

EXPO **SERVICES**

Ohio Expo Center

Expo Services LLC is proud to have been selected as the official decorator at this year's All American Quarter Horse Congress. Please review the following information and attached forms. **PAY CLOSE ATTENTION TO DEADLINES FOR ADVANCE PRICES.**

Deadline Dates –

Order Form Advance Rate –

Standard pricing applies on all orders received after _____ and ALL orders placed at the show.

Booth Items provided -

Each 10' x10' Exhibit Space provided with the following:

- 8 ft. high Background Drapery
- 3 ft. high Side Rail Drapery

These materials are provided by Show Management and will be automatically installed in your booth space. These items cannot be exchanged or returned for credit.

Carpeting– The Facility is Not Carpeted.

Exhibitors Supplying their Own Floor Covering: You are responsible for the complete removal of carpet/floor covering you supply for your booth space once the event closes. Carpet/floor covering **CANNOT** be stuck onto the expo center floor in any way other than with tape that is available from Expo Services. Failure to remove carpet/floor covering completely will result in fees charged to your account.

Utility Services –

- Electric Services Provided by Expo Services (see attached order form)
- Internet and Telephone Services Provided by Mobile Midway: Please contact directly by either calling directly at 888-295-0567 or through the internet at www.expo.mobilemidway.com
- For Water and Natural Gas: Please Contact the OHIO EXPO CENTER directly. Information is available at their website: www.ohioexpocenter.com

Please keep in mind that these forms as well as payment for these services must be returned DIRECTLY to the Service Provider

Payment Policy –

Payment of **100%** is required with the order of services, plus tax and all anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Expo Services in order for us to provide any equipment or services. All services and furnishings ordered on the show floor must be paid in full at the time the order is placed. **Cancellations made after move-in begins receive NO refund.**

Freight Shipments –

All Shipments Must Be Prepaid. Expo Services will NOT accept unpaid shipments.

All Shipments must be consigned to Expo Services in order to be accepted. The Expo Center will NOT accept direct shipments consigned to them. We have enclosed shipping labels for your convenience to use when shipping to the advance warehouse or directly to the show site.

All shipments will incur a drayage (freight handling) charge. The weight listed on the inbound bill of lading will serve as the basis for the drayage charges for that shipment. (You may use a certified scale slip weight in lieu of a bill of lading). **Please see the Material Handling Rates/Drayage/Label forms for more information and rates.**

Any shipment received at either the advance warehouse or the show site, without payment information on file with Expo Services will be held in receiving until ALL charges are PAID IN FULL.

Labeling Freight—

- Expo Services and Show Management are not Responsible for refused shipments that are not properly labeled. Shipping labels are provided in this service kit for your convenience. Special labels are also included for banner/sign hanging. Please use these for signs or banners that are to be hung from the ceiling of the Expo Center.
- If your company has more than one booth, make sure that all of your suppliers are aware of this and label freight accordingly. Freight will be delivered to the booth number and exhibit name on the label. Incorrectly labeled freight (i.e. wrong exhibit name and/or booth number) is not the responsibility of Expo Services nor Show Management.
- If you are expecting shipments (i.e. products, literature, etc.) from various suppliers or plan on making shipments for any of the special events which will be conducted at the expo, PLEASE contact Expo Services for instructions or special shipping labels. Failure to comply may result in shipments being refused and returned to sender.

ADVANCE WAREHOUSE ADDRESS:

**OHIO EXPO CENTER
C/O EXPO SERVICES LLC- BRICKER
717 EAST 17TH AVE
COLUMBUS OHIO 43211**

General Freight Information Continued:

Display houses and secondary party shippers are not authorized to provide material handling services to the exhibitor. ALL freight will be unloaded by Expo Services.

No secondary party shipments will be received unless information including credit card information is on file with Expo Services.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Expo Services and your show site representatives.

The weight of your vehicle empty and loaded MUST be documented with certified weight receipts for billing purposes. Expo Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

Exhibitors may unload and reload their own vehicles provided they can do it themselves without assistance from Expo Services or Show Management. Exhibitors must provide their own hand trucks and dollies. These items are not available for rent. Exhibitors may NOT bring their own motorized pallet jacks or forklifts.

Forklift Service - Available from Expo Services Ilc. Rates are shown on Freight and Material Handling Form.

Empty Carton Storage

For those exhibitors that shipped freight to the exhibit hall, empty cartons will be picked up, stored and returned at the close of the show IF they are affixed with the empty labels by the exhibitor. These labels are available at our customer service desk and are for empty storage only. Exhibitors will NOT be able to access the empty cartons during the show.

Accessible Storage

Exhibitors that require access to product or materials during the show may store it in Accessible Storage. Each skid (pallet) will need to have the appropriate "Accessible Storage" labels affixed to it. Labels are available at our customer service desk. **Please see the Accessible Storage form for information and rates.**

Move-Out Procedure

Exhibitors are not permitted to remove their materials from the exhibit hall until after the official closing announcement has been made, the aisle carpet has been removed and all of the empty containers are returned to the booths.

Exhibitor Move-Out:

At the close of the event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. If you must leave the hall, please stop by the Expo Services customer service desk to inform them as to when you will return. **Expo Services and Show Management are not responsible for items left unattended.**

Outbound Freight

The official show carrier is **YRC**. You may choose another carrier for your outbound shipping.

It is the exhibitor's responsibility to contact the freight carrier to arrange for pickup IF you are not using the official show carrier. Freight will NOT be returned to the warehouse.

An **Expo Services Bill of Lading** is **REQUIRED** for **ALL** shipments regardless of carrier and **must be turned in to the Expo Services customer service desk**. Expo Services and Show Management are not responsible for items that do not have an Expo Services Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Expo Services /customer service desk.

Shipping via UPS or FEDEX

If shipping via UPS or FedEx, please confirm with UPS or FedEx that they will pick up on _____

Please note this is an early morning pickup for UPS and FedEx and may not pickup this early at all locations. If they fail to pickup by _____ it will be re-routed onto the official show carrier and you will be invoiced for for payment by the Show Carrier. NO EXCEPTIONS Freight will not be returned to the warehouse.

Driver Check-In

All carriers must check in with Expo Services on-site at the Expo Services Freight Desk starting at 4:00 PM and **NO LATER THAN 9:00PM**

Any carrier checking in after _____, will be loaded on _____, starting at 9:00 AM.

Re-Route Time:

Any shipment not picked up by _____ will be **Re-Routed** onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS.** Freight **will not** be returned to the warehouse.

All outbound shipping paperwork and Expo Services Bill of Lading MUST be turned into the Expo Services Customer Service Desk. Expo Services will not be responsible or liable for any items left on the exhibit floor without proper documents turned into the Expo Services Customer Service Desk. Forms can be picked up at the Expo Services Customer Service Desk.

AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR SOLICIT ON THE EXHIBIT FLOOR

Assistance

For decorating and shipping assistance contact Expo Services, the Official Service Contractor, at PO Box 2969 Zanesville Ohio 43702 Phone/Fax: 740-454-1201

If you have any questions regarding this event, please contact Scott Perone:
exposervicesoec@gmail.com

Tips on Material Handling/Drayage

- Furnish accurate weight tickets with your shipment
- Properly label/address all shipments to avoid miss-delivered freight. Shipping labels are provided this service kit for your convenience.
- Label your freight with the number of total pieces- example 1 of 3, 2 of 3, 3 of 3.
- Take a copy of tracking numbers to the show.
- Consolidate your shipments. Separate shipments received by Expo Services will not be combined. The minimum 200 lb charge applies to each shipment Expo Services receives.
- Please be aware that small package handlers (UPS and FedEx) may split shipments and deliver them on different days, resulting in Expo Services receiving multiple shipments.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.
- Shipments arriving at the same time from different destinations are considered separate shipments.

ADVANCE SHIPPING LABELS

**ADVANCE
TO WAREHOUSE**

EXHIBITOR NAME:

BOOTH#

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo

SERVICES, LLC

**ADVANCE
TO WAREHOUSE**

EXHIBITOR NAME:

BOOTH#

ship to:

c/o Expo Services- Bricker Bldg

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expo

SERVICES, LLC

ADVANCE SHIPPING LABEL

ON SITE

EXHIBITOR NAME: _____

BOOTH# _____

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo
SERVICES, LLC

ON SITE

EXHIBITOR NAME: _____

BOOTH# _____

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo
SERVICES, LLC

HANGING SIGN

EXHIBITOR NAME: _____

BOOTH# _____

ship to:

c/o Expo Services- Bricker Bldg

717 E. 17th Ave

Columbus Ohio 43211

expo
SERVICES, LLC