

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

Exhibitor Quick Facts

2021 Open Season Sportsman's Expo

RP Funding Center
July 23-25, 2021

Exhibitor Move-In Hours:

Thursday, July 22, 2021 from 1:00PM to 7:00PM

Friday, July 23, 2021 from 8:00AM to 12:00PM

All exhibits must be completely installed by: 12:00PM on Friday, July 23, 2021.

Show Hours:

Friday, July 23, 2021 from 2:00PM to 7:00PM

Saturday, July 25, 2021 from 9:00AM to 6:00PM

Sunday, July 25, 2021 from 9:00AM to 4:00PM

Exhibitor Move-Out Hours:

Sunday, July 25, 2021 from 4:00PM to 11:59PM

All equipment & exhibit materials must be completely removed from the show floor by: 11:59PM on Sunday, July 25, 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: Friday, July 16, 2021

Last Date to Arrive at Warehouse Address: Friday, July 16, 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
RP Funding Center
c/o General Exposition Services
701 W Lime Street
Lakeland, FL 33815

Direct Show Site Delivery Hours: Thursday, July 22, 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 7 % 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 RP Funding Center.

Telephone/Internet Services:

All utilities such as electricity, telephone, internet, water, and natural gas must be ordered DIRECTLY through the RP Funding Center.

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

Booth Number:

Exhibiting Company: _____

General Exposition Services

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

Advanced Discount Deadline Date: Friday, July 16, 2021

2021 Open Season Sportsman's Expo
RP Funding Center
July 23-25, 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: _____
* Hardwall Unit: _____
Freight Handling: _____
Labor: _____
Custom Cleaning: _____
Other: _____

SubTotal: _____

* Tax: (7 %) _____

"Estimated" Total: _____

* 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, July 16, 2021

2021 Open Season Sportsman's Expo
RP Funding Center
July 23-25, 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
Package A Includes:	<ul style="list-style-type: none"> • 1 - 6' Skirted Table • 1 - Chair • 1 - Wastebasket 	\$75.00	\$95.00
Package B Includes:	<ul style="list-style-type: none"> • 1 - 6' Skirted Table • 1 - Chair • 1 - Wastebasket • 1 - 10 x 10 Carpet 	\$159.00	\$180.00

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, July 16, 2021

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July 23-25, 2021

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

Booth Furnishings					Display Tables				
Furniture	Qty.	Advance	Show	Total		Qty.	Advance	Show	Total
A-1 Bag Stand	_____	\$40.00	\$55.00	_____	Draped 30"	_____	\$52.00	\$60.00	_____
A-2 Literature Rack	_____	\$60.00	\$75.00	_____	4' x 24W x 30"H	_____	\$69.00	\$85.00	_____
A-3 Clothes Tree	_____	N/A	N/A	_____	6' x 24W x 30"H	_____	\$80.00	\$90.00	_____
A-4 Aluminum Easel	_____	\$17.50	\$22.50	_____	8' x 24W x 30"H	_____			_____
A-5 22" x 28" Sign Holder	_____	\$35.00	\$45.00	_____	Draped 42"				
A-6 Wastebasket	_____	\$8.00	\$12.00	_____	4' x 24W x 42 "H	_____	\$77.00	\$95.00	_____
A-8 6ft. ShowCase	_____	\$450.00	\$535.00	_____	6' x 24W x 42 "H	_____	\$94.00	\$120.00	_____
A-9 Raffle Drum	_____	\$90.00	\$100.00	_____	8' x 24W x 42 "H	_____	\$105.00	\$125.00	_____
E-1 Contemporary Arm Chair	_____	N/A	N/A	_____	Undraped Tables				
E-2 Contemporary Side Chair	_____	\$58.00	\$68.00	_____	4' x 24W x 30"H	_____	\$38.00	\$44.00	_____
E-3 Swivel Desk Chair	_____	\$40.00	\$48.00	_____	6' x 24W x 30"H	_____	\$40.00	\$46.00	_____
E-4 Executive Desk Chair	_____	\$65.00	\$75.00	_____	8' x 24W x 30"H	_____	\$43.00	\$50.00	_____
S-1 Modern Arm Chair	_____	\$61.00	\$71.00	_____	Raise Table to 42"	_____	\$25.00	\$35.00	_____
S-2 Vinyl Side Chair	_____	\$25.00	\$32.00	_____	Skirt Table 4th Side	_____	\$35.00	\$45.00	_____
S-3 Upholstered Stool	_____	\$40.00	\$48.00	_____	Skirt Color: (please circle) Blue Red Black Grey Teal Burgundy Hunter				
S-4 24" x 15" Modern Table	_____	N/A	N/A	_____	Green Plum Gold White				
S-5 30" x 30" Conference Table	_____	\$50.00	\$75.00	_____	All tables are covered with white vinyl.				
S-6 30" x 42" Pedestal Table	_____	\$60.00	\$85.00	_____	Pegboards and Tackboards				
Chrome Stanchions	_____	\$35.00	\$50.00	_____	4 x 8 Pegboard - White	_____	\$100.00	\$120.00	_____
White Chain	_____	\$2.00 ft.	\$2.25 ft.	_____	4 x 8 Tackboard - Oak	_____	\$100.00	\$120.00	_____
Folding Chair	_____	\$5.00	\$6.00	_____	Special Colors are available and priced on request FOR PEGBOARDS ONLY!				
Risers / Special Drapery					Price does not include push pins, pegboard hooks, and/or tacks.				
Draped Risers	Qty.	Advance	Show		** Please note: Show Color Will be Used if No Other Color is indicated				
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	_____					
Special Drapery									
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.

~ 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, July 16, 2021
ORDER DEADLINE (plush carpets): Friday, July 16, 2021

2021 Open Season Sportsman's Expo

RP Funding Center
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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
10' x 10'	\$105.00	\$125.00	_____	_____
10' x 20'	\$175.00	\$205.00	_____	_____
10' x 30'	\$250.00	\$295.00	_____	_____
10' x 40'	\$325.00	\$375.00	_____	_____
10' x 50'	\$425.00	\$475.00	_____	_____
10' x 60'	\$525.00	\$575.00	_____	_____

Please select color:

- ☐ Black ☐ Grey
☐ Red ☐ Hunter Green
☐ Blue

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:

- ☐ Mocha ☐ Navy
☐ Charcoal ☐ Ivory
☐ Cardinal ☐ Black
☐ Platinum ☐ Nu Blue
☐ 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.

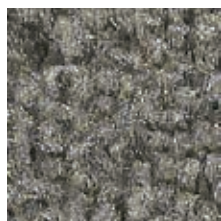
_____ Sq. Ft. @ **Advance** \$0.15 **Show** \$0.30 = _____ Total Cost

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

Exhibiting Company: _____

Booth Number: _____

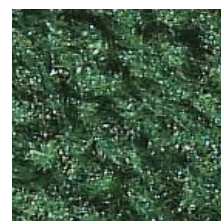
Standard Carpet Colors



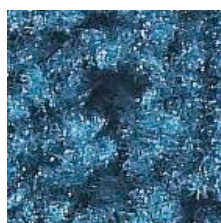
Gray



Red



Hunter Green

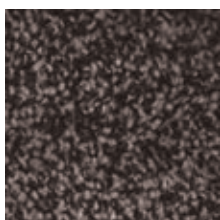


Blue



Black

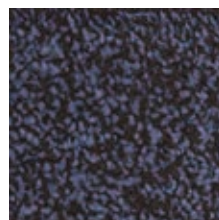
Matrix Carpet Colors



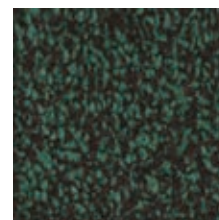
Pepper



Cayenne

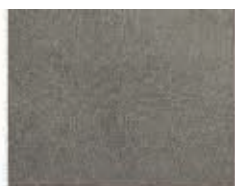


Blue Jay

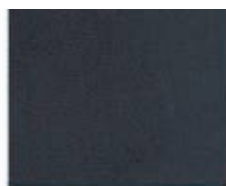


Rain Forest

Plush Carpet Colors



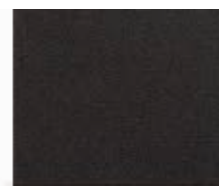
Charcoal



Navy



Cardinal



Black



Mocha



Platinum



Beige



Ivory



Nu Blue

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Shipping Information

2021 Open Season Sportsman's Expo
RP Funding Center
July 23-25, 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.

General Exposition Services

Shipping 101

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Email: info@generalexposition.com**2021 Open Season Sportsman's Expo**RP Funding Center
July 23-25, 2021

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, July 22, 2021

WAREHOUSE DISCOUNT DEADLINE DATE: Friday, July 16, 2021

2021 Open Season Sportsman's Expo

RP Funding Center
July 23-25, 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	\$40.00	
DIRECT Shipments to Exhibit Site boxed or crated	\$40.00	
DIRECT Shipments to Exhibit Site uncrated	\$40.00	

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.	\$15.00		
Small Package, Each Additional Carton - Per Shipment	\$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: Friday, July 16, 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: _____

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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

Freight Handling / Labeling Information

2021 Open Season Sportsman's Expo

RP Funding Center

July 23-25, 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: Friday, July 16, 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
RP Funding Center
c/o General Exposition Services
701 W Lime Street
Lakeland, FL 33815

DIRECT ARRIVAL DATE: Thursday, July 22, 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:
Friday, July 16, 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:
Friday, July 16, 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:
Friday, July 16, 2021

Carrier: _____

Number of Pieces: _____

**ADVANCE
WAREHOUSE**

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

**2021 Open Season Sportsman's
Expo**

RP Funding Center
c/o General Exposition Services
701 W Lime Street
Lakeland, FL 33815

Direct arrival date: Thursday, July 22,
2021

Carrier: _____

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RUSH!
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RP Funding Center
c/o General Exposition Services
701 W Lime Street
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Expo**

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701 W Lime Street
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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	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				
	Cartons (Cardboard)				
	Fiber Cases/Trunks				
	Skids/Pallets				
	Carpets (Color _____)				
					<div>CHECKER SIGNATURE</div>
<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. 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 <div>per</div></div>					<div>TRAILER NO.</div>
					<div>DATE LOADED</div>
					<div>TIME LOADED</div>

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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

INSTRUCTIONS: COMPLETE AND RETURN BILL OF LADING TO SERVICE
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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) _____

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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.

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FROM:

Exhibiting Company Name _____ Booth No. _____

Shipping location (Exhibit Facility) _____ City _____ State _____

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TO:

Consigned to (Ship to) _____

Attention _____

Destination (Street Address) _____

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METHOD: ☐ Truck ☐ Air Freight ☐ Van Line ☐ Other _____

CARRIER: (if known) _____

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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, July 16, 2021

2021 Open Season Sportsman's Expo

RP Funding Center
July 23-25, 2021

4000 # Capacity Forklift w/Operator

\$95 each for Unloading/Loading (Straight time)*

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

\$155 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, July 16, 2021

2021 Open Season Sportsman's Expo

RP Funding Center
July 23-25, 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	\$45.00 per hour	
Overtime *	\$70.00 per hour	*After 4:30 PM Daily and all day Saturday
Doubletime **	\$90.00 per hour	**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

Signs and Banners Installation Form

Advanced Discount Deadline Date: Friday, July 16, 2021

2021 Open Season Sportsman's Expo

RP Funding Center
July 23-25, 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: \$125.00

Overtime: \$145.00

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: _____

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

Custom Cleaning Order Form

Advanced Discount Deadline Date: Friday, July 16, 2021

2021 Open Season Sportsman's Expo

RP Funding Center
July 23-25, 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	Show
\$0.20 per sq. / ft. per day	\$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: _____