

AAAA Cribbins Readiness Conference

November 13-15, 2023 | Von Braun Center, Huntsville, AL | quad-a.org/23Cribbins



EXHIBITOR KIT



rpm | EXCEEDING YOUR
X P O | EXPECTATIONS

Sponsored by AAAA



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Quick Facts

Dear Exhibitor,

RPMXPO is pleased to have been chosen as the Official General Service Contractor for the AAAA Cribbins Army Aviation Readiness Conference. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 770-686-6512.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

**Army Aviation Association of America,
Inc. (AAAA)
593 Main Street
Monroe, CT 06468-2830
Phone: (203) 268-2450
Fax: (203) 268-5870
Email: exhibits@quad-a.org**

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

**RPMXPO
242 Westfork Court, Suite A
Lithia Springs, GA 30122
Phone: (678) 742-7310
Fax: (770) 679-8751
E-Mail: info@rpmxpo.com**

All questions regarding AudioVisual Exhibitor Services should be directed to:

Encore
**exhibits@encore.com
800-966-4498**

All questions regarding electrical services should be directed to:

**Von Braun Center
Phone: 256-551-2358
decorating@vonbrauncenter.com**

Included in this Service KIT are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the *specific contractor who is providing the service*. Please review these forms and **submit your orders as early as possible**.

Important Deadlines

Advance Price Discount Deadline for all RPMXPO orders: Friday, October 13, 2023

First day for warehouse deliveries without a surcharge Friday, October 13, 2023

Last day for warehouse deliveries without a surcharge: Friday, October 27, 2023

Last day for warehouse deliveries with a surcharge: Friday, November 3, 2023

First day freight can arrive at show site: 8:00am on Sunday, November 12, 2023

PLEASE NOTE:

All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.

Please do not send them to RPMXPO



Quick Facts - continued

10'x10' In-Line Booths:

- **1 - 8' high black backwall drape**
- **2 - 3' high black sidewall drape**
- **1 - 6'x 30" black draped table**
(Substitutions are prohibited)
- **2 - Wide chairs**
- **1 - Wastebasket**
- **Blue Jay carpet**
- **7"x 44" Booth ID sign**

Corner & Island Booths:

- **Corner booths include only 1 side drape.** (unless requested)
- **Island booths do not include booth package, carpet, backwall, sidewall or ID sign.**
(unless ordered at exhibitor's expense)

Booth carpet is mandatory for this event. (See pg.)
Aisles will be carpeted in Blue Jay.

Show Hours Subject to Change

Please check the website for updates and latest schedule changes. www.Quad-a.org/23CRIBBINS

Exhibit Show Schedule

Target Move-in:	Saturday, November 11, 2023	8:00am - 5:00pm
Target Move-in:	Sunday, November 12, 2023	8:00am - 5:00pm
Exhibitor Move-in:	Sunday, November 12, 2023	2:00pm - 5:00pm
Exhibitor Move-in:	Monday, November 13, 2023	8:00am - 2:00pm

Important: Exhibits MUST be set up by 3:30 pm on Monday, 11/13

AAAA Early Bird Reception- Exhibits Open:	Monday, November 13, 2023	https://s7.goeshow.com/aaaa/cribbins/2023/index.cfm
Exhibit Hours:	Tuesday, November 14, 2023 Wednesday, November 15, 2023	https://s7.goeshow.com/aaaa/cribbins/2023/index.cfm
Exhibitor Move-out:	Wednesday, November 15, 2023 Thursday, November 16, 2023	3:00pm - 10:00pm 8:00am - 12:00pm

- Exhibits may not be dismantled prior to 3:45 pm on Wednesday, November 15th.
- All exhibits must be dismantled and removed by 12:00 pm Thursday, November 16th.
- Your carrier must be signed in for pick-up before 10:00 am on Thursday, November 16th or freight may be re-consigned through the Official Show Carrier, ABF Freight.

ABF Freight
c/o RPMXPO
810 19th Ave SE
Decatur, AL 35601
Phone: (256) 355-8920
[Exhibiting Name & Booth Number]

Von Braun Center
c/o RPMXPO
700 Monroe Street,
South Halls
Huntsville, AL 35801
[Exhibiting Name & Booth Number]



Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
 - A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.
 - B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 770-686-6512 or email us at info@rpmxpo.com.



User Login Request

RPMXPO Online Ordering

Please complete this form if you:

- Have not received the User Login Link
- Need password reset
- Had the User Login Link sent to the incorrect Representative

Check an option

In order to receive the User Login Link, the following information needs to be completed

Company Name:				Booth #:	
Street Address:		City:	State:	ZIP:	
Phone #:		Fax #:			
Ordered By:			E-Mail:		
Signature:			Date:		

Return completed form to RPMXPO via:

Email: info@rpmxpo.com -OR- Fax: 770-679-8751



Payment Policies

• Payment Options

RPMXPO is the official general service contractor for **JOSEPH P. CRIBBINS Annual Aviation Product Sustainment Symposium** and is pleased to offer you three convenient ways to pay for any and all show services provided by RPMXPO.

• Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO to charge your credit card for any and all charges incurred.

• Wire Transfer in U.S. Funds

- To avoid fraudulent activity, wire transfers must only be sent to the account listed below:
- WELLS FARGO - NC 112 S. Main Street Davidson, NC 28036
Please call the office for wire banking details—678-742-7310

*ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMXPO ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.

- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
 - **Domestic incoming wire transfer fee: \$25.00**
 - **International incoming wire transfer fee: \$50.00**

• Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO**. Absolutely no check payments will be taken on site.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, October 18, 2019, and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, please stop by the Exhibitor Service Desk. No charges will be disputed after the close of the event.

Additionally, **exhibitors will be charged for the equipment they use in their booth.** RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds drawn on a U.S. Bank. **No telephone orders will be accepted.**

• Cancellation Policy

- Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
 - Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
 - Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.
- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMXPO.



Credit Card Authorization Form

Deadline: 10/13/23

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

NOTE: Tax exemption certificate will need to be submitted in order to have the tax withheld.

Payment Method:		<input type="checkbox"/> Corporate Credit Card
		<input type="checkbox"/> Personal Credit Card
		<input type="checkbox"/> Check
		<input type="checkbox"/> Wire Transfer (fee applies)*
*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.		
Card Type:		
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
Card Number:		

Expiration Date:		CVV2 (Security) Code:
____/____		____

ORDER RECAP		
Enter totals from each completed form		
<i>* Note: Items taxable in the State of Alabama</i>		
* Shelving Units and Table Risers Order Form	\$	
* Tables Order Form	\$	
* Booth Accessories Order Form	\$	
* Booth Carpet and Padding Order Form	\$	
* Modular Hardwall Accessories Order Form	\$	
* Back and Side Drapery Order Form	\$	
* Signs, Banners and Accessories Order Form	\$	
Vehicle Spotting Order Form	\$	
Display Labor Order Form	\$	
Forklift Labor Order Form	\$	
Booth Cleaning and Porter Service Order Form	\$	
Material Handling Order Form	\$	
Accessible Storage Order Form	\$	
TOTAL AMOUNT DUE →	\$	

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

Company Name:		Booth #:	
Name on Card:			
Street Address:		City:	State:
		Zip:	
Phone #:		Fax #:	
Ordered By:		Email:	
Signature:		Date:	



Limits of Liability and Responsibility

1. RPMXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO 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 any causes beyond its control.
5. RPMXPO liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event RPMXPO maximum liability shall be limited to \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. RPMXPO 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 exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMXPO by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



Third Party Authorization Form	Deadline: 10/13/23
---------------------------------------	---------------------------

You may arrange for a third party to handle your display and be billed for the services. RPMXPO will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the deadline date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.

Exhibiting Company Name: _____ Booth # _____

Contact Person: _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- ALL SERVICES
 Booth Cleaning
 Material Handling
 I & D Labor
 Forklift
 Booth Furnishings
 Signs
 Other (please specify) _____

PAYMENT METHOD: Credit Card Check Wire

CARD TYPE: 
 
 
 

CARD NUMBER

EXP. DATE

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

Please enter the CVV2 (security) Code listed on your card:

--	--	--	--

Third Party Information			
Cardholder's Name as Listed on Credit Card:			
Cardholder's Billing Address:			
City:	State:	ZIP:	
Cardholder's Signature:			
Name of Service Firm/Third Party:			
Authorized On-Site Representative:			Title:
Address:	City:	State:	ZIP:
Telephone:		On-Site Supervisor:	
Signature:	Email:	Date:	



Non-Official Contractor Request Form

Deadline: 10/13/23

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPMXPO with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMXPO. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO.
- ◆

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by October 13, 2023.

Event Name:			
Exhibiting Company Name:			Booth#:
Address:	City:	State:	Zip:
Authorized On-Site Representative:			
Name of Service Firm:			
Address:	City:	State:	Zip:
Telephone:	On-Site Supervisor:		
Signature:	Date:		

Standard Booth Rental

Deadline: 10/13/23

CHOOSE YOUR RENTAL MODEL:

DEADLINE FOR DISCOUNT RATES (as priced below):

DEADLINE for prices below + 15%: Up to 7 days after Deadline

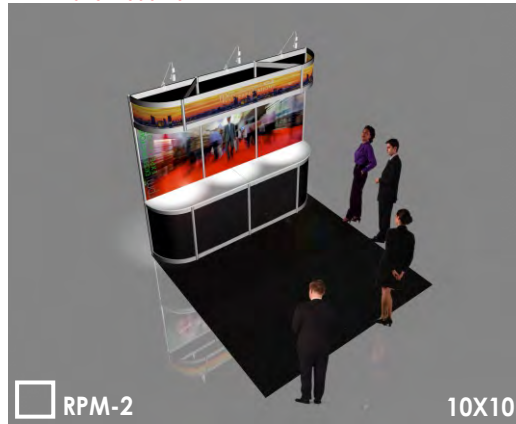
DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline

DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline



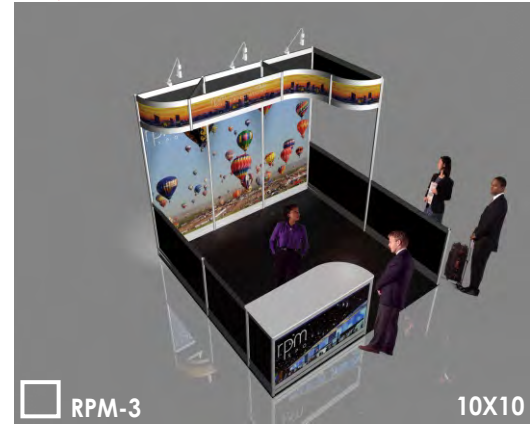
RPM-1 10X10

\$2,520 - includes full-wall lighted banner graphic



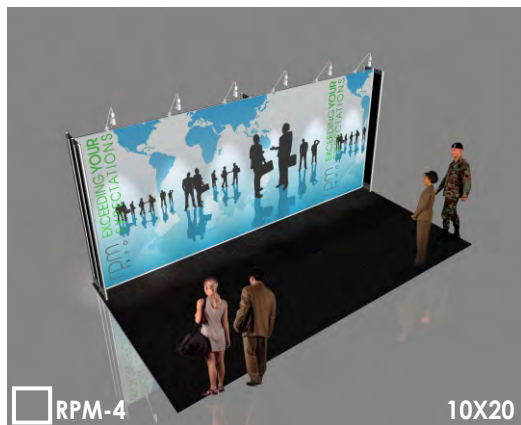
RPM-2 10X10

\$3,450 - includes 3 lighted graphic panels, graphic header, and storage/display cabinet



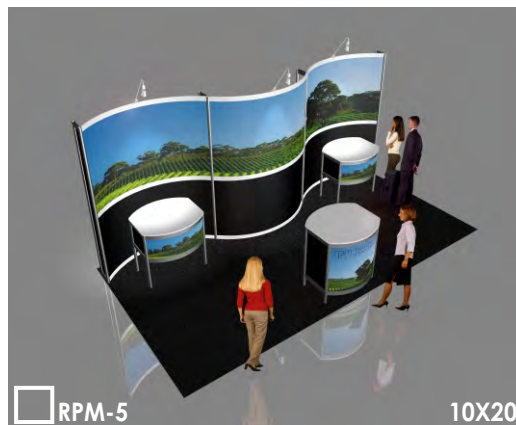
RPM-3 10X10

\$3,875 - includes 3 lighted graphic panels, graphic header, storage/display cabinet with graphic, and side rails



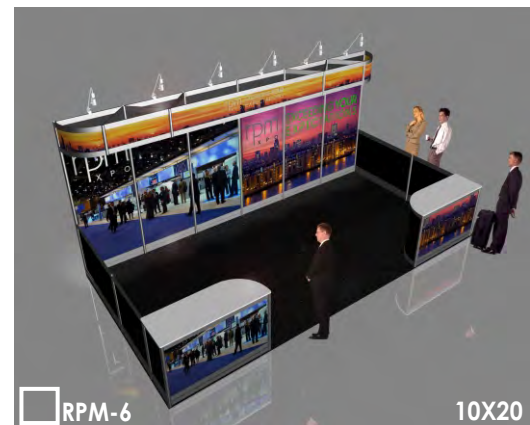
RPM-4 10X20

\$4,985 - includes full-wall lighted banner graphic



RPM-5 10X20

\$5,975 - includes 3 curved, lighted graphic panels, 2 display counters with graphics, and reception storage/display counter with graphic



RPM-6 10X20

\$7,654 - includes 6 lighted graphic panels, graphic header, 2 storage/display cabinets with graphics, and side rails

In-line Models include standard carpet (choice of 4 colors); 20'x20' Models include custom carpet (choice of 6 colors). All models include daily carpet cleaning, delivery to show site, drayage (material handling) from loading dock to your booth space, and installation/dismantle labor. All Models include your choice of black, white, or gray for your blank (non-graphic) panels.

Please inquire regarding the numerous accessories available for all Models.



Shelving Units and Table Risers Order Form **Deadline: 10/13/23**

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them. (Note: There is a 12" space between shelves.)

MULTI-SHELF SHELVING UNITS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	2-Shelf Unit	\$ 81.24	\$ 101.55	\$
	4-Shelf Unit	\$ 162.43	\$ 203.05	\$
6' LONG	2-Shelf Unit	\$ 94.81	\$ 118.51	\$
	4-Shelf Unit	\$ 189.51	\$ 236.90	\$
Sub-Total				\$
9% AL Sales Tax				\$
TOTAL AMOUNT →				\$



4' 2-Shelf Unit
4'L x 32"H x 11"D



4' 4-Shelf Unit
4'L x 49"H x 11"D



6' 2-Shelf Unit
6'L x 32"H x 11"D



6' 4-Shelf Unit
6'L x 49"H x 11"D

TABLE RISERS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	8" H - Table Riser	\$ 26.27	\$ 32.84	\$
	12" H - Table Riser	\$ 26.27	\$ 32.84	\$
	18" H - Table Riser	\$ 26.27	\$ 32.84	\$
6' LONG	8" H - Table Riser	\$ 28.77	\$ 35.97	\$
	12" H - Table Riser	\$ 28.77	\$ 35.97	\$
	18" H - Table Riser	\$ 28.77	\$ 35.97	\$
Sub-Total				\$
9% AL Sales Tax				\$
TOTAL AMOUNT →				\$



4' L x 8" H Table Riser



6' L x 8" H Table Riser



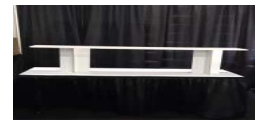
4' L x 12" H Table Riser



6' L x 12" H Table Riser



4' L x 18" H Table Riser



6' L x 18" H Table Riser

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Tables Order Form

Deadline: 10/13/23

DRAPED DISPLAY TABLES				
COLORS: Black, Blue, Gold, Gray, Purple, Red, Teal and White				
Price includes white vinyl top & 3 sides draping				
Qty	Description	Advance Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 146.82	\$ 183.53	\$
	2' X 6' X 30" High	\$ 171.35	\$ 214.19	\$
	2' X 8' X 30" High	\$ 212.00	\$ 265.00	\$
	2' X 4' X 42" High	\$ 162.27	\$ 202.83	\$
	2' X 6' X 42" High	\$ 212.00	\$ 265.00	\$
	2' X 8' X 42" High	\$ 244.48	\$ 305.60	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 81.07	\$ 101.34	\$
	2' X 6' X 30" High	\$ 94.58	\$ 118.23	\$
	2' X 8' X 30" High	\$ 113.77	\$ 142.22	\$
	2' X 4' X 42" High	\$ 91.00	\$ 113.76	\$
	2' X 6' X 42" High	\$ 113.79	\$ 142.22	\$
	2' X 8' X 42" High	\$ 127.96	\$ 159.96	\$
TABLE DRAPING - 4TH SIDE				
COLORS: Black, Blue, Gold, Gray, Purple, Red, Teal and White				
	For 30" High Table	\$ 78.29	\$ 97.86	\$
	For 42" High Table	\$ 78.29	\$ 97.86	\$

ROUND PEDESTAL TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 265.04	\$ 331.30	\$
	Round Pedestal Table (42" H X 30" D)	\$ 283.14	\$ 347.68	\$
Sub-Total				\$
9% AL Sales Tax				\$
TOTAL AMOUNT →				\$



30" H Pedestal Table



42" H Pedestal Table



Choose Your Table Draping Colors



Black Blue Gold Gray Purple Red Teal White

Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Booth Accessories Order Form

Deadline: 10/13/23

BOOTH ACCESSORIES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Side Chair	\$ 72.44	\$ 90.55	\$
	Padded Stool	\$ 94.13	\$ 117.66	\$
	Wastebasket	\$ 22.53	\$ 28.18	\$
	Floor Easel	\$ 40.69	\$ 50.88	\$
	Sign Holder	\$ 110.14	\$ 137.68	\$
	Waterfall Rack	\$ 81.24	\$ 101.54	\$
	Z Rack	\$ 164.19	\$ 205.25	\$
	Bag Rack	\$ 164.19	\$ 205.25	\$
	Literature Rack	\$ 228.58	\$ 285.72	\$
	8' Upright and base	\$ 21.73	\$ 27.16	\$
	Crossbar	\$ 18.16	\$ 22.71	\$
	Stem Light	\$ 85.55	\$ 106.94	\$
Sub-Total				\$
9% AL Sales Tax				\$
TOTAL AMOUNT →				\$



Side Chair



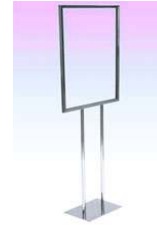
Padded Stool



Wastebasket



Floor Easel



Sign Holder



Waterfall Rack



Z Rack



Bag Rack



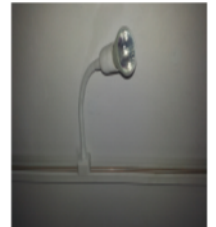
Literature Rack



8' Upright and base



Crossbar



Stem Light

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Booth Carpet and Padding Order Form

Deadline: 10/13/23

STANDARD CARPET

Price includes installation.

Please select your color from those at right under "Standard Carpet Colors."

No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	\$ 193.83	\$ 242.29	\$
		10' X 20'	\$ 377.85	\$ 472.31	\$
		10' X 30'	\$ 561.93	\$ 702.42	\$

Standard Carpet Colors



CUSTOM SIZE CARPET

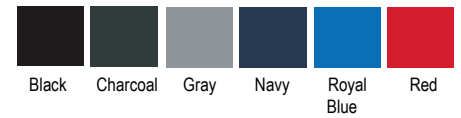
Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 3.93 / sq. ft.	\$ 4.92 / sq. ft.	\$

Custom Size Carpet Colors



26 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 5.93 / sq. ft.	\$ 7.62 / sq. ft.	\$

26 oz. Plush Carpet Colors



CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$.79 / sq. ft.	\$.97 / sq. ft.	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$.46 / sq. ft.	\$.58 / sq. ft.	\$

Sub-Total \$

9% AL Sales Tax \$

TOTAL AMOUNT → \$

Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Modular Hardwall Accessories Order Form **Deadline: 10/13/23**

MODULAR HARDWALL ACCESSORIES				
Quantity	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel Insert (replaces PVC panel)	\$ 201.10	\$ 251.38	\$
	Pegboard Panel Insert (1 m x 8' high) (replaces PVC panel)	\$ 170.67	\$ 213.34	\$
	Hanging Rod Attachment	\$ 184.34	\$ 230.42	\$
	Cascading Waterfall Attachment	\$ 48.76	\$ 60.95	\$
	Extra White PVC Panel	\$ 335.15	\$ 418.94	\$
	Extra Velcro Panel	\$ 385.92	\$ 482.40	\$
	1 Meter Counter (36"x42"x18")	\$ 355.43	\$ 444.29	\$
	2 Meter Counter (72"x36"x18")	\$ 609.34	\$ 761.68	\$
	Locks for Counters	\$ 50.45	\$ 63.07	\$
	1 Straight Shelf & 2 Brackets	\$ 95.43	\$ 120.51	\$
	1 Angled Shelf & 2 Brackets	\$ 115.76	\$ 144.70	\$
	Side Rail (each)	\$ 303.65	\$ 379.56	\$
Sub-Total				\$
9% AL Sales Tax				\$
TOTAL AMOUNT →				\$

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Back and Side Drape Order Form

Deadline: 10/13/23

BACK DRAPE AND SIDE RAILS

Price is per linear foot and includes required hardware (uprights, crossbars, etc.).

AVAILABLE COLORS: Berry, Black, Blue, Burgundy, Gold, Gray, Peach, Plum, Purple, Red, Teal and White

Drape Height	Color	# of Linear Feet Required	Rate per Linear Foot	Amount
3 FEET HIGH			\$ 4.08 / linear foot	\$
8 FEET HIGH			\$ 10.60 / linear foot	\$
Sub-Total				\$
9% AL Sales Tax				\$
TOTAL AMOUNT →				\$

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

rpmXPO GUIDELINES FOR PRINTED ARTWORK

So that we can provide for you our best possible image results, please observe the following when setting up your graphic files for print:

- 150 dpi minimum resolution - 300 dpi is preferred
- CMYK color format
- .PDF file format, only
- 100% file size (full print size)*
- Exact image size and name as shown in our extracts
- Minimum 1/8" (.125") bleed all sides, with crop marks
- Or, *for single-sided images, only*, you have the option of surrounding the image with cut lines in any spot color named "Thru_cut". No bleed is then required.

*For very large images, half-size or quarter-size files may be submitted. In such cases, please indicate '1/2 size file' or '1/4 size file.' Your images will be printed full size.

Thank you.



Signs and Banners Order Form

Deadline: 10/13/23

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page). In order to receive the discount rate, graphics must be received by Friday, October 13, 2023.

Qty	Description	Discount Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical 22" X 28"	\$ 67.20	\$ 84.00	\$
	Horizontal 28" X 28"	\$ 67.20	\$ 84.00	\$
	Vertical 28" X 44"	\$ 134.40	\$ 168.00	\$
	Horizontal 44" X 28"	\$ 134.40	\$ 168.00	\$
	Meterboard 34" X 74"	\$ 275.10	\$ 343.35	\$
ACCESSORIES				
	Foamcore 4' X 8'	\$ 69.30	\$ 86.10	\$
	Velcro	\$ 15.75	\$ 18.90	\$
Qty	Description	Discount Rate	Standard Rate	Amount
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horizontal	\$ 33.60	\$ 42.00	\$
Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING Grommets Included				
	Vertical / sq. ft. _____ x _____	\$ 16.80 per sq. ft.	\$ 21.00 per sq. ft.	\$
	Horizontal / sq. ft. _____ x _____	\$ 16.80 per sq. ft.	\$ 21.00 per sq. ft.	\$

Qty	Size	Discount Rate	Standard Rate	Amount
WHITE SHOWCARD with EASEL BACK Price Based on Block Letters, Black Lettering				
	8 1/2" X 11"	\$ 42.00	\$ 52.50	\$
Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
<ul style="list-style-type: none"> • Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates. • Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.) • All advance order signs will be available for customer pick-up at the show site service desk. • NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK. 				

Sub-Total	\$
9% AL Sales Tax	\$
TOTAL AMOUNT →	\$

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Vehicle Spotting Order Form

Deadline: 10/13/23

VEHICLES ON DISPLAY

All vehicles entering the exhibit floor for booth display purposes will be “Spotted” by RPMXPO.
A Spotting Fee of \$95.00 (round trip) applies.

Quantity of Vehicles to be Spotted	Rate per Round Trip	Total
	\$ 95.00	\$
TOTAL AMOUNT →		\$

All vehicles must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, on the premises is prohibited
- Vehicles may not be moved during show hours

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Display Labor Order Form

Deadline: 10/13/23

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —		
Straight Time 8:00 am to 4:30 pm Monday through Friday.	Overtime After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	Double Time All holidays and any time a worker works more than ten (10) hours in the same day
\$ 95.71 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 143.57 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 191.41 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

NOTE:

8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available.
All labor must be signed in and out at the Service Desk.

PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Saturday, November 11th—OT				\$
	Sunday, November 12th—OT				
	Monday, November 13th—ST				
DISMANTLE	Wednesday, November 15th—ST & OT				\$
	Thursday, November 16th—ST				
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Forklift Order Form

Deadline: 10/13/23

Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handed from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Forklift Labor Rates	Forklift Crew Consists of One Ground Man and One Forklift Operator		
	Straight Time 8:00 am to 4:30 pm Monday through Friday	Overtime After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday	Double Time All holidays and any time a worker works more than ten (10) hours in the same day
Additional Worker	\$ 95.71 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 143.57 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 191.41 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 151.92 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 227.93 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 303.85 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs. 4 Stage Forklift	Quoted Upon Request		
Standard Operating Procedure	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (See additional worker prices above)		

	Dates Required	Service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
SET-UP	Saturday, November 11th—OT				\$
	Sunday, November 12th—OT				
	Monday, November 13th—ST				
DISMANTLE	Wednesday, November 15th—ST & OT				\$
	Thursday, November 16th—ST				

of Pieces to be Spotted: _____ Heaviest Pieces: _____

TOTAL AMOUNT → \$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Booth Cleaning and Porter Service Order Form **Deadline: 10/13/23**

BOOTH CLEANING RATES									
All carpets ordered from RPMXPO are installed clean for your use; however, you may want to order cleaning services for debris created during set-up. Please choose either One-Time (before initial opening) Vacuuming or Daily Vacuuming below.									

VACUUMING - Once Before Initial Opening	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days	Amount
	ft.	ft.	ft.	X	\$ 0.36 / sq. ft.	or	\$.47 / sq. ft.	X	1	\$
VACUUMING - Daily <small>(Rate is for duration of show - not per day)</small>	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate		# of Days	Amount
	ft.	ft.	ft.	X	\$.81 / sq. ft.	or	\$ 1.01 / sq. ft.		2	\$
MINIMUM CHARGE - 100 Sq. ft. per day							TOTAL AMOUNT →			\$

PORTER SERVICE									
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 choose either Once (before initial opening) or Daily Porter Service below.									

PORTER SERVICE- Once	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days	Amount
	ft.	ft.	ft.	X	\$ 0.25 / sq. ft.	or	\$.30 / sq. ft.	X	1	\$
PORTER SERVICE - Daily <small>(Rate is for duration of show - not per day)</small>	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate		# of Days	Amount
	ft.	ft.	ft.	X	\$ 0.53 / sq. ft.	or	\$ 0.67 / sq. ft.		2	\$
MINIMUM CHARGE - 100 Sq. ft. per day							TOTAL AMOUNT →			\$

Sanitizing									
Handheld sprayer is used for disinfecting and sanitizing your booth and booth properties. Provides an electrical charge to solutions, allowing them to wrap conductive surfaces with effective and even coverage. Double-charged particles envelope all conductive surfaces - shadowed, vertical, and underneath.									

Sanitizing Once before Initial opening	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ 0.55 / sq. ft.	or	\$ 0.68 / sq. ft.	X	1	\$
Sanitizing Daily <small>(rate is for duration of show - not per day)</small>	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate		# of Days Required	Amount
	ft.	ft.	ft.	X	\$ 1.00 / sq. ft.	or	\$ 1.36 / sq. ft.		2	\$
MINIMUM CHARGE - 100 Sq. ft. per day							TOTAL AMOUNT →			\$

Please note when utilizing, there is no liability for an injury or death of an individual entering your booth if such injury or death results from the inherent risks of contracting COVID-19. You are Assuming this risk by entering the premises.

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



F.A.Q.

HOW DO I SHIP TO WAREHOUSE?

(i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "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.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

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

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of landing in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment either will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm 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 policies.



Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM's control.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. See example of savings below.

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.....\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.....\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.....\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.



Material Handling Rate Schedule

RPMXPO has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

MATERIAL HANDLING RATES

200 lb. Minimum Charge

The following services, whether used complete or in part, are offered as a package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials	Uncrated and/or Loose Shipments	Special Handling
	<i>STANDARD RATES</i>	<i>STANDARD RATES</i>	<i>STANDARD RATES</i>
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$ 103.35 / cwt. Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site.	25% Surcharge See Special Handling Information below.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 97.02 / cwt. Receive shipments at show site on move-in dates only.	\$ 145.53/ cwt. Receive shipments at show site on move-in dates only.	25% Surcharge See Special Handling Information below.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING (INCLUDING NON-SKIDDED, UNCRATED AND/OR LOOSE SHIPMENTS) RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE IF APPLICABLE.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMXPO will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMXPO reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMXPO.



Material Handling Order Form

Deadline: 10/13/23

To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **10/27/23**
 Shipments received after **10/27/23** are subject to a 25% surcharge, unless shipping via ABF Freight.
 Shipments consigned to the warehouse will not be accepted if delivered after **11/03/23**
 Shipments consigned to show site will not be accepted if delivered before **11/12/23**

Shipments consigned to WAREHOUSE:

Shipments consigned to SHOW SITE:

Joseph P. Cribbins
 ABF Service Center
 c/o RPMXPO
 810 19th Ave SE
 Decatur, AL 35601
 Phone: (256) 355-8920
 [Exhibiting Name & Booth Number]

Joseph P. Cribbins
 Von Braun Center
 c/o RPMXPO
 700 Monroe Street; South Halls
 Huntsville, AL 35801
 [Exhibiting Name & Booth Number]

• **The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments.**

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMXPO to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that RPMXPO will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPMXPO relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMXPO as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving - Crated			\$ 103.35	\$	\$
Warehouse Advance Receiving - Special Handling			25% Surcharge—\$129.19	\$	\$
Direct Shipment to Show Site - Crated			\$ 97.02	\$	\$
Direct Shipment to Show Site - Uncrated			\$ 145.53	\$	\$
Direct Shipment to Show Site - Special Handling			25% Surcharge—\$121.28	\$	\$
Small package shipments under 50 lbs.			\$ 49.22each carton \$ 98.39 min. per shipment	\$	\$

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT → \$

Description: _____

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Reverse Side of Material Handling Order Form

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMXPO/ABF Freight, and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. **DEFINITIONS.** The name RPM shall be construed within the meaning of this contract as ABF Freight and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.

2. **RPM RESPONSIBILITIES.** RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM 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 RPM reasonable control, of for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM 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 RPM more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their 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:

- EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM 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."

RPM'S LIABILITY LIMITS. If found liable for any loss or damage, RPM's sole and maximum liability for loss of 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 \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM 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 or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND 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. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, 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. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material 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 to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM 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. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM 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.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**ABF Service Center
c/o RPMXPO
810 19th Ave SE
Decatur, AL 35601**



Cribbins Readiness
Von Braun Center
Huntsville, Alabama
November 13-15, 2023

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
October 27, 2023

Off target shipments, with surcharge, must arrive no later than:
November 3, 2023



ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**ABF Service Center
c/o RPMXPO
810 19th Ave SE
Decatur, AL 35601**



Cribbins Readiness
Von Braun Center
Huntsville, Alabama
November 13-15, 2023

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
October 27, 2023

Off target shipments, with surcharge, must arrive no later than:
November 3, 2023



- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Von Braun Center
c/o RPMXPO
700 Monroe Street; South Hall
Huntsville, AL 35801**



Cribbins Readiness
Von Braun Center
Huntsville, Alabama
November 13-15, 2023

Exhibitor

Booth #

*Exhibitor move-in begins:
November 12, 2023*



DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Von Braun Center
c/o RPMXPO
700 Monroe Street; South Hall
Huntsville, AL 35801**



Cribbins Readiness
Von Braun Center
Huntsville, Alabama
November 13-15, 2023

Exhibitor

Booth #

*Exhibitor move-in begins:
November 12, 2023*



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.



Accessible Storage Order Form

Deadline: 10/13/23

ACCESSIBLE STORAGE

RPMXPO will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — \$75.00 per 16 square feet per day (size of a 4' x 4' pallet)
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" (\$95.71 per hour ST, \$144.14 per hour OT)

Please complete all sections below:

- We will require _____ square feet of space in Accessible Storage for:
 - # of boxes _____
 - # of cases _____
 - # of cartons _____
 - # of crates _____
 - # of skids _____
- Description of product we are storing: _____
- We will need access to this product: _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

STORAGE CHARGE (\$ 75.00 per 16 sq ft increment)	X	Qty of Sq. Ft. Required (16 sq ft increments)	X	Total # of Days You Will Need Access	=	Storage Charge — Est. Amount Due
\$ 75.00	X		X		=	\$
LABOR CHARGE — ST (1/2 hr. min. labor charge — \$ 95.71 hr ST — per move.)	X	# of Times per Day You Will Need Access	X	Total # of Days You Will Need Access	=	ST Labor Charge — Est. Amount Due
\$ 95.71 hr ST (min. 1/2 hr)	X		X		=	\$
LABOR CHARGE — OT (1/2 hr. min. labor charge — \$ 144.14 hr OT — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	OT Labor Charge — Est. Amount Due
\$ 144.14 hr OT (min. 1/2 hr)	X		X		=	\$

TOTAL AMOUNT → \$

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

800.654.7019

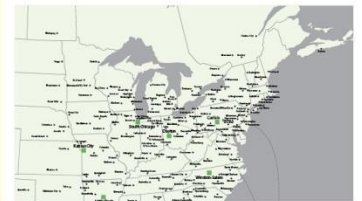
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? Yes No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMXPO is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an RPMXPO supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
 - Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
 - Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
 - Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
 - Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
 - Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
 - Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
 - Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
 - If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
 - Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above (Robert Helmke).
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

MONITOR	QUANTITY	ADVANCED RATE	STANDARD RATE
24" MONITOR TABLETOP		\$230	\$240
32" MONITOR TABLETOP		\$290	\$300
48" MONITOR - W /FLOOR STAND		\$655	\$685
55" MONITOR - W /FLOOR STAND		\$870	\$910
80" MONITOR - W /FLOOR STAND		\$1610	\$1640
HDMI VIDEO CABLE RENTAL		\$50	\$75
MISCELLANEOUS	QUANTITY	ADVANCED RATE	DAILY RATE
LAPTOP		280	\$285
POST-IT FLIPCHART PACKAGE		\$94	\$110
SOUND	QUANTITY	ADVANCED RATE	SHOW RATE
POWERED SPEAKER		\$160	\$175
POWERED SPEAKER STAND		\$35	\$50
WIRELESS MICROPHONE KIT includes Lav and handheld		\$235	\$250
6 CHANNEL MIXER		\$155	\$165
MISC	QUANTITY	ADVANCED RATE	SHOW RATE

If You Are Experiencing Technical Difficulties On Site Please Contact Encore At (504) 628-0234



700 Monroe Street
 Huntsville, AL 35801
 Attn: Exhibitor Services
 256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:
 JP Cribbins 2023

 Booth Name:

 Booth Number:

Credit Card Authorization Form
(Required for all services including drayage)

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

- AMERICAN EXPRESS
- VISA
- MASTER CARD
- DISCOVER

Account Number			
Expiration Date		CID #	
Card Holder Name			
Billing Address			
Exhibitor		Booth #	
Telephone			
Email			
Signature			

A confirmation will be sent to the email address provided.



700 Monroe Street
 Huntsville, AL 35801
 Attn: Exhibitor Services
 256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:
 JP Cribbins 2023
 Booth Name:
 Booth Number:

EXHIBITOR TELEPHONE SERVICE

The VBC provides all telephone service. No other organizations are authorized to provide phone services in the VBC without approval by VBC Decorating Department (256) 551-2358. All phone lines have voice & data capability and will accommodate analog modems with up to 9600-baud rate.

Item	Advance Order	Floor Order	Quantity	Total
Telephone Line - Local Calls	\$150.00 each	\$175.00 each	X	
Telephone Line - Long Distance	185.00 each	\$205.00 each	X	
Telephone Instruments	\$40.00 each	\$45.00 each	X	
TOTAL				

CABLE

Item	Advance Order	Floor Order	Quantity	Total
Cable Line dropped to booth	\$130.00	\$180.00	X	
Satellite Dish Hook Up	\$200.00	Must be Pre-ordered	X	
TOTAL				

* If you need Satellite Dish Hook up, you must call the decorating department before ordering. *
 You will **not be able to order Satellite Dish Hook Up on the show floor**

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and North Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the decorating department with any questions (256)551-2358.

Description	Cost	Quantity	Total
RJ45 DROP FROM ROUTER	\$450.00	X	
ADDITIONAL IP ADDRESS from RJ45 DROP	\$130.00	X	
HUB/SWITCH RENTAL	\$100.00	X	
WIFI AVAILABLE	\$25.00 per day/per device	N/A	Preorder not required
TOTAL			

Please contact us regarding internet if the following questions apply:

1. Do you need an Internet Drop or Hard Line?
2. Do you plan to use a wireless router or wireless access point?
3. What is the LAN IP Address Range on the device?

**The device will not be allowed on the network until this has been identified and the Von Braun Center has approved the device.*



700 Monroe Street
 Huntsville, AL 35801
 Attn: Exhibitor Services
 256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name: JP Cribbins 2023
 Booth Name:
 Booth Number:

UTILITY SERVICE ORDER FORM

ELECTRICAL The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials.** VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

BOOTH SHARING POWER IS NOT ALLOWED. Power must be purchased through Service Desk to Utilize.

Description	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
-------------	--------------------------------	-------------	------------------	--------

110 Voltage

20 amp or 0-2400 watts	\$100.00	\$125.00	X	
30 amp or up to 3600 watts	\$125.00	\$155.00	X	

208 Voltage

0 - 30 amps	\$130.00	\$160.00	X	
31 - 60 amps	\$165.00	\$190.00	X	
61 - 100 amps	\$210.00	\$260.00	X	
100 - 200 amps	\$260.00	\$290.00	X	
Over 200 amps	N/A	N/A	X	

Please list the amount of AMPS required specifically

408 Voltage

0 - 30 amps	\$160.00	\$190.00	X	
31 - 60 amps	\$210.00	\$250.00	X	
61 - 100 amps	\$290.00	\$405.00	X	
100 - 200 amps	\$370.00	N/A	X	
Over 200 amps	N/A	N/A	X	

For special arrangement prior to move-in, call 256 551-2358

PAYMENT POLICY

To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days prior** to the event move in day. When requirements are not received at least 5 days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.

Updated June 22, 2022

Hosted Food Carts

Hot Dog Cart \$650

This outdoor, New York style hotdog cart comes with (100) Jumbo hot dogs or (200) hotdogs cut in half. Hotdogs are served in warm buns, with ketchup, mustard, relish and chopped onions. Additional servings are \$5 each. Four hour attendant fee included.

Soft Pretzel Stand \$650

(100) piping hot, lightly salted, soft pretzels that are served with yellow mustard. Additional servings \$4 each. Warm nacho cheese dipping sauce \$1 per person. Four hour attendant fee included. Cart requires 3 extra power connections in your booth.

Popcorn Machine \$300

4oz tabletop popcorn popper delivered to your booth. Includes (1) case of (12) dual pack popcorn seeds and flavored popcorn oil, (100) 4oz plain white popcorn bags (great for applying stickers of company logos or advertisements). A popcorn scoop is provided to fill your popcorn bags. If your event is multiple days, an attendant will come to your booth at the end of the day to clean your machine for you. Additional popcorn cases (12 dual packs) are \$30 each. Additional cases of popcorn bags (500 bags per case) are \$25 each. One extra power outlet is required for operation. *Please note: (12) packs of popcorn will supply approximately (100) full bags of popcorn.*

Funnel Cake Stand \$600

(100) funnel cakes covered with powdered sugar. Additional toppings such as fruit or whipped topping \$1 per person. Cart requires 3 extra power outlets.

Ice cream You Scream \$620

Cool down with (100) ice cream treats. Your guests will have their choice of premium Haagen Daz bars. Served out of a rolling freezer. Additional servings \$4.95 each. Four hour attendant fee included. One extra power outlet is required for operation.

Lemonade Stand \$650

200 (16 ounce) servings freshly squeezed cups of lemonade served in your booth. We provide a 4 foot rolling bar that is setup with all the tools and products to make fresh squeezed lemonade in front of your guests. Additional servings \$5 each. Four hour attendant fee included.

Updated June 22, 2022

Hosted Beverage Carts and Bars

(Note: select conferences and conventions do not allow alcohol during show hours. Please check with the show lessee for details.)

Hosted Bar on Consumption \$9 per beverage

Bar includes: Call brands, Domestic and Craft beer, Red and White house wine, Sodas, Juices, Bottled water

\$450 Bar minimum

\$175 Bartender fee per bartender for each four hours or portion there of

Wine Bar \$2,100

Treat your guests to a sampling of wines. This package includes 36 bottles of wine (two reds and two whites), an International Cheese display. Serves approximately 100 people. Four hour bartender fee included.

Happy Hour Bar \$1,400

Unwind with an ice cold beer and some of your favorite bar snacks. This package includes two varieties of beer (domestic or local craft – 150 total) and 3 pounds each of mixed nuts, bar mix, and pretzels. Serves approximately 100 people. Additional beer \$500 for 72 bottles. Four hour bartender fee included.

Updated June 22, 2022

Boxed Staff Meal Options

The Picnic \$22 per person

An assortment of deli style hoagies, featuring Roasted turkey on wheat, Italian deli meats on ciabatta, Smoked ham and provolone on white and Grilled vegetable vegetarian on multi-grain, Whole fruit, Kettle potato chips, and a Jumbo chocolate chip cookie

The Rustic \$21 per person

Grilled chicken breast with applewood smoked bacon, pepper jack cheese, arugula and tomato served on a ciabatta roll. Includes orzo pine nut pasta salad, whole fruit, potato chips, and a fudge brownie

The Caesar \$23 per person

Grilled chicken breast with shaved parmesan cheese, romaine lettuce, and classic Caesar dressing. Served in a roasted garlic wrap, alongside whole fruit, terra chips, and a macadamia nut white chocolate chip cookie

The Waldorf \$23 per person

Apple walnut chicken and albacore tuna salads on a bed of crispy garden greens, with marinated vegetables. Served with naan bread, herb vinaigrette and a fudge brownie

Greek Salad \$23 per person

Greek style grilled chicken salad with cucumbers, tomatoes, kalamata olives, chick peas, pepperoncini, and feta cheese, with romaine and iceberg lettuces. Served with flat bread, greek dressing, and a fudge brownie

Concession Vouchers \$11 per voucher

Per-pay for your staff to visit the concession stand or coffee kiosk during move-in, show hours and move-out. Vouchers are good for any food or beverage items for sale.

Updated June 22, 2022

Reception Items

A selection of hors d'oeuvres and chilled platters. Minimum of 50 servings per item listed.

International Cheese & Fruit Collage \$5 per serving

Featuring 10 worldwide cheeses. Served with French bread and gourmet crackers

Fresh Crudités Display \$5 per serving

Served with roasted garlic and French onion dips

Pinwheels \$5 each

Smoked turkey, ham, provolone, and salmon tightly rolled with leafy greens in soft tortilla

Focaccia Fingers \$6 per serving

Freshly baked Italian herb bread with prosciutto, provolone, tomato, and grilled marinated vegetables

Antipasto Brochettes \$5 each

Skewered and marinated mozzarella, olives, artichokes, capicola, roasted peppers. Served with focaccia bread

Tea Sandwich Assortment \$5 each

Assorted deli meats, smoked salmon pinwheels, Chicken salad served on mini croissants, and Mini pita pockets

Serpentine of Grilled Vegetables \$5 per serving

Marinated, grilled and chilled vegetables, brushed with fresh herb vinaigrette and dusted with parmesan cheese. Served with focaccia bread

Updated June 22, 2022

Reception Items (cont)

Hors D'oeuvre Selections, per 100 pieces

BBQ sliders, Burger sliders, or Chicken sliders	\$325
Beef satay with brown ginger sauce	\$365
Skewered chicken with peppers & pineapple	\$365
Petite lamb chops with mint pesto	\$445
Quesadillas with sour cream and salsa	\$245
Hot wings, with celery and ranch dip	\$325
Broccoli puffs	\$225
Cheese stuffed jalapeno peppers	\$225
Breaded zucchini with marinara dipping sauce	\$225
Battered cheese sticks with marinara dipping sauce	\$225
Spinach dip with tortilla chips	\$200
Tortilla chips with salsa and queso (service for 100 pp)	\$275

Dips from Around the World Display \$300

Hummus, Babaganoush, & Tabbouleh. Served with pita triangles and plantain mariquitas with roasted garlic olive oil & mango salsa. Bruschetta with olive tapenade & basil marinated tomatoes. Serves 30 people.

Antipasta Display \$300

Enjoy a beautiful display of Italian hors d'oeuvres. Platter includes three varieties of bruschetta: lima bean, pesto, and traditional tomato and basil along with capicola, genoa salami, provolone, pepperoncini, cherry peppers, marinated vegetables, olives, and roasted cherry tomatoes. Serves 30 people.

Updated June 22, 2022

Sweet

Pastries, Cinnamon rolls, Muffins, and Croissants \$36 doz

Bagels and Cream cheese \$32 doz

Fresh baked cookies, Brownies & Blondies \$32 doz

Assorted hard candy bars \$3 each

Fun sized candy assortment \$16 lb

Fresh sliced seasonal fruit \$5 per serving

Whole fresh fruit \$3 each

Granola bars \$44 doz

Yoplait yogurt \$3.50 each

Updated June 22, 2022

Salty

Trail mix \$28 lb

Mixed nuts \$28 lb

Potato chips \$18 lb

Pretzels \$18 lb

Tri-color tortilla chips \$18 lb

Fresh salsa, Guacamole \$20 pint

Onion dip \$20 pint

Individual bags of chips \$3.50

Individual bags of pretzels \$3.50

Updated June 22, 2022

Beverages

Freshly brewed regular coffee \$52 per gallon

Freshly brewed decaffeinated coffee \$52 per gallon

Assorted tazo teas with hot water \$52 per gallon

Assorted sodas to include diet \$3 each

Bottled water \$3 each

Bottled Perrier or San Pellegrino water \$3.25 each

Individual bottled Tropicana fruit juices \$4 each

Bottled Orangina \$4 each

Martinelli apple juice \$4 each

Iced tea \$32 per gallon

Lemonade \$32 per gallon

Fresh Florida orange juice \$42 per gallon

Spring water infused with mango and orange \$28 per gallon

Spring water infused with cucumber and mint \$28 per gallon

Chilled water dispenser includes 5 gallon of spring water and disposable 7 ounce cups \$45

Additional water refill of 5 gallons \$30

Additional electrical charges will apply