

Exhibit Services, Inc.
 1814 Tappan Blvd Tampa Fl 33619
 813-623-1163 Fax 813-623-5913
 Email – Info@ExhibitServices.net



Adventist-Laymen's Services and Industries
 ASI International Convention 2008
 Tampa Convention Center / Tampa, FL
 August 6 – 9, 2008

Credit Card & Payment Totals Form
Exhibit Services, Inc.
1814 Tappan Blvd. Tampa, Fl 33619
Federal ID # 59-2945495

Please submit this form along with the individual order forms.
 FAX to 813-623-5913 or EMAIL to info@ExhibitServices.net

Shipping Instructions & Material Handling Fees	Total amount from Part A	\$
Skirted Tables, Round Tables, Counters & Pedestals	Total amount from Part C	\$
Seating, Special Draping & Drape Hardware	Total amount from Part D	\$
Carpet & Padding	Total amount from Part E	\$
Rental Displays	Total amount from Part F	\$
Accessories	Total amount from Part G	\$
Signage / Graphics	Total amount from Part H	\$
Plants	Total amount from Part I	\$
Display Labor	Total amount from Part J	\$
	GRAND TOTAL	\$

Exhibit Services accepts: American Express, MasterCard, Visa & Discover Cards.
We recommend that you have a credit card on file for all orders even if paying by check.

Credit Card Account #

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Expiration Date _____ Card Security #s _____ (AmEx =four #s on front of card, all others =three #s on back of card)

Cardholders Name (Print) _____

Signature _____

Phone () _____ - _____

Billing Address for this card _____

City _____ State _____ Zip _____

Email Address for sending receipt _____

PAYMENT POLICY: Payment in full must accompany all orders. Payment can be made by check or credit card authorization. Orders without payment will not be processed. Charges incurred at show site must be paid upon presentation of invoice. Please complete the Credit Card Authorization form or have your booth personnel be prepared to pay any balance due. Any additional charges not totaled on this form (i.e. extra furniture rentals, incorrect labor estimates, additional material handling fees, etc.) will be charged to the credit card on file.

CANCELLATION POLICY: Refunds may be available if order is canceled two business days prior to the date that Exhibit Services begins show setup. Show setup times vary depending on the event and may be several days in advanced of the exhibitor setup date. Specialty items are non-refundable. No credits or refunds will be given for equipment ordered but refused at the showsite. Any disputes about services or equipment must be handled at the show site before completion of the event. We will not issue refunds under any circumstances for any issue that was not brought to the attention of Exhibit Services service desk personnel during the course of the event.

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INBOUND & OUTBOUND SHIPPING INSTRUCTIONS

All shipments are subject to material handling fees. Please see the following page for rate information.

Advance Freight Shipments (July 7, 2008 – August 4, 2008)

SHIP AS EARLY AS POSSIBLE! YOU GET 30 DAYS STORAGE INCLUDED WITH MATERIAL HANDLING FEES!

All advance freight shipments should be sent to the ES warehouse for handling. Please use the pre-printed shipping labels included in this kit. Shipments with shipping charges due on delivery will be refused.

Shipments can begin arriving upon July 7, 2008 and should arrive **NO LATER than Monday, August 4, 2008**. Shipments that arrive at the advance warehouse after Monday, August 4, 2008 will be charged a late fee of 25% of the material handling fees or a \$105.00 delivery charge, whichever is greater and delivery time cannot be guaranteed. Material handling charges **MUST** be paid in advance, along with the completed Material Handling Services form.

Direct to Show Site Shipments (ONLY ON August 6, 2008)

DON'T SHIP FREIGHT TO THE TAMPA CONVENTION CENTER PRIOR TO AUGUST 6!

Freight shipped to the Tampa Convention Center prior to August 6 will be **refused!** Shipments should arrive only during exhibitor setup hours on August 6, 2008. Please use the show site shipping labels included in this kit. Exhibit Services will also provide a cartload service for a service fee to those requiring assistance in unloading privately owned vehicles. Sign up for this service onsite.

Empty Container Storage

Exhibit Services will store your empty containers during the show. Empty containers must be labeled with an "empty" sticker to be placed into storage. Before the show opens, all trash will be removed from aisles. Exhibit Services is not responsible for empty containers nor packaging materials that are not properly labeled with "empty" stickers. Stickers are available at the service desk.

Outbound Freight Shipments

THE FORCED FREIGHT TIME IS 11:59 PM on SATURDAY AUGUST 9.

All outbound shipments require an Exhibit Services' Outbound Shipping Form. Outbound Shipping forms will be available onsite at the service desk. **It is the exhibitor's responsibility to schedule outbound shipments with their desired carrier. Schedule your carrier to pick up your freight, directly from the exhibit hall, no later than the forced freight time.** The forced freight time is **11:59 pm on Saturday, August 9, 2008**. Any materials left in the exhibit hall without an outbound shipping form, past the forced freight time, will be removed by Exhibit Services. If Exhibit Services must dismantle your booth to meet the forced freight deadline, your company will be charged accordingly for labor services. If your carrier fails to check in at the Exhibit Service's service desk by the forced freight time, your freight will be forced to the carrier of Exhibit Services' choosing and additional material handling fees will be applied.

Pickup Address for Outbound Freight:

Tampa Convention Center
Upper Dock
333 S. Franklin St.
Tampa, FL 33602

UPS, Fed Ex, DHL, etc. Shipments:

The above freight carriers **DO NOT** provide bills of lading to note any damage or piece count. Therefore, ES will **NOT** be responsible and will not accept any claims for any reason involving shipments delivered without bills of lading.

Cargo Insurance

Exhibitors are recommended to carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies.

International Shipments

International shipments should be sent free domicile or delivered duty paid. Shipments with duties & customs taxes due will be refused.



PART A
DRAYAGE / MATERIAL HANDLING SERVICES / RATES & AUTHORIZATION

Material handling service fees cover the receiving, storage and onsite delivery of your booth materials. This includes your exhibit display as well as printed materials. ES will receive your materials up to 30 days prior to the event, deliver your materials directly to your booth, handle empty containers during the event, and load your materials onto your chosen outbound carrier for a one time material handling fee. Charge for this service is based on inbound weight per shipment.

LATE FEE: Shipments that arrive at the advance warehouse after Monday, August 4, 2008 will be charged a late fee of 25% of the material handling fees or a \$105.00 delivery charge, whichever is greater and delivery time cannot be guaranteed.

PLEASE NOTE: Each shipment is evaluated separately. Each shipment weight will be round to the next hundred bounds. Shipping fees must be prepaid to your shipping carrier; collect shipments or shipments with duties owed will be refused. Material handling fees do not include the uncrating, unskidding or positioning of materials – additional labor services can be ordered for these services.

MATERIAL HANDLING RATES

Each shipment will fall into one of the below categories depending on the shipping carrier who delivers the materials and the type of packaging and paperwork accompanying the shipment. Use the information below to estimate your material handling fees. We understand that it is not always possible to submit an accurate material handling deposit in advance of the event. Please submit an estimate to assist us in preplanning for your event. Exhibitors should submit payment for material handling fees prior to sending shipments. Failure to provide prepayment for material handling fees will cause delays in receiving your materials.

Total the weight of all of your inbound shipments to determine the amount of your estimated material handling fees. Round each shipment weight up to the next hundred pounds of weight. (For example a shipment weighing a total of 135 pounds will be rounded up to a billed shipment weight of 200 pounds.) The minimum weight per shipment received is 100lbs. Actual material handling fees will be calculated upon receipt of shipments. If actual fees are greater than your estimates, the additional amount will be applied to your credit card on file.

- **Service A - Crated, Skidded or Palletized and including Bills of Lading: \$70.00 per hundred pounds**
 Shipments that can be unloaded at the dock with no additional special handling. Shipments received with bills of lading listing piece count and shipment details. Carriers that typically fall into this category include– TEAM worldwide, Yellow Freight, Roadway and Forward Air. ***UPS and FedEx shipments require special handling see below.

Service A - Estimated total weight of shipments:	
Example: total weight of shipments equals 254lbs. Round up to next hundred pounds = 300lbs of weight. Multiply \$70.00 per 100lbs of weight : 100lbs = \$70, 200lbs = \$140	Multiply: \$70.00 x each 100lbs of weight
	TOTAL FEE:

OR

- **Service B - Special Handling Shipments: \$87.50 per hundred pounds**
 Shipments that require special handling due to carrier unloading procedures. Such as ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked or loose/uncrated shipments. Fed Ex, UPS, Van Lines and all shipments received without bills of lading are considered special handling shipments.

Service B - Estimated total weight of shipments:	
Example: total weight of shipments equals 254lbs. Round up to next hundred pounds = 300lbs of weight. Multiply \$87.50 per 100lbs of weight : 100lbs = \$87.50, 200lbs = \$175	Multiply: \$87.50 x each 100lbs of weight
	TOTAL FEE:

Total of Part A
 Please add to Totals Form on Page 3

\$

PLEASE READ THE LIMITATIONS OF LIABILITY STATEMENT IN THIS KIT AND THEN SIGN BELOW. SUBMIT THIS FORM TO ES.

We, the exhibiting company or authorized party, hereby authorize Exhibit Services to handle our shipment/s in accordance with the information on this page and in the limitations of liability statement and acknowledge receipt of a copy. We agree that ES. will provide its services as our agent, and not as bailee or shipper, and if any employee of Exhibit Services, Inc. shall sign a delivery receipt, bill of lading, or other documents, we agree that they will do so as our agent, and we accept responsibility thereafter.

Exhibiting Company Name _____ Date _____

Signature _____ Name _____ Title _____

To assist during completion of outbound paperwork please list the intended destination of your outbound freight. Responsibility for completing outbound shipping paperwork is that of the onsite representative unless ES supervised outbound labor is ordered and proper shipping documents are provided.
OUTBOUND FREIGHT DESTINATION (i.e. where your freight is going after this show)

TO: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____ CONTACT NAME & PHONE _____

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SHIPPING LABELS TO USE FOR ADVANCE SHIPMENTS





<p>ADVANCE SHIPMENTS TO ARRIVE NO LATER THAN: MONDAY, AUGUST 4, 2008 8 AM – 3 PM</p>  <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____ C/O EXHIBIT SERVICES 1814 TAPPAN BLVD TAMPA, FLORIDA 33619 813-623-1163</p> <p>Name of Show: ASI</p>	<p>ADVANCE SHIPMENTS TO ARRIVE NO LATER THAN: MONDAY, AUGUST 4, 2008 8 AM – 3 PM</p>  <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____ C/O EXHIBIT SERVICES 1814 TAPPAN BLVD TAMPA, FLORIDA 33619 813-623-1163</p> <p>Name of Show: ASI</p>
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SHIPPING LABELS TO USE FOR DIRECT TO SHOW SITE SHIPMENTS

<p>DIRECT TO SHOWSITE SHIPMENTS</p> <p>ONLY ACCEPTED: WEDNESDAY AUGUST 6 8 AM – 5 PM</p>  <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____</p> <p>C/O EXHIBIT SERVICES TAMPA CONVENTION CENTER UPPER DOCK 333 S. FRANKLIN STREET TAMPA, FLORIDA 33619 813-623-1163</p> <p>Name of Show: ASI</p>	<p>DIRECT TO SHOWSITE SHIPMENTS</p> <p>ONLY ACCEPTED: WEDNESDAY AUGUST 6 8 AM – 5 PM</p>  <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____</p> <p>C/O EXHIBIT SERVICES TAMPA CONVENTION CENTER UPPER DOCK 333 S. FRANKLIN STREET TAMPA, FLORIDA 33619 813-623-1163</p> <p>Name of Show: ASI</p>
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<p>DIRECT TO SHOWSITE SHIPMENTS</p> <p>ONLY ACCEPTED: WEDNESDAY AUGUST 6 8 AM – 5 PM</p>  <p>TO: _____ (EXHIBITING COMPANY NAME)</p> <p>BOOTH # _____ TAMPA CONVENTION CENTER UPPER DOCK 333 S. FRANKLIN STREET TAMPA, FLORIDA 33619 813-623-1163</p> <p>Name of Show: ASI</p>
