



EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Oct. 9th
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Facilities Management Expo The Event Center on the Hamburg Fairgrounds October 21, 2015

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the Facilities Management Expo to be held at The Event Center on the Hamburg Fairgrounds on October 21, 2015. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Tuesday, October 20, 2015	1:00 PM - 5:00 PM
Wednesday, October 21, 2015	7:30 AM - 9:00 AM

SHOW DATES AND TIMES

Wednesday, October 21, 2015	9:30 AM - 4:30 PM
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MOVE-OUT DATES AND TIMES

Wednesday, October 21, 2015	4:30 PM - 7:00 PM (All Freight must be off the floor by 7 PM)
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EXHIBIT SPACE DETAILS

Exhibit Booths

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **FOREST GREEN/GOLD/FOREST GREEN** back drape with 32" tall **FOREST GREEN** dividing drape and will be identified by a 7" x 44" one-line ID sign. Booth(s) will also include (1) 6' table skirted in **FOREST GREEN**, (2) chairs (provided by facility), (1) wastebasket and (1) 5AMP outlet (provided by facility). Booths will be set on a concrete floor.

DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is **October 9, 2015**.

HALE SERVICE DESK

Hale Northeastern, Inc. will have a service desk staffed with a customer service representative to handle any last minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE NORTHEASTERN, INC.
Exhibitor Services Department



PAYMENT POLICY
Save Time and Money! Pre-Order by Oct. 9th
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October 21, 2015

**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express, Discover and ACH. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged floor prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



ORDER SUMMARY
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Company Name: _____ Booth No.(s): _____
 Phone No.: _____ Cell: _____ Booth Dimensions: _____
 Show Site Rep.: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: Master Card Visa Discover American Express ACH
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Credit Card Number: _____ Exp. Date: _____ V-Code: _____
 Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.

Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE *****

BOOTH FLOORING & SPECIAL BACK DRAPE	\$
FURNITURE & ACCESSORIES	\$
STANDARD BOOTH SIGN	NO CHARGE
SPECIAL SIGNS	\$
BANNERS	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
	SUBTOTAL \$
	ADD 8.75% SALES TAX \$
	TOTAL \$

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com



**BOOTH FLOORING &
SPECIAL BACK DRAPE**
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Company Name: _____
Show Site Rep.: _____

Booth No.(s): _____
Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Floor Order Price	Quantity	Total
9' x 10'	\$117.50	\$135.50	_____	_____
9' x 20'	\$235.00	\$270.25	_____	_____
9' x 30'	\$352.50	\$405.50	_____	_____
9' x 40'	\$470.25	\$540.75	_____	_____
18' x 20'	\$470.25	\$540.75	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$117.50	\$135.50	_____	_____
Standard Booth Carpet Subtotal:				_____

Please check color choice

<input type="checkbox"/> Black	<input type="checkbox"/> Gray
<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Red
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Burgundy

SHOW COLORS: FOREST GREEN & GOLD

Carpet Padding, Carpet Taping & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Floor Order Price	Quantity	Total
9' x 10'	\$75.00	\$86.25	_____	_____
9' x 20'	\$150.00	\$172.50	_____	_____
9' x 30'	\$225.00	\$258.75	_____	_____
9' x 40'	\$300.00	\$345.00	_____	_____
18' x 20'	\$300.00	\$345.00	_____	_____
Additional taping: Total feet: _____		X \$.45	_____	_____
<u>Visqueen</u>	<u>Pre-Order Price</u>	<u>Floor Order Price</u>	_____	_____
	\$.75/sq. ft.	\$.90/sq. ft.	_____	_____
Calculate sq. ft.: _____ ft. x _____ ft. = _____			_____	_____
Carpet Padding, Carpet Taping & Visqueen Subtotal:				_____

Masking Drape to Finish off Exposed Back Wall (Show Colors Only)

Item	Pre-Order Price	Floor Order Price	Quantity	Total
5' of drape	\$25.00	\$25.00	_____	_____
10' of drape	\$50.00	\$50.00	_____	_____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Floor Order Price	Quantity	Total
3' High Drape	\$6.40 Ln. ft.	\$7.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$9.00 Ln. ft.	\$10.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$15.50 Ln. ft.	\$18.00 Ln. ft.	_____ Ln. ft.	_____
Special Back Drape Subtotal:				_____

Please check color choice

<input type="checkbox"/> Beige	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Orange	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Peach	<input type="checkbox"/> White
<input type="checkbox"/> Brown	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	

Tackboard

Description	Pre-Order Price	Floor Order Price	Quantity	Total
Tackboard, 4' x 8' One-sided	\$90.00	\$103.50	_____	_____
Tackboard, 4' x 8' Dbl.-sided	\$134.00	\$154.00	_____	_____
Clear Packing Tape	\$10.00	\$11.50	_____	_____
Double-Face Tape	\$22.00	\$25.50	_____	_____
Subtotal:				_____

Booth Carpet & Special Back Drape Page Subtotal: _____



FURNITURE & ACCESSORIES
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Company Name: _____
 Show Site Rep.: _____

Booth No.(s): _____
 Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 2' x 30" Tall	\$70.00	\$80.50	_____	_____
6' x 2' x 30" Tall	\$87.25	\$100.00	_____	_____
8' x 2' x 30" Tall	\$105.25	\$121.00	_____	_____
4' x 2' x 42" Tall	\$85.25	\$98.00	_____	_____
6' x 2' x 42" Tall	\$103.50	\$119.00	_____	_____
8' x 2' x 42" Tall	\$121.50	\$140.00	_____	_____
4 th Side Draping	\$60.00	\$70.00	_____	_____
Skirt for Exhibitor's table	\$60.00	\$70.00	_____	_____

Draped Table Subtotal: _____

Undraped Display Tables & 30" Round Pedestal Tables (Undraped)

Size	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 2' x 30" Tall	\$27.50	\$31.50	_____	_____
6' x 2' x 30" Tall	\$36.50	\$42.00	_____	_____
8' x 2' x 30" Tall	\$41.50	\$48.00	_____	_____
4' x 2' x 42" Tall	\$34.00	\$39.00	_____	_____
6' x 2' x 42" Tall	\$41.50	\$48.00	_____	_____
8' x 2' x 42" Tall	\$48.00	\$55.25	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
30" Tall Pedestal Table	\$68.50	\$78.75	_____	_____
42" Tall Pedestal Table	\$77.50	\$89.00	_____	_____

Undraped Table Subtotal: _____

Table Risers / Shelves (Draped in White)

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
4' x 10" Table Riser	\$25.00	\$28.75	_____	_____
6' x 10" Table Riser	\$33.00	\$38.00	_____	_____
8' x 10" Table Riser	\$41.00	\$47.25	_____	_____

Table Riser / Shelves Subtotal: _____

Chairs & Stools (Black Vinyl or Grey Fabric)

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Padded Side Chair	\$27.50	\$31.50	_____	_____
Padded Arm Chair	\$36.750	\$42.00	_____	_____
Padded Stool	\$47.00	\$54.00	_____	_____

Chairs & Stools Subtotal: _____

Accessories

Item Description	Pre-Order Price	Floor Order Price	Quantity	Total
Wastebasket	\$13.00	\$15.00	_____	_____
Literature Rack	\$75.00	\$86.25	_____	_____
Bag Rack	\$62.00	\$71.25	_____	_____
8' Post & Base	\$16.00	\$18.50	_____	_____
Crossbar	\$8.00	\$9.25	_____	_____
Floor Easel	\$25.50	\$29.50	_____	_____
22" x 28" Sign Frame	\$32.00	\$36.50	_____	_____

Accessories Subtotal: _____

Please check color choice

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Peach	<input type="checkbox"/> Plum	

If no color is selected, show colors will be installed.
SHOW COLORS: FOREST GREEN & GOLD

Item Pictures



Furniture & Accessories Page Total: _____



STANDARD BOOTH SIGN
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Company Name: _____
Show Site Rep.: _____

Booth No. (s): _____
Phone No.: _____

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY
PRINTED WITH YOUR COMPANY NAME

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM
TO INDICATE THE CHANGES.

Pre-Order Date is October 9th

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Please print or type revised sign copy here and return by mail,
fax (716-896-8908) or scan and email to: csr@haleexpo.com

7" X 44" ID SIGN

Line One: _____

Line copy may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.



SPECIAL SIGNS
 Sign orders received after Oct. 9th
 add 50% to the listed Price.

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Company Name: _____ Booth No.(s): _____
 Show Site Rep.: _____ Phone No.: _____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your completed logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one from scratch!

All sign prices below include up to two (2) color copy with simple text with no more than twelve (12) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work or heavy copy will be quoted upon request.

EXAMPLES OF STANDARD SIZES

<p>22" x 28"</p> <div style="border: 1px solid black; padding: 10px; width: 100%;"> <p style="text-align: center;">Standard Sign Holder Size</p> <p style="text-align: center;"><input type="checkbox"/> \$74.20</p> </div>	<p>22" x 14"</p> <div style="border: 1px solid black; padding: 10px; width: 100%;"> <p style="text-align: center;">Common Table Top Size</p> <p style="text-align: center;"><input type="checkbox"/> \$58.50</p> </div>	<p>14" x 44"</p> <div style="border: 1px solid black; padding: 10px; width: 100%;"> <p style="text-align: center;">Double height of Standard Booth Sign</p> <p style="text-align: center;"><input type="checkbox"/> \$74.20</p> </div>	<p>4' x 8'</p> <div style="border: 1px solid black; padding: 10px; width: 100%;"> <div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px;"> <p style="text-align: center;">3' x 4'</p> </div> <p style="text-align: center;"><input type="checkbox"/> \$263.70</p> <p style="text-align: center;"><input type="checkbox"/> \$113.30</p> </div>
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Copy Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Landscape	22" x 28" Sign	\$74.20	_____	_____
Color 2: _____	<input type="checkbox"/> Portrait	22" x 14" Sign	\$58.50	_____	_____
		14" x 44" Sign	\$74.20	_____	_____
		4' x 8' Sign	\$263.70	_____	_____
		3' x 4' Sign	\$113.30	_____	_____
<input type="checkbox"/> Foamcore – Foam center with white paper surfaces		Pair Brass Grommets	\$3.50	_____	_____
<input type="checkbox"/> Coroplast – Corrugated plastic – Most durable (Colors available)		Easel Back	\$2.75	_____	_____
<input type="checkbox"/> Poster Board – White poster board / Sign card only					

Please Indicate Sign Copy Here:

	Subtotal:	_____
Double Sided	Add 50% to Subtotal:	_____
	Subtotal 2:	_____
Ordered After Deadline	Add 50% to Subtotal 2:	_____
	Special Sign Page Total:	_____



BANNERS
Banner orders received after Oct. 9th
add 50% to the listed Price.

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Company Name: _____ Booth No.(s): _____
Show Site Rep.: _____ Phone No.: _____

Your Company Name Goes Here!

All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	<u>Description</u>	<u>Pre-Order Price</u>	<u>Quantity</u>	<u>Total</u>
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$1.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
					Subtotal: _____
<input type="checkbox"/> I Want Grommets			<input type="checkbox"/> I Want Pockets		
Please Indicate Banner Copy Here:			Double Sided		
			Add 50% to Subtotal: _____		
			Subtotal 2: _____		
			Ordered After Deadline		
			Add 50% to Subtotal 2: _____		
					Banner Page Total: _____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

Please note, .eps and .pdf can also contain raster images as well (less preferred).

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: [ftp.haleexpo.com](ftp://ftp.haleexpo.com) User: **upload-user** Passwd: **upload-to-hale**
It's our business to make your business look good!



**INSTALLATION & DISMANTLING
LABOR & FORKLIFT SERVICE**
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Company Name: _____ Booth No.(s): _____

Show Site Rep.: _____ Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$80.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>		<u>Total Hours</u>		<u>Hourly Rate</u>		<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$80.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>		<u>Total Hours</u>		<u>Hourly Rate</u>		<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$120.75 (M-F 8 AM – 4 PM) **Overtime Rate: \$182.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>		<u>Total Hours Per Person</u>		<u>Hourly Rate</u>		<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X	=	_____	@	_____	=	_____

Plastic Banding (Per pallet and includes labor): **\$32.00**

Shrink Wrap (Per pallet and includes labor): **\$32.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24 hour advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. *** **PLEASE DO NOT RETURN THEM TO HALE NORTHEASTERN*****
Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

ADVANCE TO WAREHOUSE

Shipments arriving between: **Friday, September 28 – Friday, October 16, 2015**

FREIGHT LABEL

SHIP TO:

Hale Northeastern, Inc.
c/o Facilities Management Expo
828 East Ferry Street
Buffalo, NY 14211

Show Information:
Facilities Management Expo
The Event Center on the Hamburg
Fairgrounds
October 21, 2015

Booth# _____
Exhibitor Name: _____
Contact Name: _____
Phone#: _____

DIRECT TO SHOW SITE

Shipments arriving on: **Tuesday, October 20, 2015**

FREIGHT LABEL

SHIP TO:

The Event Center on the Hamburg Fairgrounds
c/o Hale Northeastern, Inc.
5820 South Park Avenue
Hamburg, NY 14075

Show Information:
Facilities Management Expo
The Event Center on the Hamburg
Fairgrounds
October 21, 2015

Booth# _____
Exhibitor Name: _____
Contact Name: _____
Phone#: _____



SHIPPING & MATERIAL HANDLING

Save Time and Money! Pre-Order by Oct. 9th
and receive substantial discounts!

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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Facilities Management Expo
The Event Center on the Hamburg Fairgrounds
October 21, 2015

Company Name: _____ Booth No.(s): _____
Show Site Rep.: _____ Phone No.: _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (Sept. 28 – Oct. 16, 2015)				\$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75
Direct to Show Site Rate For Shipments Arriving (October 20, 2015)				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Outbound Shipping & Material Handling Only (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
Outbound Regular Rate				\$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00
Small Package Rate For Single Packages 25 lbs. or less				\$25.50 / per package (Single Package Shipments Only) Minimum Charge = \$25.50	\$25.50 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Going Outbound				\$84.00/hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$168.00	(Total Weight) / 100 x \$84.00

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before 7:00PM on Wednesday. To ensure the floor is clear for the next event, shipments not picked up by 7:00PM, Wednesday will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

Save Time and Money! Pre-Order by Oct. 2nd and receive substantial discounts!

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www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

- 1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
- 3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
- 4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- 5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
- 6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or 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.
- 8. Hale shall not be responsible for theft or damage while empty crates are in storage.
- 9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
- 10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 - 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: Facilities Management Expo 2015 Company Name: _____
Print Name: _____ Booth No.(s): _____
Signature: _____ Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Outbound Shipping

- All outbound shipments must have a Hale Bill of Lading filled out and returned to the Hale Service Desk. This authorizes us to place your materials on the carrier of your choice. **IT IS CRITICAL THAT THE HALE BILL OF LADING BE COMPLETED AND A HALE REPRESENTATIVE CHECKS YOUR SHIPMENT.**
- Bills of Lading and shipping labels are available at the Hale Service Desk.
- You must arrange pick up of your shipment with the Common Carrier of your choice.
- You may choose ANY carrier as long as they pick up your materials on time.
- **FED EX / UPS Shipments** have very specific rules for shipping.
- If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.
- If Hale receives your freight on the inbound, there is no charge for material handling service on the Outbound.

Here is the address your carrier needs to pick up your freight at SHOW SITE:

Facilities Management Expo
The Event Center on the Hamburg Fairgrounds
5820 South Park Avenue
Hamburg, NY 14075

**ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY:
By 7:00PM Wednesday, October 21, 2015**

**FREIGHT LEFT ON THE FLOOR WILL BE FORCED OUT ON
THE HOUSE CARRIER AT YOU EXPENSE!!**