



Greetings Exhibitors!

We are excited to be hosting The Log & Timber Home Show in Chantilly in the North Hall! As you prepare to exhibit at the show, please carefully review the information provided in this Exhibitor Service Kit to help you make your participation as smooth and successful as possible. In addition, we'd like to highlight the following NEW and important items:

- SHOW HOURS** – Friday: 1pm-7pm
Saturday: 10am-6pm; Sunday: 11am-4pm
- MOVE-IN**–
Move-in will begin at 8am on Thursday; Move-in will also take place beginning at 8am on Friday-Limited to NO vehicle access on Friday. All booths need to be completely set by 1pm on Friday. Please refer to the Show Information guidelines in this service kit for detailed move-in times, show hours and move-out information.
- VA SALES TAX– Form ST-50A**
If you are selling items on the floor please be aware of sales and use tax. This is your responsibility. Virginia sales tax rate is .06%
- FACILITY/BUILDING NOTES** - Ceiling heights are 24' at the highest point with some gradual slopes. There is one (1) 17' x 20' overhead/drive-in access door at this facility. Please see the floor plan for additional information regarding electrical information and building columns.
- EXHIBITOR PARKING**- FREE.

**Electrical and Internet orders may be placed online
or faxed in with the attached forms.**

IMPORTANT INFO: \$250 penalty for residue left on floor from carpet tape adhesive.

Approved carpet tape; Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545).
No high tack tape or duck tape

If there is anything else we can do to be of assistance to you, please do not hesitate to contact your Booth Salesperson or one of our Show Operations team member.

Eric Johnson/518-618-1195



CHANTILLY 2018 SHOW PAMPHLET LISTING & NAME BADGE REQUESTS

We request that you fax or email this form to us no later than **Friday, October 26, 2018** in order for your company to be included in our show pamphlet and to provide enough time for pre-printing of any requested exhibitor badges.

SHOW PAMPHLET:

To ensure your company is properly listed in the show pamphlet, please provide the following information. If we do not receive your information by the deadline listed above, we will select the product category we believe best fits your company.

COMPANY NAME _____

(PLEASE PRINT NAME AS YOU WOULD LIKE IT LISTED)

CATEGORIES (MARK ALL THAT APPLY)

Building Supplies & Products
Doors & Windows
Fasteners & Tools
Fireplaces & Hearths
Flooring & Millwork
Foundations & Basements
Furniture & Décor
Green Products/Systems
Kitchen Accessories

Kitchen & Bath Appliances
Lighting Products
Log Home Handcrafters
Log Home Producer/Builder
Mortgage & Finance
Railings & Stairways
Real Estate & Land
Resorts & Tourism
Spas & Saunas

Structural Insulated Panels
Timber Frame/Post & Beam
Wood Care & Restoration

Other (please specify):

NAME BADGES:

If you would like name badges pre-printed, we request a list of people who will staff your booth so that we may create them in advance of the show. Your staff can pick up their badges at the Will Call desk and as always, any additions or changes can be made onsite.

(PLEASE PRINT *CAREFULLY* TO ENSURE CORRECT SPELLING ON NAME BADGES)

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

FAX to (720) 438-3987 Attn: Samantha Watters or EMAIL

swatters@aimmedia.com

Questions? Call Eric Johnson at (518) 618-1195



CHANTILLY

GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$5.00.

You will be invoiced based on the number of guests (over the first ten) who actually attend the event. Couples count as separate guests.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, or plan to make additions/changes, it's best to bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

COMPANY NAME: _____

1. _____

11. _____

2. _____

12. _____

3. _____

13. _____

4. _____

14. _____

5. _____

15. _____

6. _____

16. _____

7. _____

17. _____

8. _____

18. _____

9. _____

19. _____

10. _____

20. _____

FAX to (720) 438-3987 Attn: Samantha Watters or EMAIL
swatters@aimmedia.com Questions? Call Eric Johnson (518) 618-1195



CHANTILLY WORKSHOP APPLICATION

GENERAL INFORMATION & APPLICATION REQUIREMENTS:

If your company is interested in presenting a workshop at the show, please complete this application and email it to swatters@aimmedia.com or fax it to Samantha Watters at (720) 438-3987 no later than **Friday, October 26, 2018**. *Questions? Call Eric Johnson at (518) 618-1195.* To be eligible to present a workshop, your company must follow the **WORKSHOP REQUIREMENTS** outlined below:

- Submit a signed, dated and initialed *Exhibit Space Reservation and Contract*
- Pay for your exhibit space in full as per Contract requirements
- Provide a PowerPoint presentation to be loaded onto our company laptop

Please keep in mind that workshops presented are to be used for educational purposes only and cannot be "commercials" for your company or for any specific brand, product, service, etc., and be aware that we will enforce this.

WORKSHOP TOPIC RECOMMENDATIONS:

Based on surveys, below is a list of the topics most requested by our show attendees. We ask that you adhere to the general topic suggestions we have provided however, we will consider additional topics upon submission and review of this application form. We urge you to be creative with your presentation titles.

- | | |
|--|------------------------------------|
| Log vs. Timber vs. Hybrid-What's the Difference? | Choosing Land |
| Build/Design Elements | Log/Timber Home Care & Maintenance |
| Building Green | Budgeting & Financing |
| Choosing the Right Builder/General Contractor | Design & Décor |

REQUIRED APPLICATION INFORMATION:

Please rank your preferences below (1=top choice, 2=second, 3=third). We cannot guarantee your preferred day or time slot, but will do our best to accommodate your request. All workshop applications will be collected and reviewed. If selected, you will be informed of your workshop date & time via email approximately 1-2 weeks prior to the show dates.

NOTE: These presentations are designed to be educational in nature. Any attempt to sell, qualify or sway your company/ products during presentation is strictly prohibitive.

___ **Friday** (45 min) ___ Early Afternoon ___ Late Afternoon
 ___ **Saturday** (45 min) ___ Morning ___ Early Afternoon ___ Late Afternoon
 ___ **Sunday** (45 min) ___ Morning ___ Early Afternoon ___ Late Afternoon

Speaker's Name		Speaker's Job Title	
Company Name			
Phone		*EMAIL	

*Email address is requested for workshop confirmations

Title of proposed presentation: _____

Brief description of proposed presentation (This information may not be provided to attendees, but is needed for show management's review & to gain a basic understanding of your topic)

NOTE: The workshop area is located inside the exhibit hall and will remain brightly lit. A LAPTOP and LCD projector will be provided for your PowerPoint presentation. Please let us know if you request any other equipment in advance.

CHANTILLY SHOW INFORMATION

Show Dates/Hours*

*show hours are subject to change

Friday, November 9

1pm to 7pm

Saturday, November 10

10am to 6pm

Sunday, November 11

11am to 4pm

Show Management

Eric Johnson, Operations Manager

Direct: (518) 618-1195

Cell: (518) 321-7438

Show Venue

The Dulles Expo Center
North Hall
4368 Chantilly Shopping Center
Chantilly, VA 20153

Phone: (703) 378-0910

Fax: (703) 378-2080

www.dullesexpo.com

Decorator

Hale Northeastern
828 East Ferry Street
Buffalo, NY 14211

Phone: (716) 896-6170

Fax: (716) 896-8908

www.haleexpo.com

Advance Pricing Deadline:

October 26, 2018

Host Hotels

[Holiday Inn Select-Dulles Expo Center](#)

4335 Chantilly Shopping Center
Chantilly, VA 20151

Reservations: 703-815-6060, 800-HOLIDAY or
visit and use group code "DZ0" online at

www.holidayinn.com/chantillyexpo

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Distance: walking

Rate(s): \$89/Std Room

Cut-off Date: 10/17/2018

Group code: Log & Timber Home Show

Parking: FREE

Exhibitor Move-in

Booths requiring drive-on access

Thursday-Trucks/Trailers 8am -10am . Rest 10am to 6pm

All booths- limited to NO drive-on access

Friday 8am to 12pm

Trailer/Truck parking: FREE

**please note there will be no Wednesday move-in*

Exhibitor Move-out

All booths

Sunday: 4pm-10pm

Monday: 8am-Noon

Teardown may **NOT** begin until after the show closes at 4pm on Sunday. Drive-in doors will be opened when Show Management and the decorator deem it appropriate. Any material remaining after Monday at 11:59am may be removed and shipped at the exhibitor's expense, per decorator guidelines.

Show Colors

Burgundy drape; No aisle carpet

Show Producer

Log Home Living and *Timber Home Living* magazines, CabinLife.com

Active Interest Media: Home Group

5720 Flatiron Parkway

Boulder CO 80301

www.LogHome.com/Shows

Directions to The Dulles Expo Center

From Washington, DC:

Traveling west on Constitution Avenue, follow signs to I-66 West to Virginia. Remain on I-66 West for approximately 25 miles. Take exit 53B, Route 28 North (Dulles Airport). Drive 3 miles North on Route 28. Turn right onto Willard Road. Take the second left off of Willard Road into the Chantilly Shopping Center.*

From Richmond, VA:

From I-95, take I-495 (Washington Beltway) North towards Tysons Corner. Drive approximately 6 miles. Get in the left lane towards the end of the 6 miles because you will be making a left lane exit off of I-495 North. Take Route 66 West and drive approximately 10 miles. Take exit 53B, Route 28 North (Dulles Airport) Drive 3 miles North on Route 28. Turn right onto Willard Road. Take the second left off of Willard Road into Chantilly Shopping Center.*

From Frederick / Hagerstown, MD:

From Frederick, Maryland take the I-270 SPUR S towards I-495 S / Northern Virginia (Northern Virginia / Tyson's Corner). Merge onto I-495 S the Capital Beltway and travel approximately 9 miles. Take I-66 W via exit # 49 going towards Manassas / Front Royal and travel approximately 11 miles. Take exit # 53B for Sully Road (Route 28 North). Drive 3 miles North on Route 28. Turn right onto Willard Road. Make a left at first light on Willard Road into the Chantilly Shopping Center. Travel back past restaurants and Holiday Inn Select to our complex.*

From Baltimore, MD:

Take I-95 South to I-495 (Washington D.C. Beltway) West. Take Exit 45A, Route 267 West (Dulles Toll Road) for 11 miles. Take Exit 9A, Route 28 South (Sully Road). Continue on Route 28 South for approximately 6 miles. At the first light past Route 50, take a left onto Willard Road.*
*Follow signs to Dulles Expo & Conference Center.



DULLES EXPO CENTER (DEC)

Electrical Service Request

www.dullesexpo.com

Original Order Form and payment in U.S. dollars must be received **15 days** prior to show **opening** date to qualify for **Advance Rate**.

Please make remittance payable to: Dulles Expo Center, P.O. Box 221075, Chantilly, VA 20153

Payment accepted via fax, mail, or online only. DO NOT EMAIL PAYMENT.

For any questions or concerns please contact the Exhibitor Services Coordinator:

Email: Ksink@dullesexpo.com

Phone: (703) 766-1312

Fax: (703) 378-2080

SHOW:	SHOW DATES:	BOOTH #:	
FIRM NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	STATE:	ZIP:
ORDERED BY:	EMAIL:		

PAYMENT IN FULL is due when ordered. Please indicate your method of payment. () Amex () MC () Visa () Disc () Check
CREDIT CARD AUTHORIZATION: Your signature authorizes DEC to DEBIT your credit card account for ALL outstanding charges associated with this event.

CREDIT CARD NUMBER	CVV CODE	EXPERATION DATE

<input checked="" type="checkbox"/> AUTHORIZING SIGNATURE	NAME AS IT APPEARS ON CARD	DATE
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120 VOLT ELECTRIC SERVICE CONNECTIONS 60 HA/AC

QTY	DESCRIPTION	ADVANCED	STANDARD	AMOUNT
	OUTLET UP TO 1000 WATTS (10 AMPS)	\$95.00	\$145.00	
	OUTLET UP TO 1500 WATTS (15 AMPS)	\$135.00	\$195.00	
	OUTLET UP TO 2000 WATTS (20 AMPS)	\$155.00	\$225.00	
	SURGE PROTECTOR (POWER NOT INCLUDED)	\$25.00	\$35.00	
	EXTENSION CORD (POWER NOT INCLUDED)	\$25.00	\$35.00	

MOTOR & EQUIPMENT OUTLETS Maximum of one (1) connection per power outlet

208 V (1) PHASE – 1 hr of labor is included

	20 AMP/2 H.P. OR LESS	\$369.00	\$480.00	
	30 AMP/3 H.P. OR LESS	\$419.00	\$563.00	
	60 AMP/5 H.P. OR LESS	\$530.00	\$709.00	

208 V (3) PHASE - 1 hr of labor is included

	20 AMP/3 H.P. OR LESS	\$469.00	\$620.00	
	30 AMP/5 H.P. OR LESS	\$539.00	\$725.00	
	60 AMP/10 H.P. OR LESS	\$880.00	\$1,000.00	
	100 AMP/20 H.P. OR LESS	\$1,078.00	\$1,300.00	

LABOR: Labor is charged at increments of \$80 per hr for 208 V (1) Phase and 208 V (3) Phase outlets only.
 Additional labor will be added if necessary.

TOTAL DUE:

IMPORTANT NOTES FOR EXHIBITORS

- **A SURGE PROTECTOR IS REQUIRED.** This is a Fairfax County ordinance, there will be no exceptions. Exhibitors may use their own or rent one from Expo.
- **24 HOUR SERVICE ADD 100%** and highlight on form (aquariums, freezers, etc)
- **NO CREDIT/REFUND** will be given for cancelations after installation.
- All heavy electric (208V 1 & 3 Phase) needs to be ordered **7 days** in advance.
- Electrical power for all booths will be turned on ½ hour before show opening and turned off at closing.
- Check box if you **DO NOT** want to be added to the DEC's email list No

Thanks

DEC USE ONLY

Received by:

Payment Type: () Amex () MC () Visa () Ck

Ck # _____

Auth.# _____

DULLES EXPO CENTER (DEC)

Electrical Services Request

Service Order Information

USE OF BATTERIES TO GENERATE ELECTRIC IN THE BUILDING IS PROHIBITED UNDER ALL CIRCUMSTANCES. NO EXCEPTIONS.

1. Conditions for processing service order forms are
 - a) Payment and credit card information for service must accompany service request. Date payment is received shall determine the applicable rate.
 - b) Incomplete information regarding hook up or power requirement will delay processing.
 - c) Booth number(s) must be identified on face of form.
 - d) Desired location of power in large booth(s) must be designated, attach floor plan.
 - e) If third party billing is required, service contract must include company name, c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. No credit will be given for equipment or service cancelled after installation.
3. **Claims will not be considered unless filed in writing with DEC by Customer prior to the close of the show identified on this agreement. Any complaint or claim should be brought in writing to the service Desk prior to the end of the event.**
4. Unless otherwise noted, all material and equipment furnished by DEC for service shall remain the property of DEC and shall be removed only by DEC at the close of the show.
5. Permanent building utility outlets (e.g., at base of columns) are not part of booth space and are not to be used by exhibitors.
6. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
7. All exhibitor cords must be of the three-wired type and surge protected. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All electrical outlets will be installed on the floor at the draped back wall in line booth and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the power will be installed at our discretion. Additional overhead power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
9. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horse power, etc. Unless otherwise directed, DEC installers are authorized to cut floor coverings to permit installation of service.
10. DEC is not responsible for voltage fluctuation or power failure due to temporary conditions.
11. All electric service connections (110 volt) include two female outlets unless a multibox or plug in strip is ordered.

Customer's Duties.

1. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments or additions to the equipment without DEC's written consent. Only DEC employees or approved personnel are authorized to modify wiring.
2. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within reasonable control of Customer, its representatives, employees, agents or invitees.

Events of Customer Default. Customer shall be in default hereunder if Customer fails to pay when due any rental payment of service charges or any other indebtedness to DEC, or Customer fails to return the equipment to DEC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.

Limitations of Liability.

1. DEC's obligations under this agreement should not be liable for delay, failure to perform, or damage or destruction, or malfunction of the equipment or services or any consequence of any of the above, caused, occasion or due to fire, flood, water, the elements, labor disputes, or shortages, utilities curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God, or public enemy, war, military or government requisition, shortages of equipment or supplies, and availability of transportation, acts or omissions of anyone other than DEC, its representatives, agents or employees, or any other cause beyond DEC's reasonable control.
2. In no event shall DEC be liable to the Customer or any other party for special collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of DEC or breach of any of the provisions of this agreement regardless of the form of action, including strict liability and negligence even if DEC has been advised of the possibility of such damages or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, toll or other consequential or indirect economic loss.
3. Customer acknowledges and agrees that neither the owner of the building or the prime licensee or other party responsible for the show in which Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Customer for any failure or defect in such equipment and services. With some exceptions, no one other than a DEC electrician can make any electrical connections or install/remove cable or fixtures. Please consult Show Management or DEC personnel for additional information.
4. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless DEC and its agents, employees, officers, directors and any and all successors and assignees from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney fees in contract which result from or arise out of the negligent or wrongful use of the equipment or the services or from the acts or omissions of the Customer or its representative, agents, employees, or invitees.
5. This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This agreement may be amended only by written agreement executed by both parties.

DULLES EXPO CENTER (DEC)

Telephone/Internet Services Request

Equipment Management: Exhibitor is responsible for returning all telephone sets and related materials to the Service Desk within 2 hours of the close of the show. You will be charged for non return of the equipment.

CUSTOMER SHOULD PICK UP TELEPHONE SET AND DIALING INSTRUCTIONS AT THE SERVICE DESK.

1. Conditions for processing service order forms are
 - a) Payment and credit card information for service must accompany service request. Date payment is received shall determine the applicable rate.
 - b) Incomplete information regarding hook up or requirement will delay processing.
 - c) Booth number(s) must be identified on face of form.
 - d) Desired location of Telephone/Internet in large booth(s) must be designated, attach floor plan.
 - e) If third party billing is required, service contract must include company name, c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. No credit will be given for equipment or service cancelled after installation.
3. Unless otherwise noted, all material and equipment furnished by DEC for service shall remain the property of DEC and shall be removed only by DEC at the close of the show.

Customer's Duties.

1. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments or additions to the equipment without DEC's written consent. Only DEC employees or approved personnel are authorized to modify system wiring.
2. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within reasonable control of Customer, its representatives, employees, agents or invitees.
3. The equipment shall remain the sole and exclusive property of DEC or its assignee.

Events of Customer Default. Customer shall be in default hereunder if Customer fails to pay when due any rental payment of service charges or any other indebtedness to DEC, or Customer fails to return the equipment to DEC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.

Limitations of Liability.

1. DEC's obligations under this agreement should not be liable for delay, failure to perform, or damage or destruction, or malfunction of the equipment or services or any consequence of any of the above, caused, occasion or due to fire, flood, water, the elements, labor disputes, or shortages, utilities curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God, or public enemy, war, military or government requisition, shortages of equipment or supplies, and availability of transportation, acts or omissions of anyone other than DEC, its representatives, agents or employees, or any other cause beyond DEC's reasonable control.
2. Claims will not be considered unless filed in writing with DEC by Customer prior to the close of the show identified on this agreement. Any complaint or claim should be brought to the service Desk prior to the end of the event.
3. In no event shall DEC be liable to the Customer or any other party for special collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of DEC or breach of any of the provisions of this agreement regardless of the form of action, including strict liability and negligence even if DEC has been advised of the possibility of such damages or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, toll or other consequential or indirect economic loss.

Internet Performance Disclaimer:

Lawful Use: Customer agrees that it shall use DEC's services and the Network only for LAWFUL PURPOSES. Customer shall not knowingly make, cause to be made or assist in making any transmission, retransmission or unsolicited email (i) in violation of Federal or State Law, regulation or rule, (ii) in violation of any copyright (iii) which contains material or communication is threatening or obscene (iv) prohibited by any trade secret or similar restriction, or (v) which is libelous or slanderous. Customer shall indemnify, defend and hold harmless DEC from ANY and ALL claims resulting or alleged to result from (i) Customer's use of the connection provided by DEC and/or any service equipment or software provided by DEC or (ii) fault, negligence or failure of customer to perform customer's responsibility hereunder; (iii) claims against customer by any other party; (iv) any act or omission of any party furnishing services and/or products; or (v) the installation or removal of any and all equipment supplied by any person, including but not limited to DEC.

Unauthorized Access: DEC shall not be liable either in contract or in tort, for failure to prevent unauthorized access to Customer's equipment, or for unauthorized access to or alteration, theft, or destruction of client's data files, programs, or information, whether said unauthorized access, theft, destruction, etc. occurs by accident, fraudulent means or devices, or any other methods.

Customer Use Only: Customer may not sell, assign, sublet or share it is time, service order or use of the Network or DEC's service without the prior written consent of DEC

Internet Security Disclaimer: DEC does not provide security, such as but not limited to firewalls etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Exhibitors are to agree to hold DEC; its agent and contractor harmless for any and all liabilities arising from the use of non-secured data circuits.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless DEC and its agents, employees, officers, directors and all successors and assignees from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney fees which result from or arise out of the negligent or wrongful use of the equipment or the services or from the acts or omissions of the customer or its representative, agents, employees or invitees.

Entire Agreement/Amendment: This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This agreement may be amended only by written agreement executed by both parties.

SHOW RULES & REGULATIONS

The following show rules and regulations are supplemental to and are incorporated by reference in the **Exhibit Space Reservation and Contract** between Active Interest Media - Home Group (AIM), and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibit Space Reservation and Contract.

In reading these rules and regulations, "we" and "us" refers to Active Interest Media-Home Group (AIM) and authorities of the show facility (Convention Center), and Federal governments as appropriate. "You" means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

Responsibility

It is your responsibility to be fully familiar with these show rules and regulations and to see that each member of your company attending the show is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the show.

Contract for Space

Our acceptance of your order for a booth, assignment of exhibit space to you, and the full payment of rental charges, requires that you complete a contract for rental of space assigned, or our *Exhibit Space Reservation and Contract*. If you fail to occupy your exhibit space you still have the obligation of paying the full rental price. Space may be denied at any point for supplying false information.

Payment for Space

Full payment for the contracted booth space must be received prior to the setup of your exhibit booth. Pre-Payment of all shows is REQUIRED per your contract. We reserve the right to cancel your booth space reservation if the full amount of the booth space has not been received 30 days prior to the show.

Please send ALL booth payments to
Active Interest Media- Home Group
5720 Flatiron Parkway
Boulder, CO 80301.

Please include the show name and location, as well as company name, booth number and order number with all payments. Checks should be made out to AIM.

Exhibitor Cancellation

In the event an exhibitor cancels all or part of the exhibit space contracted for, the exhibitor must do so in writing and will be obligated to pay AIM fees based on the following schedule:

If Canceled:	Exhibit Space Rental Due:
Prior to 60 days	10%
60-30 days out	50%
30 days out	100%

Assignment of Exhibit Space

We reserve the right to make final space reassignments after your application is accepted should it be necessary in the best interest of the show, as determined solely by us. No space will be assigned without payment (non-refundable 10% deposit). You have the right to a full refund if our reassignment is not acceptable to you.

Occupancy of Space Deadline

All exhibits must be completed and ready for inspection by show management and the fire marshal by 12:00pm on Friday. At this time, any display violations will be noted and reported to the exhibitor. Failure to correct any violations by the time the show opens to the public at 1:00pm will result in a fine.

Show Management reserves the right to rent or fill any exhibit space that has not been occupied by 12:00pm on Friday, or at any time thereafter.

Exhibit Installation

Please refer to the Show Information guidelines included in this Exhibitor kit, or our website for specific move-in times. All vehicles, exhibit materials, crates, and dollies must be removed from the facility by 12:00pm on Friday.

Exhibit materials may only be hand-carried to booth on Friday during move-in, prior to show opening.

Driving Onto the Floor-

Vehicles should off-load at loading docks when possible. Vehicles permitted to drive on floor must be attended at all times and removed immediately after unloading. No vehicles are permitted on any hall carpet; there is a \$500 fine for driving on any part of the carpet.

Unless otherwise specified, vehicles must be removed from the facility by the close of move-in time on Thursday at 6:00pm. **NO drive-on the floor access allowed on Friday.**

Final closing time is 4:00pm on Sunday. No dismantling or packing may begin prior to closing time. There is a \$100 fine for tearing down early. Please refer to the Show Information guidelines included in this exhibitor kit, or our website for specific move-out times.

Exhibitor Badges

Exhibitor badges for the show will be available on-site for you and your employees. Forms for badges are included in this service kit. All persons working in your booth will, in effect, be your employees during the length of the show and you are fully responsible for any liability that may occur.

Liability and Insurance

All exhibitors must fax or mail in advance, a current Certificate of Liability Insurance of no less than \$1M. This proof must also be in your booth during all phases (including move-in and move-out) of the show.

You must obtain insurance coverage for all your exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. We will not be held responsible for any loss or damage, however incurred. You must carry your own fire insurance and public liability insurance of not less than one million dollars. *(If you do not already hold appropriate liability coverage and need information, we suggest contacting K&K Insurance at: www.KandKinsurance.com. You will need to complete the Concessionaries, Exhibitors & Vendors Enrollment form).*

Neither AIM nor the Exhibit Facility, shall be liable to exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of exhibitor, its agents, contractors, employees, patrons, guests, licensees, invitees or any person entering the Convention Center, under express or implied invitation by exhibitor, or for any damage to the person or property of third parties arising out or user of either the licensed booth space or the building area in which such booth is located; and exhibitor hereby agrees to indemnify and hold AIM and/or the Convention Center and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The exhibitor assumes the entire

responsibility and liability for losses, damages and claims deriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless the Convention Center, AIM and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the Convention Center nor AIM maintains insurance covering such losses by the exhibitor.

Exhibitor will be liable for any damage caused to floors (including carpeting), walls or columns, or to standard booth equipment or to other exhibitors' property. No signs or other articles are to be fastened to walls or fixtures or electrical equipment. Use of thumbtacks, screws, bolts or any tool or material which may mark the floor or wall is prohibited. Exhibitors are also responsible to comply with all rules and regulations contained in the Exhibitor Service Manual.

Space Restrictions

Your exhibit must be confined to the exact space allocated. Circulars, brochures, publications, advertising matter and all kinds of promotional giveaways may be distributed only within your booth space. Nothing can be posted on, tacked, nailed, screwed in, taped or otherwise attached to columns, walls, ceilings, floors, electrical outlets or other parts of the building or furniture. Signs, rails, logs or roof over hangs, etc. will not be permitted to intrude into or over aisles or other booth space. You will be liable for any damage caused to floors (including carpeting), walls or columns, or standard booth equipment or to other exhibitor's property.

Character of Exhibits

Each exhibit shall be in keeping with the general nature of the show. AIM shall be entitled to limit or require change in any exhibit that interferes with other exhibitors or general movement, is either excessively noisy or carnival-like in presentation or does not conform to the regulations herein or to any agency having jurisdiction at the convention site. All exhibitor activities shall be conducted solely within licensed space, and use of all aisle space and other public areas of the show are reserved to AIM. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogues or other advertising materials for firms that are not exhibitors is prohibited. Failure to adhere to these rules will result in a fine.

If the reverse side of your exhibit's back wall, side wall, riser or display is exposed to view, that part of your display must be suitably draped so that no part of the display construction, electrical wiring, or the like, can be

seen from the aisles or adjoining booths belonging to other exhibitors.

Height limitations and other restrictions pertaining to the design of exhibits and use in the booth of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions."

If your display is built beyond the limitations and restriction as set forth in this contract, we reserve the right to correct such display violations by having you alter, remove or rearrange any or all of the display so that it will comply with regulations. If you are not available to make those corrections, then you agree as part of this contract to give us authority to make any and all necessary corrections at your expense.

Load Limitations

Any piece of exhibit material weighing in excess of 2,000 pounds shall be accompanied by a certified weight-master's ticket stating accurately the total weight of such individual piece and its container, if any. Failure to provide the weight-master's certificate when requested may result in the facility's refusal to permit the shipment on its premises, elevators or lifts.

Types of Exhibits & Exhibit Restrictions

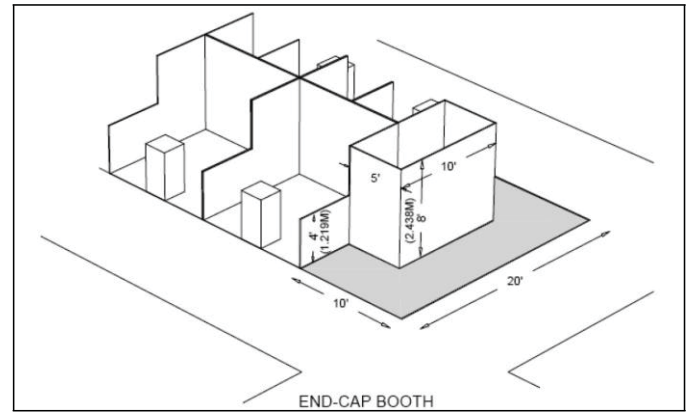
Booth Definition: The price per booth includes booth space that is 10' wide and 10' deep with an 8' high-draped background and 3' high-draped sidewalls. Pipe and drapery will be supplied automatically for in-line booths unless you request not to have it. Pipe and drapery will not be provided for island booths. 8' high sidewalls may not extend further than 5' from the back of the booth space. Note: If located on the show floor perimeter, an aisle booth may go to 10' height. Requests for exceptions to these requirements *must* be submitted to the Events Manager no less than 45 days prior to the show.

Island Booth

An island booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height. Pipe and drapery will not be provided for island booths.

End-cap Booth

Booth dimensions are 10' deep by 20' wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction imposed on all materials in the space forward to the aisle. (See diagram)



Peninsula/Split Island Booth

Booth dimensions are generally 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4' high within 5' of each aisle. The center (10' wide) of the backwall height is based on maximum allowable height.

When a Peninsula Booth shares a common backwall with another Peninsula Booth (**Split Island Booth**), the entire cubic content may be used, up to the maximum allowable height, without any backwall line of sight restrictions.

Special Provisions

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 4 feet (48") in height when positioned more than 5' from the back wall of a single aisle booth.

Free standing units, including those intended to be the focal point in an exhibit, may not exceed 4 feet (48") in height when placed more than 5' from the back wall of the booth unless the same company occupies 8' of booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8'h x 32"w x 32"d.

Use of Exhibit Space

Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you must obtain approval in writing from the Events Manager at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval.

All signs including graphics, photographs and other advertising matter in connection with your booth space must be located within the boundaries of your assigned booth. No signs of any type are permitted outside of your assigned exhibit space (columns, walls, floors, ceilings) without approval in writing from show management. This restriction also applies to any device used to project a company name or logo on the ceilings

or walls of the Convention Center or otherwise beyond the permitted height or sides of the booth itself.

You must obtain written permission from Show Management if you plan continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital sign which may impact on your neighboring exhibitors. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of your booth.

You will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors when operating sound reproduction equipment. We reserve the right to turn off the electric supply of any exhibitor who violates this rule.

You may distribute food or beverages from your booth, provided (a) you purchase the food or beverage only from the approved show caterer and (b) you provide trash receptacles and periodically clear trash in the vicinity of your booth generated as a result. No alcoholic beverages of any kind may be distributed from your booth. You are not permitted to cook food in your booth. We have the right to terminate distribution of food from your booth in the event your activity disturbs or infringes another exhibitor in any manner. Any surveys, questionnaires or promotion must take place within your assigned booth space.

No person shall carry or transport into the premises any beer or other alcoholic beverages except for delivery to the licensed retailer or same, located on the premises. All concessions, including but not limited to tobacco, food products, drinks, checkrooms, programs and novelties, are and shall remain the exclusive rights of the Convention Center. If any food or drinks are to be served by exhibitor, these items must be purchased from the official caterer.

Absolutely no alcoholic beverages may be consumed on the show floor or in your booth at any time, including move-in and move-out, unless it is purchased from the official caterer. If you are found to be in violation of this rule, you will be asked to leave the show and will not be permitted to tear-down your booth display until after the show has closed on Sunday at 4:00pm.

Copyrights, Royalties and Trademarks

You warrant that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during your use of the contracted space unless you have obtained written permission of the copyright or trademark holder (including payment of any and all

licensing and/or performance fees, i.e. BMI, ADCAP, AFTRA/SAG fees). You agree to comply strictly with all laws respecting copyrights, royalties and trademarks and warrant that you will not infringe any related statutory, common law, or other right of any person during your use of the premises. You agree you will indemnify and hold the Center, HBP and their officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorneys' fees) with respect to such copyright, royalty or trademark rights.

Lighting

The Log & Timber Home Show will usually be lit at work-light (half-light) levels during set-up and tear-down, and at full lighting levels during show hours. We urge exhibitors who require low light conditions to build their exhibits accordingly.

Sharing of Space

Only one exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted without our written permission.

Labor Regulations

The Convention Center is a Non-Union facility. However, all exhibitors must abide by all regulations in effect in the facility at the time of the show. Please see any special notices and forms about drayage and freight handling enclosed in this Service Manual. These services are typically at additional cost and will be your responsibility.

Arbitration

Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Chantilly, Fairfax County, Virginia, in accordance with the Commercial Arbitration Rules of the American Arbitration Institute, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Show Cancellation

AIM reserves the right to change the show dates, times or show site or to cancel if the show cannot be conducted for any reason beyond AIM's reasonable control; exercise of any such right will be by written notice to exhibitors.

Miscellaneous Regulations

We reserve the right to determine the eligibility of any company to exhibit. We reserve sole control over admission policies.

These regulations are established for the mutual protection of all. We reserve the right to make such changes in the time schedule or in general plan of the



Commonwealth of Virginia
Department of Taxation

TEMPORARY SALES TAX CERTIFICATE/RETURN --- ST-50

Use This Form for Events Held on or After July 1, 2013

The Virginia Sales and Use Tax Act requires the collection of tax on all retail sales made in the Commonwealth of Virginia except those exempt by law. (§58.1-603, 604). Effective July 1, 2013, HB 2313 increased the rate to 5.3% in some localities and 6% in others. The 6% increase is in effect for localities in the Northern Virginia and Hampton Roads regions. The cities and counties included in these regions are noted below.

Northern Virginia Region:

Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park.

Counties: Arlington, Fairfax, Loudoun, Prince William.

Hampton Roads Region:

Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg.

Counties: Isle of Wight, James City, Southampton, York County.

You are required to provide us with your name and account number if you are permanently registered in Virginia. Virginia account number is _____. If you are permanently registered in a locality other than the one where the show was held, you must file and pay tax collected at the show using this form. Returns are due and payable on or before the 20th of the month following the show/event. If you attend 3 or more shows a year, you must register with the Department and obtain a Virginia sales tax account number. Please go to our website at www.tax.virginia.gov or call (804) 440-2541 to obtain a registration form.

Complete Form A or B on the following page depending on the location of your sale.

Make checks payable to the Virginia Department of Taxation. Do Not Send Cash.

MAILING INFORMATION

Send completed form and payment to:

Virginia Department of Taxation
P O Box 26627
Richmond, VA 23261-6627

If you have questions or need more information, call (804) 367-8037.

ST-50 Return
For Periods Beginning on or After July 1, 2013
FORM A

To be used for sales in locations EXCLUDING the Hampton Roads and Northern VA Regions.

SHOW – EVENT INFORMATION

SHOW NAME: _____ DATE OF SHOW: _____

SHOW LOCATION: _____ CITY/COUNTY: _____

VENDOR INFORMATION

VENDOR NAME: _____ TRADING AS: _____

SOCIAL SECURITY#/FEIN: _____ TELEPHONE: _____

ADDRESS: _____

TAXABLE SALES: _____ x .053 = _____

AMOUNT OF SALES TAX DUE = _____

FORM B

To be used for sales ONLY in the Hampton Roads and Northern VA Regions

SHOW – EVENT INFORMATION

SHOW NAME: _____ DATE OF SHOW: _____

SHOW LOCATION: _____ CITY/COUNTY: _____

VENDOR INFORMATION

VENDOR NAME: _____ TRADING AS: _____

SOCIAL SECURITY#/FEIN: _____ TELEPHONE: _____

ADDRESS: _____

TAXABLE SALES: _____ x .06 = _____

AMOUNT OF SALES TAX DUE = _____

THANK YOU FOR YOUR COOPERATION

****Northern Virginia Region:**

Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park.

Counties: Arlington, Fairfax, Loudoun, Prince William.

****Hampton Roads Region:**

Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk,
Virginia Beach, Williamsburg.

Counties: Isle of Wight, James City, Southampton, York County.



EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Oct. 26th
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW

Dulles Expo Center – North Hall
November 9 - 11, 2018

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the 2018 Log & Timber Home Show to be held at the Dulles Expo Center. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATE AND TIME

Thursday, November 8, 2018	8:00 AM - 6:00 PM
Friday, November 9, 2018	8:00 AM - 11:00 AM

SHOW DATES AND TIMES

Friday, November 9, 2018	1:00 PM - 7:00 PM
Saturday, November 10, 2018	10:00 AM - 6:00 PM
Sunday, November 11, 2018	11:00 AM - 4:00 PM

MOVE-OUT DATE AND TIMES

Sunday, November 11, 2018	4:00 PM - 9:00 PM
Monday, November 12, 2018	8:00 AM - 12:00 Noon (All Freight must be off the floor by 12 PM)

ONLINE ORDERING NOW AVAILABLE

Please send an email to csr@haleexpo.com with the show name, company name and an email address that you would like a link to be sent to and our Customer Service Department will send a command to our online ordering server to send a secure email link and temporary password to the email address provided.

EXHIBIT SPACE DETAILS

Each 10'x10' booth will be defined by 8' tall **BURGUNDY** back-drape with 32" tall **BURGUNDY** dividing drape and (1) 7" x 44" two-line Identification Sign.

MATERIAL HANDLING

All shipments arriving at the advance warehouse and show site from UPS, FedEx, Common Carrier or any other over-the-road shipping provider fall under the category of Material Handling. There is a charge for this service. The charge covers the signing and handling of shipments received at the advanced warehouse or at the exhibition facility. All fees and material handling instructions are detailed on the enclosed Freight Handling Form.

Advance Warehouse Information

ABF Freight / Hale Expo
2018 Log & Timber Home Show
7850 Wellingford Drive
Manassas, VA 20109
Exhibiting Company Name - Booth # _____

- The advance warehouse will accept freight shipments **Monday, October 22nd through Tuesday, November 6th** except holidays. No appointment is necessary.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all shipments.
- Collect shipments will be returned to the delivery carrier.
- Shipments arriving at the advance warehouse will be delivered to the exhibit booth prior to the first day of setup.

Show Site Shipping Information

Shipments arriving at the exhibit facility will be accepted on or after **Wednesday, November 7, 2018**. Shipments arriving at the exhibit facility should be addressed as follows:

Dulles Expo Center – North Hall /Hale Expo
2018 Log & Timber Home Show
4320 Chantilly Shopping Center
Chantilly, VA 20151
Exhibiting Company Name - Booth # _____

- Freight will be accepted only during the scheduled exhibitor move-in hours.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all freight.
- Collect shipments will not be accepted and will be returned to the delivery carrier.

Hale will not be responsible for theft or damage of shipments received onsite prior to the arrival of a representative from the exhibiting company. However, Hale will take every precaution possible to protect your shipment.

Insurance coverage of your shipment must be effective from the time your equipment leaves its point of origin until its return to its final destination after the event. The exhibitor's public liability insurance should be in effect and adequate to protect against any claims arising out of the operation of the exhibit. Hale Northeastern, Inc.'s policy DOES NOT include any coverage for individual exhibitors and Hale Northeastern, Inc. cannot be held liable.

DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is October 26, 2018.

HALE SERVICE DESK

Hale Northeastern, Inc. will have a service desk staffed with a customer service representative to handle any last-minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE NORTHEASTERN, INC.
Exhibitor Services Department



PAYMENT POLICY

Save Time and Money! Pre-Order by Oct. 26th
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW

Dulles Expo Center – North Hall
November 9-11, 2018

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



ORDER SUMMARY
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www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW
 Dulles Expo Center – North Hall
 November 9-11, 2018

Company Name: _____ Booth No.(s): _____
 Phone No.: _____ Cell No.: _____ Booth Dimensions: _____
 Order Contact: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: Master Card Visa Discover American Express

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

Credit Card Number: _____ Exp. Date: _____ V-Code: _____

Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite. Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE ***

BOOTH FLOORING & SPECIAL BACK DRAPE	\$
DISCOUNTED FURNITURE PACKAGE	\$
TABLES & PEDESTALS	\$
CHAIRS & ACCESSORIES	\$
STANDARD BOOTH SIGN	No Charge
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse and Direct to show site Please see the Shipping & Material Handling form for details.	SUBTOTAL \$
	ADD 6.00% SALES TAX \$
	TOTAL \$
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$
SIGN HANGING	\$
NON-TAXABLE SUBTOTAL	\$
GRAND TOTAL	\$

For Electric, Telephone, Booth Cleaning and Plumbing services, go to www.dullesexpo.com

Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com



BOOTH FLOORING & SPECIAL BACK DRAPE
 Save Time and Money! Pre-Order by Oct. 26th
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THE LOG & TIMBER HOME SHOW
 Dulles Expo Center – North Hall
 November 9-11, 2018

Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below. **Show Color: Burgundy**

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$162.35	\$191.00	_____	_____
9' x 20'	\$324.70	\$382.00	_____	_____
9' x 30'	\$486.60	\$572.50	_____	_____
9' x 40'	\$648.55	\$763.00	_____	_____
18' x 20'	\$648.55	\$763.00	_____	_____
Longer sizes divide length by 10 and multiply price:	\$162.35	\$191.00	_____	_____
Additional Taping	Total Feet: _____	X \$.50/ft. =	_____	_____
Standard Booth Carpet & Add'l Tape				
Subtotal:				_____

Please check CARPET color choice

Black Gray
 Speckled Blue Red
 Forest Green Burgundy

Addendum - Only the following carpet tape is allowed on show floor: [Echo-Double Coated Carpet Tape \(DC-W188F\)](#) or [Shur-Residue Free \(DF-545\)](#). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

Carpet Padding & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$99.45	\$117.00	_____	_____
9' x 20'	\$199.30	\$234.50	_____	_____
9' x 30'	\$300.05	\$353.00	_____	_____
9' x 40'	\$399.92	\$470.50	_____	_____
18' x 20'	\$399.92	\$470.50	_____	_____
Visqueen	Pre-Order Price	Standard Price		
	\$1.05/sq. ft.	\$1.25/sq. ft.		
Calculate sq. ft.:	_____ ft. x	_____ ft. =	_____	_____
Carpet Padding & Visqueen Subtotal:				_____

Masking Drape to Finish off Exposed Back Wall (Show Colors Only)

Item	Pre-Order Price	Standard Price	Quantity	Total
5' of drape	\$25.00	\$25.00	_____	_____
10' of drape	\$50.00	\$50.00	_____	_____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$7.20 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$9.75 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$16.60 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____
Special Back Drape Subtotal:				_____

Please check DRAPE color choice

Beige Burgundy Lime Red
 Black Dusty Rose Orange Silver
 Blue Forest Green Peach White
 Brown Gold Purple

Booth Carpet & Special Back Drape Page Total: _____



DISCOUNTED FURNITURE PACKAGE
Save Time and Money! Pre-Order by Oct. 26th
and receive substantial discounts!

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www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW

Dulles Expo Center – North Hall
November 9-11, 2018

Company Name: _____ Booth No.(s): _____

Order Contact: _____ Phone No.: _____

Hale Northeastern, Inc. offers the following Discounted Furniture Package. This package is only available if ordered and paid for by the Pre-Order deadline date October 26th.



Please Note:

Colors depicted in picture are samples of chosen show colors. Color shades may vary in person.

Package Includes:

- One 6' long table, draped on 3 sides in Burgundy**
- Two upholstered side chairs**
- One wastebasket**
- One 9'x10' Burgundy carpet**

Advance Price: \$291.89

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date October 26th

Payment must be received before the advance order deadline date in order to qualify for the Discounted Furniture Package pricing. [This package must be purchased as described.](#) Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

Discounted Furniture Package Page Total: _____



**TABLES, PEDESTAL TABLES &
TABLE RISERS**
Save Time and Money! Pre-Order by Oct. 26th
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW
Dulles Expo Center – North Hall
November 9-11, 2018

Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 th Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
Draped Table Subtotal:				_____

Please check SKIRT color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

Undraped Display Tables

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
Undraped Table Subtotal:				_____



Table Risers (Draped in White)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
Table Risers Subtotal:				_____

Undraped Pedestal Tables & Spandex Covers

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$44.20	\$52.00	_____	_____
Pedestal Tables & Spandex Cover Subtotal:				_____

Please check SPANDEX color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

Table Page Total: _____



CHAIRS & ACCESSORIES
 Save Time and Money! Pre-Order by Oct. 26th
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW

Dulles Expo Center – North Hall
 November 9-11, 2018

Company Name: _____
 Order Contact: _____

Booth No.(s): _____
 Phone No.: _____

Chairs & Stools (Grey Fabric)









<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____

Chairs & Stools Subtotal: _____

Accessories

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____

Accessories Subtotal: _____

Item Pictures			
Chairs & Stools	Accessories		
			
Padded Side Chair	Wastebasket	Literature Rack	Bag Rack
			
Padded Stool	8' Post & Base & Crossbar	Floor Easel	22" x 28" Chrome Sign Frame

Chairs & Accessories Page Total: _____



ID BOOTH SIGN
Save Time and Money! Pre-Order by Oct. 26th
and receive substantial discounts!

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www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW
Dulles Expo Center – North Hall
November 9-11, 2018

Company Name: _____ Booth No. (s): _____
Phone No.: _____ Cell: _____ Booth Dimensions: _____
Order Contact: _____ Email: _____

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY
PRINTED WITH YOUR COMPANY NAME

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM
TO INDICATE THE CHANGES.

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Please print or type revised sign copy here and return by mail,
fax (716-896-8908) or scan and email to: csr@haleexpo.com

7" X 44" ID SIGN

Line 1: _____

Line 2: _____

Line copy may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.



SPECIAL SIGNS
 Sign Orders received after Oct. 26th
 add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW
 Dulles Expo Center – North Hall
 November 9 - 11, 2018

Company Name: _____
 Email Address: _____

Booth No.(s): _____
 Contact Name: _____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES

22" x 28" Standard Sign Holder Size \$74.20

22" x 14" Common Table Top Size \$58.50

14" x 44" Double height of Standard Booth Sign \$74.20

4' x 8' \$263.70

3' x 4' \$113.30

Copy Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Landscape	22" x 28" Sign	\$74.20	_____	_____
Color 2: _____	<input type="checkbox"/> Portrait	22" x 14" Sign	\$58.50	_____	_____
		14" x 44" Sign	\$74.20	_____	_____
		4' x 8' Sign	\$263.70	_____	_____
		3' x 4' Sign	\$113.30	_____	_____
<input type="checkbox"/> Foamcore – Foam center with white paper surfaces		Grommets (ea.)	\$2.00	_____	_____
<input type="checkbox"/> Coroplast – Corrugated plastic – Most durable (Colors available)		Easel Back	\$2.75	_____	_____
<input type="checkbox"/> Poster Board – White poster board / Sign card only				_____	_____
Please Indicate Sign Copy Here:					
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		Double Sided		Subtotal:	_____
				Add 50% to Subtotal:	_____
				Subtotal 2:	_____
		Ordered After Oct. 26th		Add 50% to Subtotal 2:	_____
				Special Sign Page Total:	_____



BANNERS
Banner Orders received after Oct. 26th
add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211
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www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW
Dulles Expo Center – North Hall
November 9 - 11, 2018

Company Name: _____ Booth No.(s): _____
Email Address: _____ Contact Name: _____



All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

<u>Font Color</u>	<u>Orientation</u>	<u>Description</u>	<u>Pre-Order Price</u>	<u>Quantity</u>	<u>Total</u>
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
					Subtotal: _____
			Double Sided	Add 50% to Subtotal:	_____
					Subtotal 2: _____
			Ordered After Oct. 26th	Add 50% to Subtotal 2:	_____
					Banner Page Total: _____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage. Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

Please note, .eps and .pdf can also contain raster images as well (less preferred).

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: [ftp.haleexpo.com](ftp://ftp.haleexpo.com) User: **upload-user** Password: **upload-to-hale**
It's our business to make your business look good!



SIGN & BANNER HANGING
 Save Time and Money! Pre-Order by Oct. 26th
 and receive substantial discounts!

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 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW

Dulles Expo Center – North Hall
 November 9-11, 2018

Company Name: _____
 Order Contact: _____

Booth No. (s): _____
 Phone No.: _____

SIGN & BANNER HANGING RULES & REGULATIONS

1. Suspended signs/banners are allowed in exhibit booths 200 sq. feet or larger.
2. The sign/banner has to be finished on the back side with no copy, unless your display is 20' x 20' or larger. If it is not finished, the sign/banner will not be hung.
3. Please fill in the bottom portion of this form and return it to Hale Northeastern, Inc. to schedule your sign hanging.
4. Plan on dropping off your sign/banner at the Dulles Expo Center on Wednesday, November 7, 2018.
5. **Handwritten signs/banners will not be permitted. No magic marker, grease pencil or other "homemade" signs/banners are permitted. Professionally made signs & banners ONLY will be allowed.**

Exhibit Space Size	Maximum Size of Sign/Banner	Hanging Distance from the Ground
10' x 20' = 200 sq. ft.	2' x 8'	10' from the ground
10' x 30' = 300 sq. ft.	3' x 8'	10' from the ground
20' x 20' = 400 sq. ft.	4' x 12' Each Side	12' from the ground
20' x 30' = 600 sq. ft.	4' x 18' Each Side	12' from the ground
20' x 40' = 800 sq. ft.	4' x 22' Each Side	12' from the ground

Description of Service	Pre-order Price	Standard Price
INSTALLATION AND REMOVAL OF FIRST SIGN	\$250.00	\$325.00
INSTALLATION & REMOVAL OF EACH ADDITIONAL SIGN IN THE SAME BOOTH	\$100.00	\$130.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company is allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale one week prior to the first day of set up.

Please complete the following information:

Number of feet from floor to top of sign: _____ft.

Number of feet in from left side: _____ft.

Number of feet in from front aisle: _____ft.

Does your sign require electrical connection? NO YES (If YES, please complete the Dulles Expo Center Electrical form.)

Sign Hanging Page Total: _____

Signs & Banners will be removed on: November 12, 2018

Actual installation and removal will be set by Hale, per the availability of the hall and access to area under your booth.



**INSTALLATION & DISMANTLING LABOR
& FORKLIFT SERVICE**

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

THE LOG & TIMBER HOME SHOW
 Dulles Expo Center – North Hall
 November 9-11, 2018

Company Name: _____ Booth No.(s): _____
 Order Contact: _____ Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$66.25 (M-F 8 AM – 4 PM) **Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: \$66.25 (M-F 8 AM – 4 PM) **Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and **all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information.** Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$136.50 (M-F 8 AM – 4 PM) **Overtime Rate: \$204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)
 Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Plastic Banding (Per pallet and includes labor): **\$32.00**

Shrink Wrap (Per pallet and includes labor): **\$32.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24-hour advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

ADVANCE TO WAREHOUSE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE

BETWEEN: Monday, October 22, 2018 – Tuesday, November 6, 2018

FREIGHT LABEL

SHIP TO:

ABF Freight
c/o Hale Expo/2018 Log & Timber Home Show
7850 Wellingford Drive
Manassas, VA 20109

SHOW INFORMATION

2018 Log & Timber Home Show
Dulles Expo Center – North Hall
November 9 – 11, 2018

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS
SCHEDULED TO ARRIVE ON OR AFTER: Wednesday, November 7, 2018**

FREIGHT LABEL

SHIP TO:

Dulles Expo Center-North Hall
c/o Hale Expo/2018 Log & Timber Home Show
4320 Chantilly Shopping Center
Chantilly, VA 20151

SHOW INFORMATION

2018 Log & Timber Home Show
Dulles Expo Center – North Hall
November 9 – 11, 2018

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



SHIPPING & MATERIAL HANDLING

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THE LOG & TIMBER HOME SHOW

Dulles Expo Center – North Hall
 November 9 - 11, 2018

Company Name: _____ Booth No.(s): _____

Order Contact: _____ Phone No.: _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (October 22 – November 6, 2018)				\$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75 Minimum Charge = \$149.50
Direct to Show Site Rate For Shipments Arriving on or After (November 7, 2018) 8am-4pm only				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50 Minimum Charge = \$137.00
Small Package Rate Direct to Show Site Only For Single Package 25 lbs. and Under				\$25.00 single package (Single Package Shipments Only) Direct to Show Site Only	\$25.00 Single Package Only Direct to Show Site Only

BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Outbound Shipping & Material Handling Only (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00
Small Package Rate For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only)	\$25.00 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Going Outbound				\$84.00/hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$168.00	(Total Weight) / 100 x \$84.00

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 pm on Monday, November 12, 2018**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 pm, Monday, November 12, 2018** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____
 (200 lb. minimum)



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

PLEASE RETURN THIS FORM WITH YOUR SIGNATURE

- 1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show.
5. Hale 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 cause beyond its control.
6. Hale 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 a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned.
10. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show.
Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show.

PAYMENT POLICY & SHIPMENTS

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse.
We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket.

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper.
D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage.

Show Name: The Log & Timber Home Show 2018 Company Name:
Print Name: Booth No.(s):
Signature: Date:

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **Monday, November 12, 2018 by Noon**. To ensure the floor is clear for the next event, shipments not picked up by **Monday, November 12, 2018 by Noon** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

UPS Shipments: UPS has very specific rules for shipping. If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment. Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

For information and shipping arrangements, ABF can be contacted at 800-654-7019.

Here is the address your carrier needs to pick up your freight.

**Dulles Expo Center – North Hall
4320 Chantilly Shopping Center
Chantilly, VA 20151**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.