



Shepard Exposition Services  
 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 Event Code: G111090610

## SHOW INFORMATION

### GSAE ANNUAL MEETING

June 3, 2010

Columbus Georgia Convention & Trade Center  
 Columbus, Georgia

#### BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8'H Backwall Drape; 3'H Sidewall Drape  
 (1) 7" x 44" Identification Sign  
 (1) 8' x 30" Skirted Table - Blue  
 (3) Upholsted Side Chairs  
 (1) Wastebasket

Show drape color(s): Blue & White  
 Aisle carpet color: Facility is NOT carpeted wall to wall.

#### EXHIBIT SHOW SCHEDULE

Exhibitor Move-in:	Thursday	June 3, 2010	11:30 AM - 2:45 PM
Exhibit Hours:	Thursday	June 3, 2010	2:45 PM - 5:00 PM
Exhibitor Move-out:	Thursday	June 3, 2010	5:00 PM - 6:30 PM
Freight Re-route Time:	Thursday	June 3, 2010	6:30 PM

#### IMPORTANT DEADLINES

Discount price deadline for all Shepard orders: Friday, May 14, 2010  
 First day for warehouse deliveries without a surcharge: Tuesday, May 04, 2010  
 Last day for warehouse deliveries without a surcharge: Wednesday, May 26, 2010  
 First day freight can arrive at show facility: Thursday, June 03, 2010 at 11:30 AM

#### SHIPPING ADDRESSES

##### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
 GSAE ANNUAL MEETING  
 c/o UPSF/Shepard Exposition Services  
 900 Brickyard Rd  
 Phenix City, AL 36869

##### Direct Shipments Address

[Exhibiting Co. Name & Booth Number]  
 c/o Shepard Exposition Services  
 GSAE ANNUAL MEETING  
 Columbus Georgia Convention & Trade Center  
 801 Front Avenue  
 Columbus, Georgia

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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**Discount Deadline: May 14, 2010**

## PAYMENT AUTHORIZATION

### GSAE ANNUAL MEETING

June 3, 2010

Columbus Georgia Convention & Trade Center  
 Columbus, Georgia

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at showsite only.**

#### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **GSAE ANNUAL MEETING**  
 Exhibiting company name \_\_\_\_\_  
 Booth number \_\_\_\_\_

Account Name: Shepard Exposition Services, Inc. Bank Name: Bank of America, Atlanta, Georgia USA  
 Routing Number: 0260-0959-3 Account Number: 3278494077  
 SWIFT CODE (US): BOFAUS3N SWIFT CODE (INTL): BOFAUS6S

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

#### CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:      
Month Year

Billing Address: \_\_\_\_\_

Security Code:

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

#### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_



### PAYMENT POLICY

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

### INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the moveout deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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**Third Party Deadline: May 26, 2010**

## THIRD PARTY PAYMENT AUTHORIZATION

### GSAE ANNUAL MEETING

June 3, 2010

Columbus Georgia Convention & Trade Center  
Columbus, Georgia

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

#### SERVICES TO BE COVERED BY THIRD PARTY

- |                                       |  |  |   |
|---------------------------------------|--|--|---|
| <input type="checkbox"/> All services | <input type="checkbox"/> Rental Furniture              | <input type="checkbox"/> Signage                 | <input type="checkbox"/> Material Handling              |
|                                       | <input type="checkbox"/> Carpet                        | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Overhead Rigging/Labor         |
|                                       | <input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> Cleaning                | <input type="checkbox"/> Installation/Dismantling Labor |

#### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

#### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

#### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:     

Credit Card #: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Expiration Date: 

Month	Year		

Billing Address: \_\_\_\_\_ Security Code: 

--

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



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**Discount Deadline: May 14, 2010**

## CARPETING & CLEANING

### GSAE ANNUAL MEETING

June 3, 2010

Columbus Georgia Convention & Trade Center  
Columbus, Georgia

#### EXPO CARPET - 16 OZ.

**Choose Color:**

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Blue (05)	<input type="checkbox"/>	Teal (13)	<input type="checkbox"/>
Grey (10)	<input type="checkbox"/>	Burgundy (07)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	147.40	191.60	
50256	10' x 20'	287.40	373.60	
50257	10' x 30'	427.45	555.70	
50258	10' x 40'	574.85	747.30	

Variation in dye lot may occur when ordering more than one cut of carpet.

**SPECIAL CUT EXPO CARPET**

50006	Per Square Foot	3.10	4.05	
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In order to protect special cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

#### PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BAC OR JUTE BACKING

**Choose Color:**

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Deep Navy (22)	<input type="checkbox"/>	Charcoal (17)	<input type="checkbox"/>
Silver Cloud (18)	<input type="checkbox"/>	Peacock (23)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	4.30	5.60	
46003	Rental 1000+/sq.ft	3.70	4.80	
46002	Purchase/sq.ft.	9.95	12.95	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

#### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.65	0.85	
50008	1" Padding	1.25	1.65	
50010	Visqueen	0.40	0.50	

#### BOOTH DIMENSIONS

What is your booth size (ft.)?

X  =  sq. ft.

#### BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.33	0.45	
47002	Vacuum Daily	0.33	0.45	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

#### PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.20	0.25	
47031	Daily Porter Svc	0.20	0.25	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Subtotal	\$
7.000% Tax	\$
Total Amount Due	\$

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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# ORDER FURNISHINGS & SERVICES

## GSAE ANNUAL MEETING

June 3, 2010

Columbus Georgia Convention & Trade Center  
Columbus, Georgia

### TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01)      Gold (04)      Burgundy (07)  
Green (02)    Blue (05)      Grey (10)  
White (03)    Black (06)     Teal (13)

#### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	111.60	145.10	
50046			6'L X 30"H	130.35	169.45	
50050			8'L X 30"H	161.20	209.55	
50043			4'L X 42"H	123.45	160.50	
50047			6'L x 42"H	161.20	209.55	
50051			8'L x 42"H	186.00	241.80	
50052			4th Side 30"	59.55	77.40	
50171			4th Side 42"	59.55	77.40	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

#### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	61.45	79.90	
50044		6'L X 30"H	71.90	93.45	
50048		8'L X 30"H	86.50	112.45	
50041		4'L X 42"H	69.15	89.90	
50045		6'L x 42"H	86.50	112.45	
50049		8'L x 42"H	97.25	126.45	

Code	Qty.	Item	Discount	Regular	Amount
<b>Installation/Dismantling Labor Rates</b>					
68060		ST	62.00	80.60	
68061		OT	93.00	120.90	
68062		DT	124.00	161.20	

If exhibitor will not be present for installation/dismantling, add 30% for each (or \$60 for each minimum).

I will need labor for (please check one):

Installation     Dismantling     Both Install/Dismantle

**Please note: Labor is non-taxable for this show.**

**Labor Hours**    ST - Straight time:    Monday-Friday, 8:00 AM - 5:00 PM  
                          OT - Overtime:        Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight  
                          DT - Double time:    All other hours and holidays

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

### STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	55.05	71.55	
50024		Stool w/back	71.60	93.10	
50091		Wastebasket	16.60	21.60	
50245		Literature Rack	173.85	226.00	
50094		Floor Easel	32.50	42.25	
50175		Bag Rack	124.85	162.30	
50093		Garment Rack	124.85	162.30	

Literature rack styles may vary based on location and availability.

### Material Handling Services

Weight	Description		Price	Total
<b>Direct Shipments to Showsite</b>				
	\$56.00	\$84.00	\$72.75	
	Crated	Uncrated	Special Handling	
	35030 / 35033	35043	35038	
<b>Advance Shipments to Warehouse</b>				
	\$61.00	\$79.25		
	Crated	Special Handling		
	35010 / 35013	35036		
<b>Pieces</b>	<b>Specialized Carrier Shipment (small packages under 50 lbs.)</b>			
	\$30.50	\$61.00		
	Each carton	Min. per shipment		
	35048	35045		

As the general contractor, Shepard will be providing material handling services. Please let us know if you will be shipping to our advance warehouse or direct to showsite.

I will be shipping to Advance Warehouse

I will be shipping Direct to Showsite

**Please note: material handling is non-taxable for this show.**

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

Subtotal:	\$
7.000% Tax:	\$
Amount Due:	\$

# SHIPPING LABELS


## GSAE ANNUAL MEETING


### ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: UPSF/Shepard Exposition Services</b> <b>900 Brickyard Rd</b> <b>Phenix City, AL 36869</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>GSAE ANNUAL MEETING</b>	
First day freight can arrive w/o a surcharge May 4, 2010	
Last day freight can arrive w/o a surcharge: May 26, 2010	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: UPSF/Shepard Exposition Services</b> <b>900 Brickyard Rd</b> <b>Phenix City, AL 36869</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>GSAE ANNUAL MEETING</b>	
First day freight can arrive w/o a surcharge May 4, 2010	
Last day freight can arrive w/o a surcharge: May 26, 2010	

### DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES</b> <b>Columbus Georgia Convention &amp; Trade Center</b> <b>801 Front Avenue</b> <b>Columbus, GA 31901</b>
	For: <b>GSAE ANNUAL MEETING</b>
MUST NOT BE DELIVERED PRIOR TO: <b>June 3, 2010 @ 11:30 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES</b> <b>Columbus Georgia Convention &amp; Trade Center</b> <b>801 Front Avenue</b> <b>Columbus, GA 31901</b>
	For: <b>GSAE ANNUAL MEETING</b>
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Event Code: G111090610

# MATERIAL HANDLING INFORMATION

## GSAE ANNUAL MEETING

June 3, 2010

Columbus Georgia Convention & Trade Center  
Columbus, Georgia

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### **SPECIAL HANDLING**

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), taping or untaping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

#### **OVERTIME**

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straighttime, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

#### **LATE SHIPMENTS**

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

#### **UNCRATED SHIPMENTS**

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

#### **OFF-TARGET DELIVERIES**

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

#### **PADDED VAN DELIVERIES**

Surcharge: \$8.00/CWT

35041

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

#### **MARSHALING YARD**

Surcharge: Maximum \$25.00

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

#### **REWEIGH OF SHIPMENTS**

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

#### **EMPTY CRATE STORAGE**

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

#### **ENVELOPE DELIVERIES**

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

#### **SECURED STORAGE**

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

#### **ACCESSIBLE STORAGE**

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

#### **WAREHOUSE STORAGE**

Surcharge: Minimum one-hour labor fee for each trip

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

#### **Return to Warehouse Service Fee**

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

#### **Storage per month**

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

#### **MOBILE SPOTTING FEE**

Surcharge: \$150.00 round trip

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



**MATERIAL HANDLING Q&A**

**What is material handling (also referred to as drayage)?**

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of "freight"?**

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

**IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS**

**What are advance shipments?**

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**MATERIAL HANDLING CHARGES**

**What determines how much I'm charged?**

Charges are based off the weight from your inbound weight ticket included with your shipment.

**How do I calculate material handling charges?**

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

**SPECIALIZED CARRIER (SMALL CARTON CARRIER)**

**What are specialized carrier shipments?**

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

**How do I calculate my specialized carrier shipment?**

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

$$3 \times \text{per carton rate} = \$ \text{amount charged (plus any additional fees that may apply)}$$

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

**CRATED~UNCRATED~SPECIAL HANDLING**

**What are CRATED materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

**What are UNCRATED materials?**

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

**What is SPECIAL HANDLING?**

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

**What is the difference between material handling and shipping?**

**Shipping** is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

**Do I need to order a fork lift to unload or reload my freight?**

No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?**

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

**IMPORTANT FACTS ABOUT DIRECT SHIPMENTS**

**What are direct shipments?**

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**SIGNATURE SERIES SHIPPING**

**How can I make shipping my show materials easier?**

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

**LIABILITY INSURANCE**

**What is and why would I need liability insurance?**

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

**OUTBOUND SHIPMENTS**

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

# Columbus, Georgia Convention & Trade Center

801 Front Avenue • P.O. Box 1340  
 Columbus, Georgia 31902-1340  
 (706) 327-4522 • Fax (706) 327-0162

## ELECTRICAL SERVICE REQUEST FORM

### General Instructions:

- All electrical service charges must be paid prior to the opening of the exhibit.
- Initial rate quoted is based on a maximum three-day show. Example: An advance order for 0-500 watts for 1-3 days would cost \$24.00. Each show day beyond three days will be prorated daily as an increment of the initial rate.
- If unable to determine electrical requirements, contact Trade Center electrician for assistance.

### STANDARD ELECTRICAL SERVICE AVAILABLE ONLY:

- 120 Volt, A.C., sgl phase, 60 cycle
- 208 Volt, A.C., sgl phase, 60 cycle
- 208 Volt, A.C., 3 phase, 60 cycle (limited locations - contact Trade Center electrician for details and assistance)

### CONDITIONS AND REGULATIONS:

- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All equipment, regardless of power source, must comply with all federal, state and local safety codes.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
- Under no circumstances shall anyone other than Trade Center staff make electrical connections.
- Special equipment requiring the electrician or technicians for assembly, servicing, preparatory work and operation may be executed without Trade Center staff; however, all service connections and overload protection to such equipment must be made by Trade Center staff.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
- All material and equipment furnished by the Columbus, Georgia Convention and Trade Center for this service order shall remain the Trade Center's property and shall be removed by our staff at the show close. Exhibitors will be billed for all missing materials.
- Electrical power for lights and displays will be turned on one hour prior to the show opening time and off at show closing time daily unless you have requested and paid for 24-hour service.
- Unless otherwise directed, Trade Center electricians are authorized to cut floor covering to permit installation of service.
- All exhibitor's cords must be of the 3-wire grounded type. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- Rates quoted for all connections cover only the **bringing of service to the booth in the most convenient manner and does not include connecting equipment or special wiring.**
- Advance orders with payment must be received a minimum of three (3) days prior to exhibitor arrival for move-in.

Show general location of outlets in booth and indicate booth dimensions:



### I. WATER SERVICE: (on exhibit floor)

- \_\_\_\_\_ 0-600 gallons.....\$25.00
- \_\_\_\_\_ 601-1500 gallons.....\$32.00
- \_\_\_\_\_ 1501-3000 gallons.....\$40.00

(Please call if needs are in excess of 3000 gallons)

### II. ELECTRICAL SERVICE CONNECTIONS:

SINGLE PHASE - Watts = Amps X Volts (Based on actual load - one triplex receptacle furnished.)

THREE PHASE - Watts = Volts X Amps X Power Factor X 1.73 ÷ 1000.

Example: A three-phase, 208 volt (AC) motor draws a current of 26 amps and has a power factor rating of 80%. Determine the watts:

$$W = E \times I \times PF \times 1.73 = \frac{208 \times 26 \times .80 \times 1.73}{1000} = 7.485 \text{ Watts}$$

**24-HOUR SERVICE REQUIRED: ( ) YES - If so, increase selected service connection fee below by 50%.**

Quantity	Description	Order	Advance Floor Order	Amount
_____	0-500 Watts.....	\$24.00	\$27.00	_____
_____	501-1000 Watts.....	\$30.00	\$33.00	_____
_____	1000-1500 Watts.....	\$39.00	\$42.00	_____
_____	1501-2000 Watts*.....	\$45.00	\$48.00	_____
_____	2001-2500 Watts*.....	\$54.00	\$57.00	_____
_____	2501-3000 Watts*.....	\$60.00	\$63.00	_____
_____	3001-3500 Watts*.....	\$69.00	\$72.00	_____
_____	3501-4000 Watts*.....	\$75.00	\$78.00	_____
_____	Each add'tl. 1000 Watts*.....	\$18.00	\$21.00	_____
_____	Each add'tl. Receptacle...\$	\$9.00	\$12.00	_____

### III. DESCRIBE TYPE OF EQUIPMENT OR APPLIANCE TO BE USED TO INCLUDE AMPERAGE, VOLTAGE AND PHASE:

### IV. METHOD OF PAYMENT:

**Check, credit card or money order must accompany request or be rendered prior to show opening. No exceptions!**

MAKE REMITTANCE PAYABLE AND MAIL TO:

COLUMBUS, GEORGIA CONVENTION & TRADE CENTER  
 P.O. BOX 1340 • COLUMBUS, GEORGIA 31902-1340

OR CHARGE MY CREDIT CARD: (Please circle one below)

TYPE: VISA      MASTERCARD      AMERICAN EXPRESS

NAME ON CARD: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TOTAL: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ TELEPHONE NO. ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE RETURN ORIGINAL FORM TO TRADE CENTER AND RETAIN COPY FOR YOUR RECORDS**