



Strictly Sail

**CHICAGO**

**EXHIBITOR SERVICE MANUAL**

**January 29–February 1, 2009**

**Festival Hall at Navy Pier  
Chicago, IL**



139 Campanelli Drive, Middleboro, MA 02346  
Phone 800-723-1123  
Outside US 001-508-923-5200  
Fax 508-946-1019  
[www.championexpo.com](http://www.championexpo.com)

 **Questions about this form?**  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

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**14th Annual Strictly Sail Chicago  
Festival Hall at Navy Pier  
Chicago, Illinois**

**January 29 - February 1, 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](http://www.championexpo.com) by following the instructions on the "On-line Ordering" form that is included in this manual.**

To qualify for discount prices, full payment must be included with your order and received at least two weeks prior to show opening or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

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

If you need assistance or additional information, 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](mailto: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.*



## **14th Annual Strictly Sail Chicago**

**Festival Hall at Navy Pier  
Chicago, IL  
January 29 - February 1, 2009**

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### Critical Show Information for 14th Annual Strictly Sail Chicago

**Booth Drape Colors:** Royal Blue & White

**Booth Package Includes:  
(Inline Booths Only)** 8' high backdrap  
3' high siderail  
Exhibitor ID sign  
Royal Blue carpet

**Aisle Carpet Color:** Royal Blue

### EXHIBIT HALL HOURS

<b>Exhibitor Installation:</b>	Friday	January 23	8:00 a.m. - 4:00 p.m.
	Saturday	January 24	DARK DAY
	Sunday	January 25	DARK DAY
	Monday	January 26	8:00 a.m. - 4:00 p.m.
	Tuesday	January 27	8:00 a.m. - 4:00 p.m.
	Wednesday	January 28	8:00 a.m. - 4:00 p.m.
	<b>Open:</b>	Thursday	January 29
Friday		January 30	11:00 a.m. - 8:00 p.m.
Saturday		January 31	9:00 a.m. - 7:00 p.m.
Sunday		February 1	9:00 a.m. - 4:00 p.m.
<b>Exhibitor Dismantle:</b>		Sunday	February 1
	Monday	February 2	8:00 a.m. - 4:00 p.m.
	Tuesday	February 3	8:00 a.m. - 12:00 p.m.
	<b>All Out By:</b>	Tuesday	February 3

**Note:** All carriers (trucking companies) must check in no later than **8:00 a.m. on Tuesday, February 3, 2009** for freight pickup.

### DEADLINES

**Furniture Order Deadline (for discount price):** January 9, 2009

**Advance Freight Shipment Deadline:** January 16, 2009

# 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!





*Questions about this form?*

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

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](http://www.championexpo.com)
- 2) Click Orderline Login in the red bar below the Exhibitors tab.
- 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](mailto:onlineorders@championexpo.com).

# champion

exposition services

139 Campanelli Drive, Middleboro, MA 02346  
**Phone 800-723-1123**  
**Outside US 001-508-923-5200**  
**Fax 508-946-1019**  
[www.championexpo.com](http://www.championexpo.com)

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Order Forms Recap

### 14th Annual Strictly Sail Chicago January 29 - February 1, 2009

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

## 1 Instructions for use of this form.

- A. Please put together all of your **Champion Exposition Services** order forms and transfer the totals from each onto this "Order Forms Recap."
- B. Complete the "Credit Card Authorization," "Third Party Payment Policies," and "Exhibitor Appointed Non-Official Contractors," if applicable.
- C. 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: **14th Annual Strictly Sail Chicago**)

## 3 Calculate your Orders

Booth Labor Order Form (Estimate)	\$ _____
Hanging of Ceiling Signs Order Forms	\$ _____
Rigging & Forklift Order Form	\$ _____
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*	\$ _____
Booth Cleaning & Porter Service Order Form	\$ _____
1% Energy Surcharge	\$ _____
<b>Grand Total</b> (includes Appropriate 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.

### CHICAGO AREA UNION GUIDELINES

**All exhibit and display work in the Chicago area must be done by union personnel.** There are several major unions that have jurisdiction over trade shows. The following guidelines will help you to prepare your exhibit to conform to union jurisdiction. Adherence to them can save you a substantial amount of money:

**Teamsters Union** - Teamsters handle all freight inside the exhibit hall. They deliver the freight to your booth and remove and reload at the close of the show. Riggers and Machinery Movers handle machinery. Exhibitors may carry in small items if these items can be carried easily by one man in one trip without the aid of flat trucks, dollies, etc. Hand-carried is defined as small cartons, packages, or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. Teamsters handle the movement of all non-machinery freight within the exhibit hall.

**Riggers and Machinery Movers** - Riggers, as members of the union, usually are referred to handle all machines. This includes moving machinery to your booth and uncrating it if necessary. Riggers also remove skids and re-skid machines and spot the machines in your booth. The weight and size of your machine dictate the number of Riggers you need. Riggers handle all machinery; i.e., uncrating, un-skidding, spotting, and re-skidding.

**Millwrights Union** - Millwrights handle the assembly of machinery, conveyors, and machinery parts as well as the leveling of machinery and conveyors.

**Plumbers Union** - Plumbers handle all plumbing work, such as compressed air, water or drain, or natural gas.

**Carpenters Union** - Carpenters handle all carpeting, and the uncrating, erecting, dismantling, and re-crating display and exhibit booths, whether or not tools are required. Carpenters also handle the unpacking, set-up, dismantling, and repacking of shelving units, furniture, cabinets, etc. Carpenters re-crate machines for outbound loading. In exhibits no larger than 300 net square feet, an exhibitor or a full-time company representative may erect and tear down booths by hand without mechanical assistance or ladders.

**Decorators Union** - Decorators handle installation of signs, draped backgrounds, table skirting, and other items of a decorative nature that must be done after a display background is erected. They also assist in erecting and dismantling displays with cloth-covered panels where the cloth is stapled on. In booths no larger than 300 net square feet, an exhibitor or full-time company representative may hang his/her own signs and graphics.

**Electrical Union** - Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

**Booth Cleaning & Porter Service** - Champion Exposition Services has been selected by Show Management to serve as your official contractor for this show. In that respect, Champion has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are **NOT PERMITTED** to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form has been included in this service manual.

Exhibitors are allowed to do technical work on their machines. For example, fine line balancing and programming, in most cases, and cleaning of machines. There is absolutely no need to tip laborers for work performed. Any attempt by union workers to solicit tips or extra payment for work performed should be reported immediately to the convention office. If you encounter any difficulties with labor, or if you are dissatisfied with the work performed, please report this to the service desk. **Please refrain from voicing labor complaints directly to craft personnel.**

The person in charge of your exhibit carefully should inspect and personally sign all work orders. If there is a question about charges, do not sign the bill. Instead, bring the bill to the service desk to discuss it with the Champion representative in charge. **Please let us know about your problems when they happen. It is difficult to correct a problem after the close of the convention.**



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Fire  
Regulations  
INFORMATION ONLY

## UNITED STATES FIRE DEPARTMENT REGULATIONS For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

**Booth Construction** - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

**Fire Department** - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles ½ full or less).

**Obstructions** - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

**Fire-Retardant Treatment** - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**Combustibles** - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

***Storage behind booth backwall is strictly prohibited.***

## **14th Annual Strictly Sail Chicago**

**January 29 - February 1, 2009**



## **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)*



139 Campanelli Drive, Middleboro, MA 02346

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[www.championexpo.com](http://www.championexpo.com)

## 14th Annual Strictly Sail Chicago

January 29 - February 1, 2009



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

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.



#### Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.



#### Need an invoice after the show?

E-mail us at [invoices@championexpo.com](mailto:invoices@championexpo.com).

Please include name of show.

## Payment Options & Policy INFORMATION ONLY

## 1 Champion Payment Options

**We offer several convenient ways for you to pay for your furniture and carpet rentals, signs 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.*

#### ■ 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 9, 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.

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto: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.)*

### 14th Annual Strictly Sail Chicago January 29 - February 1, 2009

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.

# champion

exposition services

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**Fax 508-946-1019**  
[www.championexpo.com](http://www.championexpo.com)

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Third-Party Payment Authorization

**Deadline:**  
**January 9, 2009**

### 14th Annual Strictly Sail Chicago January 29 - February 1, 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 9, 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:**

- All Champion Services    
  Furniture/Carpet    
  Other
- Booth Labor    
  Rigging & Forklift
- Sign Hanging    
  Booth Cleaning

## 3 Acknowledgment & 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 #: \_\_\_\_\_

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

**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](mailto:help@championexpo.com).

Please include name of show.

## Shipping Addresses and Information

**Advance Freight Deadline Date:**

**January 16, 2009**

**First Day of Direct Freight Acceptance:**

**January 23, 2009**

**1** **Advance Shipments**  
Use this address and information if shipping your freight to the Advance Warehouse

### **ADVANCE SHIPMENTS ALL MATERIALS SHIPPED IN ADVANCE TO THE WAREHOUSE MUST ARRIVE BY January 16, 2009.**

**Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum.**

All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late and / or early shipments are subject to additional handling and delivery charges. All shipments should be addressed to CHAMPION EXPOSITION SERVICES, INC.

#### **ADVANCE SHIPPING ADDRESS**

TO: (name of exhibitor and booth #)

FOR: **NMMA/Strictly Sail**  
c/o: CHAMPION EXPOSITION SERVICES  
ABF Freight System, Inc.  
5300 West 47th Street  
Chicago, IL 60638

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**2** **Direct Shipments**  
Use this address and information if shipping your freight directly to Show Site

### **DIRECT SHIPMENTS THE FIRST DAY FOR DIRECT FREIGHT ACCEPTANCE IS January 23, 2009.**

Shipments sent directly to the facility will be received only on scheduled move-in day(s). Shipments arriving at the facility earlier than move-in, WILL BE REFUSED as the facility does not have storage space for these shipments. ALL DIRECT SHIPMENTS MUST BE CONSIGNED TO CHAMPION EXPOSITION SERVICES.

#### **DIRECT SHIPPING ADDRESS**

TO: (name of exhibitor and booth #)

FOR: **14th Annual Strictly Sail Chicago**  
c/o: CHAMPION EXPOSITION SERVICES  
Festival Hall at Navy Pier  
600 East Grand Avenue  
Chicago, IL 60611

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**PLEASE READ: Liability and Insurance Bulletin - Champion Exposition Services** shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Champion Exposition Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.

#### **INBOUND SHIPMENT(S):**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, **and during such time the materials will be left unattended.** Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE. **Champion Exposition Services** recommends the securing of security services from Facility or Show Management.

(continued on next page)



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

## Shipping Addresses and Information

(continued)

### **OVERTIME:**

**An overtime surcharge per cwt, for each occurrence, will apply if:**

- Shipments are received on overtime.\*
- Surcharge also applies if your shipment is moved onto show-site or out of show-site due to scheduling conflict beyond Champion's control.
- Surcharge also applies if your advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Champion's control is moved into show-site on overtime.

• **Overtime is:**

- \* - **Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.**
- **ALL DAY Saturday, Sunday, or observed union holidays**

### **OUTBOUND SHIPMENT(S):**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended. Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Champion Exposition Services** highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to **Champion Exposition Services** by EXHIBITOR will be checked at time of pickup from the booth, and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **Champion Exposition Services** and the actual count of such items in the booth at the time of pickup.

Material Handling Forms covering outgoing shipments that are furnished to **Champion Exposition Services** by exhibitors will be checked at the time of actual pickup from booth and corrections made where discrepancies occur. **Champion Exposition Services** shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

**Champion Exposition Services'** liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **Champion Exposition Services'** sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials; and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a Dollar amount limit equal to the amount paid by EXHIBITOR to **Champion Exposition Services** for material handling services during the show or exposition under this contract.

**Champion Exposition Services** shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **Champion Exposition Services** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

*ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.*

*CHAMPION EXPOSITION SERVICES RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME.*

Use these labels **only** if shipping  
**in advance** to warehouse.



Use these labels **only** if shipping  
**in advance** to warehouse.

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

To: **CHAMPION EXPOSITION SERVICES**

c/o: ABF Freight System, Inc.  
5300 West 47th Street  
Chicago, IL 60638

Show: **NMMA/Strictly Sail**

Exhibitor: \_\_\_\_\_

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

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

To: **CHAMPION EXPOSITION SERVICES**

c/o: ABF Freight System, Inc.  
5300 West 47th Street  
Chicago, IL 60638

Show: **NMMA/Strictly Sail**

Exhibitor: \_\_\_\_\_

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

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Piece #: \_\_\_\_\_ of \_\_\_\_\_

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**Exhibit Material**

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

To: **CHAMPION EXPOSITION SERVICES**

c/o: ABF Freight System, Inc.  
5300 West 47th Street  
Chicago, IL 60638

Show: **NMMA/Strictly Sail**

Exhibitor: \_\_\_\_\_

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

Use these labels **only** if shipping **direct** to show site.



Use these labels **only** if shipping **direct** to show site.

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

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

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

Festival Hall at Navy Pier  
600 East Grand Avenue  
Chicago, IL 60611

Festival Hall at Navy Pier  
600 East Grand Avenue  
Chicago, IL 60611

Show: **14th Annual Strictly Sail Chicago**

Show: **14th Annual Strictly Sail Chicago**

Exhibitor: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

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

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

**RUSH**  
**Exhibit Material**

Use these labels **only** if shipping **direct** to show site.



Use these labels **only** if shipping **direct** to show site.

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

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

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

Festival Hall at Navy Pier  
600 East Grand Avenue  
Chicago, IL 60611

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600 East Grand Avenue  
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Show: **14th Annual Strictly Sail Chicago**

Exhibitor: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

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

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

Piece #: \_\_\_\_\_ of \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

**RUSH**  
**Exhibit Material**

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Booth Labor (I&D)**  
**Part 1 - Labor Supervision**

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**Order Deadline:**  
**January 9, 2009**

**14th Annual Strictly Sail Chicago**  
**January 29 - February 1, 2009**

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

**1 Labor Install/Dismantle**  
*Calculate needs for installing and dismantling your exhibit.*

- Rates**
- **Straight-Time:** \$75.00 per man hour 8:00 a.m. to 4:30 p.m., Monday through Friday.
  - **Overtime:** \$119.00 per man hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
  - **Double-Time:** \$139.00 per man hour all day Sunday and observed union holidays, where applicable.
  - **Orders placed on show site:** Add 20% to hourly rates.
  - **All rates are charged at a one-hour minimum.**

<b>Calculate Labor</b>	Date	Time	Number of Men	Total Hours	Rate per Man	Total Cost
Installation .....						
Dismantle .....						
<b>(One-hour minimum) Total Labor Cost:</b>						\$

**2 Supervision of All Labor is Required.**  
*Please select supervision plan.*

**Exhibitor Supervision**  
 All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided, and laborers ordered are not picked up, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor **MUST** check in at the Champion Service Desk to pick up labor ordered, and check out labor at Champion Service desk upon completion of work.

Representative Name/Company \_\_\_\_\_

**Champion Supervision**  
 All labor performed under the supervision of Champion. **Our fee for this service is 50% of exhibitor's total labor bill .** In order to perform the labor without exhibitor's representative present, Champion **MUST** have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. (SEE NEXT PAGE – BOOTH LABOR, PART 2)

Total Labor Cost (from 1, above): ..... \$

Champion Supervision Fee (multiply Total Labor Cost x 50%): ..... \$

**Total Booth Labor:** \$

 **Questions about this form?**  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

**Booth Labor (I&D)**  
**Part 2 - Outbound Shipping**  
**Instructions**

**Order Deadline:**  
**January 9, 2009**

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

### 3 Outbound Shipping Instructions

*Please complete this section if Champion will be supervising booth labor.*

**Exhibitor Outbound Shipping Instructions:** At close of show, exhibitor freight will be shipped to the following address:  
*If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company/Show:	Booth #:
Address:	
City/State/Zip:	
Attention:	

▪ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of **exhibitor's choice**.

Name of Carrier: \_\_\_\_\_

Ship via **official show freight carrier**.

Select shipping method ▶

Ground

Air Select Service Preferred \_\_\_\_\_

**Please note:**

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Champion cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Champion's discretion.

### 4 Billing Information

*Please indicate billing information for carrier charges if different than above.*

**Bill Shipping Charges to (if different from above):**

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/State/Zip:	
Telephone:	Attention:

**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.