



139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

www.championexpo.com



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

**Miami International Boat Show
Miami Beach Convention Center
Miami Beach, Florida**

February 12 - 16, 2009

Dear Exhibitor:

We at Champion Exposition Services are pleased to have been selected by Show Management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show services order forms. Your prompt response will guarantee you delivery of items and colors ordered, **or you can order on-line at www.championexpo.com by following the instructions on the "On-line Ordering" form that is included in this manual.**

Your booth rental includes 8' high blue and white backwall drapery with 36" high blue side drape for inside exhibitors and 8' high yellow and white backwall drapery with 36" high yellow side drape for outside exhibitors. Included in your booth will be (1) standard 7" x 44" identification sign showing your company name and booth number.

Please Note: Hall is not carpeted, but the aisles are carpeted in red. All displays within the main hall must be carpeted.

Please include the **7%** Sales and Use Tax for rental items.

If you need assistance or additional information regarding labor, furniture, carpeting and signs, please contact our Exhibitor Service Department at:

139 Campanelli Drive

Middleboro, MA 02346

Telephone within US: 800-723-1123

Outside US: 001-508-923-5200

Fax: 508-946-1019

email: help@championexpo.com

All orders and services (including labor and material handling) must be paid in full prior to the close of the show. For your convenience, we accept Visa, MasterCard, and American Express, as well as company checks and cash. A credit card charge authorization form is enclosed for your use and must accompany ALL ORDERS regardless of preferred method of payment before goods and services will be rendered.

Online. All The Time.

Online Services

- Access entire service manual
- Place orders
- View current floorplan
- Review account activity
- Track shipments

Place Your Order NOW!

- ☒ Go to **championexpo.com**
- ☐ Log in to access Online Services
use info on service manual cover
- ☐ Use online services
- ☐ Check email for account activity and final invoice

Live Help!

need help? have questions?
live help is available!

@yourservice™

Click Here to
Chat Live Now!





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Online Ordering Instructions

**From pre-show planning to Express Checkout,
with just a few clicks of the mouse you can do it all on-line!**

- 1) From your internet browser go to www.championexpo.com
- 2) Click the "Orderline Login" button at the top of the page.
- 3) Enter your Show Code, User ID and Password, which was sent to you via United States Postal Service and e-mail from Champion.
- 4) To shop on-line, please select "Place Your Order."
- 5) Place your order. When you are ready to submit your order, please select "View Order Summary" found on the top of the web page.
- 6) Review your order and then select the "Submit Order" button.
- 7) An "Order Confirmation Receipt" will be sent to you via e-mail.

Need help connecting? E-mail us at: onlineorders@championexpo.com.



Questions about this form?

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Please include name of show.

Order Form Discount Deadline Date Checklist

INFORMATION ONLY

This form has been prepared for your convenience only. Please DO NOT fax or mail back to Champion.

Save money...Complete the Champion Order Forms listed below before each Advance Order Deadline Date to take advantage of our discount prices.

1

Champion Order Forms

*Fax or mail
completed
forms directly to
Champion
Exhibitor
Services
Department.*

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Credit Card Authorization	Submit with first order		\$
Third-Party Payment Authorization	January 23, 2009		\$
Standard Exhibit Packages*	January 15, 2009		\$
Special Signage*■	January 15, 2009		\$
Carpet (Prestige)*	January 15, 2009		\$
Exhibitor-Appointed Non-Official Service Contractor	January 12, 2009		\$

*Taxable item. ■ If applicable.

2

Other Official Supplier Order Forms

*Rental services
and utilities.*

Please fax or mail the applicable forms listed below directly to the vendor specified on each form. See forms for details. Please do not fax or mail these forms to Champion. Thank you.

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Custom Furniture Rental	SEE FORM FOR DETAILS		\$
Other _____	SEE FORM FOR DETAILS		\$

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

How to Place Your Orders INFORMATION ONLY

Save time and money...

Follow these steps to take advantage of our money saving discounts!

Complete the Champion Order Forms for furniture, carpeting, freight handling, etc., *before* each Advance Order Discount Deadline Date indicated in the upper right corner of each form to receive our discount prices. For your convenience, we have included an Order Form Discount Deadline Date Checklist in your Exhibitor Service Manual. All payments must be made in United States Currency.

1 Pre-Show Champion Orders

*Follow these
procedures
for orders
submitted
directly to
Champion.*

Submission of Pre-Show Discount Orders to Champion.

- Complete the necessary Champion forms and calculate the cost of each order.
- Review Champion's **Payment Options & Policy** sheet included in this Manual.
- If Champion will be invoicing an approved third party for payment, please complete **both sections of the Third Party Payment Authorization** form.
- For your reference, make a photocopy of each completed Champion form used from this manual.
- Forward your order forms and payment to Champion.
 - **To fax your order:** Fax your order forms with completed **Credit Card Charge Authorization** to Champion at **1-508-946-1019**. *Your faxed order will be processed only if accompanied by the Credit Card Authorization form.*
 - **To mail your order:** Mail your original order forms with completed **Credit Card Charge Authorization**, and attach your company check to the top form. Mail to: **Champion Exposition Services, Attn.: Exhibitor Services Department, 139 Campanelli Drive, Middleboro, MA 02346.**
 - **PLEASE, NO TELEPHONE ORDERS.**

2 Other Official Supplier Orders

Submission of Orders for Other Official Show Suppliers

- To submit order forms for other official suppliers, please follow the payment and mailing instructions indicated on each individual supplier form located in this Manual.

To place orders after advance discount dates and at show site...

Follow these steps to place standard price and show site orders.

3 Post Discount Deadline Orders

Submission of Orders after Advance Order Discount Date

- Order forms may be submitted **after** the advance discount deadline date; however, they will be invoiced at the higher, standard billing rate. As the show date draws nearer, please allow sufficient time for receipt and processing if submitting additional orders.

4 Show Site Orders

Submission of Orders on Show Site

- Once on show site, please see Champion staff at the Exhibitor Service Center concerning any additional orders. Invoices will be calculated at the higher, standard billing rate and payment will be required with placement of orders.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

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Questions about this form?

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Please include name of show.

Order Forms Recap

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Instructions for use of this form.

- Please put together all of your **Champion Exposition Services** order forms and transfer the totals from each onto this "Order Forms Recap."
- Complete the "Credit Card Authorization," "Third Party Payment Policies," and "Exhibitor Appointed Non-Official Contractors," if applicable.
- Staple all the **Champion Exposition Services** forms together with this "Order Forms Recap" on top and attach your check to this form if you are pre-paying by check. Mail this set of documents to **Champion Exposition Services**.

2 Mailing Address

CHAMPION EXPOSITION SERVICES, INC.
139 Campanelli Drive
Middleboro, MA 02346
Attention: Exhibitor Services Department
(Re: **Miami International Boat Show**)

3 Calculate your Orders

Booth Labor Order Form (Estimate)	\$	
Hanging of Ceiling Signs Order Forms	\$	
Furniture & Accessories Order Form*	\$	
Tables, Counters & Drapery Order Form*	\$	
Prestige & Standard Carpet Order Form*	\$	
Special Signage Order Form*	\$	
Standard Exhibit Packages - Booth Rental Order Form*	\$	
Standard Exhibit Packages - Accessories Order Form*	\$	
Standard ID Sign Order Form	\$	
Outdoor Furniture & Astroturf Order Form*	\$	
Bulk Carpet Order Form	\$	
1% Energy Surcharge	\$	

Grand Total (includes 7% tax, where applicable)

\$

*These are taxable items. Using the original forms, remember to include and transfer the sales tax into the grand total above.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

REV. 2/08



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.



Need an invoice after the show?

E-mail us at invoices@championexpo.com.

Please include name of show.

Payment Options & Policy

INFORMATION ONLY

Miami International Boat Show

February 12 - 16, 2009

1 Champion Payment Options

We offer several convenient ways for you to pay for your furniture and carpet rentals and other services provided by Champion Exposition Services in our role as the Official Contractor for your show. Please note, a completed credit card authorization form MUST BE ON FILE with Champion Exposition Services in order for us to process ANY orders, regardless of your preferred method of payment.

■ Advance Payment by Company Check

When placing your orders, please mail in your check with your order forms. If you are faxing in your order forms, please fax a copy of your check along with the forms and then overnight your check to us. Your orders will be processed immediately upon receipt of your **original check**. Please make checks payable to: Champion Exposition Services.

Checks must include Exhibitor Company Name, Booth Number and Name of Show. See our **How to Place Your Orders** information sheet for Champion's mailing address and additional instructions.

■ Advance Payment via Charge Card (complete Champion's Credit Card Authorization form)

For your convenience, we accept MasterCard, Visa and American Express. When placing your orders, please complete and submit Champion's **Credit Card Authorization form** along with your orders. Champion **MUST** receive this form with your orders by **January 23, 2009**, in order for you to receive the discount rate.

■ Advance Payment via Third Party

If Champion will be invoicing a third party for payment for our services, please complete and submit **Champion's Third Party Payment Authorization form**.

■ International Exhibitors

International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.

2 Show Site Orders

■ SAVE MONEY BY TAKING ADVANTAGE OF OUR PRE-SHOW DISCOUNTS!

Order as many of your materials and services as possible before the deadline dates. Orders received **AFTER** the deadline dates, or submitted on show site at Champion's Exhibitor Services Center, will automatically be billed at the "standard" prices (see discount and standard prices listed on the various order forms). Full payment must accompany all orders.

3 Payment Terms

■ All accounts must be settled at our Service Desk prior to the close of the show.

In order for us to process your orders for the services and materials listed in your EXHIBITOR'S SERVICE MANUAL, we must have your signed charge card information or full payment **IN ADVANCE** of the show. Invoices for outstanding balances will be prepared at the Exhibitor Services Center for your review, at which time we will also process your payment.

■ Tax Exempt Status

If you claim tax exempt status, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

■ Overpayments

Overpayments for services will first be credited to any outstanding balances on remaining orders. Any remaining credit balance will be refunded within thirty (30) days after close of the show.

■ Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Champion Exposition Services within 30 days from the close of the show.

■ All materials are provided on a rental basis for the duration of the show and remain the property of Champion.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS PAYMENT OPTIONS & POLICY FORM TO AVOID ANY MISUNDERSTANDING OR DELAY.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization **MUST** be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Miami International Boat Show

February 12 - 16, 2009



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

Credit Card Authorization

In order to process ANY orders, this form MUST be on file regardless of your preferred method of payment.

(We accept MasterCard, Visa and American Express.)

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Champion Credit Card Payment Policy

- **This Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.**

- **All accounts must be settled at Champion's Service Desk on show site prior to the close of the show.**

An itemized invoice will be prepared at the show for your signature, and we will process your payment for any outstanding balance at that time. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. Please notify your company representative who will be at the show site of our payment policy.

International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.

- **The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.**

If a third party is to be invoiced for certain items or services, please complete and submit Champion's **Third Party Payment Authorization Form**.

- **Discount Pricing**

IMPORTANT: To obtain advance order discount pricing, full payment MUST BE included with your order.

A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.

- **Tax Exempt Status**

If you claim **tax exempt status**, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

2 Credit Card Charge Authorization

- **If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.**

Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.

- **Incomplete and/or unsigned forms will not be accepted.**

Charge to: ☐ MasterCard ☐ Visa ☐ American Express

PLEASE PRINT OR TYPE:

Account #:	Expiration Date:
Cardholder's Name:	
Cardholder's Signature:	
Cardholder's Billing Address:	
City/State/Zip:	
Telephone #:	Fax #:

- **Please note: No credits will be issued after close of show.**

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

Third-Party Payment Authorization

Deadline:

January 23, 2009

Miami International Boat Show February 12 - 16, 2009

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Third-Party Payment Conditions

Champion Exposition Services will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

- The payment record of third party is acceptable to Champion.
- This form is completed and signed by **both parties** and returned to Champion at least 14 days prior to show move-in; i.e., by January 23, 2009.
- Champion's prepayment policy is adhered to; i.e., orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

2 Services to be Invoiced to Third Party

Please indicate which items/services are to be invoiced to the third party:

- | | |
|--|---|
| <input type="checkbox"/> All Champion Services | <input type="checkbox"/> Booth Labor |
| <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Other <input type="text" value="specify"/> |

3 Acknowledge- ment & Credit Card Authorization of Exhibiting Firm

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Champion prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature:

Incomplete and/or unsigned forms will not be accepted.

Charge to: ☐ MasterCard ☐ Visa ☐ American Express

Cardholder's Signature:

PLEASE PRINT OR TYPE:

Account #: Expiration Date:

Cardholder's Name:

Company Name:

Cardholder's Billing Address:

City/State/Zip:

Telephone #: Fax #:

4 Third-Party Credit Card Charge Authorization

Charge to: ☐ MasterCard ☐ Visa ☐ American Express

Cardholder's Signature:

PLEASE PRINT OR TYPE:

Account #: Expiration Date:

Cardholder's Name:

Company Name:

Cardholder's Billing Address:

City/State/Zip:

Telephone #: Fax #:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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Please include name of show.

Liability & Insurance

Champion Exposition Services, Inc., Champion Exposition Services of Northern California, and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, Champion) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if Champion has been advised of the potential for such damages.

Champion shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to Champion to obtain the proper equipment.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Champion and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Champion shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall Champion be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to Champion by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Champion shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

It is understood that Champion is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Champion hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Champion does not provide for full liability should loss or damage occur. In the event that Champion should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Champion.

CHAMPION SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CHAMPION HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

(continued on next page)



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Questions about this form?

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Please include name of show.

Liability & Insurance (continued)

Claims for loss or damage must be submitted to Champion by the close of the show. No suit or action shall be brought against Champion more than one year after the cause of action accrues.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that Champion will provide these services as Exhibitor's agent and not as bailee or shipper, and Champion shall have no responsibility or obligation thereunder. If Champion shall sign a delivery receipt, bill of lading or other document, the parties agree that Champion will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

Champion shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.

Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Champion assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

In order to expedite removal of freight from the show site, Champion shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Champion assumes no liability as a result of such rerouting or handling.

The Exhibitor agrees, in the event of a dispute with Champion relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Champion for freight handling services or any other services provided by Champion as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Champion prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Champion shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of Champion in its sole discretion. Upon Champion's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once Champion has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Champion on behalf of Exhibitor shall be bound by the terms and conditions set forth above.