HALE EXPO SERVICES
NORTHEASTERN
828 East Ferry St., Buffalo, NY 14211
716-896-6170 HaleExpo.com

EXHIBITOR SERVICE MANUAL

Save Money and Time! Pre-order by September 2nd to receive substantial discounts!

2013 Fall Jacksonville Home & Patio Show

Prime Osborn Convention Center
September 19 – 22, 2013

Hale Northeastern is pleased to have been selected as the official service contractor for the **2013 Fall Jacksonville Home & Patio Show** to be held at the Prime Osborn Convention Center. 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. We will do our best to assist you with all your show needs and appreciate the opportunity to work with you.

EXHIBIT SPACE DETAILS:

Each **inline pipe and drape booth** will be defined by 8' tall **SOLID BLACK** back-drape with 32" tall **SOLID BLACK** dividing drape and will be identified by a 4" x 7" booth number.

Each **peninsula bulk area, or end-cap exhibit booth** will be defined by tape lines on the floor and will have a 10' wall of **BLACK** back-drape centered at the rear. A 4" x 7" booth number will identify your space. **Please note, these booths do not have a full wall of back-drape. If you'd like the back of your exhibit fully covered, you must order the remaining footage on the enclosed Carpet/Special Background Drape order form.**

Each **island bulk area exhibit booth** will be defined by tape lines on the floor and will be identified by a number written in chalk on the floor.

MOVE-IN DATES AND TIMES: **Drive-in access in the Main Hall requires pre-approval. Forklift and Porter Services are available until 5:00 PM only both Tuesday & Wednesday.**

Tuesday, September 17, 2013	8:00 AM - 7:00 PM
Wednesday, September 18, 2013	8:00 AM - 7:00 PM

SHOW DATES AND TIMES:

Thursday, September 19, 2013	11:00 AM - 9:00 PM
Friday, September 20, 2013	11:00 AM - 9:00 PM
Saturday, September 21, 2013	10:00 AM - 9:00 PM
Sunday, September 22, 2013	10:00 AM - 6:00 PM

MOVE-OUT DATES AND TIMES:

Sunday, September 22, 2013	6:30 PM - 11:00 PM * **Forklift & Porter Service available until 10:00 PM**
Monday, September 23, 2013	8:00 AM - 12:00 PM * **Forklift & Porter Service available until 12:00 PM**

DRIVING ONTO THE SHOW FLOOR is permitted on Tuesday, September 19th only and must be arranged by appointment. No vehicles will be allowed on the show floor without being cleared through Hale Northeastern. Please call (800) 333-4253 to reserve your time slot.

BOOTHS LOCATED IN FRONT OF LOADING DOORS
MUST move in on THURSDAY morning, September 19th. If your booth is located in front of one of the doors and this schedule will not work for you, please call our office immediately.

LOADING DOCK DOORS WILL CLOSE WEDNESDAY EVENING to allow remaining displays to be constructed.

BAY DOORS WILL BE CLOSED AT 7:00PM EACH NIGHT OF MOVE-IN. You may re-enter through the Security Entrance (door #1) until 11:00 pm. The building is EXIT ONLY after 11:00 pm.

VERY IMPORTANT: Because the aisles and the aisle carpet are exactly 10' wide, it is very important that you keep your exhibit entirely within your exhibit space, defined by tape lines on the floor and pipe and drape boundaries. This will ensure that aisle carpet can be rolled out without encountering any obstruction from exhibits protruding outside of their designated exhibit area. Exhibits extending beyond their space will be assessed a cut and lay charge for any aisle carpet that will be destroyed because of this infraction.

FORKLIFTS ARE AVAILABLE to help with your move-in until 5:00 pm both Tuesday, September 17th and Wednesday, September 18th. There are no exhibitor forklift operators, hand trucks, dollies or move-in crews onsite after 5:00 pm.

FREE FORKLIFT SERVICE LIMITS: Please note: Marketplace Events, LLC will provide 20 minutes of free forklift and/or porter service to exhibitors arriving in personally owned vehicles (defined as cars, pickup trucks or minivans). **Exhibitors requiring more than 20 minutes of assistance to unload their vehicles, or exhibitors arriving in vehicles other than personally owned vehicles as defined above, will need to place an order for general labor or forklift service with Hale Northeastern, Inc. at applicable rates.**

COLORS:

- Section 1, located in Room 106/107, contains the **S1 SERIES OF BOOTHS**. This section is fully carpeted. The booth drape defining your space will be **SOLID BLACK.**
- Section 2, located in Room 101, contains the **S2 SERIES OF BOOTHS**. This section is fully carpeted. The booth drape defining your space will be **SOLID BLACK.**
- Section 3, located in Pre-function Rooms North & South, contain the **S3 SERIES OF BOOTHS**. This section is fully carpeted. The booth drape defining your space will be **SOLID BLACK.**
- Section 4, located in the Grand Lobby, contains the **S4 SERIES OF BOOTHS**. This section is fully carpeted. The booth drape defining your space will be **SOLID BLACK.**
- Section 5, located in the Ballroom, contains the **S5 SERIES OF BOOTHS**. This section is fully carpeted. The booth drape defining your space will be **SOLID BLACK.**
- Section 6 is located in the Main Hall A/B. This section is NOT carpeted. The booth drape defining your space will be **SOLID BLACK.** Aisles only will be carpeted in **BLACK**. Carpet will be installed in continuous runs and will be the width of the aisle. Installation will begin at 4:00PM on Wednesday, September 18, 2013. **All exhibit materials must be out of the aisles at this time and remain out of the aisles until the aisle carpet is removed at the close of the show.**

~ Note: Carpeting or professional flooring approved by Marketplace Events is required in Section 6 ~

MATERIAL HANDLING: **There is a charge for the signing and handling of freight sent to the facility directly by a commercial carrier.** Fees are detailed on the FREIGHT HANDLING form located in this kit. **Onsite deliveries sent without acknowledgment will be refused.** The reason for this measure is to comply with Insurance and OSHA regulations. **NO EXHIBITOR** is allowed to receive, enter or unload freight sent from a commercial carrier (UPS, FedEx, or any Common Carrier) that arrives at the show site.

ADVANCE WAREHOUSE SHIPPING INFORMATION: Shipments arriving in advance will only be accepted from **Monday, September 2nd** through **Monday, September 16th** at the advance shipping warehouse. Shipments arriving in advance should be addressed as follows:

ABF Freight
6900 Broadway Ave.
Jacksonville, FL 32254
JACKSONVILLE HOME & PATIO SHOW
Your Exhibiting Company Name
Booth # _____
C/O Hale Northeastern, Inc.

- To ensure timely arrival of your materials to the show site, freight should arrive by the dates listed above.
- The advance warehouse will accept freight shipments Monday through Friday, except holidays. No appointment is necessary.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.

- Certified weight tickets must accompany all shipments.
- Collect shipments will be returned to the delivery carrier.
- Shipments arriving at the advance warehouse will be delivered to the exhibit booth prior to the first day of setup.

SHOW-SITE SHIPPING INFORMATION: Shipments arriving on show site will be accepted on **Tuesday, September 17th** and **Wednesday, September 18th** between 8:00AM and 5:00PM at the loading dock of the Prime Osborn Convention Center. Shipments arriving at show site should be addressed as follows

Prime Osborn Convention Center
1000 Water Street
Jacksonville, FL 32204
JACKSONVILLE HOME & PATIO SHOW
Your Exhibiting Company Name
Booth # _____
C/O Hale Northeastern, Inc.

- Freight will be accepted only during exhibitor move-in, posted on the previous page.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all freight.
- Collect shipments will be returned to the delivery carrier.
- To ensure all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline please have all carriers check-in by 10:00AM, Monday September 23, 2013.

Hale will not be responsible for theft or damage of shipments received onsite prior to the arrival of a representative from the exhibiting company. However, Hale will take every precaution possible to protect your shipment.

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.'s policy DOES NOT include any coverage for individual exhibitors and Hale Northeastern, Inc. cannot be held liable.**

DISCOUNT PRICE DEADLINE DATE: Ordering in advance enables you to take advantage of special pricing. The deadline for the discount price is **SEPTEMBER 2, 2013.**

HALE SERVICE DESK: Hale Northeastern will have a service desk staffed with a customer service representative to handle any last minute equipment needs you may have. The desk will be operating during setup, show hours and dismantling of the show.

EXHIBITOR MOVE-OUT & CLEANUP: At the close of the show, it is the exhibitors' responsibility to make sure that all debris and waste is removed from the area their exhibit booth occupied during the show. Waste must be disposed of properly in the appropriate containers that will be distributed around the show floor. Exhibitors that fail to straighten their exhibit area at the close of the show will be billed for cleaning on a per hour basis.

Please note: orders can be accepted by mail, fax 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

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

- No telephone orders can 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.
- 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 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 on-site services.

Method of Payment

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of $25.00 will be assessed to individuals or companies for returned checks or chargebacks.

Pre-Order Price Discount – Save Money and Time

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.

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.

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ORDER SUMMARY
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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ 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 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 American Express, Visa, MasterCard and Discover Card

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Billing Address: _____ City: _____State:_____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Exp. Date: ___ ___/___ ___ V-Code: ___ ___ ___ ___

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

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary: **Pre-Order Deadline Date: 9-2-13. Orders received after 9-2-13 are Floor Orders.**

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

CARPETING, PERFBOARD, SPECIAL BACKGROUND DRAPE		$
SPECIAL FURNITURE PACKAGE		$
FURNITURE RENTAL		$
RENTAL DISPLAY		$
SPECIAL SIGNS & BANNERS		$
SIGN HANGING SERVICE		$
CLEANING SERVICE		$
INSTALLATION & DISMANTLING LABOR		$
SHIPPING INFORMATION / MATERIAL HANDLING		
(Actual weights will be billed at show close)	**SUBTOTAL**	**$**
	ADD 7% SALES TAX	**$**
	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

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Standard Booth Carpeting & Additional Carpet Taping

Aisles in Section 6 will be carpeted in BLACK

Note: Variations in dye lot of carpet may occur in a combination of standard sizes. Standard booths include taping of aisle sides only. Additional taping is 40¢/ft. Please indicate below if you require additional taping.

Size	Pre-Order	Floor Order	Quantity	Total
10' x 10'	$104.64	$139.51	_____	$_____
10' x 20'	$209.27	$279.03	_____	$_____
10' x 30'	$313.91	$418.54	_____	$_____
10' x 40'	$418.54	$558.05	_____	$_____
For longer sizes, multiply 10' increments by:	$104.64	$139.51	_____ft.	$_____
Additional taping: Total feet: _____		x 40¢/ft =	_____	$_____

Please Circle Color Choice

Red Gray
Blue Black
Burgundy
Forest Green
Teal

If no color is selected, show colors will be installed

Carpet Padding

Size	Pre-Order	Floor Order	Quantity	Total
10' x 10'	$63.00	$84.00	_____	$_____
10' x 20'	$126.00	$168.00	_____	$_____
10' x 30'	$189.00	$252.00	_____	$_____
10' x 40'	$252.00	$336.00	_____	$_____
For longer sizes, multiply 10' increments by:	$63.00	$84.00	_____ft.	$_____

Special Background Drapes (includes 8' base & post and crossbar)

Size	Pre-Order	Floor Order	Linear Ft. Req'd	Total
32" high drape	$7.26/ft.	N/A	_____	$_____
8' high drape	$10.25/ft.	N/A	_____	$_____
12' high drape	$16.69/ft.	N/A.	_____	$_____

Special Drape Colors

Beige Black Blue Brown
Burgundy Dusty Rose Forest
Gold Lime Orange Peach
Purple Red Silver White

Visqueen (Heavy-Duty Plastic)

If heavy equipment needs to be placed on your carpet, or are using any oil or grease substances, Visqueen **must** be ordered to cover these areas.

Calculate Square Feet: _____ft. x _____ft. = _____sq.ft.

Pre-Order	Floor Order	sq.ft.	Total
.49¢/sq.ft.	.65¢/sq.ft.	_____ft.	$_____

PAGE SUMMARY

Total Services: $_____

Enter total on the Order Summary

(Applicable taxes not included)

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ESSENTIAL FURNITURE ITEMS
Save Money and Time! Pre-order by September 2nd to receive substantial discounts!

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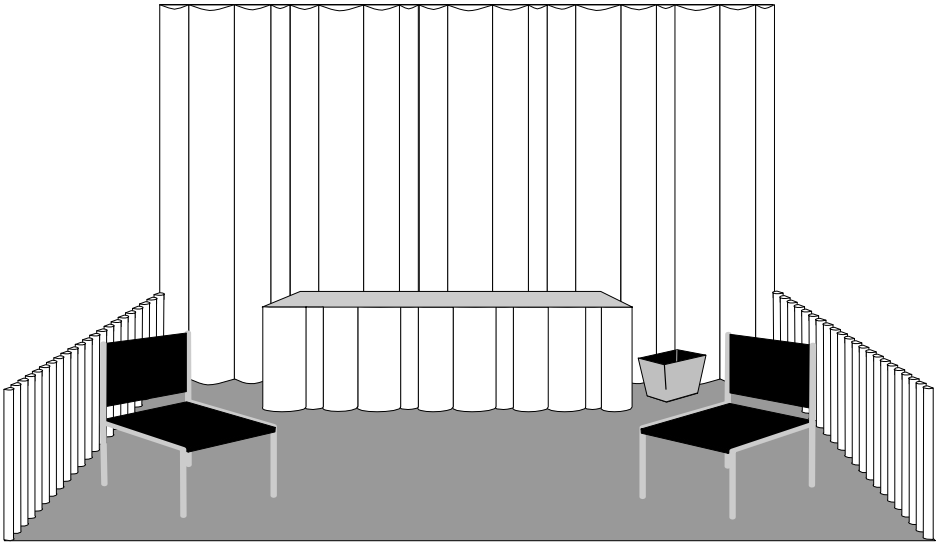
Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Hale Northeastern offers the following Essential Furniture Items at a **15% DISCOUNT** from our already-low Pre-Order Prices. To receive this discount, your order & payment must be received by the deadline date: **September 2, 2013**

ESSENTIAL FURNITURE PACKAGE



Packages are only available on those orders received by the Pre-Order deadline date.

Package Includes:	Silver Package	Gold Package
One 6' long table, draped on 3 sides in **BLACK**	$94.15	$94.15
Two upholstered side chairs, at $38.51 each	$77.02	$77.02
One wastebasket	$13.47	$13.47
One 10' x 10' **BLACK** carpet	N/A	$104.64
Total at Pre-order Price Rate:	$184.65	$289.28
Less 15%:	($27.70)	($43.39)
Total at Essential Furniture Items Discount Rate:	**$156.95**	**$245.89**
Number of Packages Needed:	_____	_____
Total Cost:	**$**_____	**$**_____
Total Cost for Orders after September 2, 2013	**$334.36**	**$473.88**

Please enter total on the Order Summary *(*Applicable taxes not included*)*

This Package is only offered as a Pre-order rental & will not be offered on site.
Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

The above package must be purchased as is. Items listed in the package cannot be sold separately or substituted.
You may order additional rental items for your exhibit by referring to the enclosed order forms in this manual.

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

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FURNITURE
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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email: _____

Pre-Order Deadline Date: September 2, 2013

Draped Display Tables, (6' & 8' tables are draped on 3 sides only. For 4th side draping, see option below)

Size	Pre-Order	Floor Order	Quantity	Total
4' x 2' x 30"	$75.22	$100.29	_____	$_____
6' x 2' x 30"	$94.15	$125.54	_____	$_____
8' x 2' x 30"	$113.94	$151.92	_____	$_____
4' x 2' x 42"	$91.82	$122.43	_____	$_____
6' x 2' x 42"	$111.66	$148.88	_____	$_____
8' x 2' x 42"	$129.75	$173.00	_____	$_____
4th side - all 6' & 8' tables	$25.73	$34.31	_____	$_____
Skirt for Exhibitor's Table	$55.00	$65.00	_____	$_____

Show Colors:
White & Black
Please Circle Table Drape Color Choice
Gold Red Blue White
Silver Black Teal
Peach Hunter Green
Burgundy Plum Beige
if no color is chosen, show colors will be installed.

Undraped Display Tables

Size	Pre-Order	Floor Order	Quantity	Total
4' x 2' x 30"	$29.97	$39.96	_____	$_____
6' x 2' x 30"	$39.30	$52.41	_____	$_____
8' x 2' x 30"	$45.84	$61.11	_____	$_____
4' x 2' x 42"	$38.14	$50.85	_____	$_____
6' x 2' x 42"	$43.55	$58.06	_____	$_____
8' x 2' x 42"	$53.42	$71.22	_____	$_____
Vinyl Topper (for undraped tables)		$15.00	_____	$_____

Table Risers / Shelves

Size	Pre-Order	Floor Order	Quantity	Total
4' x 10" white drape	$30.13	$40.17	_____	$_____
6' x 10" white drape	$37.45	$49.93	_____	$_____
8' x 10" white drape	$42.54	$56.72	_____	$_____

Chairs, Stools & Pedestal Tables

Description	Pre-Order	Floor Order	Quantity	Total
Padded Arm Chair	$46.04	$61.39	_____	$_____
Padded Side Chair	$38.51	$51.35	_____	$_____
Stool w/ padded back	$53.31	$71.08	_____	$_____
36" x 30" Round, Undraped	$72.68	$96.90	_____	$_____
36" x 42" Round, Undraped	$72.68	$96.90	_____	$_____

Accessories

Description	Pre-Order	Floor Order	Quantity	Total
Wastebasket	$13.47	$17.96	_____	$_____
8' Base & Post	$16.18	$21.58	_____	$_____
Cross Bar	$8.06	$10.75	_____	$_____
Tripod Floor Easel	$20.74	$27.66	_____	$_____
Literature Rack	$51.10	$68.12	_____	$_____
Bag Rack	$44.71	$59.62	_____	$_____
22" x 28" Chrome Sign Frame	$50.34	$67.11	_____	$_____

PAGE SUMMARY

Total Services: $_____

Please enter the total on the Order Summary

Applicable State Sales tax not included in above prices

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RENTAL DISPLAY
Order deadline date for this package: September 2, 2013
NOTE: THESE ITEMS MAY NOT BE AVAILABLE AS A FLOOR ORDER

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email: _____

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW

SOME ITEMS ILLUSTRATED ARE OPTIONAL

10' x 10' RENTAL DISPLAY... $1,453.43

Standard booth color is: White Sintra

Special colors of sintra are available on request at 10% additional:
Blue, Beige, Black, Red, Gray

The following items are included:

* 3 Back wall panels - 8' high by 10' wide total
* 2 Side wall return panels - 19" wide
* 1 lighting unit - (outlet not included)
* 10' of carpet - your choice of color (see listing on Carpet Rental Form)
* Header sign in block lettering and your choice of color (logos, special lettering is available at additional cost)
* Daily Vacuuming

Header Copy: _____

Color Choice: _____

Description	Pre-Order Price	Floor Order	Quantity	Total
Standard Rental Exhibits:	$1,453.43	N/A	_____	$_____
ADDITIONAL OPTIONS:				
White cabinet 42" high, 18" deep - with doors	$296.50	N/A	_____	$_____
White shelf with brackets 8" deep, 39" wide	$41.50	N/A	_____	$_____
Side return 3' high (1 - 10' section)	$90.00	N/A	_____	$_____

TOTAL CHARGES FOR BOOTH RENTAL & ACCESSORIES: $_____
Please enter the total on the Order Summary (Applicable taxes not included)

Order deadline for this package is: **September 2, 2013**

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SPECIAL SIGNS
Save Money and Time! Pre-order by September 2nd to receive substantial discounts! For Sign orders received after 9/2/13, add 50% to listed price.

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

We can make a sign to fit your specific size requirements

With a wide variety of fonts, colors, logo reproduction, graphics and backing material we can make a terrific looking sign for you!

* All sign prices are for one or two color simple copy – about 12 words – on your choice of white backing material. Logo, graphics, additional colors or heavy copy will be quoted.

Hale Northeastern's Sign and Banner Department can produce a wide array of signs to make your exhibit be seen and be successful!

SOME EXAMPLES OF STANDARD SIZES:

22" x 28"
Standard Sign Holder Size
$70.66

22" x 14"
Common Table Top Size
$36.61

14" x 44"
Double the height of a standard Booth Sign
$70.66

4' x 8'
$419.85

3' x 4'
$169.10

Color of Copy: _____ LANDSCAPE or PORTRAIT
(Please circle one)

Sign Copy

Please circle your choice of backing material:

Foamcore	**Coroplast**	**Sign Card**
Foam center with paper outsides.	Colors available A corrugated plastic most durable of the three	White Only

Sign Size and Cost
Other options available to you

Description	Advance Price	Standard Price	Quantity	Total
Pair of Brass Grommets	$3.40	$5.10	_____	_____
Easel Back	$2.60	$3.90	_____	_____
Double Sided	(+50% of Sign Price)		_____	_____

Total Sign Cost: $_____

Please enter the total on the Order Summary
Applicable taxes not included.

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BANNERS
Save Money and Time! Pre-order by September 2nd to receive substantial discounts! For Sign orders received after 9/2/13, add 50% to listed price.

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Use a creative banner to make the most of your Exhibit space!

Banners **All banners have grommets for easy hanging**

Size	Pre-Order	Floor Order	Quantity	Total
2' x 8'	$151.01	N/A	_____	$_____
3' x 8'	$229.36	N/A	_____	$_____

Logos, Graphics

Description	Pre-Order	Floor Order	Quantity	Total
Logo/Graphic Reproduction Charge	$44.83	N/A	_____	$_____

Special graphics, including logos, can be added for a custom designed banner.
Please send us the camera ready logo you want to appear on your banner.

Lettering, Background Colors

There are several choices of background colors available, as well as a variety of letter styles & colors, to enable you to acquire an appealing banner.

Royal Blue
Red
Navy Blue
White
Teal
Black
Purple
Kelly Green
Forest Green
Burgundy
Gray
Orange
Brown
Gold
Pink
Yellow

These are just some of the color choices available to you. Please contact us if your desired color is not listed.

Banner Copy:	Letter Color Choice:	Background Color
_____	_____	_____
_____	_____	_____
_____	_____	_____

PAGE SUMMARY
Total: $_____
Please enter the total on the Order Summary
(Applicable taxes not included)

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

FL13

BH12

HALE EXPO SERVICES
NORTHEASTERN
828 East Ferry St., Buffalo, NY 14211
716-896-6170 HaleExpo.com

Booth Cleaning

2013 Fall Jacksonville Home & Patio Show

Prime Osborn Convention Center
September 19 – 22, 2013

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES CLEANING OF AISLES ONLY
*** OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE ***

Booth Size	Cost for Opening Day Cleaning Only	Cost for Daily Cleaning **Includes Opening Day**	Total
10' x 10'	26.00	60.00	
10' x 20'	52.00	120.00	
10' x 30'	78.00	180.00	
10' x 40'	104.00	240.00	
20' x 20	104.00	240.00	
20' x 30'	156.00	360.00	
20' x 40'	208.00	480.00	

Return forms to: csr@haleexpo.com or Fax or Mail

PAGE SUMMARY

Opening Day Vacuuming: $_____
Daily Vacuuming: $_____
Total Services: $_____

Please enter the total on the Order Summary
(Applicable taxes not included)

FL13

HALE EXPO SERVICES
NORTHEASTERN
828 East Ferry St., Buffalo, NY 14211
716-896-6170 HaleExpo.com

INSTALLATION & DISMANTLE LABOR
FORKLIFT SERVICE

2013 Fall Jacksonville Home & Patio Show

Prime Osborn Convention Center
September 19 – 22, 2013

Company Name:_____ Booth No.(s):_____

Phone:_____ Cell Phone:_____ Email:_____

Supervisor Name :_____ Supervisor Contact Number:_____

Installation/Dismantle Labor *** Please choose between Exhibitor Supervision and Hale Supervision***

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8am 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 continuination of charges.

Straight-Time Rate: $56.55 **Overtime Rate: $80.26**

	Date of Service	Time Service is required	No. of Workers	X	Approx. Hrs.		Total Hours per Person		Hourly Rate		Estimated Total Cost
Installation	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Installation	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Dismantle	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Dismantle	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____

Supervisor will be: _____ Phone number: _____

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. The charge for supervision is 30% of the total labor bill with a $30.00 minimum on installation and a $25.00 minimum on dismantling.

Straight-Time Rate: $56.55 **Overtime Rate: $80.26**

	Date of Service	Time Service is required	No. of Workers	X	Approx. Hrs.		Total Hours per Person		Hourly Rate		Estimated Total Cost
Installation	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Installation	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Dismantle	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Dismantle	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____

Hale's Supervision (30% / $30.00) = $_____

Forklift Services (cost includes Hale Northeastern operator)

Check in at the Hale Service Desk at your scheduled time to confirm forklift service. Due to liability, forklifts may only be operated by an authorized Hale Northeastern employee.

Straight-Time Rate: $85.93 **Overtime Rate: $125.94**

Installation	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Installation	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Dismantle	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____
Dismantle	_____	_____	_____	X	_____	=	_____	@	$_____	=	$_____

There is a minimum labor / forklift charge of one-hour.Additional hours will be invoiced at ½ hour increments

Plastic Banding, per pallet, includes labor: $32.00 **Shrinkwrap, per pallet, includes labor: $32.00**

If Labor must be cancelled, Hale Northestern, Inc. requires 24 hour of 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.

Please enter total on the Order Summary (applicable taxes are not included).

FL13 Forms may be returned by mail, fax (716-896-8908) or may be scanned and emailed to: **csr@haleexpo.com**

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

These labels are provided for your shipping convenience. 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.

Please do not return label to Hale Northeastern

ADVANCE TO WAREHOUSE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE BETWEEN: September 2nd – September 16th

FREIGHT LABEL

SHIP TO:

Jacksonville Home & Patio Show
c/o ABF Freight / Hale Northeastern, Inc.
6900 Broadway Avenue
Jacksonville, FL 32254

SHOW INFORMATION

2013 Fall Jacksonville Home & Patio Show
Prime Osborn Convention Center
September 19 – 22, 2013

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

SHIPMENTS MAY ARRIVE ON OR AFTER TUESDAY, SEPTEMBER 17th. Materials arriving at the Prime Osborn Convention Center prior to this date will be refused by the facility.

FREIGHT LABEL

SHIP TO:

Jacksonville Home & Patio Show
c/o Prime Osborn Convention Center / Hale NE
1000 Water Street
Jacksonville, FL 32204

SHOW INFORMATION

2013 Fall Jacksonville Home & Patio Show
Prime Osborn Convention Center
September 19 – 22, 2013

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

HALE EXPO SERVICES
NORTHEASTERN
828 East Ferry St., Buffalo, NY 14211
716-896-6170 HaleExpo.com

SHIPPING / MATERIAL HANDLING
Return form by mail, fax (716-896-8908)
or scan and email to csr@haleexpo.com

2013 Fall Jacksonville Home & Patio Show

Prime Osborn Convention Center
September 19 – 22, 2013

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

Any UPS, Federal Express, or similar 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.

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ Booth: _____

Phone #: _____ Fax #: _____ Email: _____

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Account#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Exp. Date: ___ ___/___ __ V-Code: ___ ___ ___ __

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

Authorized Show Site Representative: _____ Cell Phone# _____

▪ Inbound Freight

* Please use the enclosed freight labels in the manual for your shipments*

	NUMBER OF PIECES	ESTIMATED WEIGHT	CARRIER (S)	Less than 25 lbs	25 lbs – 200 lbs ** 200 lbs Minimum **	over 200 lbs
ADVANCE WAREHOUSE September 2 – 16				**$25.50 for first item $5 each add'l item**	**$52.00 x 2 = $104.00**	**Multiply $52.00 by the weight of shipment**
DIRECT SHOW SITE On or After September 17				**$25.50 for first item $5 each add'l item**	**$48.00 x 2 = $96.00**	**Multiply $48.00 by the weight of shipment**

Outbound Freight

- Prior arrangements for outbound shipments must be made on show site at the Hale Northeastern Inc. service desk. It is the responsibility of the exhibitor to arrange carrier pick-up, label each piece of freight clearly and to provide Hale with a complete Bill of Lading for each shipment.

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 above. 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.
- Hale is responsible for accepting your freight, delivering it to your booth & storing your crates. We will provide storage labels to identify your materials & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. Storage labels can be obtained at Hale's on-site Service Desk.
- Material handling charges are applied whether we receive your freight either at the Advance Warehouse or Direct at the show-site. Once received, we will deliver your materials directly to your exhibit space. All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next 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.**

Liability Insurance

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. The Association and 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.

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.

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.

(Signature)_____

Show Name ***2013 Fall Jacksonville Home & Patio Show*** Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

FL13

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

HALE EXPO SERVICES
NORTHEASTERN
828 East Ferry St., Buffalo, NY 14211
716-896-6170 HaleExpo.com

Outbound Shipping Information

OUTBOUND SHIPPING INFORMATION

- All outbound shipments must have a Hale Northeastern bill of lading filled out and returned to the Hale Service Desk. These supplies can be obtained at the desk.
- You MUST arrange pick up of your show materials with the Common Carrier of your choice. Pick up should be scheduled for the close of the show.
- See Hale Northeastern's Exhibitor Kit for Limits of Liability on shipping items.

THERE ARE THREE OPTIONS FOR OUTBOUND SHIPMENTS:

#1

Hale has designated ABF FREIGHT as the official show carrier. If you choose to use ABF, we will arrange for the pickup of your goods from showsite. ABF Bills of Lading can be obtained from the Hale Service Desk for this method. Freight charges will be billed through ABF Freight. *(Note: Drayage/Material Handling fees will be billed through Hale.)*

If you have an established account with ABF Freight, you will receive your negotiated contractual discounts and be invoiced directly from ABF Freight for your freight charges.

Save $$$ by using ABF Freight!

ABF Freight offers exhibitors the following perks when selecting them as YOUR freight carrier:

1) Receive substantial Show Carrier discounts! First, select ABF Freight as your carrier. Then, write or type "TSTR" on your bill of lading when shipping. That's all you have to do to save big on your shipping costs!
2) If your shipment is larger than 5,000 lbs. a Volume Rate can be requested.
3) If your materials need Expedited or Air handling, Timekeeper Guaranteed is available.
4) Easy Access! ABF Freight can be contacted at 800-654-7019 to arrange your Shipping needs. Also, check out their website at www.abf.com.

#2

You may choose ANY carrier as long as they pick up on the day the show closes or the next business day by Noon. A Hale Bill of Lading must be completed, along with a copy of your carrier's Bill of Lading.

CRITICAL NOTE: Because Hale's lease to the show-floor expires shortly after dismantle, if the freight carrier you have selected has not arrived by the close of freight deadlines, Hale MUST force the freight off the floor FOR THE SECURITY OF YOUR MATERIALS. Hale will use ABF Freight. IF EXHIBITORS SELECT A CARRIER OTHER THAN ABF, IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CONTACT THE CARRIER OF THEIR CHOICE. HALE DOES NOT CONTACT ANY TRUCKING COMPANY OTHER THAN THE SHOW CARRIER.

#3

You may also ship via FEDEX or UPS. As with all common carriers, you must contact FedEx or UPS yourself with your account numbers and have them pick your packages up on showsite at the close of the show or the next business day by Noon.

To avoid drayage charges, exhibitors MUST bring Fed Ex & UPS shipments to the Hale Service Desk, otherwise handling fees may be assessed.