

# **General Exposition Services**

THE TRADE SHOW SERVICE CONTRACTORS



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Dear **Open Season Sportsman's Expo** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Open Season Sportsman's Expo** being held at the **McCracken County Convention & Expo Center** on **January 15-17, 2021**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

## **Online Exhibit Kit Instructions:**

To access our ONLINE kit for OSSE you have 2 options.

### **DIRECT LINK**

[General Exposition Services Online Service Kit](#) (click to follow link)

### **MANUAL ENTRY**

Please click the following link or copy and paste the link into your browser's window -  
[www.generalexposition.com](http://www.generalexposition.com)

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

**AT THE LOG IN PAGE** - Enter the password: **OSSEKY**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

### **VIEW AND PRINT OPTION:**

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

### **VIEW AND COMPLETE FORMS ONLINE:**

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Open Season Sportsman's Expo**, and one of our Customer Service Reps will be happy to assist you.

# 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](mailto:info@generalexposition.com)

## Exhibitor Quick Facts

**2021 Open Season Sportsman's Expo**  
McCracken County Convention & Expo Center  
January 15-17, 2021

### Exhibitor Move-In Hours:

Thursday, January 14, 2021 from 1:00PM to 7:00PM

Friday, January 15, 2021 from 8:00AM to 12:00PM

All exhibits must be completely installed by: 12:00PM on Friday, January 15, 2021.

### Show Hours:

Friday, January 15, 2021 from  
2:00PM to 8:00PM

Saturday, January 16, 2021 from  
9:00AM to 7:00PM

Sunday, January 17, 2021 from  
9:00AM to 4:00PM

### Exhibitor Move-Out Hours:

Sunday, January 17, 2021 from 4:00PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Sunday, January 17, 2021.

Note: All Freight Carriers must check in at the dock or service desk at the close of the show or freight will be shipped C.O.D. via our show carriers.

### Shipping Information

#### Advance Warehouse Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
2021 Open Season Sportsman's Expo  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Monday, January 11, 2021

Last Date to Arrive at Warehouse Address: Monday, January 11, 2021

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

#### Direct Show Site Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
2021 Open Season Sportsman's Expo  
McCracken County Convention & Expo Center  
c/o General Exposition Services  
415 Park Street  
Paducah, KY 42001

Direct Show Site Delivery Hours: Wednesday, January 13, 2021

***No Freight will be accepted in advance at show site.***

### Show Colors:

Back Drape: Red and Black

Side Drape: Black

Booth Carpet: NOT CARPETED

The Show floor is: Concrete

If you desire booth carpeting of another color, please indicate this on the Carpet Order Form.

**Booth Equipment:**

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

**Display Furniture:**

Additional furnishing items can be rented by completing the Furniture Order Form.

**Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 6 % Tax MUST be included with your order.**

**Electrical Service:**

All utilities such as electricity, telephone, internet, water, and natural gas must be ordered DIRECTLY through the KY EXPOSITION CENTER. Information is available at their web site [www.paducahconventioncenter.com](http://www.paducahconventioncenter.com)

**Telephone/Internet Services:**

All utilities such as electricity, telephone, internet, water, and natural gas must be ordered DIRECTLY through the KY EXPOSITION CENTER. Information is available at their web site [www.paducahconventioncenter.com](http://www.paducahconventioncenter.com)

*Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.*

**Service Desk:** An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

**Please refer to the Form List provided in the online service kit for additional services offered.**

**Assistance:** If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: [info@generalexposition.com](mailto:info@generalexposition.com)

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

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## Payment Authorization Form (This form must be included with your order!)

Advanced Discount Deadline Date: Friday, January 8, 2021

**2021 Open Season Sportsman's Expo**  
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January 15-17, 2021

*Credit card information must be on file before any goods or services will be rendered.*

To receive discount pricing you must place your order by the advance discount deadline dates. A \$50.00 surcharge will be added to your account for all declined credit cards. Any balance due on your account, including past due amount will be charged to the credit card provided. By signing below you are agreeing to all Terms & Conditions and General Exposition Services Limits & Liabilities set forth in this service kit.

### ENTER TOTALS:

* Booth Package:	_____	
* Furniture and Accessories:	_____	
* Carpet:	_____	SubTotal: _____
* Hardwall Unit:	_____	* Tax: (6 %) _____
Freight Handling:	_____	"Estimated" Total: _____
Labor:	_____	
Custom Cleaning:	_____	
Other:	_____	

\* Note: Electrical, Telephone and Plumbing orders should be sent directly to the venue.

**NOTE: ALL ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD, REGARDLESS OF PREFERRED METHOD OF PAYMENT**

**Credit Card Information** ☐ American Express ☐ Visa ☐ Mastercard ☐ Company Check

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Security Code: \_\_\_\_\_

Card Holder's Name  
(please print): \_\_\_\_\_

Billing Address (if different  
from address below): \_\_\_\_\_

Signature: \_\_\_\_\_

### Exhibitor Information (PLEASE PRINT CLEARLY, INFORMATION BELOW WILL BE USED FOR FINAL RECEIPT.)

Exhibiting Company: \_\_\_\_\_ Ordered by: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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## Discount Exhibitor Booth Package

Advanced Deadline Date: Friday, January 8, 2021

2021 Open Season Sportsman's Expo  
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January 15-17, 2021

(Please refer to the Quick Facts Form for Show Colors.)

The following items are available as a discount package for all exhibitors:

		Advance	Show
<b>Package A Includes:</b>	<ul style="list-style-type: none"> <li>• 1 - 6' Skirted Table</li> <li>• 1 - Chair</li> <li>• 1 - Wastebasket</li> </ul>	\$65.00	\$85.00
<b>Package B Includes:</b>	<ul style="list-style-type: none"> <li>• 1 - 6' Skirted Table</li> <li>• 1 - Chair</li> <li>• 1 - Wastebasket</li> <li>• 1 - 10 x 10 Carpet</li> </ul>	\$140.00	\$170.00

Please select color choice for package (carpet and skirted table will be the same color)

Choose a color:

- ☐ Black  
☐ Blue  
☐ Burgundy  
☐ Grey  
☐ Hunter Green  
☐ Plum  
☐ Red  
☐ Teal

Package A Quantity: \_\_\_\_\_ at a cost of \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Package B Quantity: \_\_\_\_\_ at a cost of \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

**Please transfer total to Payment Authorization form.  
Please note: These items are taxable.**

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

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## Furniture and Accessories Form

DISCOUNT DEADLINE DATE: Friday, January 8, 2021

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Please see our Furniture & Accessories photos on the Exhibitor Services tab of our home page.

### Booth Furnishings

Furniture	Qty.	Advance	Show	Total
A-1 Bag Stand	___	\$40.00	\$55.00	___
A-2 Literature Rack	___	\$60.00	\$75.00	___
A-3 Clothes Tree	___	N/A	N/A	___
A-4 Aluminum Easel	___	\$17.50	\$22.50	___
A-5 22" x 28" Sign Holder	___	\$35.00	\$45.00	___
A-6 Wastebasket	___	\$8.00	\$12.00	___
A-8 6ft. ShowCase	___	\$450.00	\$535.00	___
A-9 Raffle Drum	___	\$90.00	\$100.00	___
E-1 Contemporary Arm Chair	___	N/A	N/A	___
E-2 Contemporary Side Chair	___	\$58.00	\$68.00	___
E-3 Swivel Desk Chair	___	\$40.00	\$48.00	___
E-4 Executive Desk Chair	___	\$65.00	\$75.00	___
S-1 Modern Arm Chair	___	\$61.00	\$71.00	___
S-2 Vinyl Side Chair	___	\$25.00	\$32.00	___
S-3 Upholstered Stool	___	\$40.00	\$48.00	___
S-4 24" x 15" Modern Table	___	N/A	N/A	___
S-5 30" x 30" Conference Table	___	\$50.00	\$75.00	___
S-6 30" x 42" Pedestal Table	___	\$60.00	\$85.00	___
Chrome Stanchions	___	\$35.00	\$50.00	___
White Chain	___	\$2.00 ft.	\$2.25 ft.	___
Folding Chair	___	\$5.00	\$6.00	___

### Risers / Special Drapery

Draped Risers	Qty.	Advance	Show
4' x 10" Wide x 11"H	___	\$38.00	\$48.00
6' x 10" Wide x 11"H	___	\$48.00	\$58.00
(All risers are draped in white vinyl)			
8' Column & Base	___	\$25.00	\$30.00
Telescopes	___	\$12.00	\$15.00
<b>Special Drapery</b>			
3' High Drape / per run ft.	___	\$3.00	\$7.00
8' High Drape / per run ft.	___	\$6.00	\$8.00
* 12' High Drape / per run ft.	___	\$10.00	\$12.00

Color: (please circle) Blue White Red Grey Black Burgundy Teal Hunter Green Plum

\*Limited Colors - please call.

### Display Tables

Draped 30"	Qty.	Advance	Show	Total
4' x 24W x 30"H	___	\$42.00	\$50.00	___
6' x 24W x 30"H	___	\$59.00	\$75.00	___
8' x 24W x 30"H	___	\$70.00	\$80.00	___

### Draped 42"

4' x 24W x 42 "H	___	\$67.00	\$85.00	___
6' x 24W x 42 "H	___	\$84.00	\$110.00	___
8' x 24W x 42 "H	___	\$95.00	\$115.00	___

### Undraped Tables

4' x 24W x 30"H	___	\$28.00	\$34.00	___
6' x 24W x 30"H	___	\$30.00	\$36.00	___
8' x 24W x 30"H	___	\$33.00	\$40.00	___

Raise Table to 42"	___	\$25.00	\$35.00	___
Skirt Table 4th Side	___	\$35.00	\$45.00	___

**Skirt Color:** (please circle) Blue Red Black Grey Teal Burgundy Hunter Green Plum Gold White

**All tables are covered with white vinyl.**

### Pegboards and Tackboards

4 x 8 Pegboard - White	___	\$100.00	\$120.00	___
4 x 8 Tackboard - Oak	___	\$100.00	\$120.00	___

Special Colors are available and priced on request  
FOR PEGBOARDS ONLY!

Price does not include push pins, pegboard hooks, and/or tacks.  
\*\* Please note: Show Color Will be Used if No Other Color is indicated \*\*

### ~ Terms ~

Discount prices only apply to orders with payment in full received at the above address prior to the order 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 prices are subject to applicable taxes.

**Charges for rentals include delivery to your space, installation only as specified, and removal at close of exhibit. Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.**

**Total:** \_\_\_\_\_  
Please transfer this total to the Payment and Charge Form.

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_



## STANDARD AND EXECUTIVE FURNITURE

Make your visitors feel comfortable as they tour your exhibit with these standard and executive furnishings. Depending on the specific needs for your event, there is a wide selection of sizes and styles to choose from.

### Standard Chairs

- S-1 Upholstered Arm Chair
- S-2 Vinyl Side Chair
- S-3 Upholstered Stool

### Conference and Cocktail Tables

- S-4 24" Cocktail Table
- S-5 30" x 30" High Conference Table
- S-6 30" x 42" High Conference Table

### Draped Tables

- S-7 30" High Table
- S-8 4' or 6' Draped Riser
- S-9 42" Draped Table

### Executive Chairs

- E-1 Upholstered Arm Chair
- E-2 Upholstered Side Chair
- E-3 Swivel Desk Chair
- E-4 Executive Desk Chair



## DISPLAY ACCESSORIES

To add the final touches to your exhibit, don't forget about the accessories. These items help give your visitors the impression of a well planned and polished presentation.

### Accessories

- A-1 Bag Stand
- A-2 Literature Rack
- A-3 Cloths Tree
- A-4 Aluminum Easel
- A-5 Sign Holder 22" x 28"
- A-6 Wastebasket



### Product Display Care

- A-8 6' Showcase with Shelves and Light
- A-9 Raffle Drum

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## Carpet Rental Form

DISCOUNT DEADLINE DATE (standard carpets): Friday, January 8, 2021  
ORDER DEADLINE (plush carpets): Friday, January 8, 2021

**2021 Open Season Sportsman's Expo**  
McCracken County Convention & Expo Center  
January 15-17, 2021

**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'	\$105.00	\$125.00	_____	_____	<input type="radio"/> Black	<input type="radio"/> Grey
10' x 20'	\$175.00	\$205.00	_____	_____	<input type="radio"/> Red	<input type="radio"/> Hunter Green
10' x 30'	\$250.00	\$295.00	_____	_____	<input type="radio"/> Blue	
10' x 40'	\$325.00	\$375.00	_____	_____		
10' x 50'	\$425.00	\$475.00	_____	_____		
10' x 60'	\$525.00	\$575.00	_____	_____		

### 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** \$1.05 **Show** \$1.25 = \_\_\_\_\_ Total Cost

### 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.**

Carpet Size \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = Total Sq. Ft.

\_\_\_\_\_ Sq. Ft. @ **Advance** \$4.45 **Show** \$5.95 = \_\_\_\_\_ Total Cost

Please select color:

- |                                |                               |
|--------------------------------|-------------------------------|
| <input type="radio"/> Mocha    | <input type="radio"/> Navy    |
| <input type="radio"/> Charcoal | <input type="radio"/> Ivory   |
| <input type="radio"/> Cardinal | <input type="radio"/> Black   |
| <input type="radio"/> Platinum | <input type="radio"/> Nu Blue |
| <input type="radio"/> Beige    |                               |

### Foam Padding - 100 Sq. Ft. Minimum

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

Padding Size \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = Total Sq. Ft.

\_\_\_\_\_ Sq. Ft. @ **Advance** \$0.85 **Show** \$1.05 = \_\_\_\_\_ Total Cost

**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.**

### Plastic Covering for protection

Includes installation and removal.

Covering Size \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = Total Sq. Ft.

\_\_\_\_\_ Sq. Ft. @ **Advance** \$0.15 **Show** \$0.30 = \_\_\_\_\_ Total Cost

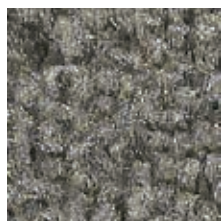
**Total Amount: \_\_\_\_\_**  
**Please transfer this total to the Payment Authorization Form.**

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_



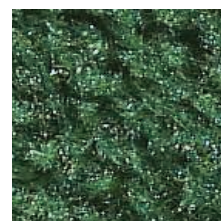
## Standard Carpet Colors



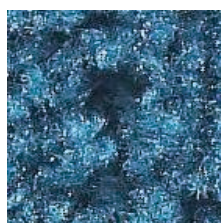
Gray



Red



Hunter Green

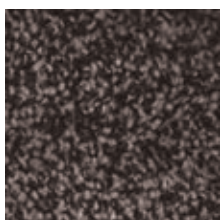


Blue



Black

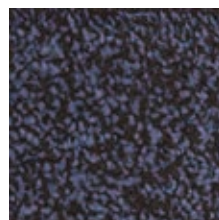
## Matrix Carpet Colors



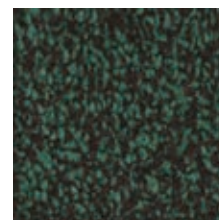
Pepper



Cayenne

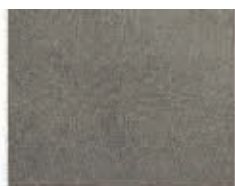


Blue Jay

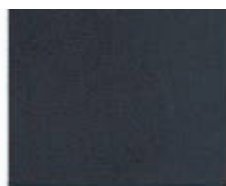


Rain Forest

## Plush Carpet Colors



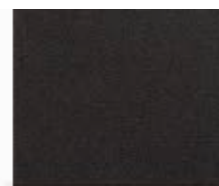
Charcoal



Navy



Cardinal



Black



Mocha



Platinum



Beige



Ivory



Nu Blue

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## Shipping Information

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January 15-17, 2021

**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

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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: \_\_\_\_\_

# 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](mailto:info@generalexposition.com)

## Freight Handling Order Form

(Please see Freight Labeling for Address)

ARRIVAL DATE FOR DIRECT SHIPMENTS: Wednesday, January 13, 2021  
WAREHOUSE DISCOUNT DEADLINE DATE: Monday, January 11, 2021

### 2021 Open Season Sportsman's Expo

McCracken County Convention & Expo Center  
January 15-17, 2021

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	\$32.00	
DIRECT Shipments to Exhibit Site boxed or crated	\$32.00	
DIRECT Shipments to Exhibit Site uncrated	\$32.00	

SMALL PACKAGE DESCRIPTION	Price	x Quantity	= Total Price
<b>Small Package, 1st Carton - Per Shipment, Maximum weight is 30lbs per shipment</b> 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.	\$15.00		
<b>Small Package, Each Additional Carton - Per Shipment</b>	\$10.00		

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: Monday, January 11, 2021**

#### 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: \_\_\_\_\_

# 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](mailto:info@generalexposition.com)

## Freight Handling / Labeling Information

**2021 Open Season Sportsman's Expo**  
McCracken County Convention & Expo Center  
January 15-17, 2021

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  
**2021 Open Season Sportsman's Expo**  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

**ADVANCE DISCOUNT DEADLINE DATE: Monday, January 11, 2021**

#### **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  
**2021 Open Season Sportsman's Expo**  
McCracken County Convention & Expo Center  
c/o General Exposition Services  
415 Park Street  
Paducah, KY 42001

**DIRECT ARRIVAL DATE: Wednesday, January 13, 2021**

***RUSH!***  
***Exhibition Freight***

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
(Exhibiting Company) (Booth)

**2021 Open Season Sportsman's  
Expo**

General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

**Warehouse Discount Arrival Date:**

Monday, January 11, 2021

**Carrier:** \_\_\_\_\_

**Number of Pieces:** \_\_\_\_\_

***RUSH!***  
***Exhibition Freight***

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
(Exhibiting Company) (Booth)

**2021 Open Season Sportsman's  
Expo**

General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

**Warehouse Discount Arrival Date:**

Monday, January 11, 2021

**Carrier:** \_\_\_\_\_

**Number of Pieces:** \_\_\_\_\_

***RUSH!***  
***Exhibition Freight***

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
(Exhibiting Company) (Booth)

**2021 Open Season Sportsman's  
Expo**

General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

**Warehouse Discount Arrival Date:**

Monday, January 11, 2021

**Carrier:** \_\_\_\_\_

**Number of Pieces:** \_\_\_\_\_

**ADVANCE  
WAREHOUSE**



***RUSH!***  
***Exhibition Freight***

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
(Exhibiting Company) (Booth)

**2021 Open Season Sportsman's  
Expo**

McCracken County Convention & Expo  
Center  
c/o General Exposition Services  
415 Park Street  
Paducah, KY 42001

**Direct arrival date:** Wednesday,  
January 13, 2021

Carrier: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_

***RUSH!***  
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From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**2021 Open Season Sportsman's  
Expo**

McCracken County Convention & Expo  
Center  
c/o General Exposition Services  
415 Park Street  
Paducah, KY 42001

**Direct arrival date:** Wednesday, January  
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***RUSH!***  
***Exhibition Freight***

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
(Exhibiting Company) (Booth)

**2021 Open Season Sportsman's  
Expo**

McCracken County Convention & Expo  
Center  
c/o General Exposition Services  
415 Park Street  
Paducah, KY 42001

**Direct arrival date:** Wednesday,  
January 13, 2021

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.

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

Date/Time Received \_\_\_\_\_ A.M.  
P.M.

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	<div>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.</div> <div>(Signature of Consignor)</div> <table><tr><th colspan="2">FREIGHT CHARGES</th></tr><tr><th>PREPAID</th><th>COLLECT</th></tr><tr><td></td><td></td></tr></table> <div>CHECKER SIGNATURE</div> <div>TRAILER NO.</div> <div>DATE LOADED</div> <div>TIME LOADED</div>	FREIGHT CHARGES		PREPAID	COLLECT		
FREIGHT CHARGES											
PREPAID	COLLECT										
	Crates (Wooden) Exhibition Material N O I K D F										
	Cartons (Cardboard)										
	Fiber Cases/Trunks										
	Skids/Pallets										
	Carpets (Color _____)										

\*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

\*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.

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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.

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

Date/Time Received \_\_\_\_\_ A.M.  
P.M.

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 \_\_\_\_\_

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## 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	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.					
	Crates (Wooden) Exhibition Material N O I K D F				<div>(Signature of Consignor)</div> <div>FREIGHT CHARGES</div> <table><tr><th>PREPAID</th><th>COLLECT</th></tr><tr><td></td><td></td></tr></table>		PREPAID	COLLECT		
PREPAID	COLLECT									
	Cartons (Cardboard)									
	Fiber Cases/Trunks									
	Skids/Pallets									
	Carpets (Color _____)				<div>CHECKER SIGNATURE</div> <div>TRAILER NO.</div> <div>DATE LOADED</div> <div>TIME LOADED</div>					
*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.										
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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

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

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Exhibiting Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Shipping location (Exhibit Facility) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Name of Event/Show \_\_\_\_\_ Date Prepared \_\_\_\_\_

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## 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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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.

# 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](mailto:info@generalexposition.com)

## Forklift Labor Loading/Unloading

Advanced Discount Deadline Date: Monday, January 11, 2021

## 2021 Open Season Sportsman's Expo

McCracken County Convention & Expo Center

January 15-17, 2021

4000 # Capacity Forklift w/Operator

**\$85 each for Unloading/Loading (Straight time)\***

(All services are 1 hour minimum for Loading and Unloading.)

**\$145 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](mailto:info@generalexposition.com)

## Set-Up & Dismantle Labor Order Form

Advanced Discount Deadline Date: Friday, January 8, 2021

**2021 Open Season Sportsman's Expo**  
McCracken County Convention & Expo Center  
January 15-17, 2021

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	\$ per hour	
Overtime *	\$ 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: \_\_\_\_\_



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## Signs and Banners Installation Form

Advanced Discount Deadline Date: Friday, January 8, 2021

### 2021 Open Season Sportsman's Expo

McCracken County Convention & Expo Center  
January 15-17, 2021

#### INSTRUCTIONS

All hanging signs must conform to Show Management rules and regulations and facility limitations.

All overhead hanging signs or banners must be handled by General Exposition Services. Overhead hanging signs must be sent in separate containers directly to General Exposition Service's Warehouse labeled as **HANGING SIGNS**.

Hanging anchor points must be pre-fabricated and ready for use.

Electrical signs must be in working order and in accordance with the National Electrical Code.

**Electrical Service requirements must be ordered in advance.**

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

#### Sign Description, Size & Weight

For signs other than banners, include blueprint or drawing containing detailed information so hanging anchor points can be determined.)

**Type:** \_\_\_\_\_ Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_ **Size:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**Shape:** \_\_\_\_\_ Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_ **Weight of sign:** \_\_\_\_\_

**Does your sign require:** \_\_\_\_\_ Electricity \_\_\_\_\_ Assembly (If assembly is required, set up plans must be provided.)

#### Placement

Please forward a diagram of your booth space indicating how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

**Number of feet from floor to bottom of sign:** \_\_\_\_\_

#### MUST BE ORDERED IN ADVANCE

Equipment With Crew

One hour minimum per lift and crew

Rates are per lift and crew per hour

Scissors lift with crew (up to 400 lb lift capacity)

**Straight Time: \$75.00**

**Overtime: \$95.00**

**Straight Time:** 8:00 AM TO 4:30 PM, Monday - Friday

**Crew Size:** Minimum of three people, Operator, Riggers and Helper

**Overtime:** 4:30 PM TO 8:00 AM, Monday - Friday and all day Saturday and Sunday.

**Materials:** Cable, Clamps, etc. additional and charged accordingly

**Installation Estimate:** \_\_\_\_\_ Hours x \_\_\_\_\_ Hourly Rate = \_\_\_\_\_ Total Estimated Cost

**Dismantle Estimate:** \_\_\_\_\_ Hours x \_\_\_\_\_ Hourly Rate = \_\_\_\_\_ Total Estimated Cost

Estimated Total Amount: \_\_\_\_\_

**Please transfer this total to the Payment Authorization Form.**

**Supervision** for installation and dismantling of overhead hanging signs can be provided by General Exposition Services, your company representative or display house.

**Please indicate method of supervision your require:** \_\_\_\_\_ Exhibit Personnel \_\_\_\_\_ Display House \_\_\_\_\_ General I & D

(Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.)

#### Quick Tip for Easy Exhibiting

*We strongly recommend signs be shipped to our warehouse in advance to avoid delays. If you have questions or need assistance in completing your order, please contact General Exposition Services at: 610.495.8870*

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

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

Email: [info@generalexposition.com](mailto:info@generalexposition.com)

## Custom Cleaning Order Form

Advanced Discount Deadline Date: Friday, January 8, 2021

### 2021 Open Season Sportsman's Expo

McCracken County Convention & Expo Center  
January 15-17, 2021

All advance orders will be billed to the exhibitor if the Service Desk is not notified, no later than opening day, that the service was not performed.

The Building Management provides general cleaning of the exhibit hall. If you require booth cleaning, you must contract for it by using this form, or arrange for it at the Service Desk upon arrival.

We will require the following Service:

Vacuuming before opening of exhibit & daily thereafter:

#### Advance

\$0.20 per sq. / ft. per day

#### Show

\$0.25 per sq. / ft. per day

#### Cleaning Service:

Opening (one time) \_\_\_\_\_ Opening & Daily (100 sq. ft. minimum) \_\_\_\_\_

Sq. Ft. (length x width) \_\_\_\_\_ # of show days \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Please transfer total to the Payment Authorization Form.

#### \* TERMS \*

All charges for services must be paid in advance. All prices are subject to applicable taxes.

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

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_