

PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

*****NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE*****

PAYMENT SERVICES: Veal Convention Services, Inc. (VCS) requires payment in full at the time the services are ordered. Further, VCS requires that you provide a credit card authorization to charge your account for services which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

ADVANCE ORDERS: To qualify for discount pricing, orders must be received with payment in full on or before the pre-order discount price deadline. Purchase orders do not qualify for Advance Prices.

SHOW SITE ORDERS: Services ordered at show site will not be processed without full payment at the time the order is placed.

THIRD PARTY ORDERS: If you contract your work to a display or exhibit house and require services from VCS, the payment policy stated above applies. Please pass this information on to them.

METHOD OF PAYMENT: VCS accepts Master Card, Visa, American Express, company check (no personal checks accepted) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in US funds drawn in a US bank. Exhibitors will be charged \$50 for each returned NSF check.

ADJUSTMENTS / CANCELLATIONS: No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee.

COLLECTIONS FEES: ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY CASH, CHECK OR CREDIT CARD. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

ORDER FORMS: Please complete all order forms in full and return to VCS with payment in full to insure that your order is processed correctly and to avoid costly delays. **VCS REQUIRES YOUR COMPLETED CREDIT CARD CHARGE AUTHORIZATION TO BE ON FILE EVEN IF YOU CHOOSE TO PAY BY COMPANY CHECK OR WIRE TRANSFER.**

AUTHORIZED BY (PRINT NAME): _____

ADDRESS: _____ Email: _____

FIRM: _____ PHONE # _____ FAX # _____

CREDIT CARD PROCEDURE FORM (To be used for Veal Convention Services, Inc. ONLY)

Charge (Check one): _____ MasterCard _____ Visa _____ American Express

Expiration date: ____ / ____ (Signature Panel Code) ____ _

Account No. ____ - ____ - ____ - ____

Cardholder's
Signature: _____

Cardholder's
Name: _____

Cardholder's
Billing Address: _____

Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.



www.vealco.com

orders@vealco.com

Birmingham Home & Garden Show
February 18-21, 2016
Birmingham Jefferson Convention Complex
Birmingham, AL

Discount Deadline for Advance Orders and Freight: February 8, 2016

SPECIAL BOOTH PACKAGE

The Special Booth Packages are available only to "in-line" booth exhibitors. The package is not available for "bulk space" exhibitors. No substitutions or exchanges of items included in the package will be permitted. Additional furnishings may be ordered by using the appropriate order forms in this Exhibitor Service Manual.

Note: These Packages do not include the initial daily vacuuming of the booth carpet. This service can be ordered by completing the appropriate form on this Exhibitor Manual.

QTY.	DESCRIPTION	DISCOUNT	STANDARD
_____	Package A Two (2) folding chairs One (1) 2ft wide by 6ft long display table skirted on three sides Table skirt color: Show Color One (1) 10ft by 10ft booth carpet Carpet Color: Show Color One (1) wastebasket with liner	\$199	\$249
_____	Package B Two (2) side chairs One (1) 2ft wide by 6ft long display table skirted on three sides Table skirt color: ___ show color ___ red ___ white ___ blue ___ black ___ green ___ teal ___ burgundy ___ yellow One (1) 10ft by 10ft booth carpet Carpet Color: ___ show color ___ blue ___ green ___ red ___ black ___ tuxedo One (1) wastebasket with liner	\$249	\$399

TOTAL THIS PAGE: \$ _____

All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____

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PLEASE READ CAREFULLY. YOU ARE ENTERING A CONTRACT. ALL ORDERS ARE GOVERNED BY THESE:

RENTAL TERMS & CONDITIONS AND LIMITS OF LIABILITY

These terms and conditions are part of the agreement between you, the exhibitor, and VCS. Your placement of an order for service or rental equipment and/or delivery of your materials to VCS'S warehouse or to a show site for which VCS is the official contractor is your acceptance of these terms and conditions

VCS'S RESPONSIBILITIES. VCS is responsible only for services which it directly provides. VCS assumes no responsibility for any persons, parties or other contracting firms not under VCS's direct supervision and control. VCS shall not be responsible for loss, delay or damage due to any cause beyond VCS'S reasonable control, including, but not limited to, fire, strikes, accidents, transportation contingencies, theft, weather, acts of God, civil disturbances, explosions, acts of terrorism or war, etc. nor for ordinary wear and tear in the handling of materials. VCS will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation as such.

INSURANCE. It is understood that VCS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third-party insurance provider. **BE SURE THAT THE MATERIALS YOU SHIP TO SHOW SITE ARE INSURED FROM THE TIME THEY LEAVE YOUR WAREHOUSE UNTIL THEY ARE RETURNED. CONTACT YOUR INSURANCE REPRESENTATIVE TO ARRANGE THIS COVERAGE.**

PAYMENT TERMS - Our terms require 100% payment with order for rentals, services, tax and anticipated freight. The Payment Authorization form with your credit card information for payment of advance and show site orders must be forwarded to VCS in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before the deadline date to qualify for the discounted rates. **PLEASE NOTE THAT PO'S ARE NOT ACCEPTED AS A FORM OF PAYMENT.** All orders received after deadline or on show site will be charged at standard rates. Unpaid accounts after close of show will accrue a service charge of .0575% per day, annual interest rate of 21%. Exhibitor is responsible for all fees connected with the collection of your accounts and agrees to pay all cost, interest, attorney's fees and other costs incurred by VCS in protecting its rights of property under this agreement, or in suing the renter for the breach of this agreement. . Credit card information is required for all freight (if applicable), additional services or rentals ordered on site which will be invoiced to your credit card. Advance charges may be paid by company check but credit card information is still required. Copies of invoices may be requested from VCS's main office after close of event. No credit will be given after close of event on items or services ordered but not received.

TERM: The term of this agreement is for a rental period of 7 days or any portion thereof. An additional 50 percent charge will be added for each 7 day period or any portion of subsequent 7 day periods. **NO REFUND** or reduction of charges will be made on any unused portion of stipulated rental period. Equipment will not be moved to any other location without written permission of VCS.

RETURN OF MATERIALS: All material to remain the property of VCS. Prices quoted cover rental cost only. Upon the expiration or termination of this rental agreement all materials shall be surrendered or returned to VCS in the same condition in which they were received. The acceptance of the return of the rented equipment is not a waiver by VCS of any claims for latent or patent damage to the equipment. Exhibitor agrees to compensate VCS should said equipment be lost, stolen, missing, broken, and/or damaged by any cause whatsoever, whether due to renter's fault or not. All materials lost, stolen, missing, broken, and/or damaged will be invoiced at current market replacement cost.

CLAIMS FOR LOSS. Notice of loss or damage must be given to VCS within 24 hours of occurrence or prior to show close/removal. Failure to do so releases VCS from the claim. All claims, must be submitted in writing within 60 days of show close/removal and include facts sufficient to identify the materials, asserting liability for alleged loss or damage and documentation of a specified or determinable amount of money. All claims reported after 60 days are void. No action shall be brought against VCS or its subcontractors more than one year after the cause of action accrues.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD.

In the event of any dispute between EXHIBITOR and VCS relative to any loss, damage or claim, EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due VCS for its services as an offset against the amount of any alleged loss or damage. Any claims against VCS shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, VCS's MAXIMUM liability and EXHIBITOR'S exclusive remedy is limited to \$.10 per pound per article with a maximum liability of \$50.00 per item, or \$1,000 per shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE

ONLY. VCS's liability shall be limited to any loss or damage which results solely from VCS's gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall VCS be liable to EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS

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

Official Service contractors are appointed to:

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

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

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

EXHIBITOR APPOINTED CONTRACTORS

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

- a. The exhibitor must send written notification to Show Management and Veal Convention Services of the intention to utilize an independent contractor no later than 30 days prior to move-in day. Provide name, address and telephone number of firm in said notification.
- b. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to Show Management and Veal Convention Services 10 days before show opening.
- c. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- d. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- e. The Exhibitor Appointed Contractor must furnish Show Management and Veal Convention Services with the names of all on-site employees whom will be working on the exposition floor.
- f. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
- g. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients.
- h. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Veal Convention Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
- i. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Veal Convention Services.
- j. All activities by the Exhibitor Appointed Contractor must be coordinated with Veal Convention Services.
- k. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.