

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
 Order Services online at theexpogroup.com

Orange County Convention Center
 Orlando, FL
 March 30 - April 2, 2023

WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is the exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 30 days of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your advance freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All 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.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the booth prior to exhibitor set up.

HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All 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.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused or returned to the delivery carrier.
- To ensure that your freight does not arrive Collect, mark your bill of lading "Prepaid."
 - ◊ "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

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HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.

- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at The Expo Group's on-site Service Center.
- Once your container is completely empty, fill out and place a label on each container. Our team will pick up labeled empty containers periodically to be placed in non-accessible storage during the event.
- At the close of the event, empty containers are returned to booths in random order. Depending on the size of the event, this process may take several hours.

ARE MY MATERIALS PROTECTED AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Refer to The Expo Group's Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.

Consistent with trade show industry practices, there may be a period between the delivery of your shipment(s) to your booth and your arrival. This is also true at the end of the show during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at www.theexpogroup.com.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

A completed Material Handling Agreement (MHA) **is required for each shipment being shipped out from the show.**
All pieces must be labeled individually.

- Save time by completing the Outbound Material Handling Agreement form online and in advance or, you may contact The Expo Group's Service Center once on-site for assistance with shipping documents.
- Once received, we will create your Material Handling Agreement and shipping labels if requested. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth on-site. Otherwise, the Material Handling Agreement and labels will be available for pick up at The Expo Group's on-site service center.

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- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be submitted to The Expo Group's service center. A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the floor without a completed Material Handling Agreement submitted to The Expo Group service center and done so before the exhibitor move out deadline.
- Schedule pick up with your designated carrier. This must be done by the exhibitor or their representative and can be done at any point prior to the carrier check-in deadline noted on the Quick Facts.
- Please refer to the Quick Facts for specific dates, times and address for pick up. **In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on The Expo Group's carrier choice.**
 - ◊ For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

WHERE DO I GET A FORKLIFT?

- Forklift service to install or dismantle your booth after materials are delivered may be ordered in advance or on-site. We recommend that you order in advance to avoid additional charges at show site. For fast easy ordering go to www.theexpogroup.com, and click "Order Services," then "Lift Equipment and Labor." You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment and labor will be dispatched once a company representative signs the labor order at The Expo Group's Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

OTHER AVAILABLE FREIGHT SERVICES (may not be available in all locations)

For fast easy ordering go to www.theexpogroup.com, and click "Order Services." You may also contact us by email, Chat, text or by visiting The Expo Group's Service Center on-site.

- Cranes *(Only available by advance request prior to exhibitor move-in.)*
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery

⇒ As the official Service Contractor, The Expo Group is the exclusive service provider for freight services. **Material Handling** is the unloading of your materials, up to 30 days of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your advance freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event. **It is not necessary to return this form to receive Material Handling services. Material Handling charges will be automatically applied to your account upon receipt of each shipment.**

Go to www.theexpogroup.com for fast, easy ordering.

MATERIAL HANDLING

Rates

• Material Handling - Warehouse <i>This rate applies to shipments sent to the advance warehouse.</i>	\$ 1.40/ Pound
Material Handling - Warehouse after the March 21, 2023 deadline <i>This rate applies to shipments arriving to the advance warehouse after March 21, 2023.</i>	\$ 1.75/ Pound
• Material Handling - Direct <i>This rate applies to shipments sent directly to show site.</i>	\$ 1.40/ Pound
• Small Packages (10 lbs. or less) <i>This rate is per shipment. Qualifying shipments are inclusive of any number of pieces with total shipment weight of 10 pounds or less and, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Shipments arriving to the warehouse after the deadline date are not qualified.</i> Plus Tax: 6.5%	Compliments of The Expo Group

VERY IMPORTANT Shipping Information

Advance Warehouse

- Avoid delays and wait time on-site and ship to the advance warehouse
- Warehouse receiving begins February 27, 2023
- **Warehouse Hours: 9:00am-3:00pm**
- Advance warehouse address:
Exhibiting Company Name / Booth#
MEGA CON Orlando 2023
C/O The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837
- Please note that The Expo Group Warehouse does not accept uncrated freight such as loose, pad-wrapped materials and/or unskidded machinery equipment, COD or Collect shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5000 pounds or a single piece of freight larger than 108"H x 93" W in dimension.

Direct to Show Site

Show Site receiving begins March 28, 2023

- Show Site address:
Exhibiting Company Name / Booth#
MEGA CON Orlando 2023
C/O The Expo Group / Orange County Convention Center-South Concourse
9899 International Drive
Orlando, FL 32819

- **What is Mobile Handling?** Mobile Handling applies to equipment or mobile displays which do not require un-skidding or uncrating to be wheeled in and out of the exhibit area. Includes rolling stock, self-propelled, towed and/or pushed vehicles and equipment.
- **Motorized Equipment** is defined as a vehicle or unit that can be driven or moved to and from the booth location under its own power.
- The facility requires Exhibitors or their agents with mobile or motorized equipment to have guidance and supervision in and out of exhibit areas. This guidance is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others, or when necessary to move shipping containers that may be in the aisles.
- Exhibitors may drive their motorized equipment in and out of the exhibit area or hire The Expo Group's service to supply an operator when available.

Go to www.theexpogroup.com for fast, easy ordering.
MOBILE AND MOTORIZED EQUIPMENT HANDLING

Rates

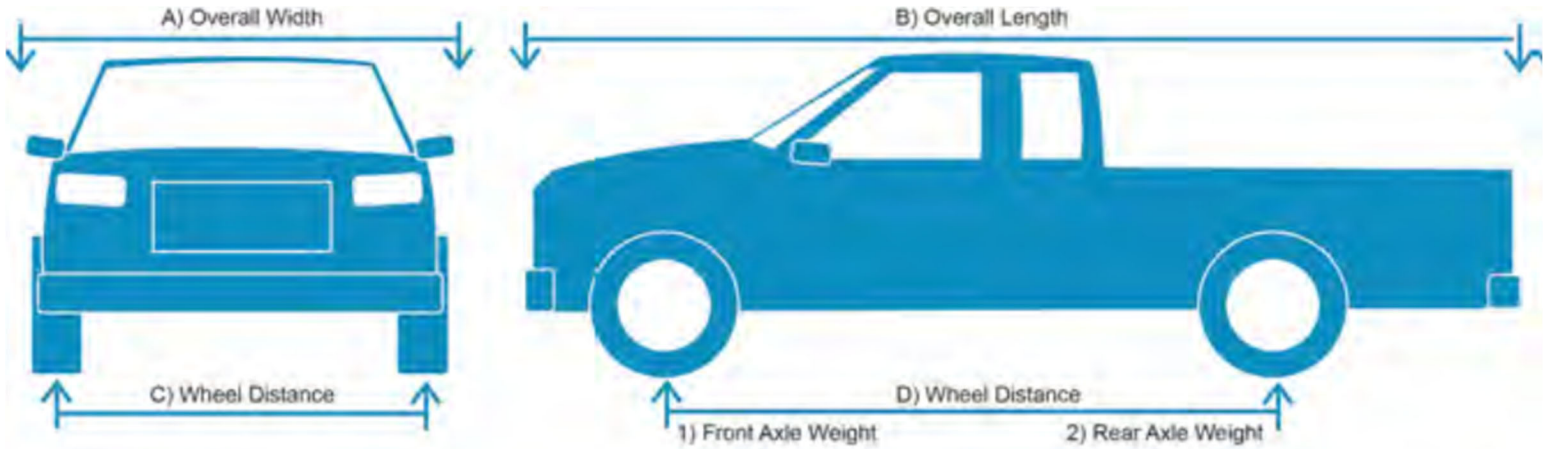
• Motorized Vehicle / Equipment Handling	\$ 245.75/ Unit (Round Trip)
• Mobile Handling*	\$ 61.50/ Unit (Round Trip)
<i>*Note: Mobile units will be assessed a "one time" spotting charge in addition to a one-hour forklift/operator charge each way for unloading and loading where required (see Lift Equipment and Labor form).</i>	
Plus Tax: 6.5%	

Important Rules & Regulations

- The City Fire Marshal requires that battery cables must be disconnected.
- Place a protective covering under the vehicle.
- Gas tank must either be taped shut or have a lockable gas cap and must contain no more than a quarter (1/4) tank of fuel.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

Exhibiting Company: _____ Booth Number: _____
 Company Contact: _____ Phone Number: _____
 Email: _____ Cell Number: _____
 Total # of Units: _____ Type: _____

Provide Vehicle Information for the Largest Unit(s)



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required? Yes* No *(See Lift Equipment and Labor form.)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date: _____ Time: _____
 On-site Contact Name: _____ Cell Phone: _____

Return this form by logging in to www.theexpogroup.com and clicking on "File Uploads" to the right or email us at ExhibitorService@theexpogroup.com.

INBOUND Driver Check-in Requirements

A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

All Drivers must provide the following details on their Bills Of Lading (BOL):

1. Booth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets.
6. Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

OUTBOUND Driver Check-in Requirements

All Drivers must present the following information to pick up freight from a show:

1. Booth Number
 2. Exhibiting Company's Name
 3. Shipment Destination (City and State)
 4. Carrier's (or Broker's) Name
 5. Location or area the vehicle is parked
 6. Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
 - Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance.



EACH EXHIBITOR MUST COMPLETE A MATERIAL HANDLING AGREEMENT IF FREIGHT IS BEING SHIPPED OUT AT THE CLOSE OF THE SHOW.

REQUIRED FORM

Request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment online at www.theexpogroup.com. Forms and labels will be delivered to your booth at show site.

- A separate material handling agreement is required for *each outbound shipment*.
- Please review the Material Handling Information, Material handling Rates and Terms and Conditions forms.
- **Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!**

Exhibiting Company: _____ Booth Number: _____
 On-site Contact Name: _____ Cell Number: _____
 Date: _____

Ship To: Company Name: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

Carrier: **Official Show Carriers:**

ABF Freight
 Standard (LTL) Time Critical

Other Carriers:

Other Ground Carrier: _____
 Other Air Carrier: _____

Next Day 2nd Day Deferred

Payment Terms: **Transportation charges guaranteed by Exhibiting Company.**
 Please complete to indicate otherwise:
 Company/Exhibitor: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

Labels: Number of Shipping Labels Required: _____
The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.

THE **EXPO** GROUP

Warehouse Shipments

EXHIBIT MATERIAL

To: _____

(Exhibitor)

(Booth Number)

c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

Name of Convention:

MEGACON Orlando 2023

Must Arrive by March 23, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after March 21, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Warehouse Shipments

EXHIBIT MATERIAL

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Must Arrive by March 23, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after March 21, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Warehouse Shipments

SUSPENDED SIGN

To: _____

(Exhibitor)

(Booth Number)

c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

Name of Convention:

MEGACON Orlando 2023

Must Arrive by March 23, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after March 21, 2023
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MEGACON Orlando 2023

Must Arrive by March 23, 2023

Carrier: _____ # Pieces: _____

Materials arriving at the warehouse after March 21, 2023
will be subject to a surcharge.

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To: _____

(Exhibitor)

(Booth Number)

Orange County Convention Center-South Concourse

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

MEGACON Orlando 2023

Do Not Deliver Prior to March 28, 2023

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To: _____

(Exhibitor)

(Booth Number)

Orange County Convention Center-South Concourse

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

MEGACON Orlando 2023

Do Not Deliver Prior to March 28, 2023

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To: _____

(Exhibitor)

(Booth Number)

Orange County Convention Center-South Concourse

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

MEGACON Orlando 2023

Do Not Deliver Prior to March 28, 2023

Carrier: _____

Pieces: _____

THE **EXPO** GROUP

Direct Shipments

EXHIBIT MATERIAL

To: _____

(Exhibitor)

(Booth Number)

Orange County Convention Center-South Concourse

c/o The Expo Group

9899 International Drive

Orlando, FL 32819

Name of Convention:

MEGACON Orlando 2023

Do Not Deliver Prior to March 28, 2023

Carrier: _____

Pieces: _____

- **What is Accessible Storage?** It is an additional service for storing exhibit materials that may need to be accessed during the event and, that cannot be stored within the booth. This service is in addition to material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the event.
- **How much does the service cost?** Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- **NOTE: Accessible Storage is unsecured.**
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- NOTE: All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

Go to www.theexpogroup.com for fast, easy ordering.

ACCESSIBLE STORAGE

Rates	Price
Set Up Fee	\$105.00
Daily Storage Fee	
Up to 25 Square Feet of Storage	\$105.00/ Day
26 to 50 Square Feet of Storage	\$155.00/ Day
51 to 100 Square Feet of Storage	\$205.00/ Day
101 to 150 Square Feet of Storage	\$255.00/ Day
151 to 200 Square Feet of Storage	\$305.00/ Day
Labor to place into or remove from storage. (1/2 hr. minimum applies each time materials are placed into or removed from storage.)	
Straight Time Labor : Monday-Friday, 8:00am-4:30pm	\$ 254.75
Overtime Labor: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am	\$ 382.25
Double Time Labor : Monday-Sunday, 12:00am-8:00am; All day Holidays	\$ 509.50

NOTE: All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees x 6.5%	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____

- The Teamsters Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.
- Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.
- **Hand Carry/POV** - Exhibitors may hand carry their merchandise from their Personally Owned Vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.
- To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. **A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.**
- Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A **one-way "cart load"** is defined as the maximum amount of loose or boxed exhibit material equal to or less than 150lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3' wide x 6' long or more.
- Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip.

Go to www.theexpogroup.com for fast, easy ordering.

CART SERVICE

	Price
One Way Cart Service	\$150.00
Round Trip Cart Service	\$300.00



ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees x 6.5%	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask you to read the following:

EXHIBIT
INSTALLATION
AND
DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL
HANDLING

Full time personnel of exhibiting companies may ground load their materials into the exhibit facility thru the designated loading area for P.O.V.'s (Personally Owned Vehicles). Loading at the dock of any and all contracted carriers will be handled by The Expo Group. Exhibitors may not use mechanized material handling equipment to include forklifts or pallet jacks. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move in/out.

TIPPING

The Expo Group requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of The Expo Group representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.



What is Booth Labor? Booth labor is available to assist with Unpacking, Installation and Dismantle of your booth and Packing your exhibit properties after the show.

You may choose to supervise the labor on your own or, your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision. Both options are listed below.

Whenever possible, all work will be performed on Straight Time hours.

- Price is per person per hour. Orders received after the deadline or without payment will be charged the Standard price.
- Start Time is only guaranteed at the start of the workday.
- One (1) hour per person minimum and thereafter charged in half (1/2) hour increments.
 - ◊ Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
- Labor must be cancelled in writing at least two (2) days prior to the date for which labor was ordered to avoid a one (1) hour per man "No-Show" charge.
- Exhibitor must check-in with The Expo Group Exhibitor Service or labor desk to confirm they are ready for labor and, return to sign out labor upon completion of the work. Failure to pick up labor at the requested time will result in an assessment of a one (1) hour per person "No-Show" charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.

The Expo Group (TEG) Supervised Labor will be completed at our discretion prior to show opening and before the deadline for the floor to be cleared. Please complete and return the TEG Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files at www.theexpogroup.com. You may also submit an Outbound Material Handling Agreement request online.

Booth Labor Hours:

Straight Time: Monday-Friday, 8:00am-4:30pm
 Overtime: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am
 Double Time: Monday-Sunday, 12:00am-8:00am; All day Holidays

Go to www.theexpogroup.com for fast, easy ordering.

BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$ 178.25	\$ 254.75	=
Exhibitor Supervised Labor - OT	@	\$ 267.50	\$ 382.25	=
Exhibitor Supervised Labor - DT	@	\$ 356.50	\$ 509.50	=
*TEG Supervised Labor - ST	@	\$ 229.00	\$ 327.25	=
*TEG Supervised Labor - OT	@	\$ 343.50	\$ 490.75	=
*TEG Supervised Labor - DT	@	\$ 458.00	\$ 654.50	=

*Please complete and return the TEG Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files at www.theexpogroup.com. You may also submit an Outbound Material Handling Agreement request online.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager (CSM) with any questions, needs or special requests.	Labor Subtotal	_____
	Taxes and Fees x 6.5%	_____
	TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



- Please complete and submit the following details for all The Expo Group (TEG) Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
- Return this form by logging in to www.theexpogroup.com and clicking on "File Uploads" to the right or email us at ExhibitorService@theexpogroup.com.

INBOUND SHIPPING INFORMATION

Freight is being sent to: Warehouse Show Site Date Shipped: _____

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify): _____

Carrier and Tracking Number: _____

SET-UP INFORMATION

Company Representative to call for questions and confirm completion of booth set-up

Name: _____ Cell Phone #: _____

Set-Up Plans/Photos: Attached To Be Uploaded Packed with Exhibit (In Crate # _____)

Carpet: With Exhibit Renting from The Expo Group

Electrical Placement: Drawing Attached To Be Uploaded Drawing with Exhibit
Electrical Under Carpet? Yes No

Graphics: With Exhibit Shipped Separately

OUTBOUND SHIPPING INFORMATION

Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify): _____
are being shipped out from the show to the following destination.

Ship To: _____

Telephone: _____ Must Arrive at Destination By: _____

Carrier Name: _____ Carrier Phone Number: _____

Carrier Type: Common Carrier Air Freight Van Line Other (Specify) _____

Date Carrier is Scheduled to Pick-Up Freight: _____

⇒ **In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options:** Reroute Via The Expo Group's Choice Return to Warehouse at Exhibitor's Expense

Bill To: _____

Freight Charges: Prepaid Collect

Emergency Contact Name: _____ Cell Phone Number: _____

You may also pre-order an Outbound Material Handling Agreement for your materials at www.theexpogroup.com!

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



- Lift equipment and labor is available for assembly of displays or for uncrating, skidding, positioning, crating and skidding equipment or machinery.
- Orders for lift equipment will include a forklift, operator, and crew. The determination of crew size is based on union jurisdiction and there may be situations due to safety concerns or unusual circumstances where the general service contractor, at their discretion, may need to modify crew size. A crew usually consists of a forklift operator and one laborer.
 - All rates are per hour. Orders received after the deadline or without payment will be charged the Standard price.
 - Start Time is only guaranteed at the start of the workday.
 - One (1) hour minimum applies and thereafter charged in half (1/2) hour increments.
 - Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
 - Labor must be cancelled in writing at least two (2) days prior to the date for which labor was ordered to avoid a one (1) hour per man "No-Show" charge.
 - Exhibitor must check-in with The Expo Group Exhibitor Service or labor desk to confirm they are ready for labor and, return to sign out labor upon completion of the work. Failure to pick up labor at the requested time will result in an assessment of a one (1) hour per person "No-Show" charge.
 - Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.
- Booth Labor Hours:**
 Straight Time: Monday-Friday, 8:00am-4:30pm
 Overtime: Monday-Friday, 4:30pm-12:00am; Saturday & Sunday 8:00am-12:00am
 Double Time: Monday-Sunday, 12:00am-8:00am; All day Holidays

Go to www.theexpogroup.com for fast, easy ordering.

LIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5000 lb. Fork and Crew - ST	_____ @	\$ 372.75	\$ 532.50	= _____
5000 lb. Fork and Crew - OT	_____ @	\$ 559.00	\$ 798.75	= _____
5000 lb. Fork and Crew - DT	_____ @	\$ 745.50	\$1,065.00	= _____
Additional Laborer - ST	_____ @	\$ 178.25	\$ 254.75	= _____
Additional Laborer - OT	_____ @	\$ 267.50	\$ 382.25	= _____
Additional Laborer - DT	_____ @	\$ 356.50	\$ 509.50	= _____

*NOTE: Forklifts with larger capacity and crane service are available **if** requested in advance. Prices are quoted upon request and **must** be requested in advance.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Please indicate work to be performed: Uncrating Unskidding Reskidding of Machinery Header/Booth Work Other (Specify Below)

Please describe the largest piece of equipment to be handled: _____

Weight: _____ lbs. Size: _____ x _____ x _____ Height to be placed: _____

Exhibitor Show Site Contact (for logistical questions): _____ Cell Phone #: _____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Other work to be performed:	Labor Subtotal _____
	Taxes and Fees x 6.5% _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____