



Lombardo's Randolph, MA

April 12, 2016

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**OFFICIAL
EXPOSITION
SERVICE
CONTRACTOR**

Information & Order Forms



P.O. BOX 802
WORCESTER, MA 01613-0802

PHONE 508 792-1900
FAX 508 917-0024

orders@phoenixexpo.net

Lombardo's 781-986-5000

General Information

We are pleased to inform you that Phoenix Exposition Services, Inc. has been selected by **PTO Today** as your official exposition contractor. For services other than what is included with your booth space, we have enclosed our show service order forms. Please return completed forms as soon as possible.

A. BOOTH EQUIPMENT

Each booth will be set with:

8' high back wall, 3' high side rail
6' draped table, wastebasket,
2 chairs, 1 ID sign

You will need to order electrical services through PTO Today

B. SHOW COLORS

Black and white
White and Gold (sponsor booths)

C. BOOTH SIZE

10'W x 8'D
20'W x 8'D (Sponsor booths)

D. EXHIBITOR MOVE IN SCHEDULE

Monday, April 11, 2016 - 3:00 PM - 6:00 PM
Tuesday, April 12, 2016- 7:00 AM - 8:30 AM

E. Expo Hours

Tuesday, April 12, 2016 - 9:00 AM - 2:00 PM

F. EXHIBITOR MOVE OUT SCHEDULE

Tuesday, April 12, 2016 2:00 PM

All vendors should breakdown directly after the close of the show.

G. MATERIAL HANDLING

Material Handling services includes receiving packages, crates, and exhibit material, at our warehouse up to 30 days prior to the show or at the Convention Center during scheduled move in times. Delivery to the booth, removal and return of empty containers, and reloading to designated carriers at the end of the show. These services are offered at the attached rates and are the sole responsibility of each exhibitor and the company they represent.

H. LABOR

Our Labor service includes installation and dismantling for exhibits, overhead sign hanging and general labor. Phoenix Exposition Services Inc. is the only approved labor contractor allowed for this event.

I. SAFETY

Furnishings should never be utilized as a ladder. Use extreme caution during move-in and move-out times.

J. HELPFUL HINTS

✓ Familiarize yourselves with the Material Handling and Labor Guidelines to avoid any unexpected charges. Follow all shipping instructions.

✓ Complete and Submit order forms for furniture booth accessories, Material Handling and Labor orders back to Phoenix Exposition Services Inc. at your earliest convenience.

✓ Pre-order furnishings to save on your order.

CREDIT CARD AUTHORIZATION

1. ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. For your convenience in addition to cash or check, we also accept Master Card, Visa and American Express. Please notify the Company Representative who will be at the show site of our payment policy. **IMPORTANT: TO OBTAIN THE DISCOUNT PRICING FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.**
2. Orders will not be processed until payment is received.
3. All credit card orders are subject to credit approval.
4. International exhibitors must prepay all services prior to show closing.
5. No credits will be issued after the closing of the show.

Please Note: There will be an administrative fee of \$50.00 for returned check or declined transaction

A credit card form is enclosed for your use. If you wish to charge orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight, overtime charges or miscellaneous items not paid before the close of the show will be charged to your credit card account where applicable.

Charge to:

American Express Master Card Visa

Account Number: _____

Expiration Date: _____

SVC CODE : _____

Cardholder's Signature: _____

Please print clearly the following information:

Cardholder's Name: _____

Cardholder's Billing Address: _____

City / State / Zip: _____

Telephone #: _____ Fax #: _____

E-mail address: _____

Exhibitor: _____ Booth #: _____

FURNITURE & ACCESSORIES

ORDER FORM

TABLES

QTY **UNDRAPED TABLES** PRE-PAID ON-SITE EXT.

QTY	UNDRAPED TABLES	PRE-PAID	ON-SITE	EXT.
	2'W x 4'L	\$20.00	\$22.00	
	2'W x 6'L	\$23.00	\$25.00	
	2'W x 8'L	\$26.00	\$28.00	
	30" ROUND	\$20.00	\$28.00	
	40" LEG EXTENDERS	\$10.00	\$28.00	

SKIRTED DISPLAY TABLE 30" (H) SKIRT 3 SIDES

QTY	SKIRTED DISPLAY TABLE 30" (H) SKIRT 3 SIDES	PRE-PAID	ON-SITE	EXT.
	2'W x 4'L	\$57.00	\$60.00	
	2'W x 6'L	\$63.00	\$66.00	
	2'W x 8'L	\$75.00	\$78.50	
	30" ROUND	\$52.00	N/A	

SKIRTED DISPLAY COUNTERS 40" (H) SKIRT 3 SIDES

QTY	SKIRTED DISPLAY COUNTERS 40" (H) SKIRT 3 SIDES	PRE-PAID	ON-SITE	EXT.
	2'W x 4'L	\$63.00	\$73.00	
	2'W x 6'L	\$73.00	\$83.00	
	2'W x 8'L	\$82.50	\$90.50	

Circle Color:

White Blue Black Teal Gold Burgundy
Green Red Silver

Exhibits

Custom exhibits quoted upon request.

QTY **DESCRIPTION** PRE-PAID EXT.

QTY	DESCRIPTION	PRE-PAID	EXT.
	10' Wide velcro with lighted header sign	\$850.00	
	20' Long velcro with lighted header sign	\$1,650.00	
	40" high modular counter with sliding doors	\$125.00	
	Table Top Exhibit with Velcro and lighted	\$500.00	

FURNITURE & ACCESSORIES

QTY **DESCRIPTION** PRE-PAID ON-SITE EXT.

QTY	DESCRIPTION	PRE-PAID	ON-SITE	EXT.
	Folding chairs	\$5.00	\$10.00	
	Padded side chair	\$15.00	\$23.00	
	Upholstered bar stool	\$25.00	\$33.00	
	Wastebasket	\$8.00	\$10.00	
	Easel	\$20.00	\$25.00	
	Sign Hook (each)	.50	\$1.00	
	5 pocket lit rack	\$65.00		

STANDARD BOOTH CARPET

QTY	STANDARD BOOTH CARPET	PRE-PAID	ON-SITE	EXT.
	9' x 10' Carpet	\$75.00	\$95.00	
	9' x 20' Carpet	\$130.00	\$150.00	
	9' x 30' Carpet	\$195.00	\$225.00	

Carpet Padding is Available at \$.85 per sq. foot

_____ x _____ = _____ x \$.85 = \$ _____

Carpet size Sq. Ft. TOTAL

Circle Color:

Blue Red Green Gray Beige Black Burgundy

Custom Carpet designed and installed for exhibit areas in any dimensions price includes installation.

L _____ x W _____ x \$ 2.00 _____ = _____

ADVANCED ORDER SUMMARY

Tables	\$
Furniture & Accessories	\$
Exhibits	\$
Carpet	\$
Total Charges	\$
Ma Tax 6.25	
Total	\$

Please complete and return to Phoenix Exposition Services, Inc.

Exhibiting Company	Booth Number		
Exhibiting Address	City	State	Zip
Authorizes Name-Title	Telephone #	Fax #	

Terms: Prepaid discount must include payment. Sales tax must be included. All credit card transactions are subject to credit approval. **All orders must be received 5 days to guarantee item or color.** Equipment is on a rental basis and remains the property of Phoenix Exposition Services, Inc. Items delivered to booth and canceled will be charged at 50% of the floor order rate.

MATERIAL HANDLING RATE SCHEDULE

A. SHIPMENTS TO WAREHOUSE

PHOENIX EXPOSITION SERVICES, INC. will receive crated, boxed or skidded shipments at our warehouse up to 30 days prior to show move in. Includes delivery to booth, storage of empty packing materials and return of outbound shipment from booth to outbound carriers. Uncrated and loose shipments will only be received at show site. The charge for this service will be:

_____cwt. (round to next cwt.) x **\$65.00** per cwt.\$_____

(min. shipment 200 lbs.)

Label each piece and address all documents as follows:

Company and Booth Number
PTO TODAY
C/O Phoenix Exposition Services, Inc.
9 Railroad Ave
Millbury, MA 01527

B. SHIPMENT DIRECT TO SHOW SITE

Phoenix Exposition Services, Inc. will receive shipments at show site only during scheduled exhibitor move in. Includes delivery to booth, storage of empty packing materials and return of outbound shipment from booth to loading dock. The charge for this service will be:

_____cwt. (round to next cwt.) x **\$55.00** per cwt.\$_____

(min. shipment 200 lbs.)

Label each piece and address all documents as follows:

PTO Today
Company name and booth Number
Lombardo's
C/O Phoenix Exposition Services, Inc.
6 Billings Street Randolph MA 02368
(781) 986-5000

Direct shipments should only arrive the day of exhibitor move in. The hotel has limited storage space.

Please call or email Phoenix Expo to make direct shipment arrangements
508-792-1900
Orders@phoenixexpo.net

All rates are per hundredweight (cwt.) and rounded off to the next cwt.. **200 lbs. minimum per shipment taken from B/L.**

Rates are based on incoming weight only whether the above services are used completely or in part. All weights are taken from INBOUND Bill-of-Lading. Phoenix Exposition Services will assign shipments arriving without a bill-of-lading on approximate weight.

Un-crated, Un-skidded, Unwrapped shipments, non-standard carriers or crated shipments that require Special Handling will be charged an additional 30% each way.

C. OVERTIME

Overtime hours are Monday through Friday before 8:00 a.m. and after 4:30 p.m. anytime Saturday, Sunday and observed holidays; any shipments where driver has not checked in before 3:30 p.m. additionally when warehouse freight is moved into exhibit site on overtime. All handling performed on overtime will be charged an additional 30% each way.

D. LATE SHIPMENTS

To avoid Late Delivery charges have your shipments arrive one week prior to show move in date. A \$50.00 late delivery charge will be applied to your final material handling bill and charged to your credit card. The warehouse will receive shipments Monday – Friday 8:00 a.m. – 4:30 p.m. (except holidays).

E. RETURN TO WAREHOUSE

Exhibitors may choose to have freight returned to the PES warehouse for specific carrier pick up.

In the event your specified carrier does not pick up your shipment at the convention center prior to PES completing tear down and load out.

Exhibits left on the show floor without forwarding instructions will be charged.

An additional \$9.00 per cwt. With a \$50.00 minimum will be added to your drayage account.

MATERIAL HANDING INFORMATION

A. LIABILITIES

The terms and conditions of PHOENIX EXPOSITION SERVICES, INC. Liability Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

Route your shipments through carriers or services that provide bills of lading specifying a piece count.

A copy of the bill of lading indicating the number of pieces, proper description and weights should be forwarded to Phoenix Exposition Services, Inc. with the Carriers Pro # and Trailer #.

Shipments arriving without advance written order will automatically be handled and charged as described herein and the consignment or delivery of a shipment to PHOENIX EXPOSITION SERVICES, INC. by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Shipments left on the floor without re-forwarding instructions will be shipped out or returned to our warehouse pending advice from the exhibitor (see above). NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH REROUTING OR HANDLING.

Confirm arrangements for re-forwarding your shipments at close of show by properly filling out Bills of Lading available at the service desk.

If exhibitor specified carrier fails to pick up or refuses shipment PHOENIX EXPOSITION SERVICES, INC. will be authorized to divert the shipment to another carrier at its discretion. Phoenix Exposition Services, Inc. will assume no liability in such instance.

B. LIABILITY AND INSURANCE BULLETIN

PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for damage to un-crated materials improperly packed or concealed damage. PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to PHOENIX

EXPOSITION SERVICES, INC. BY EXHIBITORS will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or any causes beyond its control.

PHOENIX EXPOSITION SERVICES, INC. liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged, and in any event, PHOENIX EXPOSITION SERVICES, INC. maximum liability shall be limited to \$.30 per pound, maximum \$50.00 per claim.

PHOENIX EXPOSITION SERVICES, INC. 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 material which may make it impossible or impractical to exhibit the same.

C. INSURANCE

It is understood that PHOENIX EXPOSITION SERVICES, INC. IS NOT AN INSURER, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitors' material should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to PHOENIX EXPOSITION SERVICES, INC. by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this Bulletin. Exhibitor requiring additional insurance coverage should arrange to place same through their broker.

All shipments must be prepaid.

Show management has appointed PHOENIX EXPOSITION SERVICES, INC. as the Official Service Contractor to perform and provide necessary services and equipment.

MATERIAL HANDLING ORDER FORM

PTO Today Expo
Lombardo's
April 12, 2016

Complete this order form and return to Phoenix Exposition Services, Inc. All **Advance Shipments** must be prepaid and should arrive at the advance warehouse no later than **Friday, April 8, 2016**. Shipments received after that date are subject to additional charges. **Direct Shipments** will only be received on the day of exhibitor setup. Shipments sent to the show site prior to scheduled move in days may be refused. **Collect shipments will not be Accepted.**

Inbound Material Handling (Before the Show)

We will ship Advance to **PES Warehouse**

We will ship Direct **Lombardo's on 04/11/16**

Shipping From _____ Carrier _____

Description _____ Arrival Date _____ / _____ /2016

Number of Pieces _____ Estimated Total Weight _____

Outbound Material Handling (After the Show)

Return my materials to PES Warehouse for Carrier pick up with specific forwarding instructions.
Recommended for UPS, FEDEX (Return to warehouse charges applies)

Freight will be picked up at show site. Arranged by exhibitor.

Shipping From _____ Carrier _____

Description _____ Arrival Date _____ / _____ /2016

Number of Pieces _____ Estimated Total Weight _____

This authorization must be completed below and returned to *Phoenix Exposition Services, Inc.* in accordance with the Material Handling and Rate Schedule; all orders are subject to Liability and Insurance Bulletin and the terms and conditions:

Exhibiting Firm _____ Booth Number _____

Company Address _____ City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Signature _____ Date _____ / _____ /2016

100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER

LABOR ORDER FORM

Straight time Rates: \$47.50 per man-hour, 8:00 a.m. – 4:30 p.m. weekdays

Overtime Rates: \$62.50 per man-hour, before 8:00 a.m. and after 4:30 p.m.
Weekdays and all hours Saturday, Sunday and holidays
One-hour minimum per man. Floor orders add 10%

ADVANCED LABOR ORDER	DATE	TIME	# OF MEN	APPROX. HOURS	TOTAL HOURS
Labor to install					
Labor to dismantle					

PLEASE INDICATE SUPERVISION PLAN:

Plan A – Exhibitor Supervision

All work is performed under the supervision of the exhibitor. Starting time can be guaranteed only in those instances where men are requested for the start of the working day, 8:00 a.m. One hour minimum charge per man if not picked up or canceled with 24-hour notice. The exhibitor representative must check in at the service desk to pick up men ordered and must check men out at the service desk upon completion of the work.

Name _____ Company _____

Plan B – Phoenix Exposition Services, Inc. I & D Supervision

All work is done under the direction of our personnel. Our charge for this service is 30% of your total labor bill (\$60 minimum). In order to complete the work without your representative present, we must have setup directions!

Billing Name _____ Booth Number _____

Billing Address _____ City _____

State _____ Zip Code _____ Telephone _____

Authorized by _____ Signature _____

**Make all checks payable to: Phoenix Exposition Services, Inc.
100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER.**