



- * **CONVENTIONS**
- * **TRADE SHOWS**
- * **SPECIAL EVENTS**

Dear Exhibitor:

EXPO Décor **welcomes** you to the **Blue Diamond Growers Annual Conference 2011**. This event will be held **November 16, 2011** at the Modesto Centre Plaza. EXPO Décor is your Event Decorator Specialist. Your 10' x 8' booth will include the following:

One (1) 8' back wall drape
One (1) 8' skirted table
One (1) 11" x 17" ID sign with booth #

Two (2) 3' side wall drape
Two (2) vinyl folding chairs
One (1) wastebasket

The booth drape colors will be **TBD**.

Should you require any additional **tables, chairs, easels, etc.**, please complete the enclosed **Furniture and Accessories** order form.

The cost of your booth **does not include electrical service**. If you will require electrical service, you must complete the enclosed electrical order form. This form must be completely filled out. **Unauthorized use of electrical services causes serious overload problems. Any electrical not requested but is used on show-site will be charged substantially more for unauthorized use.**

EXPO Décor is offering **shipping/handling service**. We can receive, handle, store and then deliver your materials to your booth. If you need this service, please complete the enclosed **Shipping/Handling service forms**. All orders must be shipped to the Fresno address noted on the order form for handling and **must be received no later than October 28, 2011**. If you need **return drayage**, please contact our office to handle this request.

Please complete the enclosed information and return it to us as soon as possible. To receive the **"Advanced"** rental price, forms & payment need to be received by **October 21, 2011**. Any order after this date will be at regular **"Show"** price and must be paid for before the show opens.

The deadline for all forms and payments is October 28, 2011.

Exhibitor move-in: **Tuesday, November 15th from 12:00 PM to 5:00 PM**

Show Hours: **TBD**

Exhibitor move-out: **Wednesday, November 16th from 3:00 PM to 5:00 PM**

Should you require additional information, please contact us at **(559) 495-3300**. We look forward to serving you.

Sincerely,

Amanda Simeon
Event Specialist

Enclosures

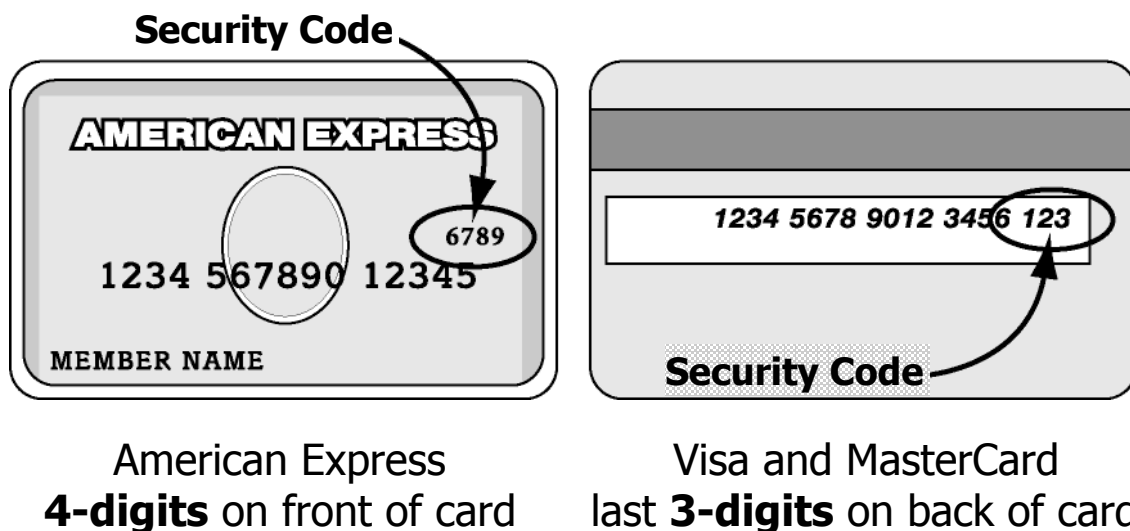
120



Frequently Asked Questions

Q: **What is the Security Code & where is it located?**
(or also known as the V-Code or Card Identification Number)

A: The Security Code (*Card Identification Number*) is the group of numbers immediately following your credit card number. These numbers are used by your credit card company to help prevent fraud. Because the Card ID number is not printed on your receipts, it helps ensure that someone is not using your credit card information fraudulently. The Card Identification number (Sec. Code) is required for American Express[®], MasterCard[®], and Visa[®].



NOTE: The digits are printed on your card, rather than stamped in the plastic like the digits of your credit card number.



P.O. Box 9321
Fresno, CA 93791
Tel: (559) 495-3300
Fax: (559) 266-2232
www.expodecor.com

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PAYMENT POLICY & BILLING AUTHORIZATION

NOTE: THIS FORM & PAYMENT MUST ACCOMPANY ALL ORDERS PLACED WITH EXPO.
PLEASE PRINT CLEARLY or TYPE THE INFORMATION

FORM OF PAYMENT:

Payment may be either by check or credit card, but EXPO Decor requires your credit card information to be on file.
EXPO will use this authorization to charge your credit card for any additional charges as a result of show-site orders placed.

☐ Check (# _____) **Make Check Payable to EXPO Decor. Mail to: P.O.Box 9321 Fresno, CA 93791**

☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Credit Card #

Exp. Code: /

Security Code:

Name on the card: _____

Authorized Signature: _____

Billing Address (of credit card): _____ Zip: _____

☐ The Cardholder hereby authorized the following people to sign on the above account for any additional charges incurred at show site:

Please enter the *Totals* from the appropriate forms:

Furniture/Accessories Total: \$ _____

Display Labor Total: \$ N/A

Carpet Total: \$ _____

Booth Cleaning
Services Total: \$ N/A

Grand Total Due:

Electrical Services Total: \$ _____

Freight Handling
Services Total: \$ _____

\$ _____

Audio-Visual Total: \$ N/A

Sign Hanging
Services Total: \$ N/A

Water & Utility Service Total: \$ N/A

COMPANY/EXHIBITOR: _____ BOOTH #: _____

ORDERED BY: _____ DATE: ____/____/____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TEL: _____ FAX: _____

E-MAIL: _____

SHOW SITE CONTACT: _____ TEL: _____



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FURNITURE & ACCESSORIES

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TABLES

Wooden display tables - 24" wide - 32" high
Counter height tables are 24" wide - 42" high

ACCESSORIES

FORM #STD-FA-NF-C

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	4' LONG TABLE - SKIRTED	\$55.00	\$67.25
	4' LONG TABLE - NOT SKIRTED	\$42.75	\$55.00
	6' LONG TABLE - SKIRTED	\$61.00	\$73.25
	6' LONG TABLE - NOT SKIRTED	\$49.00	\$61.00
	8' LONG TABLE - SKIRTED	\$67.25	\$79.50
	8' LONG TABLE - NOT SKIRTED	\$55.00	\$67.25
	4' LONG COUNTER - SKIRTED	\$67.25	\$79.50
	4' LONG COUNTER - NOT SKIRTED	\$55.00	\$67.25
	6' LONG COUNTER - SKIRTED	\$73.25	\$85.50
	6' LONG COUNTER - NOT SKIRTED	\$61.00	\$73.25
	8' LONG COUNTER - SKIRTED	\$73.25	\$91.50
	8' LONG COUNTER - NOT SKIRTED	\$67.25	\$79.50
	48" ROUND TABLE - PLAIN	\$42.75	\$55.00
	60" ROUND TABLE - PLAIN	\$49.00	\$61.00
	72" ROUND TABLE - PLAIN	\$55.00	\$67.25
	COCKTAIL TABLE (30" HIGH)	\$36.75	\$49.00
	COCKTAIL TABLE (42" HIGH)	\$49.00	\$61.00
	5' SERPENTINE TABLE - PLAIN	\$61.00	\$73.25

SKIRTING/LINEN

ORDERS MUST BE PLACED A
MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES
	32" HIGH TABLE SKIRT	\$18.50
	42" HIGH COUNTER SKIRT	\$20.75
	LINEN	CALL FOR SIZES, COLORS & PRICING!

Skirting is available in the following colors:

- ☐ Black
 ☐ Blue
 ☐ Berry
 ☐ Burgundy
☐ Dusty Rose
 ☐ Gold
 ☐ Hunter Green
 ☐ Plum
☐ Red
 ☐ Silver
 ☐ Teal
 ☐ Violet
☐ White

**NO CREDITS WILL BE ISSUED
AFTER CLOSE OF SHOW!**

"Show" order rates apply for all orders not paid in
FULL by the 'Advance Payment' deadline
10/21/2011.

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	POPCORN POPPER (W/O CART)	\$49.00	\$61.00
	POPCORN MIX "KIT" (SERVES 10)	\$3.50	\$4.75
	FOLDING CHAIR	\$1.25	\$2.50
	BARSTOOL	\$12.25	\$24.50
	5-GAL. WASTEBASKET	\$6.25	\$12.25
	30-GAL. TRASH CAN	\$8.75	\$14.75
	FIRE EXTINGUISHER	\$30.50	\$42.75
	EASEL (WOOD)	\$18.50	\$24.50
	COFFEE MAKER (40-50 CUP)	\$18.50	\$24.50
	RAFFLE DRUM <input type="checkbox"/> Sm <input type="checkbox"/> Med <input type="checkbox"/> Lg	CALL FOR PRICING	
	TENT or CANOPY	CALL FOR PRICING	

PIPE & DRAPE

ORDERS MUST BE PLACED A
MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates	\$21.00	\$31.00
	3' tall drape - <i>includes hardware</i>	\$8.00/ft.	\$10.00/ft.
	8' tall drape - <i>includes hardware</i>	\$10.00/ft.	\$12.00/ft.

Drape is available in the following colors:

- ☐ Black
 ☐ Blue
 ☐ Berry
 ☐ Burgundy
☐ Dusty Rose
 ☐ Gold
 ☐ Hunter Green
 ☐ Plum
☐ Red
 ☐ Silver
 ☐ Teal
 ☐ Violet
☐ White

Company:

Contact:

Date:

Booth #

TOTAL DUE:

FOR OFFICE
USE ONLY

CONTRACT #:



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CARPETING

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Modesto Centre Plaza

STANDARD CARPET

Price includes complete installation and removal.

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$91.50	\$118.00
	10' X 20'	\$183.00	\$234.00
	10' X 30'	\$275.00	\$350.00
	10' X 40'	\$366.00	\$468.00

For longer lengths, add \$120.00 per 10'.
Fill in desired length and quantity:

Standard Carpet Colors (Check one):

☐ Black ☐ Blue ☐ Red

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

CARPET PADDING

STANDARD SIZES

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$90.00	\$101.00
	10' X 20'	\$180.00	\$205.00
	10' X 30'	\$270.00	\$295.00
	10' X 40'	\$360.00	\$386.00

For longer lengths, add \$70.00 per 10'.
Fill in desired length and quantity:

**NO CREDITS WILL BE ISSUED
AFTER CLOSE OF SHOW!**

**"Show" order rates apply for all
orders not paid in FULL by the
'Advance Payment' deadline of
10/21/2011.**

Company: _____ Booth # _____

Address: _____ City: _____ State: _____ Zip: _____

Contact (print): _____ Signature: _____

Telephone: _____ Date: _____

PLEASE MAKE SURE TO INCLUDE THE "PAYMENT POLICY & BILLING AUTHORIZATION" FORM

Payment Policy: All invoices must be settled at time of order. Please fax this form with the **PAYMENT POLICY & BILLING AUTHORIZATION** form to Expo Decor at (559) 266-2232. All forms are your receipt of services ordered. A credit card receipt will be faxed or emailed to you upon receiving materials to show that payment has been collected.

FOR OFFICE USE ONLY CONTRACT #:

TOTAL DUE:



P.O. Box 9321 • Fresno, CA 93791
Tel: 559.495.3300 • Fax: 559.266.2232

Company / Exhibitor Name:

Booth #:

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ELECTRICAL OUTLETS

Approximately 120V A.C. 60 Cycle

FOR "ADVANCE" PAYMENT PRICE TO APPLY

payment must be received
with order by:

10/28/2011

AVOID

DUPLICATION!

If you fax this form with credit
card information, do not mail
the original form or send
another form of payment.

**IF YOU REQUIRE HIGHER
WATTAGES OR VOLTAGES
PLEASE CALL FOR A QUOTE.**

There is a minimum charge
of (1) hour Labor for
installation of 208v or
higher services

***SEE CONTRACT/WORKSHEET
FOR TERMS & CONDITIONS!**

FOR OFFICE USE ONLY

CONTRACT #:

QTY.		QUANTITY @ 24 HRS. ADD 100%	ADVANCE PRICE	LATE ORDER	COST
120 VOLT					
	0-500 WATTS (5 AMPS)		\$55.00	\$116.00	
	501-1000 WATTS (10 AMPS)		\$79.50	\$140.50	
	1001-1500 WATTS (15 AMPS)		\$103.75	\$164.75	
	1501-2000 WATTS (20 AMPS)		\$128.25	\$189.25	
208 VOLT SINGLE PHASE					
	5 AMPS		\$132.00	\$197.75	
	10 AMPS		\$188.00	\$283.25	
	15 AMPS		\$213.50	\$319.75	
	20 AMPS		\$267.25	\$401.50	
	30 AMPS		\$307.50	\$461.25	
	60 AMPS		\$428.25	\$643.00	
	MOTOR CONNECT CORD	Exhibitor must provide female plug if required.	\$ 30.00	\$ 40.00	
For outlets that require 24 hour service, add 100% the standard rate. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closes.					
MATERIAL (POWER NOT INCLUDED)					
	15 FT. EXTENSION CORD			\$18.50	
	25 FT. EXTENSION CORD			\$24.50	
	MULTI-OUTLET STRIP			\$12.25	

For outlets that require 24 hour service, add 100% of standard rate:

TOTAL ELECTRICAL COSTS:

Connections requiring additional labor for installation & dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time & materials basis. Please use the ELECTRICAL LABOR form for your additional needs. OUTLET LOCATION & DISTRIBUTION – You will need to designate a location for each outlet ordered. All distribution will be done on a time & materials basis. If you fail to provide us with a location or floor plan, installation will be done at our discretion and any changes will be billed at time & materials. Designate your outlet locations on our ELECTRICAL LABOR form. Outlets requiring **24-hour service** will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by the exhibitor. All wiring & other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. EXPO is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation & 30 minutes prior to show opening and off approximately 30 minutes after show close each day.

CONTACT (PRINT):

SIGNATURE:

ADDRESS:

CITY/STATE:

ZIP:

TEL:

FAX:

DATE:



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CONTRACT & WORKSHEET

THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED TO EXPO ELECTRIC

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- Order (with payment) must be received prior to the deadline date for "Advance Payment" rates. Orders received less than seven (7) business days prior to the scheduled event move-in day, will be charged at the regular rate. Payment must be paid in full by the show date. If the order is placed at the event, payment must be received in full at order time. Exhibitors are NOT BILLED for services provided. Services may be interrupted if payment in full is not received.
- In event that the totals are calculated incorrectly, Expo Electric reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified, by fax, of any such corrections.
- Outlet rates listed include bringing the services to the rear location of all-in-line peninsulas booths. Some peninsulas booths and most island booths require dedicated lines or special wiring. These services will require labor and materials for distribution. See #5 regarding these charges.
- A separate outlet must be ordered for each location where electrical service is required (500 WATT minimum). Standard wall and other permanent building utility outlets are not part of the booth space and may not be used by exhibitors unless electrical service has been ordered through Expo Electric.
- Labor rates are based on current wage scales and are subject to change. A minimum of (1) hour labor will apply for installation work. The removal of this work is charged at a 1/2 hour min. or 1/2 of the installation charge.
- Expo Electric employees are authorized to cut floor coverings when necessary for installation of services unless otherwise directed.
- All material and equipment furnished by Expo Electric is done on a RENTAL BASIS ONLY and remains the property of Expo Electric and shall be removed by Expo Electric employees.
- All equipment, regardless of source of power, must comply with Federal, State and Local codes. Expo Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes for which labor charges can be incurred. Expo Electric is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes. ALL electrical equipment MUST be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. required for operation.
- Credit will not be given for service(s) installed and not used.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor, prior to the close of the event.
- Exhibitor holds Expo Electric harmless for any and all losses of power beyond Expo Electric's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure due to nature, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Expo Electric's attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 business days after the date of invoice.
- A 5% handling fee will be assessed for all refunds.
- A Cancellation Fee of 25% will be charged for any cancellation five (5) or more business days prior to Exhibitor move-in. A Cancellation Fee of 50% will be charged for orders canceled less than five (5) business days from the event.

APPLIANCE KEY

Heat Lamp	500W
Microwave	500W
Convention Oven	2000W
Desktop Computer	1000W
Monitor	100W
Laptop Computer	100W
Booth	
Display Lights	60W
20" TV/VCR Combo	500W
Blender	375W
Single Burner	1000W
Double Burner	2000W
Cash Register	500W
Coffee Pot-Regular	1000W
Large Brewer	2000W
Industrial	
Coffee Machine	208V-SP
Crockpot	150W
Crockpot Cooker	1500W
Electric Oven	1500W
Food Processor	230W
Fryer - Double	1800W
Griddle	1500W
Juicer - Small	350W
Juicer - Large	1500W
Halogen Lamp	500W
Popcorn Maker	2000W
Stereo	500W

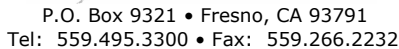
THE FOLLOWING ITEMS VARY - PLEASE CHECK THE NOMENCLATURE TAG ON APPLIANCE OR SPEC SHEETS:

Fryers
Coffee Machines
Audio Visual Equipment
Juice Machines
Pizza Ovens
Deli Cases

QTY.	APPLIANCES	WATTS	AMPS

SIGNATURE:

DATE:



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FREIGHT SERVICE OPTIONS & RATES

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Trade Show Freight Options & Rates		Per 100 Lbs. (CWT)
1	Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 LB. MINIMUM (\$144.00).	\$48.00
2	Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 LB. MINIMUM (\$162.00).	\$54.00
3	Shipments consigned to our warehouse which arrive after our published advance freight cut off date (10/28/2011), or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.	\$12.00
4	For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5	For delivery of shipments, at close of show, back to EXPO Decor warehouse for loading to outbound carriers. THERE IS A 500 LB. MINIMUM FOR THIS SERVICE (\$80.00).	\$16.00
Special Services		Overtime
6	Material Handler.	\$68.00
7	Vehicle spotting charge.	\$112.00
8	3,000 lb. Forklift with operator.	\$120.00
9	Crate or pallet banding & shrink wrapping (per hour plus materials).	\$172.00
10	Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth, and return to dock at close of show.	\$68.00
		\$112.00
		\$75.00 per round trip

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.



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FREIGHT HANDLING SERVICE

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Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent for show.	
Carrier:		Ship Date:	
Number of Pieces:		Largest Piece:	
Total Weight of Shipment:		Tracking (Pro) #:	
Shipped From:			
To arrive at:		Expected arrival date: / /	
<input type="checkbox"/> Advance Freight Whs.		<input type="checkbox"/> Show Site	
Advance Freight Total Weight:	lbs. @ \$48.00 per CWT = \$	due (\$144.00 min.)	
Show Site Freight Total Weight:	lbs. @ \$54.00 per CWT = \$	due (\$162.00 min.)	
Additional Services:	= \$	due.	
NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		TOTAL Freight Charges = \$	

REFORWARDING INSTRUCTIONS AT CLOSE OF SHOW

Exhibitor must complete an outbound bill of lading prior to close of show or freight will be returned to our warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by close of dismantle, will be sent to the Expo Decor warehouse and stored until further instruction from the Exhibitor.

Payment Policy: PAYMENT IN FULL ON ALL ADVANCE AND FLOOR ORDERS WHEN ORDER IS PLACED.

Terms: This order for goods/services constitutes a contract of rental (Contract) between EXPO Decor and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer, it supersedes customer's order form, if any.

AUTHORITY TO HANDLE

With respect to the property referred to above you are hereby authorized to pick up, deliver, store, ship out and act as shipper's agent in the handling of said property by any other authorized carrier, and to make all contracts as needed for performance, and to perform any additional services as required or necessary for reforwarding at close of show.

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized by (print): _____ Signature: _____

Phone: _____ Date: _____ Booth # _____

SPECIAL INSTRUCTIONS:



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Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier, or method, for handling our freight at the close of this show.

☐ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.

☐ Exhibitor selected carrier (Exhibitor must notify carrier required pick-up):

☐ _____
(Name of Selected Carrier)

Should the Exhibitor choose to use an outbound carrier for this show, one of the following options MUST be selected:

Exhibitor must notify their selected carrier and request a pick-up. In the event Exhibitor selected carrier does not arrive at show site prior to the deadline for freight pick-up, or should they refuse to accept Exhibitor's freight, I hereby authorize EXPO Decor to:

☐ **RETURN MY SHIPMENT TO EXPO DECOR'S WAREHOUSE:** The shipment(s) will be returned to our warehouse for pick-up by your designated carrier. The charges for returning the shipment(s) to our warehouse are as follows:

- **\$16.00 per CWT** (hundred pounds) with a 500 LB. minimum (\$80.00 min.)
Please note that your shipment must be accompanied by a complete Bill of Lading.

OUTBOUND SHIPPING INFORMATION/ADDRESS

Exhibiting Company: _____ (Booth # _____)

SHIP TO: _____

Address: _____

City: _____ State: _____ Zip: _____

Mark For: _____

Please Note: It is the responsibility of the Exhibitor to fill out outbound Bills of Lading at the close of show and present them to EXPO Decor's service desk personnel prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored, at Exhibitor's cost, until proper information is received.



Outbound Shipping Procedures

Necessary Outbound Paperwork

An outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper.

Exhibitor Selected Carriers

You, the Exhibitor, are responsible to make the necessary arrangements for your carrier to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, EXPO Decor reserves the right to force any shipment onto our EXPO Decor trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

Federal Express – Special Information

Should you use Federal Express, DHL or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$20.00 per destination service for delivering your materials to FedEx.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform EXPO Decor's service desk personnel of the scheduled arrangements along with your confirmation numbers and a complete Bill of Lading. There are additional charges for having us return your materials to our Warehouse for UPS pick-up.

Materials Left on Exhibit Floor at Close of Show

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will be forced on EXPO Decor trailers. Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable.

All Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

RUSH

DO NOT DELAY

DEADLINE
DATE:

OCTOBER 28, 2011

#120 - BLUE DIAMOND GROWERS ANNUAL
CONFERENCE 2011

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____

of _____

C/O: **EXPO Decor**
3224 N. Weber Ave.
Fresno, CA 93722
Tel: (559) 495-3300

WAREHOUSE

RUSH

DO NOT DELAY

DEADLINE
DATE:

OCTOBER 28, 2011

#120 - BLUE DIAMOND GROWERS ANNUAL
CONFERENCE 2011

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____

of _____

C/O: **EXPO Decor**
3224 N. Weber Ave.
Fresno, CA 93722
Tel: (559) 495-3300

WAREHOUSE

RUSH

DO NOT DELAY

DEADLINE
DATE:

NOVEMBER 15, 2011

#120 - BLUE DIAMOND GROWERS ANNUAL
CONFERENCE 2011

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____

of _____

C/O:

EXPO Decor

Modesto Centre Plaza
1000 "L" Street
Modesto, CA 95354

SHOW SITE

RUSH

DO NOT DELAY

DEADLINE
DATE:

NOVEMBER 15, 2011

#120 - BLUE DIAMOND GROWERS ANNUAL
CONFERENCE 2011

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____

of _____

C/O:

EXPO Decor

Modesto Centre Plaza
1000 "L" Street
Modesto, CA 95354

SHOW SITE