



PTO TODAY
DELAWARE
 February 27, 2019
 Chase Center on the Riverfront
 Wilmington, DE

Please prepare and return to:
Reber-Friel Company
 Convention & Exposition Services
 P.O. Box 1202
 Oaks, PA 19456
 Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

Order Deadline Date
February 13, 2019

PAYMENT & CHARGE AUTHORIZATION FORM

• T E R M S •

DISCOUNT PRICES only apply to orders submitted with **FULL** payment, including sales tax, received by **Deadline Date**, after which **Standard Rates** apply. All charges for services must be paid in advance by check, credit card or money order. Orders without payment will **NOT** be processed. All prices are subject to **6% MD Sales Tax**. If credit card is declined or invalid a \$35.00 service charge will be added. Exhibitors are responsible to check that all ordered equipment is delivered to booth and services performed before show opens, otherwise report this to the Reber-Friel representative immediately. Claims after show will not be accepted – **NO** credits will be given after the show.

• SERVICES & EQUIPMENT ORDERED •

FURNITURE & ACCESSORIES, DISPLAY TABLES, WOODEN RISERS, FLOOR COVERINGS.....	\$ _____ . _____
PEGBOARD & FOAMCORE PANELS.....	\$ _____ . _____
FREIGHT HANDLING.....	\$ _____ . _____
LABOR.....	\$ _____ . _____
CUSTOM CLEANING	\$ _____ . _____
SPECIAL SIGNS	\$ _____ . _____
STANDARD BOOTH EQUIPMENT / PIPE & DRAPE.....	\$ _____ . _____
OTHER	\$ _____ . _____
TOTAL	\$ _____ . _____

I have read, understood and I agree to all terms as described and have advised our show site representative accordingly.

Signature: _____ Print Name: _____ Date: ____ / ____ / ____

PLEASE NOTE: Electrical, Telephone, Internet and/or Plumbing orders should be mailed directly to the address given on the order form.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Check No.: _____ Date: ____ / ____ / ____ Amount: \$ _____ . _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Select Credit Card VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ Security Code: _____

Signature: _____

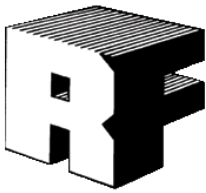
Your information will be kept on file. All charges will be made to the given credit card – multiple charges may occur on your statement.
NOTE: Credit Card information must be completed when ordering EQUIPMENT, LABOR and for FREIGHT HANDLING.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____ / ____ / ____



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Standard Rate Applies
After Deadline

ORDER IN ADVANCE ... SAVE TIME & LATE CHARGES ... ALL MATERIALS ON RENTAL

• CHAIRS, ACCESSORIES, ADDITIONAL TABLES •

		Discount		Standard
Executive Swivel Arm Chair *	* Limited Quantities	\$ 79.00	_____	\$ 106.75
Modular Arm Chair		\$ 56.75	_____	\$ 76.50
Side Chair		\$ 36.25	_____	\$ 48.00
Stool with Back		\$ 63.00	_____	\$ 85.00
Waste Basket		\$ 15.50	_____	\$ 21.00
Sign Easel		\$ 32.00	_____	\$ 43.00
Coat Tree		\$ 33.75	_____	\$ 45.00
Airport Table (Walnut; no cover or skirting) 36" Round, 42" High *		\$ 92.75	_____	\$ 125.25
Conference Table (Walnut; no cover or skirting) 30" Round, 30" High *		\$ 83.00	_____	\$ 112.25
Modern Table (Walnut; no cover or skirting) 24" Round, 18" High*		\$ 47.75	_____	\$ 65.00

• DISPLAY TABLES •
Unskirted Tables *

2' x 4' x 30" High Table	_____	\$ 40.00	_____	\$ 54.00	_____	\$104.50	_____	\$ 141.25
2' x 6' x 30" High Table	_____	\$ 51.00	_____	\$ 68.75	_____	\$122.50	_____	\$ 165.00
2' x 8' x 30" High Table	_____	\$ 63.00	_____	\$ 85.00	_____	\$ 138.50	_____	\$ 187.00

Skirted Tables **

* For unskirted 42" high, add \$ 15.75 per table, Check here ** For skirted 42" high, add \$ 45.00 per table, Check here

Price for Skirted Table includes: Top (white plastic vinyl), Skirting in Front and 2 Sides. For 4th side add \$ 15.00 per table, Check here
 Circle Color Choice for Skirt: Black – Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

• WOODEN RISERS •

		Riser & Cover (white)		
4' Long, 10" Wide, 11" High	_____	\$ 50.60	_____	\$ 68.25
6' Long, 10" Wide, 11" High	_____	\$ 76.50	_____	\$ 103.50

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• DISPLAY PANELS •

4' x 8' Pegboard Panel, White *	_____	\$144.00	_____	\$190.25
4' x 8' Foamcore Panel, White *	_____	\$164.00	_____	\$221.25
[] Vertical [] Horizontal				

* Colors – Additional \$ 50.00 per panel. Please specify color _____
 Special Requirements (List Specs.) _____

•FLOOR COVERING (Standard Sizes) •

Circle Color Choice for Carpet: Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

9' x 10' Carpet	_____	\$ 137.50	_____	\$ 185.85
9' x 20' Carpet	_____	\$ 275.00	_____	\$ 372.25
9' x _____ Carpet (Ten Foot Segments) Price Per Linea Foot	_____	\$ 13.75/ft	_____	\$ 19.00/ft
_____ x _____ Carpet to cover entire display area. Price Per Square Foot	_____	\$ 3.75/sq ft	_____	\$ 5.00/sq ft

• CARPET ACCESSORIES •

Foam Padding (MIN 100 sq. ft.) Price Per Square Foot	_____	\$ 1.25/sq ft	_____	\$ 1.75/sq ft
Visqueen (MIN 100 sq. ft.) Price Per Square Foot	_____	\$ 1.75/sq ft	_____	\$ 2.25/sq ft

Charges for rentals listed include delivery to booth, installation only as specified and removal at close of show.
 Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.

Company Name: _____ Booth No. _____
 Street: _____ City/State: _____ ZIP: _____
 Ordered by: _____ Email: _____
 Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____/____/____

URGENT IMPORTANT NOTICE

**NO shipments will be accepted in
advance of the official move-in at**

**Chase Center on the Riverfront
Wilmington, DE**

All materials must be prepaid door delivery and addressed as follows:

**Exhibitor's Company & Booth Number
PTO TODAY
c/o Reber-Friel Company
Chase Center on the Riverfront
815 Justison St.
Wilmington, DE 19801**

• NOTICE •

Shipments without payment on file will not be delivered to the booth until payment is received.

Your cooperation is appreciated!



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DELAWARE
February 27, 2019
Chase Center on the Riverfront
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Convention & Exposition Services
P.O. Box 1202
Oaks, PA 19456
Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

Advance Rate Deadline Date
February 20, 2019

Freight and Payment must be received by this date or **SURCHARGE** applies.

FREIGHT HANDLING FORM

ADVANCED INBOUND SHIPMENTS (WAREHOUSE)

Please send all shipments PREPAID. Reber-Friel Company will receive and store merchandise up to 30 days prior to show until five days before show opens. Shipments received after deadline date (see upper right corner) will be charged the advanced rate and the surcharge; shipments received after five days before show opens might be charged additional charges. All Freight will be placed in booth at Show Site, if payment is received. All unpaid freight will be held by Reber-Friel until payment is received. Empties will be removed and stored until the close of the show, at which time they will be returned to booth. Outbound freight will be loaded out onto designated show carrier at show site.

DOCKSIDE INBOUND SHIPMENTS

Reber-Friel Company will be available at the facility only during move-in hours to receive, unload and place merchandise in booth.

FREIGHT HANDLING CHARGE PER HUNDRED WEIGHT (cwt.) – Minimum 200 LBS per Shipment

*** RATES ARE BASED ON THE TOTAL WEIGHT OF EACH SHIPMENT WITH A MINIMUM CHARGE OF 200 LBS. PER SHIPMENT.**

ADVANCE/cwt.	SURCHARGE	SHOW SITE/cwt.
\$82.00	\$23.50/cwt.	\$82.00

There will be an additional charge of 25% on all shipments requiring special handling. This classification shall be applied to, but not limited to, uncrated materials, loose display parts, materials not accompanied by the proper paperwork, and/or the description is such that the type of material cannot be determined.

ADVANCE SHIPMENTS SHOULD BE LABELED AS FOLLOWS:

Company Name & Booth Number
PTO TODAY
c/o Reber-Friel Company
1900 South Drive
Oaks, PA 19456

• TERMS •

ALL CHARGES MUST BE PAID IN ADVANCE BY CHECK, CREDIT CARD OR MONEY ORDER. All prices are subject to 6% MD Sales Tax. If credit card is declined or invalid a \$35.00 service charge will be added. NOTE: Reber-Friel Company shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage; for loss, theft or disappearance of exhibitor materials after delivering to booth, before picking-up after the show closed or due to fire, Acts of God, strikes, lockouts or to causes beyond its control.

Select method of payment VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ Security Code: _____

Signature: _____

• IMPORTANT NOTICE •

The Facility will not accept advance shipments. Advance shipments must be directed to Reber-Friel Company, whether it is shipped by UPS, FedEx, or other Common Carrier. The Facility and Reber-Friel Company accepts NO responsibility for and delay/loss/damage in delivering display material if addressed improperly. Shipments should be addressed as noted on the previous page and insured by the exhibitor from the time the shipments leaves the company until it returns from the show. All-Risk Insurance coverage is suggested.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____ / ____ / ____

LIMITATIONS OF REBER-FRIEL'S LIABILITY AND RESPONSIBILITY

- a. Reber-Friel shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- b. Reber-Friel shall not be responsible for loss, theft, or disappearance of exhibitor's material after same have been delivered to exhibitor's booth
- c. Reber-Friel shall not be responsible for loss, theft, disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills of lading covering outgoing shipments, which are furnished to Reber-Friel by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. Reber-Friel shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- e. Reber-Friel's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Reber-Friel's maximum liability shall be limited to \$ 0.30 per pound per article with a maximum liability of \$ 50.00 per item and \$ 1,000.00 per shipment
- f. Reber-Friel shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitors' materials which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to Reber-Friel by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Reber-Friel Company to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- a. We accept the responsibility for the payment of Reber-Friel's charges in connection with the handling of our shipments as set forth and we guarantee payment to Reber-Friel in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of Reber-Friel's Liability and Responsibility"
- c. We agree that Reber-Friel's liability shall be limited to any loss or damage which results solely from Reber-Friel's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Reber-Friel's warehouse), that Reber-Friel will provide its service as our agent, and not as bailee or shipper. If any employee of Reber-Friel shall sign a delivery receipt, bill of lading, or other documents, we agree that Reber-Friel will do so as our agent, and we accept the responsibility therefore.
 - (1) Relative to outgoing shipments after the Show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Reber-Friel shall not be responsible for any loss or damage during such period, and we authorize Reber-Friel to adjust the quantities of items on any bill of lading left by us with Reber-Friel to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with Reber-Friel relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Reber-Friel for drayage or any other services provided by Reber-Friel as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Reber-Friel within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against Reber-Friel shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.



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Order Deadline Date
February 13, 2019
20 % Surcharge Applies After Deadline

LABOR & BANNER HANGING ORDER FORM

In the interest of prompt and efficient processing of exhibitors labor requirements for banner hanging or set-up and dismantling of exhibits, it is urged that advance notice be arranged on this form. Orders received at the show will be processed after advance orders in all cases. Orders placed AFTER the Deadline Date is subject to a twenty percent (20 %) additional surcharge.

Carpenters are assigned to orders at 8:00 a.m. daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 a.m. cannot be guaranteed, although we will make every attempt to provide labor at requested times.

Cancellation of requested labor or banner hanging service must to be in writing, at least 24 hour in advance. Failure to cancel labor and/or banner hanging service or to call for labor at requested time will result in a one-hour charge per requested carpenter.

Service # 1

To save time and personal supervision, we suggest Service #1, using our qualified personnel, trained to set-up the display prior to the arrival.

- Reber-Friel Company is authorized to set-up the display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. A supervision charge of 30 % will be added to the bill for carpenters at the rates shown below.
- We will use the same services to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and bill of lading will be left at the service desk and/or with a Reber-Friel representative.

Service # 2

- We would like _____ carpenters available on ___ / ___ / ___ at ___ : ___ (a.m.) (p.m.) for approximately _____ hours to set-up the display under the supervision of our representative.
- We would like _____ carpenters available on ___ / ___ / ___ at ___ : ___ (a.m.) (p.m.) for approximately _____ hours to dismantle the display under the supervision of our representative.

EXHIBITORS MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR REQUESTED PERSONNEL.

CARPENTER RATES (INCREMENTS OF ONE HOUR)
for Service # 1 and # 2

Straight Time	\$ 104.00 per hour	* After 3:30 p.m. daily & All day Saturday
Over Time.....	\$ 157.50 per hour *	** All day Sunday & Holidays
Double Time.....	\$ 206.75 per hour **	Note: Starting time for all labor is 8:00 a.m. - ONE hour minimum per man.

Service # 3

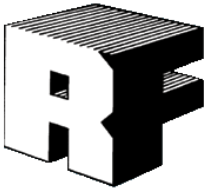
- BANNER/SIGN HANGING** Service includes hanging banner/sign before the show and removing afterwards as well as one lift service, labor included and materials needed (e.g. hooks and wire). Banners/Signs which need two or more lifts to be hung will be charged per lift needed.

Per Banner/Sign \$ 187.50 PER LIFT needed. Please indicate the Number of Banners/Signs to be hung: _____

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Company Name: _____ Booth No. _____
 Street: _____ City/State: _____ ZIP: _____
 Ordered by: _____ Email: _____
 Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____/____/____



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February 13, 2019
Surcharge Applies
After Deadline

SPECIAL SIGN ORDER FORM

• PRICE LIST AND GERENAL INFORMATION •

SIZE	10 WORDS OR LESS
7" x 11"	\$ 37.00
9" x 44"	\$ 51.75
11" x 14"	\$ 51.75
14" x 22"	\$ 61.60
14" x 28"	\$ 69.25
22" x 28"	\$ 90.50
14" x 44"	\$ 90.50
20" x 60"	\$ 115.00
28" x 44"	\$ 115.00
40" x 60"	\$ 203.50

- Copy exceeding 10 words will be charged at the rate of 83¢ per word.
- Cardboard easel backs at \$ 2.50 each. *
- All prices are applicable to 6 % MD Sales Tax.
- Special orders such as color card stock, paint, glitter, trademarks or logos, require an additional charge. A quote will be provided upon request.
- Signs ordered after Deadline Date or at Show Site are subject to **an Overtime Charge of 75 %.**

INDICATE SIGN COPY BELOW

Specifications:

Vertical [] Horizontal []

Size: _____

Card Color: _____

Lettering Color: _____

Easel Back*: _____

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Company Name: _____ Booth No. _____
 Street: _____ City/State: _____ ZIP: _____
 Ordered by: _____ Email: _____
 Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____/____/____