

Our Website Is Undergoing Updates, Please Fill Out An [Authorization Form](#)  
([/forms/Credit\\_Card\\_Authorization.pdf](#))



(index.php)

ONLINE SERVICES

(online-servicekit.php)

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## WELCOME TO GENERAL EXPOSITION SERVICES EXHIBITORS AREA

Scroll Down to 'SHOP BY CATEGORIES' to Order Show Services

Exhibitors Area (<https://www.generalexposition.com/exhibitors.php>)

View Cart (0) (<https://www.generalexposition.com/exhibit/1526/?do=cart>)

Sign Out (<https://www.generalexposition.com/exhibit/1526/?do=signout>)

### **Pennsylvania Police Chiefs Association**

Bayfront Convention Center - Erie,  
PA

July 21-22, 2024

**Discount Deadline Date: July 5, 2024**

**Exhibitor Move-In Hours:**

Saturday, July 20, 2024 from 2:00PM to 5:00PM (vehicles only)

Sunday, July 21, 2024 from 7:00AM to 12:00PM

All exhibits must be completely installed by: 12:00PM on Sunday, July 21, 2024.

### Show Hours:

Sunday, July 21, 2024 from 1:00PM to 6:00PM

Monday, July 22, 2024 from 10:00AM to 2:00PM

### Exhibitor Move-Out Hours:

Monday, July 22, 2024 from 2:00PM to 6:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 6:00PM on Monday, July 22, 2024.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped via General Exposition Services Inc's shipping partners.

### Shipping Information

#### Advance Warehouse Shipping Address:

Name of Exhibiting Company

Your Booth Number

Pennsylvania Police Chiefs Association

General Exposition Services

205 Windsor Road

Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, July 5, 2024

Last Date to Arrive at Warehouse Address: Wednesday, July 17, 2024

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

#### Direct Show Site Shipping Address:

Name of Exhibiting Company

Your Booth Number

Pennsylvania Police Chiefs Association

Bayfront Convention Center

c/o General Exposition Services

1 Sassafras Pier

Erie, PA 16507

Direct Show Site Delivery Hours: Sunday, July 21, 2024

**No Freight will be accepted in advance at show site.**

### Show Colors:

Back Drape: Blue

Side Drape: Blue

Carpet: none

The Show floor is: not carpeted

If you desire carpeting of another color, please indicate this on the Carpet Order Form.

### Booth Equipment:

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

**Display Furniture:**

1-6' skirted table, 2 chairs, and a wastebasket are provided with your booth space. Additional furnishing items can be rented by completing the Furniture Order Form.

**Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 6% Tax MUST be included with your order.**

**Electrical Service:**

There is no electricity provided with your booth space. If your booth requires electricity, please contact the Bayfront Convention Center directly.

**Telephone/Internet Services:**

There is no telephone or Internet provided with your booth space, if your booth requires telephone or Internet, please contact the Bayfront Convention Center directly.

*Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.*

**Service Desk:** An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

**Please refer to the Form List provided in the online service kit for additional services offered.**

**Assistance:** If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: [info@generalexposition.co](mailto:info@generalexposition.co) (<mailto:info@generalexposition.com>)m

**Terms:** A 5% Fuel Surcharge will be added to all exhibitor orders. All credit card transactions are subject to a 3.38% surcharge.

## REFERENCES

FREIGHT LABEL Direct to show site ([template/references/FREIGHT-LABEL-Direct-to-show-site.pdf-3240.pdf](#))

FREIGHT LABEL Warehouse ([template/references/FREIGHT-LABEL-Warehouse.pdf-3241.pdf](#))

Bill of Lading NEW ([template/references/Bill-of-Lading-NEW.pdf-3769.pdf](#))

GEL BILL OF LADING ([template/references/GEL-BILL-OF-LADING.pdf-3770.pdf](#))

Shipping 101 ([template/references/Shipping-101.pdf-3248.pdf](#))

Hard Wall Unit Display Photos (1) ([template/references/Hard-Wall-Unit-Display-Photos-1.pdf-3244.pdf](#))

Liabilities and Responsibilities ([template/references/Liabilities-and-Responsibilities.pdf-3245.pdf](#))

Non Official Contractor ([template/references/Non-Official-Contractor.pdf-3246.pdf](#))

Official Service Contractor (template/references/Official-Service-Contractor.pdf-3247.pdf)

GES Furniture Rentals Catalog (template/references/GES-Furniture-Rentals-Catalog.pdf-3291.pdf)

GES Showcase Catalog (template/references/GES-Showcase-Catalog.pdf-3338.pdf)

## SHOP BY CATEGORIES

### **CARPET**

Booth Carpet makes your exhibit space more appealing.

(<https://www.generalexposition.com/exhibit/1526/?do=shop&id=4>)

### **FREIGHT SERVICES**

General Exposition Services offers timely and safe handling of all your packages and equipment.

(<https://www.generalexposition.com/exhibit/1526/?do=shop&id=2>)

## **FURNITURE**

Complete your exhibit with top of the line furnishings

(<https://www.generalexposition.com/exhibit/1526/?do=shop&id=1>)

## **LABOR SERVICES**

Ensure your exhibit will beconstructed efficiently and to your specifications

(<https://www.generalexposition.com/exhibit/1526/?do=shop&id=3>)

## **SIGNS & GRAPHICS**

High Quality Custom Graphics

(<https://www.generalexposition.com/exhibit/1526/?do=shop&id=5>)

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## **LINKS**

Home ([index.php](#))

Company ([company.php](#))

Management Services (management-services.php)

Show Resources (show-resources.php)

Online Exhibitor (online-servicekit.php)

Request for Proposal (rfp.php)

Contact Us (contact-us.php)

Terms and Conditions (terms\_and\_conditions.html)

Return Policy (return\_policy.html)

Privacy Policy (privacy\_policy.html)

Sitemap (sitemap.php)



Nationwide Trade Show Services

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(<http://www.facebook.com/pages/Pottstown-PA/General-Exposition-Services/103633503027789>)

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## GENERAL EXPOSITION SERVICES

Limerick Business Center

205 Windsor Road

Pottstown, PA 19464

Phone: 610-495-8866

Fax: 610-495-8870

[info@generalexposition.com](mailto:info@generalexposition.com) (<mailto:info@generalexposition.com>)

OUR FTP SITE



([upload.php](#))

Website Design by Navitas Marketing (<http://www.navitasmarketing.com>)

Website Development and Hosting by i76 Solutions (<http://www.i76solutions.com>)



Bayfront Convention Center  
Exhibitor/Vendor Service Request Form

Event Name

PA Chiefs of Police Conference 2023

Event Date

July 21 - 24, 2024

Exhibitor/Vendor Information

Booth Number

Exhibitor/Vendor Name

Contact Name

Contact Address

City, State, Zip

Move In Date

Move In Time

Contact Phone #

On-site Phone #

Contact Email

Complete this form and email to:

Erica Krystek, Event Manager  
1 Sassafraes Pier Erie PA 16507  
[ekrystek@erieevents.com](mailto:ekrystek@erieevents.com)  
814-455-1260

DEADLINE FOR ORDERING is July 15, 2024  
All orders received after this date or on site  
are subject to a late fee

Drayage Needs (\$0.50 per pound)

Arrival - Loading Dock to Booth

Please do not ship items before July 18, 2024

Date:

# Pounds:



Pennsylvania  
Chiefs of Police Association

111th Annual Education Training Conference  
Bayfront Convention Center  
Erie, Pennsylvania  
July 21-24, 2024

Additional Services Provided:	
110 V / 20 amp	\$25.00
208 V / 30 amp / 1 phase	\$125.00
Analog Line	\$125.00
Wired Internet	\$125.00
Water/Drain (per hook up)	\$50.00

Payment Information

Credit Card Number:

Expiration Date:

Billing Zip Code

**TOTAL DUE:**

Signature:



# **RUSH!**

**EXHIBITION FREIGHT**

FROM: \_\_\_\_\_

***DIRECT SHIPMENT***

TO: \_\_\_\_\_

*Exhibiting Company*

- #

*Name of Exhibition*

*Booth Number*

**Pennsylvania Police Chiefs Association  
Bayfront Convention Center  
c/o General Exposition Services  
1 Sassafras Pier  
Erie, PA 16507**

**Shipment will be accepted: Sunday, July 21, 2024**

Carrier \_\_\_\_\_

Number of Pieces \_\_\_\_\_

# **RUSH!**

**EXHIBITION FREIGHT**

FROM: \_\_\_\_\_

***DIRECT SHIPMENT***

TO: \_\_\_\_\_

*Exhibiting Company*

- #

*Name of Exhibition*

*Booth Number*

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Bayfront Convention Center  
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Number of Pieces \_\_\_\_\_

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*Exhibiting Company*

- #

*Name of Exhibition*

*Booth Number*

**Pennsylvania Police Chiefs Association  
Bayfront Convention Center  
c/o General Exposition Services  
1 Sassafras Pier  
Erie, PA 16507**

**Shipment will be accepted: Sunday, July 21, 2024**

Carrier \_\_\_\_\_

Number of Pieces \_\_\_\_\_

**These labels are  
for  
Direct shipments  
to the  
Show Site**



# **RUSH!**

**EXHIBITION FREIGHT**

FROM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO: \_\_\_\_\_

*Exhibiting Company*

**#**

*Name of Exhibition*

*Booth Number*

**Pennsylvania Police Chiefs Association  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464**

**Warehouse Discount Arrival Date: Friday, July 5, 2024**

Carrier \_\_\_\_\_

Number of Pieces \_\_\_\_\_

# **RUSH!**

**EXHIBITION FREIGHT**

FROM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO: \_\_\_\_\_

*Exhibiting Company*

**#**

*Name of Exhibition*

*Booth Number*

**Pennsylvania Police Chiefs Association  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464**

**Warehouse Discount Arrival Date: Friday, July 5, 2024**

Carrier \_\_\_\_\_

Number of Pieces \_\_\_\_\_

# **RUSH!**

**EXHIBITION FREIGHT**

FROM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO: \_\_\_\_\_

*Exhibiting Company*

**#**

*Name of Exhibition*

*Booth Number*

**Pennsylvania Police Chiefs Association  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464**

**Warehouse Discount Arrival Date: Friday, July 5, 2024**

Carrier \_\_\_\_\_

Number of Pieces \_\_\_\_\_

**These Labels  
Are for  
Shipments to the**

# **Warehouse**





STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

General Exposition  
Services

THE TRADE SHOW SERVICE CONTRACTORS

General Exposition Logistics Freight  
EXHIBITION MATERIALSExhibit Transportation Assistance  
610-495-8866  
www.generalexposition.com

Place Pro Label Here

DATE \_\_\_\_\_ B/L NO. \_\_\_\_\_

## 1 SHIPPER: COMPLETE BLOCKS 1-9

FROM: SHIPPER NAME (EXHIBITOR)

C/O

ADDRESS

CITY

STATE

ZIP CODE

SHOW NAME

BOOTH #

2

TO: CONSIGNEE NAME

C/O

ADDRESS

DESTINATION CITY

STATE

ZIP CODE

SHOW NAME

BOOTH #

## 3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS

CITY

STATE

ZIP CODE

ATTN:

PHONE NUMBER

4

FREIGHT CHARGES ARE ☐ COLLECT ☐ PREPAID

5

SPECIAL INSTRUCTIONS

6

IF GOING TO SHOW, CHECK ONE

☐ ADVANCE WAREHOUSE → DELIVER BY \_\_\_\_\_☐ SHOW SITE → TARGET/MOVE-IN DATE \_\_\_\_\_

7

# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at the time of actual removal from booth.

8

IF SELECTED CARRIER DOES NOT CHECK IN FOR SHIPPING

☐ RETURN TO WAREHOUSE FOR CARRIER PICKUP (FEES APPLY)☐ TRANSFER TO GENERAL EXPOSITION LOGISTICS

HAZARDOUS MATERIALS EMERGENCY CONTACT NUMBER: \_\_\_\_\_

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or (2) the amount determined from applicable limited provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless \*\*Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$50.00 per pound per package and \$1,000.00 per shipment. Liability for commodities or articles other than new is limited to \$1.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. \*\*\*Refer to the current tariff UPGF 102 series for complete details. \*Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_. \*\*Shipper requests Excess Declared Value Coverage in the amount of \$\_\_\_\_\_

RECEIVED, subject to individually determined rates of contracts that have been agreed upon in writing between the carrier and shipper if applicable, otherwise to the rates classifications and rules that have been established by the carrier and are available to the shipper on request; \*\*\*the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

SIGNATURE: \_\_\_\_\_

This is to certify that the above names materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

9

EXHIBITOR/COMPANY NAME

CARRIER

SIGNATURE

PRINT NAME

DRIVER

DATE

PIECES RECEIVED

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS

## LIMITS OF LIABILITY AND RESPONSIBILITY

1. General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. General Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill of Lading covering outgoing shipments, which are furnished by General Exposition Services to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. General Exposition Services 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 causes beyond its control.
5. General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. and in any event General Exposition Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. General Exposition Services 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 General Exposition Services 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.

## DRAYAGE SERVICE

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form and we will further agree to the following:

- a. We accept the responsibility for the payment of General Exposition Services charges in connection with the banding of our shipment as set forth above and we guarantee payment to General Exposition Services in the event any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of General Exposition Services Liability and Responsibility" as set forth above.
- c. We agree that General Exposition Services liability shall be limited to any loss or damage which results solely from General Exposition Services negligence in the actual physical handling of items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c 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 General Exposition Services warehouse), that General Exposition Services will provide its services as our agent, and not as bailee or shipper. If an employee of General Exposition Services shall sign a delivery receipt, Bill of Lading, or other documents, we agree that General Exposition Services 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 onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any Bill of Lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from close of the show for all such charges, and further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, General Exposition Services shall have authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made, materials will be taken to General Exposition Services warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.



☐ STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



**General Exposition Logistics Freight  
EXHIBITION MATERIALS**

Exhibit Transportation Assistance  
610-495-8866  
www.generalexposition.com

Place Pro Label Here

DATE \_\_\_\_\_ B/L NO. \_\_\_\_\_

<b>1</b> <b>SHIPPER: COMPLETE BLOCKS 1-8</b> FROM: SHIPPER NAME (EXHIBITOR)	<b>2</b> TO: CONSIGNEE NAME
C/O	C/O
ADDRESS	ADDRESS
CITY STATE ZIP CODE	DESTINATION CITY STATE ZIP CODE
SHOW NAME BOOTH #	SHOW NAME BOOTH #

<b>3</b> INVOICE CHARGES TO (THIRD PARTY) <b>GENERAL EXPOSITION SERVICES</b> ADDRESS <b>205 WINDSOR ROAD</b>	<b>4</b> FREIGHT CHARGES ARE <input type="checkbox"/> COLLECT <input type="checkbox"/> PREPAID
CITY STATE ZIP CODE <b>POTTSTOWN PA 19464</b>	<b>5</b> SPECIAL INSTRUCTIONS
ATTN: <b>FREIGHT@GENERALEXPOSITION.COM</b> PHONE NUMBER <b>610-495-8866</b>	<b>6</b> IF GOING TO SHOW, CHECK ONE <input type="checkbox"/> ADVANCE WAREHOUSE → DELIVER BY _____ <input type="checkbox"/> SHOW SITE → TARGET/MOVE-IN DATE _____

<b>7</b>	# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT	CLASS
			CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
			CARTON EXHIBITION PARAPHERNALIA (154630)		125
			SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
			ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
			FIBER CASE/TRUNK (COLOR _____) (154630)		125

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at the time of actual removal from booth.

<b>SHOW UPGF 20339</b> <b>Item 1800</b>
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HAZARDOUS MATERIALS EMERGENCY CONTACT NUMBER: \_\_\_\_\_

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or (2) the amount determined from applicable limited provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless \*\*Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$50.00 per pound per package and \$1,000.00 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. \*\*\*Refer to the current tariff UPGF 102 series for complete details. \*Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_. \*\*Shipper requests Excess Declared Value Coverage in the amount of \$\_\_\_\_\_.

RECEIVED, subject to individually determined rates of contracts that have been agreed upon in writing between the carrier and shipper if applicable, otherwise to the rates classifications and rules that have been established by the carrier and are available to the shipper on request; \*\*\*the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

SIGNATURE: \_\_\_\_\_

<b>8</b> EXHIBITOR/COMPANY NAME	CARRIER			
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS



## LIMITS OF LIABILITY AND RESPONSIBILITY

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2. General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. General Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill of Lading covering outgoing shipments, which are furnished by General Exposition Services to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. General Exposition Services 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 causes beyond its control.
5. General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. and in any event General Exposition Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. General Exposition Services 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 General Exposition Services 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.

## DRAYAGE SERVICE

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form and we will further agree to the following:

- a. We accept the responsibility for the payment of General Exposition Services charges in connection with the banding of our shipment as set forth above and we guarantee payment to General Exposition Services in the event any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of General Exposition Services Liability and Responsibility" as set forth above.
- c. We agree that General Exposition Services liability shall be limited to any loss or damage which results solely from General Exposition Services negligence in the actual physical handling of items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c 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 General Exposition Services warehouse), that General Exposition Services will provide its services as our agent, and not as bailee or shipper. If an employee of General Exposition Services shall sign a delivery receipt, Bill of Lading, or other documents, we agree that General Exposition Services 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 onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any Bill of Lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from close of the show for all such charges, and further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, General Exposition Services shall have authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made, materials will be taken to General Exposition Services warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.

**GENERAL EXPOSITION SERVICES, INC.**  
**205 WINDSOR ROAD**  
**LIMERICK BUSINESS CENTER**  
**POTTSTOWN PA 19464**  
**PHONE: 610-495-8866 / FAX: 610-495-8870**

## **SHIPPING 101**

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage," is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

### **WHAT IS DRAYAGE?**

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

### **CAN MATERIALS BE HAND CARRIED TO MY BOOTH?**

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in the Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

### **HOW ARE DRAYAGE RATES DETERMINED?**

Since union labor is used to move freight, General Exposition Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

### **HOW CAN I SAVE MY COMPANY MONEY?**

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, there will be an additional surcharge of 25%. General Exposition Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

### **SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?**

When possible, ship in advance to the warehouse. Even though the drayage charges are typically higher, there are benefits. You can confirm receipt of your shipment with General Exposition Services before the show, adding to your piece of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting your exhibits as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

# GENERAL EXPOSITION SERVICES, INC.

## Liabilities and Responsibility

General Exposition Services, Inc.  
205 Windsor Road, Limerick Bus. Center  
Pottstown PA 19464  
610-495-8866 \*\* FAX 610-495-8870

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### Limitations of General Exposition Services Liability and Responsibility

- a. General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- b. General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- c. General Exposition Services shall not be responsible for loss, theft, and disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. General Exposition Services 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 causes beyond its control.
- e. General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000 per shipment. **The maximum liability for a UPS shipment will be \$75.00//shipment.**
- f. General Exposition Services 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.
- g. The consignment or delivery of a shipment to General Exposition Services 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 the Bulletin.

### ORDER FOR DRAYAGE SERVICES

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- a. We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set forth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of General Exposition Services Liability and Responsibility.
- c. We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.
- d. With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof.
  - (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 General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.
- e. We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

# **GENERAL EXPOSITION SERVICES, INC.**

## **OFFICIAL SERVICE CONTRACTORS & EXHIBIT APPOINTED CONTRACTORS**

General Exposition Services, Inc.  
205 Windsor Road, Limerick Business Center  
Pottstown PA 19464  
610-495-8866 \*\* FAX 610-495-8870

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### **Official Service Contractors**

*Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:*

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force,
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

*The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:*

- a. Supervision may be provided by the Exhibitor.
- b. The exhibitor may appoint an exhibit installation contractor or display builder.

### **Exhibitor Appointed Contractors**

*Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:*

1. Complete the attached Notification of Intent to use **NONOFFICIAL** Service Contractor.
2. The Exhibitor must notify Show Management in writing and General Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
3. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and General Exposition Services at least 10 days before the show opening.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
5. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
6. The Exhibitor Appointed Contractor will share with General Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
7. The Exhibitor Appointed Contractor must furnish Show Management and General Exposition Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
8. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
9. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
10. The Exhibitor Appointed Contractor shall provide, if requested, evidence to General Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, General Exposition Services. The Exhibitor Appointed Contractor must coordinate all of its activities with General Exposition Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.