACC5	Waveline Credenza (with graphics)	X	\$ 819.50	\$1,229.25	=
ACC6	Waveline Credenza w/ Standoff Sign	X	\$ 746.00	\$1,119.00	=
ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$ 911.00	\$1,366.50	=
ACC7	Waveline Computer Pedestal	X	\$ 764.50	\$1,146.75	=
ACC7	Waveline Computer Pedestal (with graphics)	X	\$ 951.50	\$1,427.25	=
ACC8	Presence Pedestal	X	\$ 544.50	\$ 816.75	=
ACC8	Presence Pedestal (with graphics)	X	\$ 675.00	\$1,012.50	=
ACC9	Reception Counter w/ Open Back	X	\$ 595.00	\$ 892.50	=
ACC9	Reception Counter w/ Open Back (with graphics)	X	\$ 800.00	\$1,200.00	=
ACC10	Presence Extended Credenza w/ Shelf	X	\$ 750.00	\$1,125.00	=
ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$ 950.00	\$1,425.00	=

ADDITIONAL INFORMATION

Don't forget to fill out and return this with Perspectives Rental Exhibits Options form to select your Exhibit Options selections with this order.

CALCULATING YOUR TOTAL

Subtotal _____
Estimated Tax & Fees 8.25% _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

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- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at cyberservices.theexpogroup.com

ESSENTIALS LINE ACCESSORIES (CONT.)

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC11	Additional Stem Light*	X	\$ 62.00	\$ 93.00	=
ACC13	8" Straight White Laminate Shelf	X	\$ 55.00	\$ 82.50	=
ACC33	12" Straight White Laminate Shelf	X	\$ 75.75	\$ 113.75	=
ACC14	8" Straight Black Laminate Shelf	X	\$ 55.00	\$ 82.50	=
ACC34	12" Straight Black Laminate Shelf	X	\$ 75.75	\$ 113.75	=
ACC15	8" Straight Clear Shelf	X	\$ 75.75	\$ 113.75	=
ACC35	12" Straight Clear Shelf	X	\$ 96.25	\$ 144.50	=
ACC16	Angled White Metal Shelf	X	\$ 55.00	\$ 82.50	=
ACC17	Product Display Case w/ Light*	X	\$ 999.00	\$1,498.50	=
ACC18	Tower Display Case w/ Light*	X	\$1,225.00	\$1,837.50	=
ACC19	Square Tower Display Case w/ Light*	X	\$ 825.00	\$1,237.50	=
ACC22	Information Station Credenza	X	\$ 818.25	\$1,227.50	=
ACC23	Information Station Tower (Island Booth only)	X	\$1,093.25	\$1,640.00	=
ACC24	Free Standing Panel w/ Graphics	X	\$ 493.75	\$ 740.75	=

ADDITIONAL INFORMATION

Don't forget to fill out and return this with the Perspectives Rental Exhibits Options form to select your exhibit options selections with this order.

CALCULATING YOUR TOTAL

Subtotal _____
Estimated Tax & Fees 8.25% _____
TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- The Expo Group offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. Price includes delivery, material handling, installation and dismantle labor for all rental items, carpet, daily cleaning and basic power for exhibit lights on booth structures. *Any Additional Electrical Service must be ordered separately by the exhibitor. **Furniture shown for reference, NOT INCLUDED.**
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Please select options below for your exhibit or counter.

Order online at cyberservices.theexpogroup.com

EXHIBIT CARPET COLOR OPTIONS

Please choose your color: ☐ Black ☐ Blue ☐ *Blue Jay ☐ *Cayenne ***Environmentally Friendly Options-
made w/ recycled products**
☐ Gray ☐ Green ☐ *Pepper ☐ Red

EXHIBIT HEADER OPTIONS

Standard Header Copy:

(Please type or print)

Header Letter Color:

☐ Black ☐ Red ☐ Blue

Header Font Type:

☐ Friz Quadrata Bold ☐ Castle T Bold ☐ Helvetica Bold ☐ Cooper Black

Upgrade your Header!

Custom Header

Use your graphics on the header panel.

**Advance
Price**

\$275.00

**Standard
Price**

\$412.50

NON-GRAPHIC PANEL OPTIONS

Please choose only one color to use for panels without graphics:

Hard wall: ☐ Black ☐ Blue ☐ Gray ☐ White

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Service Manager.)

GRAPHIC PANEL OPTIONS

Custom Digital Graphics are included in the price of a Designer rental package.

Login cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal

Estimated Tax & Fees 8.25%

TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

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**Discount Deadline:**
July 8, 2024

- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com**EXHIBIT BACKWALLS****All backwalls include the frame, fabric graphic, and travel bag.**

Structure Code	Item	Qty	Advance Price	Standard Price	Total
CMIL-00-002	10' D5 Milan Flat Wall	X	\$2,558.00	\$3,837.00 =	
CMIL-00-005	10' D5 Milan Curved Backwall	X	\$2,709.00	\$4,063.50 =	
FAM-00-009	8' Flat Fabric Mural w/ End Caps	X	\$1,735.25	\$2,603.00 =	
FAM-00-010	10' Flat Fabric Mural w/ End Caps	X	\$2,184.25	\$3,276.50 =	

LIGHT BOXES/TOWERS**All light boxes come with frame, fabric graphic, and rotomolded wheeled case.**

10WRF100	10' Single Sided Light Box - 116" x 94"	X	\$4,658.00	\$6,987.00 =	
10BL115	10' Double Sided Light Box - 116" x 94"	X	\$5,307.25	\$7,961.00 =	
7WRF100	Single Sided Backlit Tower - 30"w x 84"h	X	\$2,123.00	\$3,184.50 =	
7BL115	Double Sided Backlit Tower - 30"w x 84"h	X	\$2,758.00	\$4,137.00 =	

COUNTERS**All counters include the frame, fabric graphic, and travel bag.**

CMIP-00-001	Curved Podium	X	\$1,079.00	\$1,618.50 =	
PAC-00-002	PALI Counter	X	\$1,394.75	\$2,092.25 =	
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$ 337.00	\$ 505.50 =	
BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$ 293.00	\$ 439.50 =	

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal _____

Estimated Tax & Fees 8.25% _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

Discount Deadline:
July 8, 2024

- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

BANNER STANDS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Qty	Advance Price	Standard Price	Total
BSI-00-002	Single Sided Pull Up Banner	X	\$ 428.25	\$ 642.50 =	
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$ 498.25	\$ 747.50 =	

HANGING SIGNS

All Signs include the frame, fabric graphic, harness kit, and traveling bag.

CHHA-00-005	8' Single Sided Circular Hanging Sign	X	\$3,567.25	\$ 5,351.00 =	
CHHA-00-006	8' Double Sided Circular Hanging Sign	X	\$4,030.25	\$ 6,045.50 =	
CHHA-00-013	10' Single Sided Circular Hanging Sign	X	\$4,244.25	\$ 6,366.50 =	
CHHA-00-014	10' Double Sided Circular Hanging Sign	X	\$4,823.25	\$ 7,235.00 =	
CHHA-00-019	12' Single Sided Circular Hanging Sign	X	\$5,098.75	\$ 7,648.25 =	
CHHA-00-020	12' Double Sided Circular Hanging Sign	X	\$5,793.50	\$ 8,690.25 =	
CHSQ-00-003	8' Single Sided Square Hanging Sign	X	\$4,347.75	\$ 6,521.75 =	
CHSQ-00-004	8' Double Sided Square Hanging Sign	X	\$4,937.25	\$ 7,406.00 =	
CHSQ-00-005	10' Single Sided Square Hanging Sign	X	\$5,212.75	\$ 7,819.25 =	
CHSQ-00-006	10' Double Sided Square Hanging Sign	X	\$6,009.50	\$ 9,014.25 =	
CHSQ-00-007	12' Single Sided Square Hanging Sign	X	\$6,077.75	\$ 9,116.75 =	
CHSQ-00-008	12' Double Sided Square Hanging Sign	X	\$6,857.00	\$10,285.50 =	

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal _____

Estimated Tax & Fees 8.25% _____

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

Discount Deadline:
July 8, 2024

- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the show's first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ELI-05-002	LED Milan Arm Light (Black)	X	\$166.75	\$250.25	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal _____
Estimated Tax & Fees 8.25% _____
TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

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Discount Deadline:
July 8, 2024

- Orders received after the advance deadline or without payment will be billed at standard rates. TEG cannot guarantee orders placed one week prior to first exhibitor move in date.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- All signs are printed using six color printing and are printed on 3/16" thick foam board, unless alternative material is agreed upon at the time of placing your order.
- Final approval of graphic proof must be received by the deadline date or expedite fees will apply.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: ☐ Horizontal ☐ Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$ 62.75	\$125.50	=
11" x 14"	@	\$ 77.00	\$154.00	=
14" x 22"	@	\$ 79.00	\$158.00	=
22" x 28"	@	\$102.00	\$204.00	=
28" x 44"	@	\$119.75	\$239.50	=
40" x 60"	@	\$192.75	\$385.50	=
Banner per Sq. Ft. (Single Sided)	@	\$ 15.00	\$ 30.00	=
Additional Sq. Ft.	@	\$ 15.00	\$ 30.00	=
Easel Back (for up to 11" x 14")	@	\$ 10.00	\$ 20.00	=
Double Stick Back	@	\$ 10.00	\$ 20.00	=
Additional Design Time	@	\$ 75.00/hr	\$150.00/hr	=
Digital Set Up Fee	@	\$125.00	\$125.00	=

Please specify copy and layout below or login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal _____
Estimated Tax & Fees 8.25% _____
TOTAL _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Email Address: _____ Phone Number: _____

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WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is the exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 2.5 weeks of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight up to 2.5 weeks prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the booth prior to exhibitor set up.

HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- Please see shipping labels in the service manual.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at The Expo Group's on-site Service Center.
- Once your container is completely empty and no longer needed, complete the labels and place them on each container. Our team will collect labeled empty containers periodically to be placed in storage that is non-accessible during the show.
- At the close of the event, empty containers are returned to all booths in random order. Depending on the size of the event, this process may take several hours. The empties returns start after all aisle carpet is removed from the show floor.

ARE MY MATERIALS PROTECTED AFTER DELIVERY OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Refer to The Expo Group's Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.
- Consistent with trade show industry practices, there may be a period between the delivery of your shipments to your booth space and your arrival. This also applies for the end of the show, during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange either for a company representative to stay with your materials or to hire security services to safeguard your materials.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing insurance policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at cyberservices.theexpogroup.com.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- An individual completed Material Handling Agreement (MHA) is required for each outbound shipment. Save time by completing the Outbound MHA in advance online, or visit The Expo Group's Service Center once you arrive on-site.
- If the shipping information is provided in advance, the MHA will be delivered to your booth on-site. Otherwise, the MHA and labels will be available for pick up at The Expo Group's on-site service center.
- After materials are packed, labeled, and ready to be shipped, the completed MHA must be delivered to The Expo Group's onsite service center.
- Please note, it is the exhibitors responsibility to take their outbound small package shipments (FedEx, Ups, etc.) to the local business center.
- A minimum charge of one ½ hour TEG supervised labor fee will apply for any shipments left in a booth space without a processed MHA.
- It is the exhibitor's responsibility to schedule pick up with their outbound carrier. Make sure to share the check-in deadline noted on the Quick Facts with the carrier. Please refer to the Quick Facts for specific dates, times and address for pick up.
- In the event a scheduled carrier fails to pick up by the final move-out day, the shipment will be re-routed on The Expo Group's carrier of choice.
- For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

WHERE DO I GET A FORKLIFT?

- Forklift service to assist in the install or dismantle of your exhibit components may be ordered in advance or on-site. For fast ordering go to www.theexpogroup.com, and click "Order Services", then "Lift Equipment and Labor". You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment & labor will be dispatched once the exhibitor signs the labor order at The Expo Group's Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

OTHER AVAILABLE FREIGHT SERVICES (availability differs by location)

- Crane (Must be ordered in advance)
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage

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The Expo Group is the exclusive provider of material handling services. Material handling includes unloading your exhibit materials, storing up to 2.5 weeks in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth to reload onto outbound carriers. You have two options for shipping your freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive Material Handling services.

MATERIAL HANDLING RATES

Material Handling**\$1.65/ Pound**

The above rate applies to shipments sent to either the advance warehouse or direct to show site

Material Handling - Received after July 26, 2024**\$2.40/ Pound**

The above rate applies to shipments sent to the advance warehouse after July 26, 2024

Material Handling - Small Packages**Compliments of TEG**

This rate is per shipment. Qualifying shipments are inclusive of any number of pieces with total shipment weight of 10 pounds or less and, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Shipments arriving to the warehouse after the deadline date do not qualify.

Shipments left on the show floor without an MHA will be rerouted at exhibitor's expense:

A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the show floor without a completed Material Handling Agreement submitted to TEG service center and done so before the exhibitor move out deadline.

IMPORTANT SHIPPING INFORMATION

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
Fire-Rescue International 2024
c/o The Expo Group & PGL
2800 Story Road West
Irving, TX 75038

Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
Fire-Rescue International 2024
c/o The Expo Group
Kay Bailey Hutchison Convention Center
650 South Griffin Street
Dallas, TX 75202

- The Expo Group will accept crated, boxed or skidded materials beginning July 10, 2024, at the ADVANCE WAREHOUSE address. Shipments arriving after July 26, 2024 will be received at the warehouse with an additional after deadline charge.
- The Expo Group will receive shipments at the EXHIBIT FACILITY beginning August 12, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Certified weight tickets must accompany all shipments.

- Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles in and out of the exhibit areas or have TEG supply an operator when available.
- Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels.
- The facility requires Exhibitors or their agents with vehicles or motorized equipment to have guidance and supervision in and out of exhibit areas. This supervision is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others. When necessary, The Expo Group will also move shipping containers that may be in the aisles.
- If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If labor is utilized to push the equipment to the booth, a one hour labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift Equipment & Labor Order Form for rates.

Order online at cyberservices.theexpogroup.com

VEHICLE AND MOBILE UNIT SPOTTING RATES

- Vehicle Spotting - Round Trip \$275.00 / Unit
- Mobile Units* - Round Trip \$275.00 / Unit

****Note:** In addition, a one-hour forklift and crew charge will be applied each way for unloading and loading where required. See Forklift Equipment and Labor form for rates.*

IMPORTANT RULES AND REGULATIONS

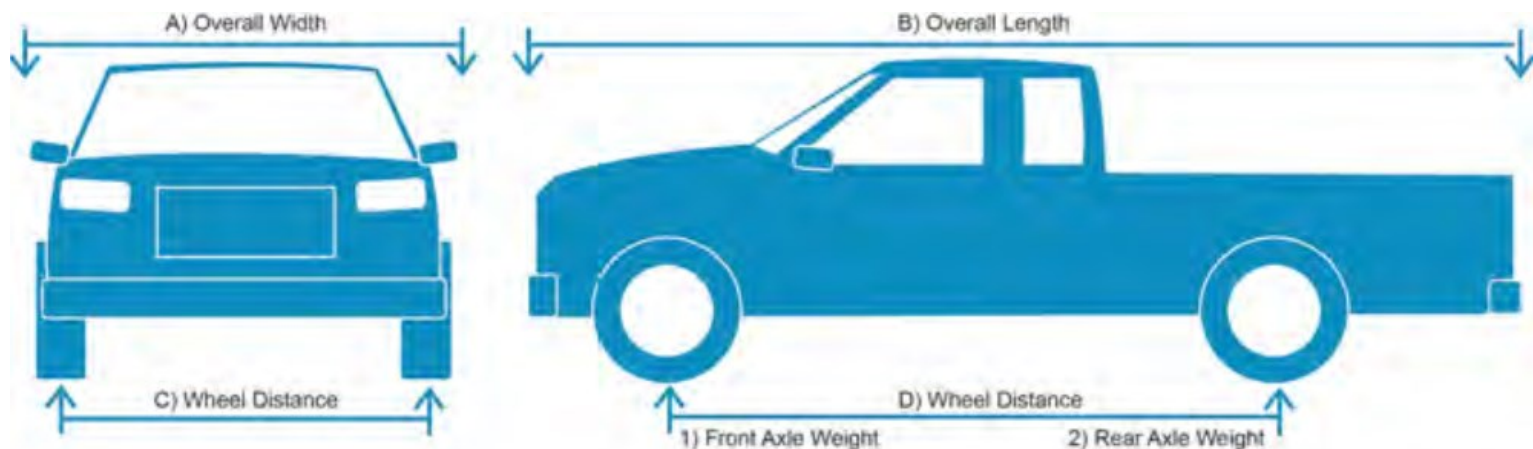
- The City Fire Marshal requires that battery cables must be disconnected in an approved manner.
- Place a protective covering under the vehicle to prevent leaks.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors, vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitors must stay clear during movement of vehicle to avoid injury.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Mobile Display Rates apply only to the mobile or motorized display. Any display material brought in via a mobile/ motorized vehicle will be weighed and billed at the material handling rates on the Material Handling Rates form.

***You must complete the [Vehicle Request Form](#) by July 11, 2024. For more Information: [Click here](#).**

Return Form by:
July 8, 2024

Exhibiting Company: _____ Booth Number: _____
Company Contact: _____ Phone Number: _____
Email: _____ Cell Number: _____
Total # of Units: _____ Type: _____

Provide Vehicle Information for the Largest Unit(s)



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required? ☐ Yes* ☐ No *(See Forklift Equipment and Labor form)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date: _____ Time: _____
On-site Contact Name: _____ Cell Phone: _____

Please notify The Expo Group if you plan to bring in a vehicle by July 8, 2024. Any requests after this date may be subject to additional charges.

Return this form by logging in to cyberservices.theexpogroup.com and click on "File Uploads". Or, email us at ExhibitorService@theexpogroup.com.

POV Show Site Information

(Optional Service)

****All POV's must check in at the POV Staging Lot E located at 500 Memorial Dr, Dallas, TX 75207**

POV's and trailers must check in at the POV Staging Area with a member of The Expo Group Exhibit Team. This will be done on a first come, first served basis. You will receive a number once you have arrived at the lot. You will be directed to the appropriate location to unload as it becomes available.

POV's will have approximately 30 minutes to unload, so please use your time accordingly. You will also be required to leave your keys. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense. Please keep in mind drayage and unloading service is available to you and will lessen the wait time.

NOTE: THIS DOES NOT APPLY TO EXHIBITORS WITH APPARATUS.

Monday, August 12, 2024

8:00am – 5:00pm: 20' x 20' Booths and Larger Only

Tuesday, August 13, 2024

8:00am – 5:00pm: All Exhibitors

Contact ExhibitorService@theexpogroup.com with any questions.

Order online at cyberservices.theexpogroup.com

POV FREIGHT SERVICE

Special Freight Services For Small Passenger Vehicles Only!***This Special Service is Offered Exclusively for FRI POV's***

- To ease the move-in and move-out of exhibitors with POV's, The Expo Group is offering freight services. This includes one (1) freight laborer with one (1) cart, one (1) trip each way, from the dock to your booth on move-in, or your booth to the dock on move-out, for a charge of \$150.00 each way.
- This service is for FRI Exhibitors who have small, hand carry items which can fit on a cart, weighing less than 250 lbs. total, in one trip only. One cartload allowed per booth.
- You must check in at the POV Staging Area **Lot E** located at **500 Memorial Drive, Dallas, TX 75207**. A member of The Expo Group Exhibit Team will assign your vehicle a number once you have arrived at the lot. You will be directed to the appropriate loading dock as it becomes available.
- The Expo Group will unload your vehicle and deliver to your booth. There must be two (2) people with your vehicle. One person to take your materials to the booth and one person to remove your vehicle from the unloading area. Vehicles must not be left unattended in the unloading areas. Any unattended vehicles will be towed at the owner's expense.
- Freight over 250 lbs. or freight that is too large will be handled at the freight handling rates published in this manual.
- To receive this service, please see the Payment Information form to complete your payment authorization. Pre-orders will receive preferential service at show site.

From Dock to Booth: _____ **# of trips @ \$150.00/each way = \$** _____**From Booth to Dock:** _____ **# of trips @ \$150.00/each way = \$** _____Event or Show: Fire-Rescue International 2024

Company Name: _____

Booth #: _____

Address: _____

Telephone #: _____

City: _____

State: _____

Zip: _____

Authorized by: _____

Signature: _____

Email: _____

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service
Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL _____

INBOUND Driver Check-in Requirements

A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

All Drivers must provide the following details on their Bills Of Lading (BOL):

- Booth Number
- Exhibiting Company's Name
- Shipper's Name
- Piece Count Summary
- Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets
- Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

- Crates (Wooden Boxes)
- Cartons (Cardboard Boxes)
- Carpets (Rugs and Pads)
- Skids (Pallets)
- Bundles
- Machines
- Miscellaneous (Loose or Unpacked Items)

ALL BILLS OF LADING (BOL) MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

OUTBOUND Driver Check-in Requirements

All Drivers must present the following information to pick up freight from a show:

- Booth Number
- Exhibiting Company's Name
- Shipment Destination (City and State)
- Carrier's (or Broker's) Name
- Location or area the vehicle is parked
- Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
- Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in will be directed to contact their dispatch for assistance.

MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. To take advantage of this service, please complete and return this form to The Expo Group Service Center onsite as soon as possible.

- Request a pre-printed MHA and shipping labels for your outbound shipment online at cyberservices.theexpogroup.com. Forms and labels will be delivered to your booth at show site. A separate MHA is required for each outbound shipment.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!

Exhibiting Company: _____

Booth Number: _____

On-site Contact Name: _____

Cell Number: _____

Date: _____

SHIP TO: Company Name: _____

Attention: _____

Address: _____

City, State, Zip: _____

Phone: _____

CARRIER: *Official Show Carriers:*☐

EXPOLOGISTICS

☐

Standard (LTL)

☐

Specialty

☐

Next Day

☐

2nd Day

☐

Deferred

Other Carriers:☐

Other Ground Carrier: _____

☐

Other Air Carrier: _____

☐

Next Day

☐

2nd Day

☐

Deferred

PAYMENT **TERMS:** **Transportation charges are guaranteed by Exhibiting Company.**

Please complete to indicate otherwise:

Company/Exhibitor: _____

Attention: _____

Address: _____

City, State, Zip: _____

Phone: _____

LABELS: Number of Shipping Labels Required: _____

The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.

THE **EXPO** GROUP
ADVANCE WAREHOUSE SHIPMENT
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group & PGL
2800 Story Road West
Irving, TX 75038

Name of Convention:

Fire-Rescue International 2024

Must arrive by July 26, 2024

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP
ADVANCE WAREHOUSE SHIPMENT
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group & PGL
2800 Story Road West
Irving, TX 75038

Name of Convention:

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To:

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c/o The Expo Group & PGL
2800 Story Road West
Irving, TX 75038

Name of Convention:

Fire-Rescue International 2024

Must arrive by July 26, 2024

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Kay Bailey Hutchison Convention Center

c/o The Expo Group

650 South Griffin Street

Dallas, TX 75202

Name of Convention:

Fire-Rescue International 2024

Do Not Deliver Prior to August 12, 2024

Carrier:

Pieces:

THE **EXPO** GROUP

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

Kay Bailey Hutchison Convention Center

c/o The Expo Group

650 South Griffin Street

Dallas, TX 75202

Name of Convention:

Fire-Rescue International 2024

Do Not Deliver Prior to August 12, 2024

Carrier:

Pieces:

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Kay Bailey Hutchison Convention Center

c/o The Expo Group

650 South Griffin Street

Dallas, TX 75202

Name of Convention:

Fire-Rescue International 2024

Do Not Deliver Prior to August 12, 2024

Carrier:

Pieces:

- What is Accessible Storage? An additional service for storing your exhibit materials that may need to be accessed during the event and that cannot be stored within the booth. This service is in addition to the material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the show.
- How much does the service cost? Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- Accessible Storage is not monitored therefore not recommended for high value items.
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

Order online at cyberservices.theexpogroup.com

ACCESSIBLE STORAGE

Rates

SET UP FEE:

Price

\$105.00

DAILY STORAGE FEE:

Up to 25 Square Feet of Storage

\$105.00/ Day

26 to 50 Square Feet of Storage

\$155.00/ Day

51 to 100 Square Feet of Storage

\$205.00/ Day

101 to 150 Square Feet of Storage

\$255.00/ Day

151 to 200 Square Feet of Storage

\$305.00/ Day

LABOR TO PLACE INTO OR REMOVE FROM STORAGE:

(1/2 hr. minimum applies each time materials are placed into or removed from storage)

Straight Time: Monday-Friday, 8:00am-4:30pm

\$168.00/Hour

Overtime: Monday-Friday, 4:30pm-8:00am; All day Saturday,
Sunday and Holidays

\$252.00/Hour

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | exhibitorservice@theexpogroup.com | theexpogroup.com

- To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.
- Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 150lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.
- Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip.

Order online at cyberservices.theexpogroup.com

CART SERVICE

One Way Cart Service
Round Trip Cart Service

Price
\$150.00
\$300.00

Personally Operated Vehicles (POVs)



Sedan



Van



Sports Utility Vehicle



Pickup

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

TOTAL

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____

To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask that you read the following:

Exhibit
Installation &
Dismantling

Currently we have an agreement with the Local Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show site at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

Material
Handling

Exhibitors may hand-carry their own materials into the exhibit facility or use two - wheeled and two - wheeled convertible to four - wheel dollies. The use or rental of flat trucks and other mechanical equipment, however, is not permitted. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by The Expo Group.

Tipping

The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a representative of The Expo Group at the service desk or correspondence may be directed to the attention of the General Manager at our Dallas address.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

Discount Deadline:
July 8, 2024

- Booth labor is available to assist with unpacking, installation and dismantle of your booth and Packing your exhibit properties after the show.
- You may choose to supervise the labor on your own, or your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- Start time guaranteed only at start of working day.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Labor must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- TEG Supervised Labor will be completed at our discretion. Whenever possible, all work will be performed on straight time hours.
- STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
- OVERTIME:** Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday and Holidays

Order online at cyberservices.theexpogroup.com**BOOTH LABOR**

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$120.00	\$168.00	=
Exhibitor Supervised Labor - OT	@	\$180.00	\$252.00	=
*TEG Supervised Labor - ST	@	\$156.00	\$218.50	=
*TEG Supervised Labor - OT	@	\$234.00	\$327.75	=

*Please complete and return the TEG Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files at cyberservices.theexpogroup.com.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION**CALCULATING YOUR TOTAL**

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | exhibitorservice@theexpogroup.com | theexpogroup.com

- Please complete and submit the following details for all TEG Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
- Return this form by logging in to cyberservices.theexpogroup.com and click on "File Uploads". Or, email us at ExhibitorService@theexpogroup.com.

INBOUND SHIPPING INFORMATION

Freight is being sent to: ☐ Warehouse ☐ Show Site Date Shipped: _____

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify): _____

Carrier(s) and Tracking Number(s): _____

SET-UP INFORMATION

Company Representative to call for questions and confirm completion of booth set-up

Name: _____ Cell Phone #: _____

Set-Up Plans/Photos: ☐ Attached ☐ To Be Uploaded ☐ Packed with Exhibit (In Crate # _____)Carpet: ☐ With Exhibit ☐ Renting from The Expo GroupElectrical Placement: ☐ Drawing Attached ☐ To Be Uploaded ☐ Drawing with ExhibitElectrical Under Carpet? ☐ Yes ☐ NoGraphics: ☐ With Exhibit ☐ Shipped Separately

OUTBOUND SHIPPING INFORMATION

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify): _____

Ship To: _____

Telephone: _____ Must Arrive at Destination By: _____

Carrier Name: _____ Carrier Phone Number: _____

Carrier Type: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify) _____

Date Carrier is Scheduled to Pick-Up Freight: _____

In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options:

☐ Reroute Via The Expo Group's Choice ☐ Return to Warehouse at Exhibitor's Expense

Bill To: _____

_____Freight Charges: ☐ Prepaid ☐ Collect

Emergency Contact Name: _____ Cell Phone Number: _____

You may also pre-order an Outbound Material Handling Agreement for your materials at cyberservices.theexpogroup.com

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____

- Forklift labor is available for assembly of displays or for uncrating, skidding, positioning, crating of equipment or machinery.
- Orders for forklift will include a forklift and operator. If additional personnel is required to spot equipment, please order additional laborer below.
- The crew size is based on union jurisdiction and there may be situations where the general service contractor, at their discretion, may need to modify or increase the crew size.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Forklift must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle forklift is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
OVERTIME: Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday and Holidays

Order online at cyberservices.theexpogroup.com

FORKLIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5,000 lb. Forklift and Operator - ST	@	\$200.00	\$280.00	=
5,000 lb. Forklift and Operator - OT	@	\$300.00	\$420.00	=
Additional Laborer - ST	@	\$120.00	\$168.00	=
Additional Laborer - OT	@	\$180.00	\$252.00	=

*NOTE: Forklifts with larger capacity and crane service are available if requested in advance. Prices are quoted upon request and must be requested in advance.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Please indicate work to be performed: ☐ Uncrating ☐ Un-skidding ☐ Re-skidding of Machinery ☐ Header/Booth Work ☐ Other (Specify Below)

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ x _____ x _____ Height to be placed: _____

Exhibitor Show Site Contact (for logistical questions): _____ Cell Phone #: _____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Other work to be performed:	TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

- All orders must be submitted with payment and a completed Suspended Sign Information form by the Discount Deadline Date to receive Advance Rates.
- All overhead suspended signs or banners are subject to approval and must adhere to show management and facility regulations. TEG reserves the right to refuse a hanging sign which is deemed unsafe.
- For safety purposes all suspended signs MUST be assembled, installed, and removed by TEG. Please see rates for assembly labor below. All setup instructions must be provided in advance for signs needing assembly. Additional inspection fees may apply if sign is assembled prior to The Expo Group arrival to assemble at the rate listed below.
- High Lift & Crew will be charged based on actual time with a two hour minimum charge for installation. Labor to dismantle will be assessed at 50% of the installation time with a one hour minimum. Materials necessary to install signs are included and will not be charged separately. Hanging anchor points must be pre-fabricated and ready to use.
- Additional charges for truss, motors, and rigging points, etc. will apply as required.
- All suspended signs MUST be sent to the Advance Warehouse and identified with the suspended sign shipping labels included in this manual. Please note, if you are not shipping your suspended sign to the advance warehouse, TEG cannot guarantee the hanging of your sign prior to show open or advance rates.
- Exhibitor is required to cancel labor at least 24 hours prior to the date for which labor was ordered or a one hour minimum will be charged.
- The Structural Integrity Statement form must be filled out and submitted by the discount deadline date.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please review information provided by the electrical provider.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
OVERTIME: Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday and Holidays

Order online at cyberservices.theexpogroup.com

SUSPENDED SIGN LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
High Lift and Crew - ST	@	\$ 553.00	\$ 719.00	=
High Lift and Crew - OT	@	\$ 829.50	\$1,078.00	=
Assembly/Disassembly Labor - ST	@	\$156.00	\$218.50	=
Assembly/Disassembly Labor - OT	@	\$234.00	\$327.75	=

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

**HANGING
SIGN
SPECIFICATIONS**

A. Type of Sign: ☐ Metal or Wood ☐ Cloth Banner ☐ Other _____

B. Size of Sign: Height _____ Length _____ Width _____ Weight _____

C. Shape of Sign: ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle ☐ Other _____

D. Number of feet from floor to bottom of sign: _____

E. How many signs all together? _____

F. Electrical ☐ Yes ☐ No
If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"

G. Hanging Sign material is fire proof? ☐ Yes ☐ No

H. Does your sign require assembly? ☐ Yes ☐ No
If yes, please contact your Customer Service Manager (CSM)

Exhibitor Show Site Contact (available for logistical questions)
Name: _____ Cell: () _____ - _____

**HANGING
SIGN
PLACEMENT**

Using the below diagram please indicate where you would like your sign placed. Please refer to the overall show floorplan and fill in the booth numbers of all surrounding booths to ensure booth orientation is correct.

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

**Inbound
Shipping Info**

Carrier: _____ Phone: () _____

Date to Arrive at Warehouse: _____

**Outbound
Shipping Info**

Ship To: _____

Carrier: _____ Phone: () _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____

**Each exhibitor must complete the Suspended Sign Information and Structural Integrity Statement forms and return them to The Expo Group.****REQUIRED FORM****STRUCTURAL INTEGRITY STATEMENT**

_____, the contracted exhibitor at **Fire-Rescue International 2024** and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release **Fire-Rescue International 2024, Kay Bailey Hutchison Convention Center, The Expo Group**, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

Exhibitor, as a material part of the consideration to The Expo Group for material handling and rigging services under this agreement, waives and releases all claims against The Expo Group, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

Exhibiting Company:	_____	Booth #:	_____
Authorized Signature:	_____		
Authorized Name:	_____	Date:	_____
Display House/Builder:	_____		
(if applicable)			
Authorized Signature:	_____		
Authorized Name:	_____	Date:	_____

Exhibiting Company:	_____	Booth Number:	_____
Print Name:	_____	Date:	_____
Email Address:	_____	Phone Number:	_____

THE **EXPO** GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group & PGL

2800 Story Road West

Irving, TX 75038

Name of Convention:

Fire-Rescue International 2024

Must arrive by July 26, 2024

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group & PGL

2800 Story Road West

Irving, TX 75038

Name of Convention:

Fire-Rescue International 2024

Must arrive by July 26, 2024

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group & PGL

2800 Story Road West

Irving, TX 75038

Name of Convention:

Fire-Rescue International 2024

Must arrive by July 26, 2024

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group & PGL

2800 Story Road West

Irving, TX 75038

Name of Convention:

Fire-Rescue International 2024

Must arrive by July 26, 2024

Carrier: _____ # Pieces: _____

All electrical must be ordered through The Expo Group

TERMS & CONDITIONS

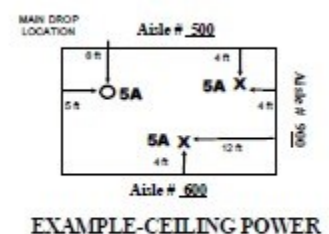
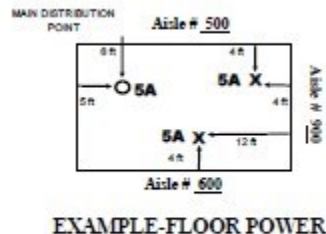
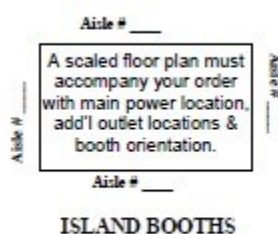
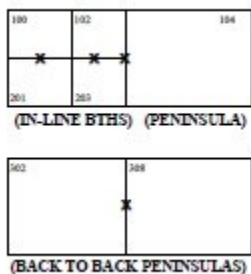
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, TEG/Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local TEG/Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, TEG/Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. TEG/Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. TEG/Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. TEG/Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of TEG/Edlen. It shall be removed only by TEG/Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through TEG/Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. TEG/Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. TEG/Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by TEG/Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, TEG/Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds TEG/Edlen harmless for any and all losses of power beyond TEG/Edlen's 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.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay TEG/Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse TEG/Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the TEG/Edlen General Data Protection Regulation (GDPR) privacy policy which can be re-viewed by visiting: <https://ordering.tegedlen.com/LegalNotices/Terms-The Expo Group/TEG/Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with TEG/Edlen to bring power inside the booth on a time and material basis.

120 Volt Power Delivery - The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.



208/480V Power Delivery and Connections - All 408/480V Single Phase must accompany a NEMA plug variable. All 208/480V Three Phase power need to inquire if Edison or large cam hookup. TEG/Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

Island Booths - There is a minimum labor charge of 1 hour for installation and removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

Calculating Labor - If labor applies to your order, the following is a guide to calculate the quantity:

1-6 outlets = 1hr (\$XXX.XX)

7-13 outlets = 2hrs (\$XXX.XX)

14+ outlets = 3hrs (\$XXX.XX)

Ceiling Drops - Ceiling drops utilize electrical access from the ceiling as required for lighting, rigging, etc. There is a fee for each drop installed from the ceiling in addition to the electrical power charge. Please contact your Customer Account Manager for more information.

24 Hour Services - All prices include 24 hour power. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing.

Dedicated Outlets - For a dedicated outlet, order a 20 amp and indicate location on the floor plan.

**Discount Deadline:
July 8, 2024**

- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your electrical order is determined by the date when the floor plan is received.
- Onsite electrical audits will be conducted. If you utilize this service without placing an order, your account will be charged at the standard rates.
- *Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*
- Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by TEG/Edlen/The Expo Group (21) calendar days or less prior to the first contracted event move in date. Except sales tax TEG/Edlen/The Expo Group will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

Order online at cyberservices.theexpogroup.com**120 Volt**

Item	Quantity	Advance Price	Standard Price	Total
500 Watts (5 Amps)	X	\$ 166.75	\$ 238.25	=
1000 Watts (10 Amps)	X	\$ 220.75	\$ 315.25	=
1500 Watts (15 Amps)	X	\$ 274.50	\$ 392.00	=
2000 Watts (20 Amps)	X	\$ 297.50	\$ 425.00	=

208 Volt Single Phase

20 Amps	X	\$ 470.75	\$ 672.25	=
30 Amps	X	\$ 557.75	\$ 796.75	=
60 Amps	X	\$ 881.00	\$1,258.50	=

208 Volt Three Phase

20 Amps	X	\$ 604.00	\$ 862.75	=
30 Amps	X	\$ 732.25	\$1,046.00	=
60 Amps	X	\$1,200.00	\$1,714.50	=

Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, TEG/Edlen will deliver to the most convenient location.

24-Hour Services - Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

Dedicated Outlets - For a dedicated outlet order a 20 amp outlet.

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

- ☐ Attached
- ☐ To Follow (**Must be received by Disc. Deadline for Advance Rate**)
- ☐ Standard Location

CALCULATING YOUR TOTAL

Subtotal	
Estimated Tax & Fees 8.25%	
Late Floorplan Fee (received after 8/2/24)	\$300.00
TOTAL	

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

Discount Deadline:
July 8, 2024

- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your electrical order is determined by the date when the floor plan is received.
- Onsite electrical audits will be conducted. If you utilize this service without placing an order, your account will be charged at the standard rates.
- *Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.*
- Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by TEG/Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax TEG/Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.

Order online at cyberservices.theexpogroup.com**MATERIAL RENTAL**

Item	Quantity	Advance Price	Standard Price	Total
15' Extension Cord	X	\$ 41.25	\$ 58.75	=
Multi - Outlet Power Strip	X	\$ 41.25	\$ 58.75	=

LABOR

Straight Time	X	\$170.00	\$170.00	=
Overtime	X	\$339.75	\$339.75	=

Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, TEG/Edlen will deliver to the most convenient location.

24-Hour Services - Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

- ☐ Attached
- ☐ To Follow (**Must be received by Disc. Deadline for Advance Rate**)
- ☐ Standard Location

CALCULATING YOUR TOTAL

Subtotal	
Estimated Tax & Fees 8.25%	
Late Floorplan Fee (received after 8/2/24)	\$300.00
TOTAL	

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by TEG/Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift costs may be greater or lesser depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following form

Electrical Order, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING TEG/EDLEN ELECTRICIANS

- | | |
|--|--|
| 1. Delivery of main power line to Island Booths only | 5. Installation of lighting hung from ceiling |
| 2. Electrical distribution under carpet or overhead | 6. Assembly & installation of lighting hung from truss |
| 3. Connection of all high voltage services | 7. Motor, truss, rigging installation and cabling |
| 4. Hardwiring any electrical apparatus | |

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRIAL DISTRIBUTION UNDER CARPET

All Island booths **MUST** provide the information below. Inline and peninsula booths need to provide this information **ONLY** if power is required at any location other than the rear of the booth space. This information allows TEG/Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. TEG/Edlen will make every attempt to complete the work prior to your arrival, but it cannot be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:
Name: _____ Cell #: _____
Email: _____ Company: _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00am - 4:30pm, except holidays
Overtime	Monday - Friday, 4:30pm - 8:00am; all day Saturday, Sunday & Holidays

DISTRIBUTION LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$170.00	
OT	\$339.75	
Lift Rental		
HOURS	RATE	TOTAL
	\$383.50	

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

CALCULATING YOUR TOTAL

Subtotal _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____



BOOTH LABOR REQUIREMENTS

The date and times completed below assist TEG/Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first served basis. A representative must come to TEG's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00am - 4:30pm, except holidays
Overtime	Monday - Friday, 4:30pm - 8:00am; all day Saturday, Sunday & Holidays

DISTRIBUTION LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$170.00	_____
OT	\$339.75	_____
Lift Rental		
HOURS	RATE	TOTAL
	\$383.50	_____

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

CALCULATING YOUR TOTAL

Subtotal _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

Return this information sheet with the Electrical Service order form.

Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: _____ x _____

Adjacent Booth # _____

Adjacent Booth # _____

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Adjacent Booth # _____

Exhibiting Company: _____

Print Name: _____

Email Address: _____

Booth Number: _____

Date: _____

Phone Number: _____

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