

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Carpet Rental Form

DISCOUNT DEADLINE DATE (standard carpets): Friday, December 21, 2018
ORDER DEADLINE (plush carpets): Friday, December 14, 2018

Log Home & Timber Frame Show
Allentown Fairgrounds
January 4-6, 2019

Please see our Carpet color choices on the Exhibitor Services tab of our home page.

Orders MUST be received by the deadline date above to guarantee delivery.

Rental includes installation, front edge taping and removal at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.
Prices include taping front aisle only.

Standard Size Booth Carpet

Size	Advance	Show	Quantity	Total	Please select color:	
10' x 10'	\$117.50	\$177.50	_____	_____	<input type="radio"/> Black	<input type="radio"/> Blue
10' x 20'	\$190.00	\$290.00	_____	_____	<input type="radio"/> Red	<input type="radio"/> Grey
10' x 30'	\$275.00	\$400.00	_____	_____	<input type="radio"/> Plum	<input type="radio"/> Teal
10' x 40'	\$330.00	\$480.00	_____	_____	<input type="radio"/> Burgundy	<input type="radio"/> Hunter Green
10' x 50'	\$405.00	\$580.00	_____	_____		
10' x 60'	\$510.00	\$680.00	_____	_____		

Custom Size Booth Carpet

This nylon carpet is cut specifically to your booth measurements.

* Show color will be used if color choice is not indicated.

Carpet Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @	Advance \$2.00	Show \$3.00	= _____ Total Cost
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Plush Booth Carpet - 100 Sq. Ft. Minimum (special order)

This luxurious deep pile nylon carpet is cut specifically to your booth measurements.
Orders MUST be received by the deadline date above to guarantee delivery.

Please select color:

Carpet Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @	Advance \$3.45	Show \$4.50	= _____ Total Cost
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- Mocha
- Charcoal
- Cardinal
- Platinum
- Beige
- Navy
- Ivory
- Black
- Nu Blue

Foam Padding - 100 Sq. Ft. Minimum

9/16" foam padding for added comfort. Rental includes installation and removal.

Cancellation Policy - Plush carpet and custom size booth carpet cancelled after being cut will be charged at 100%, all other carpet cancellations will be charged at 50% of original price after move-in begins and 100% of original price after installation.

Padding Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @	Advance \$1.50	Show \$1.90	= _____ Total Cost
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Plastic Covering for protection

Includes installation and removal.

Total Amount: _____
Please transfer this total to the Payment Authorization Form.

Covering Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @	Advance \$1.10	Show \$1.35	= _____ Total Cost
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Exhibiting Company: _____

Booth Number: _____

Standard Carpet Colors



Gray



Burgundy



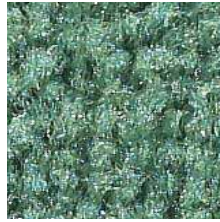
Hunter Green



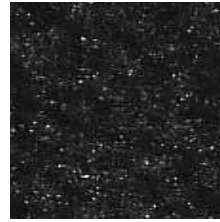
Blue



Plum



Teal

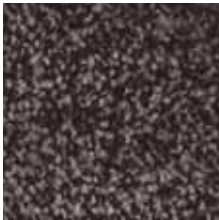


Black

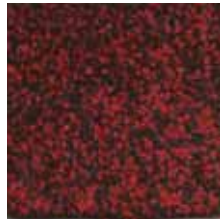


Red

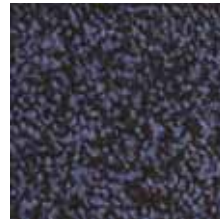
Matrix Carpet Colors



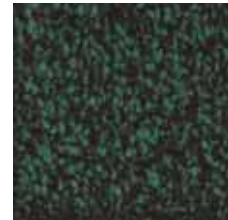
Pepper



Cayenne



Blue Jay

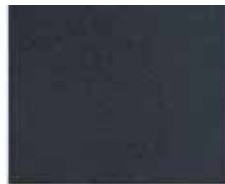


Rain Forest

Plush Carpet Colors



Charcoal



Navy



Cardinal



Black



Mocha



Platinum



Beige



Ivory



Nu Blue

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Important Shipping Information

Log Home & Timber Frame Show
Allentown Fairgrounds
January 4-6, 2019

IMPORTANT INFORMATION

NO Shipments will be accepted in advance of scheduled move-in times at the Allentown Fairgrounds.

Shipments being delivered directly to the Allentown Fairgrounds for your booth must be scheduled to arrive beginning Thursday, January 3, 2019.

All shipments must be prepaid and addressed in the following manner:

Log Home & Timber Frame Show
c/o General Exposition Services
Exhibiting Company Name
Booth # _____
Allentown Fairgrounds
c/o General Exposition Services
302 N. 17th St
Allentown, PA 18104

NOTE: Freight delivered to Show Site prior to Thursday, January 3, 2019 will not be accepted and returned to sender.

YOUR COOPERATION IS APPRECIATED!

General Exposition Services

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Shipping Information

Log Home & Timber Frame Show
Allentown Fairgrounds
January 4-6, 2019

Shipping Information -Read the "General Exposition's Limits of Liability and Responsibility" for expanded information .

We recommend you use a carrier specializing in trade shows. Exhibit material is time-sensitive, and experience counts.

- **Outgoing Shipments** - Shipping Information, bills of lading or labels will be available at the General Exposition Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. If you wish to use your own carrier, you must fill out our Bill of Lading with your carrier name. You must call them to schedule your pick up and they must check in at the General Exposition Service Desk 2 hours prior to floor closing time. If your carrier does not show to pick up your freight within the allotted time, your freight will be forced out through our "house" carriers. General Exposition Logistics is our "house" carrier. You must fill out the appropriate Bill of Lading for the carrier you wish to use. When your booth is completely packed and ready for shipment, bring the completed Bill of Lading back to the General Exposition Service Desk.
- **Shipping Charge-Please prepay all shipping charges. General Exposition Services cannot accept or be responsible for collect shipments.**
- **Bills of Lading** -All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to General Exposition Services and your on-site representative.

Handling charges are based on the weight of the material. Certified weight receipts are required for all shipments. General Exposition will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise General Exposition Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

- **Consignment**-All shipments must be consigned c/o General Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.
- **Certified Weight Receipts** -The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. General Exposition Services will unload all shipments after your driver submits certified weight receipts at the receiving site.
- **Labor and Equipment** -Labor and equipment for unloading and loading are included with General Exposition Services Material handling rates for services. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor in the labor order form section of this Exhibitor Service Kit.
- **Empty Labels** -Shipping cartons will be picked up, stored and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the service desk and are for empty storage only.
- **Return to Warehouse (optional)** -After the show, General Exposition can provide delivery to the warehouse, storage of materials and loading on outbound carriers. Call us at the above phone number or stop in during the show at the General Exposition Services Desk for price quotes.

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Shipping 101

Log Home & Timber Frame Show

Allentown Fairgrounds
January 4-6, 2019

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage," is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in the Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, General Exposition Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, there will be an additional surcharge of 25%. General Exposition Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically higher, there are benefits. You can confirm receipt of your shipment with General Exposition Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting your exhibits as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

Exhibiting Company: _____

Booth Number: _____

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Freight Handling Order Form

(Please see Freight Labeling for Address)

ARRIVAL DATE FOR DIRECT SHIPMENTS: Thursday, January 3, 2019
WAREHOUSE DISCOUNT DEADLINE DATE: Friday, December 21, 2018

Log Home & Timber Frame Show

Allentown Fairgrounds
January 4-6, 2019

Recommended Carrier: General Exposition Logistics
Warehouse receiving hours: Monday-Friday 8:30 AM to 11:45 AM and 12:30 PM to 4:30 PM

Material Handling Rates - ROUND TRIP RATES, PER SHIPMENT. USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS.

**** Rates are subject to surcharges (See Below)****

Certified weight tickets are required for inbound shipments, if not provided, General Exposition Services estimated weights will be used.

RATE CLASSIFICATIONS STANDARD RATES	Rate per 100 lbs min	ESTIMATED WEIGHT
ADVANCE Shipments to Warehouse boxed or crated	\$72.00	
DIRECT Shipments to Exhibit Site boxed or crated	\$72.00	
DIRECT Shipments to Exhibit Site uncrated	N/A	

SMALL PACKAGE DESCRIPTION	Price	x Quantity	= Total Price
Small Package, 1st Carton - Per Shipment, Maximum weight is 30lbs per shipment A small package is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs that is received on the same day, from the same shipper and delivered by the same carrier. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Only Federal Express and UPS shipments can be considered as small packages.	\$25.00		
Small Package, Each Additional Carton - Per Shipment	\$15.00		

Total Estimated Weight: _____

Estimated Cost for Freight Handling: _____

Please transfer this total to the Payment Authorization Form.

FREIGHT WILL NOT BE ACCEPTED AT THE WAREHOUSE AFTER: Friday, December 28, 2018

OVERTIME SURCHARGES

A 25% (\$25.00 minimum) late charge will apply if...

- Freight is received after advance discount deadline date to warehouse

A 25% overtime surcharge for every occurrence will apply if...

- Show move-in or move-out hours, dates or times occur on overtime.
- Inbound freight arrives after 4:30 PM on weekdays (Overtime - Monday-Friday before 8:30 AM and after 4:30 PM - All day Saturday, Sunday and Holidays)
- Inbound shipments are unloaded on overtime
- Outbound shipments are loaded on overtime
- Warehouse freight must be moved to exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services.
- Freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services.

TERMS

Prices only apply to orders with payment in full received at the above address prior to the order advance deadline date on the enclosed forms. All charges for service and/or equipment must be paid in advance by credit card - American Express, VISA or Mastercard. All shipments must be prepaid, collect shipments will be refused.

Exhibiting Company: _____

Booth Number: _____

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Freight Handling / Labeling Information

Log Home & Timber Frame Show
Allentown Fairgrounds
January 4-6, 2019

General Exposition Services, Inc. is prepared to receive your shipment either in advance at our warehouse or, if applicable, directly at the exhibit site. You may ship via the carrier of your choice. Rates are based on the incoming weight of shipments.

For rates and arrival deadlines, see the Freight Handling Order Form.

ADVANCE SHIPMENTS TO GENERAL EXPOSITION SERVICES, WAREHOUSE - CRATES, CARTONS & FIBER CASES

RATES INCLUDE:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Complete the bill of lading and consign as follows
All crates, cartons, and fiber cases must be labeled as follows:

Name of Exhibiting Company
Your Booth Number
Log Home & Timber Frame Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464

ADVANCE DISCOUNT DEADLINE DATE: Friday, December 21, 2018

DIRECT SHIPMENTS TO EXHIBIT SITE

RATES INCLUDE:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Complete the bill of lading and consign as follows
All crates, cartons, and fiber cases must be labeled as follows:

Name of Exhibiting Company
Your Booth Number
Log Home & Timber Frame Show
Allentown Fairgrounds
c/o General Exposition Services
302 N. 17th St
Allentown, PA 18104

DIRECT ARRIVAL DATE: Thursday, January 3, 2019

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

Log Home & Timber Frame Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, December 21, 2018

Carrier: _____
Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

Log Home & Timber Frame Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, December 21, 2018

Carrier: _____
Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

Log Home & Timber Frame Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, December 21, 2018

Carrier: _____
Number of Pieces: _____

**ADVANCE
WAREHOUSE**

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

Log Home & Timber Frame Show
Allentown Fairgrounds
c/o General Exposition Services
302 N. 17th St
Allentown, PA 18104

Direct arrival date: Thursday, January 3, 2019

Carrier: _____

Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

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Allentown Fairgrounds
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302 N. 17th St
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Allentown Fairgrounds
c/o General Exposition Services
302 N. 17th St
Allentown, PA 18104

Direct arrival date: Thursday, January 3, 2019

Carrier: _____

Number of Pieces: _____

**DIRECT TO
SHOW SITE**

STRAIGHT BILL OF LADING – SHORT FORM – ORIGINAL – NOT NEGOTIABLE

INSTRUCTIONS: COMPLETE AND RETURN BILL OF LADING TO SERVICE
DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

Authorization of Shipment _____

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

Shipper's No. _____

FROM:	
Exhibiting Company Name _____	Booth No. _____
Shipping location (Exhibit Facility) _____	City _____ State _____
Name of Event/Show _____	Date Prepared _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms of said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

TO:	
Consigned to (Ship to) _____	
Attention _____	
Destination (Street Address) _____	
City _____	State _____ Zip _____
METHOD: <input type="checkbox"/> Truck <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Other _____	
CARRIER: General Exposition Logistics	

BY ACCEPTING THIS BILL OF LADING, GENERAL EXPOSITION SERVICES ASSUMES NO RESPONSIBILITY FOR SHIPMENT LEFT IN BOOTH BY EXHIBITOR. ALL MATERIALS ARE SUBJECT TO FINAL COUNT AND CORRECTION AT TIME OF ACTUAL REMOVAL FROM BOOTH. GENERAL EXPOSITION SERVICES RESERVES THE RIGHT TO RE-ROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE DESIGNATED CARRIER FAILS TO PICK UP THE SHIPMENT. GENERAL EXPOSITION SERVICES ASSUMES NO RESPONSIBILITY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING LABELS WHICH REMAIN ON CONTAINERS. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise shipment shall be described as Exhibition Materials.

No. Pieces	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Sub. to Cor.)	Class or Rate	Check Column					
	Crates (Wooden) Exhibition Material N O I K D F				Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. (Signature of Consignor)				
	Cartons (Cardboard)								
	Fiber Cases/Trunks								
	Skids/Pallets								
	Carpets (Color _____)								
					FREIGHT CHARGES				
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PREPAID</th> <th style="width: 50%;">COLLECT</th> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	PREPAID	COLLECT		
PREPAID	COLLECT								
					CHECKER SIGNATURE _____				
					TRAILER NO. _____				
					DATE LOADED _____				
					TIME LOADED _____				

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.
NOTE-Where the rate is dependent on value, shippers are required to state specifically in writing any agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per

FREIGHT CHARGES GUARANTEED BY:	
<small>Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.</small>	
Shipper/Exhibitor: General Exposition Services Attention: _____	
Address: 205 Windsor Road Pottstown, PA 19464	
Shipper: Joe Boyle	Shipper Signature:
Telephone: 610-495-8866	
Received in apparent good order, except as noted: Carrier Name _____ Agent/Driver _____ Date _____	

This Bill of Lading is to be signed by the shipper and agent of the carrier.

STRAIGHT BILL OF LADING – SHORT FORM – ORIGINAL – NOT NEGOTIABLE

INSTRUCTIONS: COMPLETE AND RETURN BILL OF LADING TO SERVICE
DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

A.M.
P.M.

Please bring (3) completed copies of the Bill of Lading with you to Show Site.

Date/Time Received _____

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

Shipper's No. _____

FROM:
 Exhibiting Company Name _____ Booth No. _____
 Shipping location (Exhibit Facility) _____ City _____ State _____
 Name of Event/Show _____ Date Prepared _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms of said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

TO:
 Consigned to (Ship to) _____
 Attention _____
 Destination (Street Address) _____
 City _____ State _____ Zip _____
METHOD: Truck Air Freight Van Line Other _____
CARRIER: (if known) _____

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No. Pieces	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Sub. to Cor.)	Class or Rate	Check Column					
	Crates (Wooden) Exhibition Material N O I K D F				Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. (Signature of Consignor)				
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per

FREIGHT CHARGES GUARANTEED BY:
 Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Shipper/Exhibitor _____ Attention _____
 Permanent address of shipper: Street _____
 City _____ State _____ Zip _____
 Shipper (signature) _____
 Shipper (print name) _____
 Telephone No. () _____

Received in apparent good order, except as noted:
 Carrier Name _____
 Agent/Driver _____
 Date _____

This Bill of Lading is to be signed by the shipper and agent of the carrier.

STRAIGHT BILL OF LADING – SHORT FORM – ORIGINAL – NOT NEGOTIABLE

INSTRUCTIONS: COMPLETE AND RETURN BILL OF LADING TO SERVICE
DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

A.M.
P.M.

Please bring (3) completed copies of the Bill of Lading with you to Show Site.

Date/Time Received _____

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

Shipper's No. _____

FROM:
 Exhibiting Company Name _____ Booth No. _____
 Shipping location (Exhibit Facility) _____ City _____ State _____
 Name of Event/Show _____ Date Prepared _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms of said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

TO:
 Consigned to (Ship to) _____
 Attention _____
 Destination (Street Address) _____
 City _____ State _____ Zip _____
METHOD: Truck Air Freight Van Line Other _____
CARRIER: (if known) _____

BY ACCEPTING THIS BILL OF LADING, GENERAL EXPOSITION SERVICES ASSUMES NO RESPONSIBILITY FOR SHIPMENT LEFT IN BOOTH BY EXHIBITOR. ALL MATERIALS ARE SUBJECT TO FINAL COUNT AND CORRECTION AT TIME OF ACTUAL REMOVAL FROM BOOTH. GENERAL EXPOSITION SERVICES RESERVES THE RIGHT TO RE-ROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE DESIGNATED CARRIER FAILS TO PICK UP THE SHIPMENT. GENERAL EXPOSITION SERVICES ASSUMES NO RESPONSIBILITY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING LABELS WHICH REMAIN ON CONTAINERS. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise shipment shall be described as Exhibition Materials.

No. Pieces	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Sub. to Cor.)	Class or Rate	Check Column					
	Crates (Wooden) Exhibition Material N O I K D F				Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. _____ (Signature of Consignor)				
	Cartons (Cardboard)								
	Fiber Cases/Trunks								
	Skids/Pallets								
	Carpets (Color _____)								
					FREIGHT CHARGES				
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PREPAID</th> <th style="width: 50%;">COLLECT</th> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	PREPAID	COLLECT		
PREPAID	COLLECT								
					CHECKER SIGNATURE _____				
					TRAILER NO. _____				
					DATE LOADED _____				
					TIME LOADED _____				

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.

NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing any agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

per

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Shipper/Exhibitor _____ Attention _____
 Permanent address of shipper: Street _____
 City _____ State _____ Zip _____
 Shipper (signature) _____
 Shipper (print name) _____
 Telephone No. () _____

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 Carrier Name _____
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 Date _____

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A.M.
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Date/Time Received _____

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Shipper's No. _____

FROM:
 Exhibiting Company Name _____ Booth No. _____
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 Shipper (print name) _____
 Telephone No. () _____

Received in apparent good order, except as noted:
 Carrier Name _____
 Agent/Driver _____
 Date _____

This Bill of Lading is to be signed by the shipper and agent of the carrier.

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Forklift Labor Loading/Unloading

Advanced Discount Deadline Date: Friday, December 21, 2018

Log Home & Timber Frame Show

Allentown Fairgrounds
January 4-6, 2019

4000 # Capacity Forklift w/Operator
\$155 each for Unloading/Loading (Straight time)*

(All services are 1 hour minimum for Loading and Unloading.)
\$195 each for Unloading/Loading (Overtime)**

*Straight time is Monday through Friday, 8:00 AM - 4:30 PM

**Overtime consists of all hours Saturday, Sunday, Holidays, and Monday through Friday before 8:00 AM and after 4:30 PM.

All rigging, material handling labor and forklift operations must be picked up at the Exhibitor Service Desk. All work is to be performed under the supervision of an authorized exhibitor representative.

Orders received after the advance discount deadline date and orders placed at the show will be subject to a 25% surcharge.

To qualify for Forklift Rates:

- Must arrive on own company vehicle
- Must be equipment or machinery
- Must not require the storage of empty crates, pallets or packing
- Combined shipments of equipment and display items will be charged accordingly (Equipment at hourly rate, display items at cwt.)

Date Required: _____

Equipment to be moved in: _____

Approximate Weight: _____

Estimated Total Amount: _____

IMPORTANT: All orders must be paid in advance with a credit card included on the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Set-Up & Dismantle Labor Order Form

Advanced Discount Deadline Date: Friday, December 21, 2018

Log Home & Timber Frame Show

Allentown Fairgrounds
January 4-6, 2019

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Orders received after advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.

Display persons are assigned to orders at 8:00 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring display person back to the service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per display person requested, unless a 24 hour advance written notice is provided. If installation labor is used, dismantle labor is also required.

SERVICE #1

To save you time and personal supervision, we suggest Service #1, using our qualified personnel, trained to erect your display prior to your arrival.

You are authorized to erect our display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

We will use the same service to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and waybill will be left at the service desk. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

SERVICE #2

We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to erect our display under the supervision of our representative.

We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to assist our representative in dismantling and packing our exhibit.

EXHIBITORS MUST COME TO THE SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED

CARPENTER RATES

Straight Time	\$55.00 per hour	
Overtime *	\$74.00 per hour	*After 4:30 PM Daily and all day Saturday
Doubletime **	N/A	**Sunday and all holidays

NOTE: Starting time for all labor is 8:00 AM - One hour minimum per man. One hour increments thereafter.

PAYMENT POLICY: General Exposition Services requires all labor orders to have a credit card on file (VISA, MasterCard or American Express). Service charge of 1% on unpaid balance per month starts 20 days after invoice date.

Estimated Total: _____

Please transfer this total to the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Official Service Contractors and Exhibit Appointed Contractors

Log Home & Timber Frame Show

Allentown Fairgrounds
January 4-6, 2019

Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force,
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Complete the attached Notification of Intent to use **NONOFFICIAL** Service Contractor.
2. The Exhibitor must notify Show Management in writing and General Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
3. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and General Exposition Services at least 10 days before the show opening.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
5. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
6. The Exhibitor Appointed Contractor will share with General Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
7. The Exhibitor Appointed Contractor must furnish Show Management and General Exposition Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
8. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
9. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
10. The Exhibitor Appointed Contractor shall provide, if requested, evidence to General Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, General Exposition Services. The Exhibitor Appointed Contractor must coordinate all of its activities with General Exposition Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Notification of Intent to Use Non-Official Service Contractor

Log Home & Timber Frame Show
Allentown Fairgrounds
January 4-6, 2019

If your company plans to use a firm other than the official service contractor designated by the show manager, please complete this form and mail it to the address listed below.

Booth Number: _____

Non-Official Service Contractor: _____

Address of Contractor: _____

Supervisor On-Site: _____ Telephone: _____

Type of Service to be performed: _____

Submitted by: _____ Telephone: _____

Please advise the "Non-official" Service Contractor that they **MUST** send a current General Liability Insurance Certificate, no later than 30 days prior to the show, or they will not be permitted to service your exhibit. This certificate should be sent to General Exposition Management.

It is the exhibitor's responsibility to make sure that each representative of your "Non-Official" Service Contractor abides by the rules and regulations of the show.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

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205 Windsor Road • Limerick Business Center
Pottstown, PA 19464

Phone: 610-495-8866 • Fax: 610-495-8870

Email: info@generalexposition.com

Liabilities and Responsibility

Log Home & Timber Frame Show

Allentown Fairgrounds
January 4-6, 2019

Damage: The exhibitors are responsible for any damage to building floors or equipment caused by their participation.
Objectionable Exhibits: Management retains the right to discontinue any exhibit, which in the opinion of management is objectionable.
Loss-Insurance: General Exposition Services will not be responsible for any loss or damage of any kind. It is suggested that exhibitors contact their insurance brokers to determine the possibility of obtaining a rider to cover their shipments from the time they leave home premises until deliveries reach final destination.

Limitations of General Exposition Services Liability and Responsibility

- General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- General Exposition Services shall not be responsible for loss, theft, and disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- General Exposition Services 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 causes beyond its control.
- General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000 per shipment.
- General Exposition Services 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.
- The consignment or delivery of a shipment to General Exposition Services 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 the Bulletin.

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- We agree to the "Limitations of General Exposition Services Liability and Responsibility.
- We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set forth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.
- With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof
 - Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.
- We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.