



**Exhibitors Information Packet
Building 18
Orange County Fair Grounds
88 Fair Drive
Costa Mesa, CA 92626**

SHOW HOURS: April 2nd – 3rd, 2011 10:00am – 6:00pm

EXHIBITOR MOVE-IN: April 1st, 2011 12:00pm -8:00pm

EXHIBITOR MOVE- OUT: April 3rd 6:00pm – 10:00pm

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: April 3rd, 2011 at 10:30pm

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767909-624-1697 FAX: 909-626-6589
email: traci@sprezrents.com

A Message from the Decorator

E Z Expo Services has been selected as The Official Service/Drayage contractor for the **Marine Aquarium Expo** being held at the **Orange County Fairgrounds**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

**The Staff at
E Z Expo Services**

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Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.

- ***Please refer to the front page for move in dates & times***
 1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Lading for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check- in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk

- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
 2. You will receive your outbound paperwork once you are at the loading dock ready for loading
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

- ***For Exhibitors with Company or Rented Trucks:***
 1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
 2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY _____

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT FORM
Must be Included with all orders

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
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email: traci@sprezrents.com

Company Name: _____ Booth # _____
Contact Name: _____
Address: _____
City/ State/ Zip: _____
Phone # _____ Fax # _____

• **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**

- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment *must* be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Drivers License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: AMERICAN EXPRESS MASTERCARD VISA CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

MATERIAL HANDLING ORDER FORM

** Note Deadline Dates & Times: March 29th, 2011*

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Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$55.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$55.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$55.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans)	Showsite	\$45.00 per load
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Max weight per shipment is 25 lbs	Advance Warehouse Showsite	\$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.
- Mobile Equipment In & Out of Convention Facility @ \$50.00 each way
- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of \$12.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth # C/O E Z Expo Services 440 E. Bonita Avenue Pomona CA, 91767 ARRIVAL DATES: Dead Line Date: March 29, 2011 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted:	Your Company Name Booth # Orange County Fairground Building 18 C/O E Z Expo Services 88 Fair Drive Costa Mesa, CA 92626 ARRIVAL DATES: Day(s) accepted: April 1 st , 2011 / 12:00pm – 8:00pm

ESTIMATED CHARGES FOR MATERIAL HANDLING:

_____ LBS. x _____ PER CWT . = \$ _____

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms.

Fairgrounds will not except any drayage! All Shipment must be delivered to Building 18 on arrival date set forth

MATERIAL AUTHORIZATION FORM

E Z EXPO SERVICES

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Company Name _____ Booth # _____

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.
 - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
 - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: _____ Booth #(s): _____

Address: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Date: _____

Authorized by: _____ Signature: _____

Please Print

MATERIAL HANDLING INFORMATION SHEET

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E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **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.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, 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 E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for 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.

E Z Expo's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

E Z Expo 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.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). **NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.** To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.