



## IMPORTANT NOTICE TO THE EXHIBITORS OF:

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you

**Booth Package** These items are provided at no additional cost to you:

### Show Facts

### Important Dates

Advance order discount deadline - **prepayment required**  
Last day for advance shipments to arrive at Warehouse without surcharges  
Direct shipments may begin arriving at show site  
Last day direct shipments may arrive at show site  
Exhibitor Move-in  
Event opens  
Exhibitor Move-out

### Policies

**Recap and Payment Policy Form** must accompany all orders!  
Please fax or mail your order. Phone orders are not accepted.  
**Advance Order Pricing** applies to orders received **prepaid** by  
No credit will be applied to substitutions or changes to the booth package.  
Cancellations after installation are invoiced at 50% of original price

### Contacts

Show Management: (For questions regarding space assignments, show policies, or event schedules)

Exhibitor Services: (For questions regarding booth furnishings, additional equipment or Freight Services)

**LCD Exposition Services**  
**Phone: (509) 325-9656**  
**Fax: (509) 325-9670**



## SPECIAL DISCOUNT BOOTH PACKAGE

LCD Exposition Services, your Official Trade Show Decorator, is pleased to offer special booth packages consisting of the most popularly ordered items.

**PACKAGE A**

*This special booth package includes the following for the discounted price of \$164.00*

*One 9' GREY Carpet*

*One 6' draped table in your choice of colors (choose below)*

*Two side chairs*

**PACKAGE B**

*This special booth package includes the following for the discounted price of \$87.00*

*One 6' draped table in your choice of colors (choose below)*

*Two side chairs*

*Please indicate your color choice here:*

- Black   
  Blue   
  Burgundy   
  Gold   
  Red  
 White   
 Rust   
 Light green   
 Forest green

***This pricing is only available if your order is received by***

If you are interested in ordering one of these special packages, please write "SPECIAL", and the appropriate price in the "Other" line on the "RECAP OF SERVICES ORDERED" page of your Exhibitor Kit. If you have any questions please do not hesitate to call us.

**Total This Page: \$ \_\_\_\_\_**

**PLEASE SEE COVER LETTER  
AND PAYMENT POLICY FORMS  
FOR ORDER INSTRUCTIONS**

**EXHIBITOR \_\_\_\_\_**

**PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER**

**ORDERED BY \_\_\_\_\_  
( Please Print )**



# RECAP OF SERVICES ORDERED

ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED

CARPET .....	\$ _____
BOOTH FURNISHINGS - PAGE 1 .....	\$ _____
BOOTH FURNISHINGS - PAGE 2 .....	\$ _____
LABOR & BOOTH CLEANING .....	\$ _____
SIGNS, BANNERS & GRAPHICS .....	\$ _____
ELECTRICAL SERVICE .....	\$ _____
PORTABLE DISPLAY SYSTEMS .....	\$ _____
OTHER ..... (total of all additional pages) .....	\$ _____
<b>SUB-TOTAL</b> .....	<b>\$ _____</b>
SALES TAX .....	_____
FREIGHT HANDLING SERVICES (non taxable item) .....	_____
<b>TOTAL</b> .....	<b>\$ _____</b>

**Please submit by fax to (509)325-9670 or by email to "orders@lcdexpo.com"**

## PAYMENT POLICY

**Advance order prices apply only to pre-orders received with full payment by  
All orders received after the deadline, or without payment, will be charged at floor order prices**

- ❖ Orders placed at the show site must be guaranteed with a credit card.
- ❖ Cancellations & changes will be charged at 50% of the original price.
- ❖ Substitution of sponsor provided items is not permitted.
- ❖ Freight handling services only are exempt from sales tax.

## ALL CHARGES MUST BE PAID PRIOR TO THE END OF THE EVENT

Please indicate your method of payment. All payments must be made in U.S funds.

CREDIT CARD

COMPANY CHECK

If you wish to authorize LCD Exposition Services to charge your credit card account for the amount of your advance order plus any additional amounts ordered by you or your representative at the show site, please complete the following section.

ACCT #	<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMERICAN EXPRESS	EXPIRATION DATE	CVV CODE <small>VISA/MC three digits AMEX four digits</small>
<input type="text"/>				<input type="text"/>	<input type="text"/>

_____	_____
Cardholder's Signature	Cardholder's Name (Please Print)

\*\*\*\*\*

**Company** \_\_\_\_\_ **Booth** \_\_\_\_\_

**Payment Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Ordered by** \_\_\_\_\_ **Email** \_\_\_\_\_  
(optional)

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_



## CARPET ORDER FORM

- ❖ Rental includes installation, taping of aisle facing edges and removal at close of show.
- ❖ All carpeting is available in 9' widths only.
- ❖ Special carpet cutting and installation will be quoted on an individual basis.
- ❖ Plastic covering to protect your carpet during move in is available as an advance order only.
- ❖ Carpet padding is available in booth sizes only.

Quantity	Prepaid Advance Order	Floor Order
_____ 9' x 10' Nylon Carpet .....	\$84.00	\$109.00
_____ 9' x 20' Nylon Carpet .....	\$163.00	\$210.00
_____ 9' x 30' Nylon Carpet .....	\$241.00	\$312.00
_____ 9' x 40' Nylon Carpet .....	\$319.00	\$415.00
_____ Larger sizes (per sq. ft.) .....	\$0.95	\$1.20
_____ Custom Cut Carpet (per sq. ft.) .....	\$2.10	\$2.70

**COLOR:**  Blue    Burgundy    Forest green    Grey    Red

**Carpet is available in 10' increments only at standard pricing.  
For special size carpet please call for a quote!**

_____ 9' x 10' Carpet padding .....	\$42.00	\$54.50
_____ 9' x 20' Carpet padding .....	\$81.50	\$105.00
_____ 9' x 30' Carpet padding .....	\$120.50	\$156.00
_____ 9' x 40' Carpet padding .....	\$159.50	\$207.50
_____ Plastic Covering (per sq.ft., incl. installation & removal) ...	\$0.60	N/A
_____ 30 yd x 1" W carpet tape (meets facility requirements) .....	\$14.00	\$14.00

**Total This Page: \$ \_\_\_\_\_**

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EXHIBITOR \_\_\_\_\_

**PAYMENT POLICY / RECAP FORM  
MUST ACCOMPANY THIS ORDER**

ORDERED BY \_\_\_\_\_  
( Please Print )



## ADDITIONAL BOOTH FURNISHINGS 1

### SKIRTED WOOD TABLES & COUNTERS

Includes white vinyl top

Quantity		Prepaid Advance Order	Floor Order
_____ 4'	Wood table, 24" wide, 30" high .....	\$58.00	\$76.00
_____ 6'	Wood table, 24" wide, 30" high .....	\$63.00	\$83.00
_____ 8'	Wood table, 24" wide, 30" high .....	\$69.00	\$90.00
_____ 4'	Wood counter, 24" wide, 40" high ..	\$66.00	\$87.00
_____ 6'	Wood counter, 24" wide, 40" high ..	\$72.00	\$93.00
_____ 8'	Wood counter, 24" wide, 40" high ..	\$77.00	\$99.00

**SKIRTING COLORS - please indicate choice:**

- Black     Blue     Burgundy     Gold     Red  
 White     Rust     Light green     Forest green

_____ Skirting for 4th side, 30" high *	\$27.00	\$35.00
_____ Skirting for 4th side, 40" high *	\$31.00	\$40.00
_____ 30" White vinyl, per lineal foot .....	\$1.60	\$2.00

*\*available as addition to 6' or 8' skirted tables only  
4' tables are already skirted on the 4th side*

### UNSKIRTED WOOD TABLES & COUNTERS

_____ 4'	Wood table, 24" wide, 30" high ....	\$32.00	\$42.00
_____ 6'	Wood table, 24" wide, 30" high ....	\$35.00	\$45.00
_____ 8'	Wood table, 24" wide, 30" high ....	\$38.00	\$49.00
_____ 4'	Wood counter, 24" wide, 40" high ..	\$37.00	\$48.00
_____ 6'	Wood counter, 24" wide, 40" high ..	\$41.00	\$53.00
_____ 8'	Wood counter, 24" wide, 40" high ..	\$44.00	\$55.00

### SKIRTING FOR TABLES & COUNTERS

Quantity		Prepaid Advance Order	Floor Order
_____ 4'	Skirting - 4 sides - 30" high .....	\$32.00	\$42.00
_____ 6'	Skirting - 3 sides - 30" high .....	\$35.00	\$45.00
_____ 8'	Skirting - 3 sides - 30" high .....	\$38.00	\$49.00
_____ 4'	Skirting - 4 sides - 40" high .....	\$35.00	\$45.00
_____ 6'	Skirting - 3 sides - 40" high .....	\$38.00	\$49.00
_____ 8'	Skirting - 3 sides - 40" high .....	\$41.00	\$53.00

**SKIRTING COLORS - please indicate choice:**

- Black     Blue     Burgundy     Gold     Red  
 White     Rust     Light green     Forest green

### DRAPED TABLE TOP RISERS

Covered with white vinyl

_____ 4'	Table Riser, one step 10" wide ....	\$23.00	\$30.00
_____ 6'	Table Riser, one step 10" wide ....	\$28.00	\$36.00
_____ 8'	Table Riser, one step 10" wide ....	\$34.00	\$43.00
_____ 4'	Table Riser, two step 10" wide ea	\$34.00	\$43.00
_____ 6'	Table Riser, two step 10" wide ea	\$44.00	\$55.00
_____ 8'	Table Riser, two step 10" wide ea	\$56.00	\$66.00

***WE ARE CONTIUALY UPDATING OUR EQUIPMENT.  
IF YOU HAVE ANY QUESTIONS, OR CAN'T FIND AN  
ITEM YOU WANT, PLEASE CALL OUR OFFICE AT  
(509) 325-9656 OR EMAIL "ORDERS@LCDEXPO.COM"***

**Total This Page: \$ \_\_\_\_\_**

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EXHIBITOR \_\_\_\_\_

**PAYMENT POLICY / RECAP FORM  
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ORDERED BY \_\_\_\_\_  
( Please Print )



## ADDITIONAL FURNISHINGS 2

### MISCELLANEOUS BOOTH FURNITURE

Quantity	Prepaid Advance Order	Floor Order
_____ Side chair .....	\$19.00	\$25.00
_____ Arm chair .....	\$23.00	\$30.00
_____ Bar stool with backrest .....	\$50.00	\$64.00
30" Diameter round pedestal table .....	\$55.00	\$70.00
Pedestal tables include black linen		
<b>Please select height and enter quantity:</b>		
_____ <b>15" high</b> _____ <b>30" high</b> _____ <b>40" high</b>		
_____ Wastebasket .....	\$12.00	\$16.00
_____ Metal easel .....	\$22.00	\$28.00
_____ Literature rack .....	\$35.00	\$45.00
_____ Coat Tree .....	\$34.00	\$44.00
_____ Deluxe chrome rope stand .....	\$22.00	\$28.00
_____ Deluxe rope for above, per lineal foot	\$1.60	\$2.00
_____ Aluminum rope stand .....	\$9.00	\$12.00

### SPECIAL BOOTH DRAPERY

_____ 8' high drapery, per lineal foot .....	\$5.50	\$7.00
_____ 3' high drapery, per lineal foot .....	\$3.75	\$5.00
_____ 12' high drapery, per lineal foot .....	\$10.00	\$13.00
_____ Framework only - no drape, per ft.	\$3.00	\$3.00

**Select height:**     3'h     8'h     12'h

Black     Blue     Burgundy     Gold     Red  
 White     Rust     Light green     Forest green

**WE ARE CONTINUALLY UPDATING OUR EQUIPMENT.  
IF YOU HAVE ANY QUESTIONS, OR CAN'T FIND AN  
ITEM YOU WANT, PLEASE CALL OUR OFFICE AT  
(509) 325-9656 OR EMAIL "ORDERS@LCDEXPO.COM"**

### FRAMED PERFORATED BOARD - 1/4" HOLES

Quantity	Prepaid Advance Order	Floor Order
_____ 4'x8' Vertical single sided .....	\$84.00	\$110.00
_____ 4'x8' Vertical double sided .....	\$99.00	\$128.00
_____ 2'x8' Vertical single sided .....	\$65.00	\$85.00
_____ 4'x8' Horizontal single sided .....	\$84.00	\$110.00
_____ 4'x8' Horizontal double sided .....	\$99.00	\$130.00
<b>Color:</b> <input type="checkbox"/> White <input type="checkbox"/> Brown		
_____ 4'x8' Poster Board - Double sided ...	\$84.00	\$110.00

### PLANTS AND FLORAL SERVICES

**Balloon Arrangements available - please call for quote**

**Live** flowering plants and balloon bouquets are **purchases**.  
You may take them with you after the show.

**All plants and balloons subject to a delivery charge.**

_____ 6" Potted flowering <b>live</b> plants .....	\$44.00	\$57.00
_____ Small floral arrangement .....	\$55.00	\$71.00
_____ Medium floral arrangement .....	\$79.00	\$99.00
_____ Large floral arrangement .....	\$99.00	\$128.00
_____ DELIVERY CHARGE .....	\$25.00	\$35.00

### LIGHTING

_____ LED overhead floodlight .....	\$56.00	\$73.00
_____ 150 Watt clamp-on floodlight .....	\$26.00	\$33.00

Other lighting needs? Please call or email:  
509-325-9656 or orders@lcdexpo.com

**Total This Page: \$ \_\_\_\_\_**

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EXHIBITOR \_\_\_\_\_

**PAYMENT POLICY / RECAP FORM  
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ORDERED BY \_\_\_\_\_  
( Please Print )



# LABOR & BOOTH CLEANING

## EXHIBIT INSTALLATION SERVICE

We will require \_\_\_\_ men and approximately \_\_\_\_ hours to install our exhibit.

- Please supervise exhibit installation. \*
- Our representative will be present to supervise.

Schedule labor for: Date \_\_\_\_\_ Time \_\_\_\_\_

Supervisor \_\_\_\_\_

## EXHIBIT DISMANTLING SERVICE

We will require \_\_\_\_ men and approximately \_\_\_\_ hours to dismantle our exhibit.

- Please supervise exhibit dismantling.\*
- Our representative will be present to supervise.

**\* If your representative will not be present to supervise a surcharge of 25% of total labor cost will apply.**

## BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying of wastebaskets.

- Per sq. ft., ONCE before opening only  
( 100 sq. ft. minimum ) ..... @ 00.40/s.f. \_\_\_\_\_
- Per sq. ft., per day of show run  
( 100 sq. ft. minimum ) ..... @ 00.35/s.f. \_\_\_\_\_
- Large Booths  
500 s.f. & over, per day ..... @ 00.25/s.f. \_\_\_\_\_

**If you have special instructions please note them here. If you will not be supervising the labor please attach or send setup instructions.**

## LABOR RATES

Quantity		Straight Time	Over-time
_____	Man hours, one hour minimum .....	\$60.00	\$90.00
_____	Forklift & driver, 1/2 hour minimum	\$100.00	\$150.00

**Please note:** Straight time is from 8 AM to 5 PM weekdays. Overtime applies before 8 AM and after 5 PM weekdays and all day Saturday, Sunday and Holidays.

**PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!**

**Total This Page: \$ \_\_\_\_\_**

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EXHIBITOR \_\_\_\_\_

**PAYMENT POLICY / RECAP FORM MUST ACCOMPANY THIS ORDER**

ORDERED BY \_\_\_\_\_  
( Please Print )



## SIGNS, BANNERS, & DIGITAL GRAPHICS

### STANDARD BOOTH SIGNS & SHOWCARDS

Digitally printed signs on white 1.2 mil cardstock.  
 Suitable for booth signs, smaller table top or easel signs.  
 Not recommended for photo quality output.

Qty	Standard Sizes	Prepaid Advance Order	Floor Order
_____	7" x 11" .....	\$20.00	\$26.00
_____	7" x 44" .....	\$25.00	\$32.00
_____	11" x 44" .....	\$28.00	\$36.00
_____	11" x 14" .....	\$25.00	\$32.00
_____	14" x 22" .....	\$30.00	\$39.00
_____	18" x 22" .....	\$33.00	\$43.00
_____	Add easel back for tabletop signs .....	\$8.00	

*custom sizes available, please call for quote*

Orientation:   Horizontal   Vertical  Use our best judgement

### FOAMCORE BACKED SIGNS

Digitally printed signs mounted on white foamcore.  
 Great for larger signs requiring a rigid backing.  
 High quality output up to 44"x96".

Qty	Standard Sizes	Advance Order	Floor Order
_____	7" x 11" .....	\$25.00	\$32.00
_____	7" x 44" .....	\$30.00	\$39.00
_____	11" x 44" .....	\$33.00	\$43.00
_____	11" x 14" .....	\$30.00	\$39.00
_____	14" x 22" .....	\$36.00	\$46.00
_____	18" x 22" .....	\$40.00	\$52.00
_____	22" x 28" .....	\$50.00	\$65.00
_____	28" x 44" .....	\$75.00	\$97.00
_____	44" x 60" .....	\$140.00	\$182.00
_____	44" x 96" .....	\$180.00	\$234.00
_____	Add easel back - for up to 22" x 28" .....	\$10.00	

*custom sizes available, please call for quote*

Orientation:   Horizontal   Vertical  Use our best judgement

### VINYL BANNERS

Digitally printed on white 15ml vinyl banner stock.  
 Only available as Advance Order.  
 Please note graphic guidelines below.

**Includes hanging tabs on corners and every two feet.**

Requested size _____	Advance Order
24" material - 3' minimum length .....	\$55.00
_____ each additional foot ..... x \$7.00 _____	
<b>Total</b> .....	_____
<hr/>	
36" material - 2' minimum length .....	\$55.00
_____ each additional foot ..... x \$9.00 _____	
<b>Total</b> .....	_____
<hr/>	
42" material - 3' minimum length .....	\$70.00
_____ each additional foot ..... x \$10.00 _____	
<b>Total</b> .....	_____

Orientation:   Horizontal   Vertical  Use our best judgement

### GRAPHICS GUIDELINES

Please attach instructions and sign copy including color of text.  
 Prices include up to 25 words - more intensive copy will be quoted separately.

For best results send vector graphics in .eps or Illustrator .ai format. Include all fonts or convert them to outlines. Include any linked files or images.

For raster images .jpg, .tif, or photoshop .psd are acceptable at actual size at 100 dpi.

Please include a hard copy or .pdf file of your artwork.

**Graphic Design services are available at the rate of \$60.00 per hour.**

**TOTAL THIS PAGE \$ \_\_\_\_\_**

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EXHIBITOR \_\_\_\_\_

ORDERED BY \_\_\_\_\_  
 ( Please Print )

PHONE OR  
 EMAIL \_\_\_\_\_



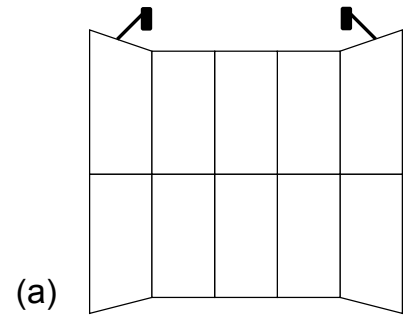
# DISPLAY SYSTEM RENTAL FORM

## 10' FULL FLOOR DISPLAY UNIT

### CONVERTS TO TABLE TOP

by INTEX - Gatefold design - top and bottom units stack  
 Reversible - either black or silver grey fabric - Velcro attachable  
 5 panels top and bottom 22.5" x 45.5" - 112.5" w x 91" h overall

Available configurations:	Advance Order	Floor Order
___ (a) Full unit (includes 2 lights) .....	\$400.00	\$480.00
___ (c) 5 panel table top (no header) .....	\$240.00	\$290.00
___ Lights for table top .....	\$25.00	\$30.00
___ Labor to install (optional) .....	\$60.00	\$60.00
___ Labor to dismantle/repack (optional) .....	\$60.00	\$60.00

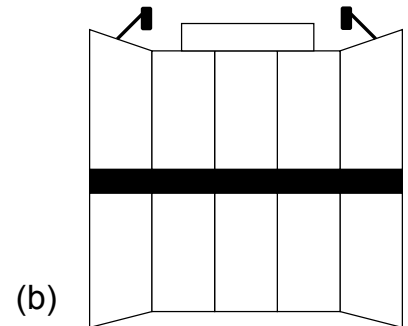


## 10' FULL FLOOR DISPLAY UNIT

### CONVERTS TO TABLE TOP

by Featherlite - Gatefold design - top and bottom units stack  
 Reversible - either coal or silver fabric - Velcro attachable  
 5 panels middle 8" h x 22" w  
 5 panels top and bottom 22" x 44" - 110" w x 96" h overall w/mid section  
 Header is 8" h x 44" w

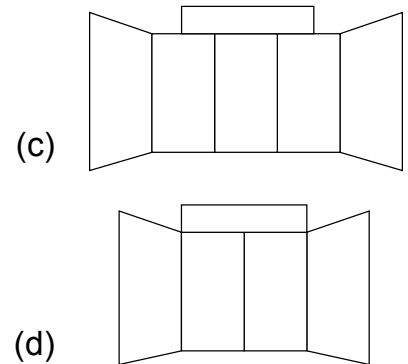
Available configurations:	Advance Order	Floor Order
___ (b) Full unit (includes 2 lights) .....	\$400.00	\$480.00
___ (c) 5 panel table top with header .....	\$240.00	\$290.00
___ Lights for table top .....	\$25.00	\$30.00
___ Labor to install (optional) .....	\$60.00	\$60.00
___ Labor to dismantle/repack (optional) .....	\$60.00	\$60.00



## 6' TABLE TOP DISPLAY UNIT

by Featherlite - Gatefold design  
 Reversible - either blue or silver fabric - Velcro attachable  
 4 panels 22" x 44" - 88" w x 44" h overall  
 Header is 11" h x 44" w

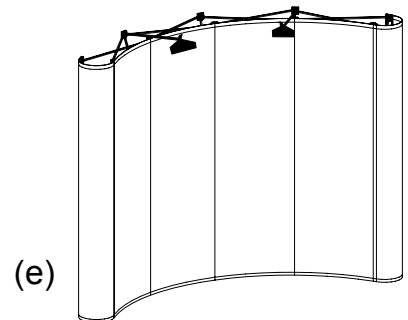
___ (d) 4 panel table top (lights N/A) .....	\$200.00	\$240.00
___ Labor to install (optional) .....	\$60.00	\$60.00
___ Labor to dismantle/repack (optional) .....	\$60.00	\$60.00



## 10' CURVED POP-UP DISPLAY

by Classic Displays  
 Black or Navy Blue fabric - Velcro attachable  
 Overall dimensions 90" high x 108" wide

___ (e) Pop-up display <input type="checkbox"/> Black <input type="checkbox"/> Navy .....	\$400.00	\$480.00
___ Labor to install (optional) .....	\$60.00	\$60.00
___ Labor to dismantle/repack (optional) .....	\$60.00	\$60.00



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 MUST ACCOMPANY THIS ORDER**

**Quantities limited - please order early**

**Total This Page: \$ \_\_\_\_\_**

EXHIBITOR \_\_\_\_\_

ORDERED BY \_\_\_\_\_

( Please Print )



## SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY **WILL NOT** ACCEPT ADVANCE SHIPMENTS

### GENERAL INFORMATION

- ❖ Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery
- ❖ If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

**TO: (Your company name)**  
**FOR:** **Booth #**  
**C/O: LCD Exposition Services**  
**220 E Augusta Ave**  
**Spokane, WA 99207**

- ❖ Please mark your shipment with your booth number if known.
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ Warehouse shipments received after \_\_\_\_\_ will be subject to 25% surcharge.
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ Outbound UPS shipments will be charged an additional handling fee of \$5.00 per piece, with a minimum charge of \$15.00 per shipment.
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- ❖ All freight handling services must be guaranteed with a credit card
- ❖ **Attention Fedex Ground Customers:** *Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless you provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.*

### LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL FREIGHT UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be routed to our warehouse, at exhibitor expense, to await disposition. LCD reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.50 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



# FREIGHT SERVICE ORDER FORM

## **MATERIAL HANDLING RATE SCHEDULE** *All Charges Based on Actual Weight in 100# Increments*

**All Receiving Services include the following:** COLLECT SHIPMENTS WILL BE REFUSED!  
Receipt of shipment from carriers delivery to booth; removal, storage & return of empty containers, return to carrier at close of show.

**NOTICE:** Shipments received after \_\_\_\_\_ subject to 25% additional handling fee

**RECEIVING AT ADVANCE WAREHOUSE:** Includes advance storage up to 30 days.

**\$55.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

**RECEIVING AT EXHIBIT HALL:**

**\$55.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

**SMALL PARCEL RATE:** Cartons weighing under 30# each. Shipments over 3 cartons total will be charged at standard rates.

**\$30.00 per carton with a two carton minimum** ..... \_\_\_\_\_

**OUTBOUND SHIPPING ONLY:** Delivery from booth to carrier at close of show.

**\$40.00 per 100# with a 200# minimum** ..... \_\_\_\_\_

**UPS OUTBOUND SHIPPING SURCHARGE:** Applies to return shipping of materials received at our warehouse or direct to showsite as well as outbound only shipments. *This is in addition to material handling charges as detailed above.*

\$5.00 per piece ( \$15.00 minimum charge ) ..... (no. pcs. x \$5.00) ..... \_\_\_\_\_

**PLEASE PROVIDE YOUR UPS ACCOUNT # HERE:**

**SPECIAL HANDLING / STORAGE:** Applies to loose / uncrated shipments or any shipments requiring return to our warehouse for shipping or customer pickup. Includes up to one week storage. These charges are in addition to any other services ordered.

**\$27.50 per 100# with a 200# minimum** ..... \_\_\_\_\_

### **SHIPMENTS TO THE SHOW**

**Total This Page:** \_\_\_\_\_

Shipped from (city) \_\_\_\_\_ Carrier \_\_\_\_\_ Pro no. \_\_\_\_\_

Shipping Date \_\_\_\_\_ Total number of pieces \_\_\_\_\_ Total weight of shipments \_\_\_\_\_

Show representative \_\_\_\_\_ Telephone \_\_\_\_\_

**IMPORTANT:** in order to trace shipments we must have the name of carrier and assigned bill of lading number - "PRO NO."

### **REFORWARDING INSTRUCTIONS**

Ship to \_\_\_\_\_ (name) \_\_\_\_\_ (street address)

City, State, Zip \_\_\_\_\_  Prepaid  Collect

Description \_\_\_\_\_ Number of pieces \_\_\_\_\_

Forward Via  Motor Freight  Air Freight  UPS  Fed Ex\*  Other \_\_\_\_\_

\* **Fedex Ground Customers:** You must provide your own prepaid return labels for Fedex Ground due to their billing restrictions.

### **SPECIAL INSTRUCTIONS ( Expedited shipping, Insurance, etc. ):**

**PAYMENT POLICY / RECAP FORM**  
**MUST ACCOMPANY THIS ORDER**

EXHIBITOR \_\_\_\_\_ BOOTH# \_\_\_\_\_

**ALL FREIGHT HANDLING CHARGES**  
**MUST BE GUARANTEED WITH A**  
**CREDIT CARD**

ORDERED BY \_\_\_\_\_  
(Please Print)