

Dear Exhibitor:

The Expo Group understands **Rock 'n' Roll Philadelphia** is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **August 24, 2018** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at <https://www.theexpogroup.com/orderservices>. Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Account Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Sarah Savoye
Customer Account Manager
Direct– 702-660-9277
ssavoye@theexpogroup.com

| | | |
|--------------------------------|---------------------|-------|
| Exhibit Hall Colors | Back drape color: | _____ |
| | Side drape color: | _____ |
| | Aisle carpet color: | N/A |

Booth Package **Booth Package Includes:**
 Pipe and Drape
 (1) 6' skirted table - Black
 (2) Side Chairs, (1) Wastebasket
 Black Booth Carpet
 * Island Booths are A La Carte*

| | | | |
|-------------------------------|--------------------------|--------------------|--------------------|
| Exhibit Hall Hours | Exhibitor Move-In | | |
| | Thursday | September 13, 2018 | 10:00 am - 5:00 pm |
| | Friday | September 14, 2018 | 8:00 am - 11:30 pm |

Show Hours
 Friday September 14, 2018 12:00 pm - 7:00 pm
 Saturday September 15, 2018 9:00 am - 5:00 pm

Exhibitor Move-Out
 Saturday September 15, 2018 5:01 pm - 10:00 pm

Dismantle All Booths must be dismantled by Saturday, September 15, 2018 by 8:00 pm.
 All carriers other than the official show carriers must check in at the freight desk by 7:00pm on Saturday, September 15, 2018, otherwise exhibitor shipments will be subject to rerouting.

Important Dates **Expedite Fees**
Rental Exhibits and Graphics
 50% Expedite Fee if ordered after August 21, 2018.
 100% Expedite Fee if ordered after August 29, 2018.

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
c/o YRC
2627 State Road
Bensalem, PA 19020

- Advance Shipments will be accepted between Monday, August 6, 2018, through Friday, September 7, 2018.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Pennsylvania Convention Center

Address: Pennsylvania Convention Center - Hall E
c/o The Expo Group
1101 Arch St.
Philadelphia, PA 19104

Direct shipments must arrive at show-site beginning at 10:00 am on Thursday, September 13, 2018 through Saturday, September 15, 2018. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC

Order services early and SAVE!

Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

The Expo Group Order Forms

| FORM NAME | ORDER TOTAL |
|--|---|
| <input type="checkbox"/> Exhibitor Data | SUBMIT WITH FIRST ORDER (if not ordering online) |
| <input type="checkbox"/> Credit Card Authorization | SUBMIT WITH FIRST ORDER (if not ordering online) |
| <input type="checkbox"/> Terms and Conditions | SUBMIT WITH FIRST ORDER (if not ordering online) |
| <input type="checkbox"/> Third Party Authorization | \$ _____ |
| <input type="checkbox"/> EAC Requirements | \$ _____ |
| <input type="checkbox"/> Carpet - Custom | \$ _____ |
| <input type="checkbox"/> Carpet - Standard and Special Cut | \$ _____ |
| <input type="checkbox"/> Cleaning Service | \$ _____ |
| <input type="checkbox"/> Furniture and Accessories | \$ _____ |
| <input type="checkbox"/> Booth Rental Exhibits | \$ _____ |
| <input type="checkbox"/> Booth Rental Accessories | \$ _____ |
| <input type="checkbox"/> Signs | \$ _____ |
| <input type="checkbox"/> Material Handling | \$ _____ |
| <input type="checkbox"/> Exhibitor Supervised Labor | \$ _____ |
| <input type="checkbox"/> The Expo Group Supervised Labor | \$ _____ |
| <input type="checkbox"/> Lift Equipment and Labor | \$ _____ |
| Total Amount Due: | \$ _____ |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.

In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.

Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____

Contact Name: _____ Booth Number: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Website: _____

Telephone Number: _____

Email Address: _____

I consent to allow The Expo Group and parties involved in the production of this show to email communications to the email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

On-Site

Contact Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Contact Hotel: _____

Date of Arrival: _____ Date of Departure: _____

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

Payment Options

Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to The Expo Group for all amounts due in USD funds prior to show closing.

Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Credits for Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

All Labor Types - 2-days notice is required for cancellation of all labor services. If such notice is not provided, a one (1) hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture and Carpet - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture - Items ordered and cancelled 1-week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Custom Exhibits and Accessories - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

Exhibitor Graphics - Orders cancelled after production will be charged 100% of the original price.

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

Company Information

Exhibiting Company: _____
Booth Number: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Phone Number: _____
Email Address: _____ Fax Number: _____

Credit Card Payment

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at The Expo Group Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.

Credit Card Authorization

- Please complete the information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

☐ A check is being sent to cover all expenses, use card only for show-site services
☐ Use credit card for all services

Card Type

☐ Visa® ☐ MasterCard® ☐ American Express ☐ Discover® ☐ Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

TELEPHONE EMAIL

PLEASE SIGN

X _____

5931 West Campus Circle Drive, Irving, Texas 75063

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

Phone: (972) 580-9000 Fax: (972) 465-1109

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group, Inc., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. **Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.**

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.** TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth. TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. **Accessible Storage:** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. **Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. **Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. **Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. **Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. **Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. **Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. **ADVANCED WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. **REFUNDS:** EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. **CREDIT CARD:** TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____
Billing Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact Name: _____ Website: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form is completed and signed by both parties and returned to The Expo Group at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with The Expo Group within 30 days of the close of the show.**

Services to be Invoiced to Third Party

- ☐ All The Expo Group Services ☐ Furniture/Carpet ☐ Forklift Labor ☐ Booth Labor
- ☐ Suspended Sign Labor ☐ Booth Cleaning ☐ Material Handling
- ☐ Other: _____

Card Type

☐ Visa® ☐ MasterCard® ☐ American Express ☐ Discover® ☐ Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

CITY _____ STATE _____ ZIP _____ COUNTRY _____
TELEPHONE _____ EMAIL _____

PLEASE SIGN

X _____

Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN

X _____

Exhibiting Company: _____ Booth Number: _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Exhibiting Company Name: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: _____

Exhibitor Appointed Contractor (EAC) Access to the Show Floor. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

Certificate of Insurance. Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)

The insurance form must list as the Certificate Holder:

The Expo Group, Inc.
5931 West Campus Circle Drive
Irving, TX 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability. Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

The Expo Group, Inc.
ORGANIZER
FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)
SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Workers' Compensation Insurance. Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000
Disease - Each Employee \$1,000,000
Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, Inc., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, Inc.

Automobile Liability. Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.

Name of EAC: _____
By (print name): _____
Signature: _____

Booth Number: _____
Date: _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)
00/00/0000

| | | |
|---------------------------|----------------------|---|
| PRODUCER (000) 000-0000 | FAX | THIS CERTIFICATE IS ISSUED AS A MOTTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC # |
| AGENTS NAME | AGENTS ADDRESS | |
| INSURED YOUR COMPANY NAME | YOUR COMPANY ADDRESS | INSURER A: |
| EAC FOR: | | INSURER B: |
| | | INSURER C: |
| | | INSURER D: |
| | | INSURER E: |

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSL LTR | ADD'L INSRD | TYPES OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | | |
|----------|--|---|---------------|----------------------------------|-----------------------------------|--|--------------|----|
| | X | GENERAL LIABILITY | POLICY # | EFF DATE | EXP DATE | EACH OCCURRENCE | \$ 1,000,000 | |
| | | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | DAMAGE TO RENTED PREM-ISES (Ea occurrence) | \$ 500,000 | |
| | | <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR | | | | MED EXP (Any one person) | \$ 5,000 | |
| | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 | |
| | | | | | | GENERAL AGGREGATE | \$ 2,000,000 | |
| | | | | | | PRODUCTS-COMP-OP AGG | \$ 2,000,000 | |
| | | GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | |
| | | AUTOMOBILE LIABILITY | POLICY # | EFF DATE | EXP DATE | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 | |
| | <input checked="" type="checkbox"/> ANY AUTO | BODILY INJURY (Per person) | | | | \$ | | |
| | <input type="checkbox"/> ALL OWNED AUTOS | BODILY INJURY (Per accident) | | | | \$ | | |
| | <input type="checkbox"/> SCHEDLUED AUTOS | PROPERTY DAMAGE (Per accident) | | | | \$ | | |
| | <input checked="" type="checkbox"/> HIRED AUTOS | | | | | | | |
| | <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | | | | | |
| | | | | | | | | |
| | | GARAGE LIABILITY | | | | AUTO ONLY-EA ACCIDENT | \$ | |
| | <input type="checkbox"/> ANY AUTO | OTHER THAN EA ACC | | | | \$ | | |
| | | AUTO ONLY: ACC | | | | \$ | | |
| | | EXCESS/UMBRELLA LIABILITY | POLICY # | EFF DATE | EXP DATE | EACH OCCURRENCE | \$ 1,000,000 | |
| | <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE | AGGREGATE | | | | \$ 1,000,000 | | |
| | <input type="checkbox"/> DEDUCTIBLE | | | | | | | |
| | <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | | | | | |
| | | WORKERS' COPMENSATION AND EMPLOYERS' LIABILITY | POLICY # | EFF DATE | EXP DATE | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS | OTH-ER | \$ |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? | E.L. EACH ACCIDENT | | | | \$ 1,000,000 | | |
| | If yes, describe under SPECIAL PROVISIONS below | E.L. DISEASE-EA EMPLOYEE | | | | \$ 1,000,000 | | |
| | | E.L. DISEASE- POLICY LIMIT | | | | \$ 1,000,000 | | |
| | | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

| | |
|---|---|
| CERTIFICATE HOLDER | CANCELLATION |
| The Expo Group 5931 West Campus Circle Drive Irving, TX 75063 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. |
| | AUTHORIZED REPRESNTATIVE |

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

Discount Deadline:
August 24, 2018

Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 7a and 7b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if TEG provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 7a and 7b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services:

| | |
|---|--|
| <input type="checkbox"/> Installation & Dismantle | <input type="checkbox"/> Installation & Dismantle - Supervision Only |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Security |
| <input type="checkbox"/> Personnel/Models | <input type="checkbox"/> Other (please identify): _____ |

Products:

| | |
|--|--|
| <input type="checkbox"/> Flooring/Carpet Rental | <input type="checkbox"/> Audio Visual - Rental/Production/Lighting |
| <input type="checkbox"/> Furniture/Signs/Accessories | <input type="checkbox"/> Computer Rental |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Other (please identify): _____ |

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

****Note Other Products/Services Here:**

Please Type or Print

Exhibitor Information:

| | |
|----------------------------|------------------------|
| Exhibiting Company: _____ | Booth Number: _____ |
| Exhibitor Contact: _____ | Title: _____ |
| Exhibitor Email: _____ | Exhibitor Phone: _____ |
| Exhibitor Signature: _____ | Date: _____ |

EAC Information:

| | |
|------------------------------------|-----------------------|
| EAC Company Name: _____ | |
| Address: _____ | City/State/Zip: _____ |
| EAC Company Phone: _____ | Fax Number: _____ |
| EAC Contact Name: _____ | Contact Cell: _____ |
| EAC Contact Email: _____ | |
| Product/Service Description: _____ | |

****ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

Discount Deadline:
August 24, 2018

| | | | | | |
|------------------------|--|----------------------|----------------------|-----------------------|--------------|
| Carpet Cleaning | Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose 'Porter Service.' Exhibit and furnishing wipe down not included. | | | | |
| | A. One-Time Only Cleaning (First day only - 100 square feet minimum) | | | | |
| | | Total Sq. Ft. | Advance Price | Standard Price | Total |
| | One Time Vacuuming of Booth | _____ X | \$0.65 per sq ft | \$0.75 per sq ft = | _____ |
| | B. Daily Cleaning (Every show day - 100 square feet minimum) | | | | |
| | | Total Sq. Ft. | Advance Price | Standard Price | Total |
| | Daily Vacuuming (Two Days) | _____ X | \$1.30 per sq. ft. | \$1.50 per sq. ft. = | _____ |

| | | | | | |
|-----------------------|---|------------------|----------------------|-----------------------|--------------|
| Porter Service | Porter service (empty wastebaskets, police floor area at 2-hour intervals during show hours). Vacuuming not included. | | | | |
| | Indicate Days: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday | | | | |
| | | # of Days | Advance Price | Standard Price | Total |
| | Up to sq. ft. | _____ X | \$130.50 | \$130.50 = | _____ |
| | 1000 to 1500 sq. ft. | _____ X | \$150.50 | \$150.50 = | _____ |
| | 1500 to 2000 sq. ft. | _____ X | \$170.50 | \$170.50 = | _____ |
| | 2000 to 2500 sq. ft. | _____ X | \$190.50 | \$190.50 = | _____ |
| | 2500 to 3000 sq. ft. | _____ X | \$210.50 | \$210.50 = | _____ |
| | 3000 to 3500 sq. ft. | _____ X | \$230.50 | \$230.50 = | _____ |
| | 3500 to 4000 sq. ft. | _____ X | \$250.50 | \$250.50 = | _____ |
| Over 4000 sq. ft. | _____ X | \$270.50 | \$270.50 = | _____ | |

Excessive Trash will be subject to an additional fee for dismantling and disposal.

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|--------------------------------|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests. | Carpet Cleaning Subtotal _____ |
| | Porter Service Subtotal _____ |
| | TOTAL _____ |

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll
MARATHON SERIES®

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

Discount Deadline:
August 24, 2018



Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Stanchion
(includes 7' retractable cord)



Tripod Easel



Garment Rack



Raffle Drum



Wastebasket



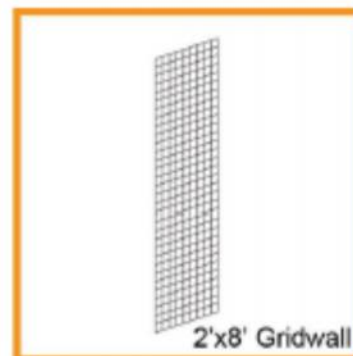
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall

| Furniture | | Quantity | Advance Price | Standard Price | Total |
|--------------------------------------|--|----------|---------------|----------------|-------|
| Side Chair | | X | \$ 79.00 | \$112.86 | = |
| Barstool | | X | \$139.00 | \$198.57 | = |
| 36" Round, 30" High Conference Table | | X | \$227.00 | \$295.00 | = |
| 36" Round, 40" High Cocktail Table | | X | \$251.00 | \$326.00 | = |

| Un-Skirted Tables | | Quantity | Advance Price | Standard Price | Total |
|----------------------|--|----------|---------------|----------------|-------|
| 4' Long x 2' x 30" | | X | \$ 75.50 | \$ 98.50 | = |
| 6' Long x 2' x 30" | | X | \$ 99.50 | \$129.50 | = |
| 8' Long x 2' x 30" | | X | \$123.50 | \$160.50 | = |
| 4' Long x 2' x 40" | | X | \$ 86.50 | \$112.50 | = |
| 6' Long x 2' x 40" | | X | \$114.00 | \$148.50 | = |
| 8' Long x 2' x 40" | | X | \$141.50 | \$184.00 | = |

| Draped Riser (white only) | | Quantity | Advance Price | Standard Price | Total |
|---------------------------------|--|----------|---------------|----------------|-------|
| 4' | | X | \$ 67.50 | \$ 87.50 | = |
| 6' | | X | \$ 67.50 | \$ 87.50 | = |

| Table Skirting | Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice. Black Blue Burgundy Gold Green Red Silver Teal White | | | | | | | | | | Quantity | Advance Price | Standard Price | Total |
|--|--|--|--|--|--|--|--|--|--|--|----------|---------------|----------------|-------|
| 30" Table Skirt | | | | | | | | | | | X | \$ 47.00 | \$ 61.00 | = |
| 40" Table Skirt | | | | | | | | | | | X | \$ 59.00 | \$ 76.50 | = |
| *Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables | | | | | | | | | | | | | | |
| 30" Table Skirt—4th side coverage for 6' or 8' | | | | | | | | | | | X | \$ 47.00 | \$ 61.00 | = |
| 40" Table Skirt—4th side coverage for 6' or 8' | | | | | | | | | | | X | \$ 59.00 | \$ 76.50 | = |

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|---------------------------------------|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests. | Subtotal _____ |
| | Taxes and Fees Multiplied by 8% _____ |
| | TOTAL _____ |

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

| Furniture | Quantity | Advance Price | Standard Price | Total |
|--|----------|---------------|----------------|-------|
| Chrome Bag Stand | X | \$114.00 | \$148.50 | = |
| 22" x 28" Chrome Sign Stand | X | \$107.00 | \$139.00 | = |
| 4' x 8' Display Board | X | \$197.00 | \$256.00 | = |
| 4' x 8' Peg Board | X | \$197.00 | \$256.00 | = |
| 2' x 8' Grid Wall | X | \$104.50 | \$136.00 | |
| Grid Wall Feet (set of two) | X | \$ 25.00 | \$ 25.00 | |
| Garment Rack | X | \$119.00 | \$154.50 | |
| Literature Stand | X | \$117.50 | \$153.00 | |
| Raffle Drum | X | \$111.50 | \$145.00 | |
| Stanchion (includes 7' retractable cord) | X | \$ 87.50 | \$114.00 | |
| Tripod Easel | X | \$ 44.50 | \$ 58.00 | |
| 8' Upright Pole & Base | X | \$ 31.50 | \$ 40.50 | |
| 6' - 10' Crossbar | X | \$ 31.50 | \$ 40.50 | |
| Wastebasket | X | \$ 23.00 | \$ 29.50 | |

| | | | | | | | | | | |
|----------------|---|------|----------|------|----------|---------------|--------|----------------|-------|-------|
| Booth Drape | Please circle the color of your choice. | | | | | | | | | |
| | Black | Blue | Burgundy | Gold | Green | Red | Silver | Teal | White | |
| | | | | | Quantity | Advance Price | | Standard Price | | Total |
| | 8' high drape - backdrop (per linear foot) | | | | X | \$ 18.00 | | \$ 23.50 | | = |
| | 3' high drape - side rail (per linear foot) | | | | X | \$ 14.50 | | \$ 19.00 | | = |
| | End Cap | | | | X | \$ 54.00 | | \$ 70.50 | | = |

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|---------------------------------------|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests. | Subtotal _____ |
| | Taxes and Fees Multiplied by 8% _____ |
| | TOTAL _____ |

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

THE EXPO GROUP

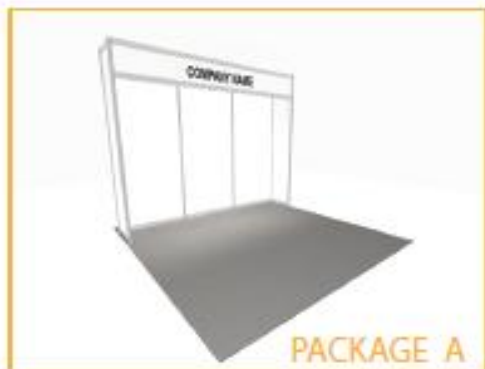
5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll MARATHON SERIES®

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

**Discount Deadline:
August 24, 2018**



ADD-ON ACCESSORY RENTALS



5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit.*
Additional Electrical Service must be ordered separately.

| | Pkg | Description | Qty | Advance Price | Standard Price | Total |
|--------------|-----|--|-----|---------------|----------------|-------|
| Booth Rental | A | Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.) | X | \$2,098.50 | \$2,728.00 = | |
| | B | Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.) | X | \$2,855.00 | \$3,712.00 = | |
| | C | Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.) | X | \$3,190.50 | \$4,147.50 = | |
| | D | Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.) | X | \$3,989.00 | \$5,185.50 = | |
| | E | Includes header sign (not backlit), standard color carpet, (1) custom curved counter, (5) 1-meter shelves (Lighting, electrical labor and power not included.) | X | \$5,062.50 | \$6,581.00 = | |
| | F | Includes header sign (not backlit) and standard color carpet (Lighting, electrical labor and power not included.) | X | \$4,914.00 | \$6,388.00 = | |
| | G | Includes header sign (not backlit) standard color carpet, (4) barstools (Lighting, electrical labor and power not included.) | X | \$5,062.50 | \$6,581.00 = | |
| | H | Includes header sign (not backlit) standard color carpet, (4) barstools (Lighting, electrical labor and power not included.) | X | \$6,154.50 | \$8,391.00 = | |

| | |
|----------------|---|
| Header Options | Header Copy: _____ (Please type or print.) |
| | Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray |

| | |
|--------------|---|
| Carpet Color | Carpet is included with the exhibit. <i>Please choose only one:</i> |
| | <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Bluejay <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Tuxedo |

| | |
|-------------|--|
| Panel Color | <i>Please choose only one color to use for panels without graphics:</i> |
| | Panel Fills: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Black Fabric (Velcro friendly) <input type="checkbox"/> Gray Fabric (Velcro friendly) |

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|--|--|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests. | Subtotal _____ |
| | 50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____ |
| | 100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____ |
| | Subtotal _____ |
| | Taxes & Fees Multiplied by 8% of Subtotal _____ |
| | TOTAL _____ |

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes carpet, daily cleaning, shipping, installation and dismantle labor, and lights for your exhibit.*
Additional Electrical Service must be ordered separately.

| | Description | Qty | Advance Price | Standard Price | Total |
|-------------|--|---------|---------------|----------------|-------|
| Accessories | Arm Lights (Only able to be utilized with TEG al booth packages) | rent- X | \$ 78.00 | \$101.50 | = |
| | 1 Meter Shelf | X | \$ 59.00 | \$ 76.50 | = |
| | 1 Meter Counter | X | \$294.00 | \$382.50 | = |
| | 1 Meter Curved Counter | X | \$414.00 | \$538.50 | = |
| | 2 Meter Curved Counter | X | \$450.00 | \$585.00 | = |
| | Sliding Door Lock for Counter | X | \$ 21.50 | \$ 28.00 | = |

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|--|--|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests. | Subtotal |
| | 50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in |
| | 100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in |
| | Subtotal |
| | Taxes & Fees Multiplied by 8% of Subtotal |
| | TOTAL |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Enhance your booth with custom graphics from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

| Digital Graphics and Signs | | Quantity | Advance Price | Standard Price | Total |
|----------------------------------|--|----------|------------------|-------------------|-------|
| | 8 1/2" x 11" | X | \$ 60.00 | \$ 78.00 | = |
| | 7" x 44" | X | \$ 78.00 | \$102.00 | = |
| | 14" x 22" | X | \$ 78.00 | \$102.00 | = |
| | 22" x 28" | X | \$102.00 | \$132.00 | = |
| | 28" x 44" | X | \$204.00 | \$265.00 | = |
| | 38" x 84" w/base single sided Easel Back (per sign) | X | \$534.00 | \$690.00 | = |
| | Additional Design Time | X | \$ 11.00 | \$ 14.00 | = |
| | | X | \$ 75.00/hr | \$ 75.00/hr | = |

PLEASE SPECIFY COPY
AND
LAYOUT BELOW.

| | | |
|--------------|--------------------|-------------------------------------|
| Sign Options | Please choose one: | |
| | Orientation | <input type="checkbox"/> Horizontal |
| | | <input type="checkbox"/> Vertical |

Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files.

Final approval of graphics must be received by the deadline date or expedite fees will apply.

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|--|--|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests. | Subtotal |
| | Digital Set-Up Fee \$125.00 |
| | 50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in |
| | 100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in |
| | Subtotal |
| | Taxes & Fees Multiplied by 8% of Subtotal |
| | TOTAL |
| | |

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS

All exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in.

NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.

Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 1:30 pm are not guaranteed Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE

It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)

The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD per shipment), whichever is less.

LIABILITY

- Shipments delivered or consigned direct to the dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
 - Error to above procedures.
 - Removal of containers with old empty labels and The Expo Group labels.
 - Improper information on empty labels.
 - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group 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.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no additional handling required.**

Additional Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.

What is a Small Package? (50lbs. maximum per package) Letters or small packages received at show-site **during show hours only.**

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have No Documentation? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the marshalling location prior to unloading/loading.

What is Overnight Parking Fee? There is a fee for parking at the marshalling yard. This is for exhibitors with company owned trailers and box trucks only. **Any vehicles left without a parking pass will be towed at owners expense.**

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of \$50.00 per CWT (2500lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

No Additional Fees Applicable

Rate Classifications:

•Advance Shipments to Warehouse Dates (200lb. minimum) - August 6, 2018 to September 7, 2018

| | Price Per CWT | 200lb. Minimum |
|---------------------------|---------------|----------------|
| Crated | \$218.40/ CWT | \$ 436.80 |
| Additional Handling | \$284.00/ CWT | \$ 568.00 |

Uncrated shipments will NOT be accepted at the Advance Warehouse

•Additional Surcharges

| | | |
|--|---------------|------------|
| Shipments Returned to Warehouse *(2500 lb. minimum)..... | \$5 0.00/ CWT | \$1,250.00 |
|--|---------------|------------|

**In addition to above charges.*

•Direct Shipments to Show Site (200lb. minimum) - First day of Direct Freight Acceptance: September 13, 2018

| | | |
|---|------------------------|------------|
| Crated | \$210.60/ CWT | \$ 421.20 |
| Crated Additional Handling | \$273.78/ CWT | \$ 547.56 |
| Uncrated Additional Handling | \$377.00/ CWT | \$ 754.00 |
| Shipments Returned to Warehouse *(2500lb. minimum)..... | \$ 50.00/ CWT | \$1,250.00 |
| Small Packages *direct shipments show hours only (25lb. maximum) - First Package..... | \$ 50.00/ piece | |
| Small Packages *direct shipments show hours only (25lb. maximum) - Additional Pieces..... | \$ 35.00/ piece | |
| Hand carry empty storage fee | \$50.00/ per container | |

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments

54lbs. charged @ 200lbs. \$436.80

59lbs. charges @ 200lbs. \$436.80

72lbs. charges @ 200lbs. \$436.80

Total: 185lbs. Total Cost: \$1,310.40

1 Consolidated Shipment

3 pieces (1 shipment)

185lbs. @ 200lbs. = \$436.80

Total Savings: \$873.60

| | | | | |
|---------------------------|---|-----------------|--------------|--------|
| Number of CWT's (100lbs.) | x | Applicable Rate | = | Amount |
| _____ | x | _____ | = | _____ |
| _____ | x | _____ | = | _____ |
| | | | Total | _____ |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Terms and Conditions

Arrangements must be made with Show Management.

This form must be forwarded to Show Management.

Vehicles may only be displayed in accordance with local fire regulations.

Cancelled orders will be charged 100% of total if cancelled after move-in begins.

Order must be paid by credit card
-(see Payment Authorization Form).

Rates

Round-Trip Rate

Small Vehicle - Cars or
small trucks \$150.00

Large Vehicles - Trailers,
buses, dump trucks, etc. \$225.00

Vehicle Recap

| Number of Vehicles | Type of Vehicles | Date | Time | Rate | Subtotal |
|-----------------------|---------------------|------|------|------|----------|
| | | | | | |
| | | | | | |
| | | | | | |

Batteries must be disconnected and taped.

Fuel tanks must have no more than one eighth of a tank of gas

Fuel tanks must be locked with a locking cover to prevent the escape of vapors

Vehicle may not be moved during show hours.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Subtotal

TOTAL

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

Exhibitor must order Accessible Storage at The Expo Group Service Desk onsite.

Accessible Storage is unsecured.

FAQ What is Accessible Storage? Storage of exhibit materials that exhibitors do not have space to store in their booth. Generally, these items are needed on a daily basis to hand out to attendees or in other cases it could be back up equipment for systems failure.

Where are my items stored? Our on-site freight personnel will reserve a designated area at show site.

Set-Up Fee There is a one-time set-up fee of \$126.00.

Storage Fee **Based upon square footage required for storage.**

| | | |
|------------------------|-------|------------------|
| Up to 32 square feet | | \$126.00 per day |
| 32 to 64 square feet | | \$205.00 per day |
| 64 to 96 square feet | | \$246.00 per day |
| 96 to 128 square feet | | \$306.00 per day |
| 128 to 160 square feet | | \$366.00 per day |

Labor Each time your materials are accessed, you will be charged a minimum of one-half (1/2) hour of labor according to the hourly rates indicated on the Exhibitor Supervised Labor form.

Please note that all exhibit materials that are still remaining in storage trailers will be returned to your booth space upon official show closing.

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

The Teamster 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.

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 250lbs., 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. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ROUND TRIP CART SERVICE - \$225.00 x $\frac{\text{_____}}{\text{(number of cart loads)}}$ = _____ (subtotal)

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.



Sedan



Van



Sports Utility Vehicle



Pickup

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the Material Handling form for rates.

What do I Need to do to Ship to the Warehouse?

Be sure delivery takes place within the time frame specified (see Shipping Information form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship 'Pre-Paid.' 'Collect' charges will not be accepted at either destination (Warehouse or Direct to show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must contact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the Exhibitor Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at Exhibitor Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please do not leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitors' freight shipments.

All shipments must be 'prepaid.' Shipments should be made on straight Bills of Lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of Bills of Lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at the Exhibitor Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit <https://www.ippc.int/> for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or showsite which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to ensure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket.

Please have driver present this weight ticket upon checking in to be unloaded.

If you are using a privately owned vehicle (POV), or rental van, this does not apply.

Where certified weight tickets are not provided, receiver's estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

| Advance Shipments to Warehouse | Direct Shipments to Show Site |
|---|--|
| <p>Advance Shipments Deadline Date: September 7, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Rock 'n' Roll Philadelphia 2018</p> <hr/> <p>c/o The Expo Group YRC 2627 State Road Bensalem, PA 19020</p> | <p>First Day of Direct Shipments: September 13, 2018</p> <p>To: (Exhibiting Company Name and Booth #)</p> <p>For: Rock 'n' Roll Philadelphia 2018</p> <hr/> <p>c/o The Expo Group Pennsylvania Convention Center - Hall E 1101 Arch St. Philadelphia, PA 19104</p> |
| <p>• Receiving Information</p> <p>Advance shipments are accepted from:</p> <ul style="list-style-type: none"> • August 6, 2018 to September 7, 2018. | <p>• Receiving Information</p> <p>Direct shipments will be accepted from:</p> <ul style="list-style-type: none"> • September 13, 2018 at 10:00 am until Saturday, September 15, 2018. • Unfortunately any shipment arriving prior to September 13, 2018 may not be accepted and is subject to additional handling fees. |

5931 West Campus Circle Drive, Irving, Texas 75063

Phone: (972) 580-9000 Fax: (972) 465-1109

Rock 'n' Roll Philadelphia
September 14-15, 2018
Pennsylvania Convention Center
Philadelphia, PA

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

| | |
|----------------------------|---|
| Company Information | Exhibiting Company: _____ Booth Number: _____ |
| | Corporate Name: _____ |
| | Contact Name: _____ |
| | Telephone Number: _____ Fax Number: _____ |
| | What are the least number of work days to erect your booth? _____ |

| | |
|-----------------------------|---|
| Shipping Information | Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.) |
| | Address: _____ (From where materials are being shipped.) |
| | City: _____ State: _____ Zip: _____ |
| | Contact Name: _____ Telephone Number: _____ |
| | Date Shipment Sent: _____ Expected Arrival Date: _____ |
| | Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show |
| | If using a Customs or International forwarder, print name : _____ |
| | Telephone Number: _____ Fax Number: _____ |

| | |
|---|--|
| Transportation | Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle |
| | <input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____ |
| | Mobile Units _____ |
| | List Carrier Name(s): _____ |
| | _____ |
| | _____ |
| | _____ |
| | Number of Pieces to be shipped: |
| | Largest Piece: Size: _____ Weight: _____ |
| | Type of Packing: Crated: _____ Uncrated: _____ |
| Machinery: _____ Misc. _____ | |
| Estimated Total Weight of Booth: _____ | |

| | |
|---|--|
| Shipping Problems | In case a problem occurs with shipment, please contact (in order of preference): |
| | Name: _____ |
| | Phone Number: () - () - () (Office) (Home) (Cell) |
| | Name: _____ |
| Phone Number: () - () - () (Office) (Home) (Cell) | |

All freight handling charges must be paid in full at show site by check or credit card. Shipment of materials to warehouse or show site address indicates acceptance of these terms.

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC

2627 State Road

Bensalem, PA 19020

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Must Arrive by September 7, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC

2627 State Road

Bensalem, PA 19020

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Must Arrive by September 7, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC

2627 State Road

Bensalem, PA 19020

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Must Arrive by September 7, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

c/o The Expo Group

YRC

2627 State Road

Bensalem, PA 19020

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Must Arrive by September 7, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Pennsylvania Convention Center - Hall E
c/o The Expo Group
1101 Arch St.
Philadelphia, PA 19104

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Do Not Deliver Prior to September 13, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Pennsylvania Convention Center - Hall E
c/o The Expo Group
1101 Arch St.
Philadelphia, PA 19104

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Do Not Deliver Prior to September 13, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Pennsylvania Convention Center - Hall E
c/o The Expo Group
1101 Arch St.
Philadelphia, PA 19104

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Do Not Deliver Prior to September 13, 2018

Carrier: _____ # Pieces: _____

THE **EXPO** GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

Pennsylvania Convention Center - Hall E
c/o The Expo Group
1101 Arch St.
Philadelphia, PA 19104

Name of Convention:

Rock 'n' Roll Philadelphia 2018

Do Not Deliver Prior to September 13, 2018

Carrier: _____ # Pieces: _____

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

| | | | Advance Price | Standard Price |
|----------------------------|---------------|---|----------------|----------------|
| Exhibitor Supervised Labor | Straight Time | Monday - Friday. 8:00 am - 4:30 pm | \$168.00/ Hour | \$168.00/Hour |
| | Overtime | Before 8:00 am and after 4:30 pm, Monday - Friday | \$252.00/ Hour | \$252.00/ Hour |
| | | All hours on Saturday, Sunday and observed Union Holidays, where applicable | | |

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

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Installation Labor Subtotal _____

Dismantle Labor Subtotal _____

TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Want to Save Time and Money?

Select The Expo Group to supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

| | | |
|----------------------------------|---|--------------------------|
| Company Contact | Name of Company Representative to call for questions and to confirm completion of booth set-up: | |
| | Name: _____ | |
| | Phone Number: () _____ - _____ (Office) | () _____ - _____ (Cell) |
| Special Equipment Request: _____ | | |

| TEG Supervised Labor | Straight Time | Monday - Friday. 8:00 am - 4:30 pm Before 8:00 am and after 4:30 pm, Monday - Friday All hours on Saturday, Sunday and observed Union Holidays, where applicable | Advance Price | Standard Price |
|----------------------|---------------|--|----------------|----------------|
| | | | \$252.00/ Hour | \$252.00/Hour |
| | Overtime | | \$378.00/ Hour | \$378.00/ Hour |

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

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|-----------------------------------|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests. | Installation Labor Subtotal _____ |
| | Dismantle Labor Subtotal _____ |
| | TOTAL _____ |

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

Complete only if ordering The Expo Group Supervised Labor.

| | |
|-------------------------------------|---|
| Inbound Shipping Information | Carrier: _____ Phone: () - _____ Pro Number: _____ |
| | Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____ |
| | Shipped From: City: _____ State: _____ Zip: _____ |
| | Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ |

| | | |
|---|---|----------------------------|
| Set-Up Information | Company Representative to call for questions and confirm completion of booth set-up. | |
| | Name: _____ | Phone Number : () - _____ |
| | Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____ | |
| | Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from The Expo Group | |
| | Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet | |
| Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately | | |

| | | |
|---|---|--------------------------------------|
| Outbound Shipping Information | Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ | |
| | are being shipped to the following outbound destination. | |
| | Ship To: _____ | |
| | _____ | |
| | _____ | |
| | Telephone: () - _____ | Must Arrive at Destination By: _____ |
| | Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____ | |
| | Date Carrier is Scheduled to Pickup Freight : _____ | |
| | Name of Carrier: _____ | Phone Number: () - _____ |
| | Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ | |
| Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect | | |
| Bill To (Company Name & Address): _____ | | |
| _____ | | |
| _____ | | |
| Telephone: () - _____ | | |
| NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor. | | |
| Company Name: _____ Booth Number: _____ | | |
| Emergency Contact Name: _____ Phone Number: () - _____ | | |

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

| | | | Advance Price | Standard Price |
|--------------------------|---------------|---|----------------|----------------|
| 5,000lb. Fork & Operator | Straight Time | Monday - Friday. 8:00 am - 4:30 pm | \$375.00/ Hour | \$375.00/Hour |
| | Overtime | Before 8:00 am and after 4:30 pm, Monday - Friday | \$487.50/ Hour | \$487.50/ Hour |
| | | All hours on Saturday, Sunday and observed Union Holidays, where applicable | | |

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

All Orders placed after 8/24/2018 will be charged an additional 30%.

Describe work to be done:

Please describe the largest piece of equipment to be handled:

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

Please indicate work to be performed: _____

☐ Uncrating ☐ Unskidding ☐ Reskidding on Machinery ☐ Header / Booth Work ☐ Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: (_____) _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|------------------------|
| Task of Forklift & Crew (Install Header, Spot Machinery, etc.): | TOTAL _____ |
| | |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Fire and Safety Regulations

Notice: Smoking is Prohibited in Exhibit Areas During Move-In and Move - Out Due to the Accumulation of combustible Materials.

1. **All Materials used in Construction and Decoration of an Exhibit Must be Certified As Flame Retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. **ALL Exits and Aisles must be kept clear and Unobstructed.** No furniture. Signs, easels, chairs or displays may protrude into aisles.
3. **Designated" NO Freight" AISLES Must Be Maintained Clear of Crates and Exhibit Materials During Move-In and Move-Out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. **All Fire Hose Racks, Fire Extinguisher and Emergency Exit Must Be Visible and Accessible At All Times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. **Vehicles on Display must have Fuel Filler Caps Locked or Sealed To Prevent Escape Of Vapors And To Avoid Tampering.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting systems may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.
6. **Combustible Materials Must Not Be Stored Beneath Display Vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. **Vehicles In The Building For Unloading Must Not Be Left With Engines Idling.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. **All 110-VOLT Extension Cords Shall Be Grounded Three-Wire, #14 Or Larger AWG Cooper Wire.** Connectors must be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.
9. **Compressed Gas Cylinders, Including LPG, Are Prohibited Unless Approved By Fire Safety Office.** Flammable gases, i.e. butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. **Cube Tap Adapters Are Prohibited (Uniform Fire Code 85.107). Multi-Plug Adapters Must Be UL Approved And Have Built-In Overload Protection.** Connectors must not be used to exceed their listed ampere rating.
11. **Electrical Work Under Carpet Must Be Done, Or Supervised, By The Official Contractor's Electricians.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No.12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. **No Storage Of Any Kind Is Allowed Behind Booths or Near Electrical Service.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. **All Empty Cartons or Crates Must Be Labeled And Removed For Storage Or They Will Be Removed As Trash.** Crates or raw flammable materials are not to be used as exhibit supports.
14. **Materials For HandOuts Must Be Limited To A One-Day Supply And Must Be Stored Neatly Within The Booth.** Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR's EXPENSE. All storage must be kept clear of electric cables or junction boxes.
15. **Flammable Or Combustible Liquids are Prohibited Inside of Buildings Except As Approved By The Fire Safety Office.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

EXHIBIT A

WORK JURISDICTIONS REVISED

On June 13, 2002, after conducting an extensive study, the Econsult Corporation issued a report entitled "Working Together to Fix the Pennsylvania Convention Center." On June 25, 2002, the Pennsylvania Convention Center Authority Board adopted the findings of the Econsult Corporation. On July 14, 2003, the Parties entered into a Customer Satisfaction Agreement with the goal of improving customer satisfaction. Four unions elected to become signatory to the Customer Satisfaction Agreement, effective May 6, 2014, and the signatory parties agreed to revised work jurisdictions. The following jurisdictional alignments provide a coordinated workforce to best serve customers' needs, while preserving the signatory unions' historical work allocations.

Nothing in this Agreement or this Exhibit shall result in the calling of more Show Labor Workers than required or staffing above the minimum level necessary for the safe, productive and cost efficient operation of the Convention Center. The PCCA will establish a procedure for the auditing and reporting of man-hours on a quarterly basis, at a minimum.

The Parties agree that the smooth process of work is paramount to customer satisfaction and ultimately to the success of the Convention Center, and therefore agree as follows:

1. The PCCA or its designee shall have the right to assign de minimis tasks to any Show Labor Worker, regardless of jurisdiction, provided that such assignment has no impact on the complement of trades in the building, including no reduction in the number of Show Labor Workers from each trade on the call or to whom overtime will be offered. Such de minimis assignments shall not be precedential with respect to any future assignments or to establishment or clarification of existing jurisdictions.
2. There will be no cessation or stoppage of work as a result of jurisdictional disputes, and no jurisdictional disputes shall be adjudicated on the floor. The PCCA or its designee shall have the right to make assignments in accordance with this document, and Show Labor Workers must abide by such assignments, subject to their right to dispute such assignments pursuant to the dispute resolution procedures contained in this Agreement.
3. A Trade Show and Safety Committee will be established in order to (1) discuss the manner with which work is performed in the Center and to make recommendations on process, procedure, and rules to ensure a safe workplace for all; including without limitation Show Labor Workers, Exhibitors, Volunteers, and Show Management, and (2) discuss efficiencies on the floor, and to make recommendations with respect to how to better perform the work necessary for the satisfaction of the Customer and to clarify, but not modify unless agreed to and signed off in writing but all of the parties, the jurisdictions and dispute resolution procedures contained herein.
4. It is recognized that during the term of this agreement new computing technologies may emerge. The PCCA and its customers may utilize more efficient means or techniques to accomplish their work. As new computing technologies are introduced, they may be discussed at the monthly labor meeting as to their effect on the performance of work and jurisdiction. The monthly labor committee will direct any changes made to operations as

a result of the introduction of new technologies.

The following jurisdictional alignments are for all work to be performed by Show Labor Workers at the Convention Center, except to the extent that the right to perform such work remains within the purview of the Exhibitors, Customers, and Contractors, as set forth in the Customer Satisfaction Agreement, and such rights are exercised by an Exhibitor, Customer or Contractor.

A. Rigger Work

At the Convention Center, Riggers are primarily responsible for work relating to the lifting or moving of objects which require mechanical lifting. Stagehands and Riggers work together at the Convention Center with respect to installation and dismantling of exhibits on the show floor.

1. **Riggers:** Specifically, and without limitation, the Riggers' jurisdiction shall include:
 - a. Operate fork lifts with respect to machinery and equipment that requires specialized lifting or handling.
 - b. Operate fork lifts for rigging in exhibit booths and moves crates within exhibit booth space associated with the performance of their work.
 - c. Move oversized or abnormally heavy objects.
 - d. Raise and lower oversized or heavy exhibit booth structures.
 - e. Operate and utilize genie lifts as required
 - f. Operate fork lifts pertaining to the raising of floor mounted truss not suspended by motors, EXCEPT:
 - i. Operate lifts in presentation areas (Stagehands).

B. Laborer Work

At the Convention Center, Laborers are primarily responsible for work relating to loading, unloading, forklift operation, installation and dismantling of drapery and furniture. and the movement of freight, empties and Contractor equipment. For the purposes of this outline; the term "Designated Area" will refer to a location within the Convention Center and will not be defined the back of the truck, and the term "Bulk" will refer to equipment moved by Forklift, Tow Motor, Power Jack, or as part of a shrink wrapped pallet.

1. **Laborers.** Specifically, and without limitation, the Laborers' jurisdiction shall include:
 - a. Operate fork lifts for unloading, EXCEPT:

- i. Use of forklifts for rigging as defined above. (Rigger).
- b. Unload, deliver to specified location(s) and load all Contractor equipment.
- c. Move and stage all empty crates or other packing material.
EXCEPT:
 - i. Empty cases moved within work areas, and to and from area(s) designated by the PCCA / Contractor after production setup is complete (Stagehand/Electricians).
- d. Uncrate and crate furniture in exhibit booths.
- e. Deliver all landscape materials in bulk to designated areas, including the use of front-end loaders and bobcats, and place landscape materials within a booth or display.
- f. Deliver, roll-up, and pick up Contractor aisle and booth carpet, EXCEPT:
 - i. Roll-up of exhibitor owned and I&D carpet (Stagehand).
- g. Perform maintenance tasks including shampoo, vacuum, and remove tape from all carpet and floor as requested.
- h. Unload and distribute all printed material and literature.
- i. Deliver crated pegboards and poster-boards to area(s) designated by the PCCA / Contractor in the Center, including Uncrating, unpacking, distribution to the final individual location(s), set up, take down, repacking and re-crating of all pegboards and poster-boards.
- j. Move all materials and freight from the dock/boneyard to the area(s) designated by the PCCA / Contractor.
- k. Deliver built signs in frames on skids to the area(s) designated by the PCCA / Contractor.
- l. Unload and deliver AV equipment in bulk to area(s) designated by the PCCA / Contractor, including any detours. (Locations can change from inbound to outbound). Deliver equipment to the exhibit booth.
- m. Unload and deliver computers in bulk to area(s) as designated by the PCCA / Contractor, including any detours. (Locations can change from inbound to outbound).

- n. Remove and store boxes after unpacking, EXCEPT:
 - i. Empty cases moved within work areas, and to and from area(s) designated by the PCCA / Contractor after production setup is complete (Stagehand/Electrician).
- o. Deliver floral materials from outside floral vendors to final destination, including any detours.
- p. Deliver Props and Scenery to area(s) designated by the PCCA / Contractor.
- q. Sort, distribute, install and remove drapery, including, but not limited to, draping all areas for booths, special back-walls and close-offs EXCEPT:
 - i. Work performed on / over and associated with stages including production draping in general sessions, meeting rooms, and parties (Stagehand).
- r. Sort, distribute, install and remove table topping and skirting of Contractor's tables to be done on show site, including risers.
- s. Install and remove all banding of Exhibitor's and Contractor's furniture, crates, boxes, machines, equipment and products EXCEPT:
 - i. In the event another trade is using the material, then the other trade may perform the work.
- t. Install and remove shrink wrapping of Exhibitor's and Contractor's furniture, crates, boxes, machines, equipment and products EXCEPT:
 - i. In the event another trade is using the material, then the other trade may perform the work.
- u. Secure loads in trucks by chocking including exhibit and Contractor material.
- v. Perform first time cleaning of exhibits and Contractor's service counters and rental units.
- w. Install and remove any outside crate protection, including, but not limited to, tarps or visqueen.
- x. Drive, load, unload trucks and other vehicles including jockeying trailers on the loading dock.

- y. Operate fork lifts for unloading when no checking of freight is required, EXCEPT:
 - i. Use of forklifts for rigging as defined above (Rigger).
- z. Secure loaded material and equipment at the loading docks including the use of shrink wrap to secure freight.
- aa. Receive and deliver to the final destination all small packages shipped to the exhibit areas of the Convention Center including, without limitation, Federal Express and UPS.

C. Electrician Work

At the Convention Center, Electricians are primarily responsible for work relating to electrical systems; handling and installing suspended electric motors, truss, lights, and signage; power supply and distribution, including hookups and interconnections; lighting and data, handling and installing computers and network cabling; and maintenance of equipment and power.

- 1. **Electricians**. Specifically, and without limitation, the Electricians' jurisdiction shall include:
 - a. Exhibit / Trade Show Areas
 - i. Layout, place and remove all electrical cords or apparatus used to distribute power, light, sound or signal inside the Pennsylvania Convention Center.
 - ii. Install all electrical power from the primary power source to distribution panels, tie-in to the dimmer racks and/or converters, and final connections to Exhibitor equipment, EXCEPT:
 - (A) Connection of extension cords run from wall outlets or distribution panels in meeting rooms (Stagehand).
 - iii. Connect, terminate, mount and remove all lighting and equipment that requires hard wiring into the Pennsylvania Convention Center's power source. (i.e. placing bare copper wires). Perform troubleshooting and repairs to same as needed.
 - iv. Install and remove all lighting that is suspended in exhibit / tradeshow areas; including meeting rooms, theaters, and live presentations, EXCEPT:

- (A) Production lighting such as fixed or motorized lights for the purpose of stage lighting (Stagehand).
- v. Hang and remove motors, and assemble suspended truss in exhibit / tradeshow areas; including meeting rooms, theaters, and live presentations, EXCEPT:
 - (A) Assemble, hang and remove motors for truss for Entertainment Stages (Stagehand).
- vi. Core holes for raceways for electrical power or control and sound and communication devices, equipment or fixtures.
- vii. Install all lighting that is part of a booth.
- b. Signage
 - i. Install/remove electric motors, rotating motors and bridle rigging to motors for hanging signs, and attach - signs, EXCEPT:
 - (A) General Sessions, Parties, and Meeting Rooms.
 - ii. Install electrical signs in booths.
- c. TV Crews
 - i. Install power and cabling for only the following TV Crews: NBC 10, FOX 29, PHL 17, Comcast SportsNet, WHYY12, CBS National, FOX Sports National, ESPN.
 - ii. All power and cabling for TV Crews is performed by the Stagehand EXCEPT the above.
- d. Battery Packs
 - i. Install and remove battery packs.
 - ii. Connect battery terminals to vehicles.
 - iii. Termination of bare ends and/or attaching lugs to cables
- e. Meeting Room and Non-Exhibit Area Work
 - i. Install all electrical power from the primary power source to distribution panels, tie-in to the dimmer racks and/or converters

- ii. Install and remove general lighting in common areas or not in the function space.
- f. Computers
 - i. Unpack, distribute to final location, set up, install, dismantle and repack all registration computers, EXCEPT:
 - (A) Delivery of computer equipment in bulk to staging location(s) determined by the PCCA / Contractor (Laborer).
 - (B) Show Management may install 1 or 2 personally owned laptops with a fulltime employee for registering guests or attendees.
 - ii. In a Work Team comprised of Stagehands and Electricians unpack, distribute to final location, set up, install, dismantle and repack multi-computer set ups in computer labs, Cyber Cafes, and Education Centers, EXCEPT:
 - (A) Delivery of computer equipment in bulk to a staging location determined by the PCCA (Laborer).

D. Stagehand Work

At the Convention Center, the Stagehands are primarily responsible for work relating to construction, fabrication, assembling, erecting, application, presentation, dismantling, maintenance repair, handling, placement, loading, unloading, or operation of hydraulic, electronic and sound equipment or devices, slide projectors, lasers, liquid projectors, pyrotechnics, computers and all other types of theatrical effects or apparatus, installation and dismantling of booths and components, contractor modular systems, sign hanging and display work and all scenery, drops, travellers, trusses, scaffolding, iron work, properties, decorations, displays, or other staging of theatrical accessories and effects associated and/or substitute materials of every kind for live presentation.

- 1. **Stagehands**: Specifically and without limitation, the Stagehands' jurisdiction shall include:
 - a. Exhibit / Trade Show Areas
 - i. Install, dismantle, operate and handle Audio Visual equipment used in exhibit booths when supplied by an Audio-Visual Contractor. This includes the equipment in exhibit booths supplied by the Audio Visual contractor including all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response,

hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, and video capturing equipment and includes the cabling and power up to the distribution point.

- ii. Operate all lighting, sound, projection and video equipment in Exhibit Booths. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths, and video capturing equipment and includes the cabling and power up to the distribution point, EXCEPT:
 - (A) Install cabling and power under the floor (Electrician).
- iii. Erect and dismantle performance stages and all scenery, drapes and components on or connected to the stage.
- iv. Install, operate and dismantle Motors, Lighting, Sound, Projection and trussing for Meeting Room or Theater setups, EXCEPT:
 - (A) Install motors, lighting, and trussing over Exhibit Areas (Electrician).
- v. Layout of floor, mark out and place floor numbers.
- vi. Lay all floor coverings; including Exhibitor owned booth carpet, I&D carpet, Contractor owned booth carpet, area carpet and aisle carpet. Remove all floor coverings, EXCEPT:
 - (A) Deliver and pick up rolled carpet, including specialty carpet and contractor's carpet (Laborer).
 - (B) Roll up and pick up contractor aisle and booth carpet (Laborer).
- vii. Sort, distribute, install and remove all non-electrical Contractor signage.
- viii. Assemble/attach/disassemble signs EXCEPT:
 - (A) Install/remove electric motors / rotating motors and bridle rigging to motors for hanging signs, and attach signs in areas other than General Session, Parties and Meeting Rooms. (Electrician).

- ix. Erect all screens, video walls, sound, projection equipment and platforms.
 - x. Perform all millwright functions such as uncrating and crating of machinery and other materials EXCEPT:
 - (A) Uncrating and crating of furniture (Laborer).
 - xi. Install any decoration for shows, EXCEPT:
 - (A) Food and Beverage décor installed by the in-house Food and Beverage contractor: including table cloths, chair covers, centrepieces, napkin rings, etc. (In-house Food and Beverage Contractor Employee).
 - xii. Set-up service desk.
 - xiii. Install and dismantle exhibits and displays in exhibit booths.
 - xiv. Install and dismantle registration counters, entrance units, and rental displays.
 - xv. Install and dismantle platforms and stages.
 - xvi. Perform work on stages or platforms for Exhibitor owned product and sales equipment related to trade shows.
 - xvii. Install and dismantle all components used to accommodate sporting events, pro or amateur, EXCEPT:
 - (A) Install and dismantle all PCCA owned equipment (In-house Contractor).
 - xviii. Install and remove all protection work for booths, walls, ceilings, floors, etc, using masonite, visqueen, plywood or any other material.
 - xix. Install and dismantle tents and other structures, inside and outside.
- b. General Sessions (Any location in Convention Center or as determined by PCCA or its designee), Parties (Any location in Convention Center or as determined by PCCA or its designee).

- i. Install, operate and dismantle equipment used to present and lighting over the top of the audience, including all Audio Visual and Lighting equipment for walls, audience, stages and general lighting. This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths, and video capturing equipment and includes the cabling and power up to the distribution point EXCEPT:
 - (A) Install general lighting in areas outside the function space (Electrician).
- ii. Install, operate and dismantle performance stages and all scenery, drapes and components on or connected to the stage.
- iii. Push all production, scenery, computers and audio-visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used for Exhibits.
- c. Other Events include events that have a combination of live presentation and exhibit booths, sporting events, and live presentations with sales area.
 - i. Install all equipment (Lights, sound, audio visual) that is over top or seen by the audience as part of the live presentation, meeting room presentation or sporting event or party area (moving or fixed), EXCEPT:
 - (A) Installation and removal of all lighting for product sales (Electrician).
 - ii. Performance stages and all scenery, drapes and components on or associated with the stage.
 - iii. Push all production, scenery, computers and audio visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used on Exhibits.
- d. Meeting Rooms
 - i. Equipment used in Meeting Rooms includes the equipment used throughout the space including equipment over the top the audience, including all Audio Visual and Lighting equipment for walls, audience, stages and general lighting.

This includes all computers, cameras, plasma screens, monitors, sound systems, video systems, video walls, all the equipment used to generate images, audience response, hearing-impaired assist devices, lead retrieval, cable TV, Teleprompters, Translation Booths and video capturing equipment and includes the cabling and power up to the distribution point.

- ii. Handle extension cords run directly to a wall outlet or to the distribution point. Push all production, scenery, computers and audio visual equipment from the area(s) designated by the PCCA / Contractor, excluding equipment used on Exhibits.

g. Computers

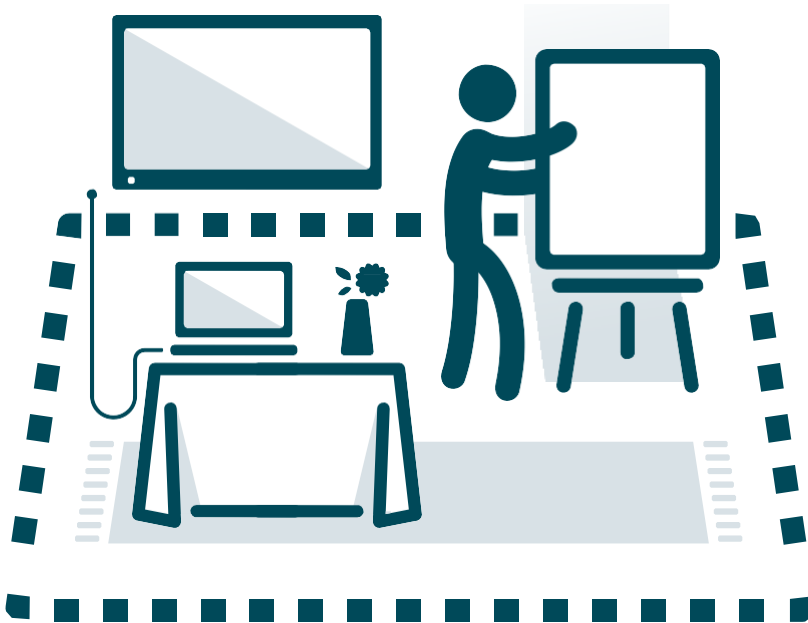
- i. Receive, unpack, distribute, set up, install, and dismantle Presentation Computers, including those generating Digital Signage, at the head table hooked up to screens, and/or installed and used to project an image.
- ii. In a Work Team comprised of Stagehands and Electricians unpack, distribute to final location, set up, install, dismantle and repack multi-computer set ups in computer labs, Cyber Cafes, and Education Centers, EXCEPT:
 - (A) Delivery of computer equipment in bulk to a staging location(s) determined by the PCCA / Contractor (Laborer).

h. Television Crews

- i. Install, operate, dismantle camera, and install power from distribution point and sound for all outlets not designated above as IBEW Crews, including without limitation CBS 3 and ABC 6.
- ii. Install, operate, dismantle cabling from distribution point for all TV Crews.

PENNSYLVANIA CONVENTION CENTER NEW EXHIBITOR WORK RULES

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



◀ Within your 600-square foot booth area or show space, you or other full-time employees have the freedom to set up and tear down your display, hang graphics and signage, and install floor coverings and non-rented AV equipment.

◀ Place, move, and remove your own easels, signs and poster board materials.



▶ Drive your non-commercial vehicle near our docks to unload.

▶ Open boxes, stock shelves, set up, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



▶ Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.

Use your own power tools and ladders (up to 6 feet) to set up and tear down exhibits.



MAKING A PLEDGE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

- 1. EFFECTIVE MANAGEMENT.** By bringing in industry-leader SMG to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
- 2. INDEPENDENCE AND FLEXIBILITY.** Exhibitors have the freedom to:
 - Set up and tear down within their 600-square foot booth area or show space.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to set up and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented AV equipment.
- 3. SIMPLE COMPUTER SETUP.** Full Time exhibitors, show managers and customers have the freedom to set up and connect their own computers that are not rented, components and low-voltage power supply equipment for non-public use. (Our skilled labor will need to set up any rented equipment, registration and public-use computers.
- 4. SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, poster board materials and leave up to six pop-up signs.
- 5. EASY DISPLAY SET UP.** Full-Time exhibitors, show managers and customers have the freedom to open boxes, stock shelves, set up, plug in, hang up and freely distribute their non-bulk products/literature within their 600-square foot booth area or show space.
- 6. DISPLAY MAINTENANCE.** Full-Time exhibitors have the freedom to perform maintenance on their own display equipment after the initial setup.
- 7. A SUPPORTIVE TEAM.** Each labor union has established a core workforce of hospitality focused show labor workers.
- 8. SKILLED WORKERS.** Everyone on your team will be highly skilled and will have received specialized training in hospitality services.

FOR EXHIBITORS



AN  MANAGED FACILITY

On-site labor is available to assist you in unpacking and installing your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Exhibitor Supervised Labor or you may choose to have these tasks supervised by The Expo Group personnel.

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order The Expo Group Supervised Labor.

- Starting time is guaranteed only in those instances where labor is requested for the start of the work day, i.e., 8:00 am.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG that they are ready for labor.
- Exhibitor must check-in at the Exhibitor Service Center to notify TEG upon completion of the work.

| | | | Advance Price | Standard Price |
|----------------------------|---------------|---|----------------|----------------|
| Exhibitor Supervised Labor | Straight Time | Monday - Friday. 8:00 am - 4:30 pm | \$168.00/ Hour | \$168.00/Hour |
| | Overtime | Before 8:00 am and after 4:30 pm, Monday - Friday | \$252.00/ Hour | \$252.00/ Hour |
| | | All hours on Saturday, Sunday and observed Union Holidays, where applicable | | |

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

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at the Exhibitor Service Center or labor desk at the requested time, failure to do so will cause you to be assessed a one hour per man "No-Show" charge.
- Dismantle labor is not available until one hour after the show closes.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|-----------------------------------|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests. | Installation Labor Subtotal _____ |
| | Dismantle Labor Subtotal _____ |
| | TOTAL _____ |

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Want to Save Time and Money?

Select The Expo Group to supervise the installation and dismantle of your booth.

- Save on hotel nights and travel expenses by arriving the day before the show opens.
- Leave when the show closes.
- Spend your time developing leads.
- Be rested and prepared to promote your product.

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of The Expo Group to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by TEG Terms and Conditions.

| | | |
|----------------------------------|---|--------------------------|
| Company Contact | Name of Company Representative to call for questions and to confirm completion of booth set-up: | |
| | Name: _____ | |
| | Phone Number: () _____ - _____ (Office) | () _____ - _____ (Cell) |
| Special Equipment Request: _____ | | |

| TEG Supervised Labor | Straight Time | Monday - Friday. 8:00 am - 4:30 pm Before 8:00 am and after 4:30 pm, Monday - Friday All hours on Saturday, Sunday and observed Union Holidays, where applicable | Advance Price | Standard Price |
|----------------------|---------------|--|----------------|----------------|
| | | | \$252.00/ Hour | \$252.00/Hour |
| | Overtime | | \$378.00/ Hour | \$378.00/ Hour |

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

IMPORTANT: You must complete and return The Expo Group Supervised Labor Set Exhibit Information form on the following page with your order. In addition, install, dismantle, and packing instructions must be included.

TERMS AND CONDITIONS

- Insurance: It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed on Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble their tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time the labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour per man "No-Show" charge will be billed to the exhibitor.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|-----------------------------------|
| Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests. | Installation Labor Subtotal _____ |
| | Dismantle Labor Subtotal _____ |
| | TOTAL _____ |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Complete only if ordering The Expo Group Supervised Labor.

| | |
|-------------------------------------|---|
| Inbound Shipping Information | Carrier: _____ Phone: () - _____ Pro Number: _____ |
| | Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____ |
| | Shipped From: City: _____ State: _____ Zip: _____ |
| | Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ |

| | | |
|---------------------------|---|---------------------------|
| Set-Up Information | Company Representative to call for questions and confirm completion of booth set-up. | |
| | Name: _____ | Phone Number: () - _____ |
| | Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____ | |
| | Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from The Expo Group | |
| | Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet | |
| | Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately | |

| | | |
|---|---|--------------------------------------|
| Outbound Shipping Information | Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ | |
| | are being shipped to the following outbound destination. | |
| | Ship To: _____ | |
| | _____ | |
| | _____ | |
| | Telephone: () - _____ | Must Arrive at Destination By: _____ |
| | Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____ | |
| | Date Carrier is Scheduled to Pickup Freight: _____ | |
| | Name of Carrier: _____ | Phone Number: () - _____ |
| | Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____ | |
| Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect | | |
| Bill To (Company Name & Address): _____ | | |
| _____ | | |
| _____ | | |
| Telephone: () - _____ | | |
| NOTE: The Expo Group will not be responsible for product that is not properly packaged and labeled by the exhibitor. | | |
| Company Name: _____ Booth Number: _____ | | |
| Emergency Contact Name: _____ Phone Number: () - _____ | | |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

| | | | Advance Price | Standard Price |
|--------------------------|---------------|---|----------------|----------------|
| 5,000lb. Fork & Operator | Straight Time | Monday - Friday. 8:00 am - 4:30 pm | \$375.00/ Hour | \$375.00/Hour |
| | Overtime | Before 8:00 am and after 4:30 pm, Monday - Friday | \$487.50/ Hour | \$487.50/ Hour |
| | | All hours on Saturday, Sunday and observed Union Holidays, where applicable | | |

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

All Orders placed after 8/24/2018 will be charged an additional 30%.

Describe work to be done:

Please describe the largest piece of equipment to be handled:

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

Please indicate work to be performed: _____

☐ Uncrating ☐ Unskidding ☐ Reskidding on Machinery ☐ Header / Booth Work ☐ Other _____

Exhibitor Show -Site Contact (available for logistical questions)

Name : _____ Cell: (_____) _____ - _____

TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

NOTE: Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

| ADDITIONAL INFORMATION | CALCULATING YOUR TOTAL |
|---|------------------------|
| Task of Forklift & Crew (Install Header, Spot Machinery, etc.): | TOTAL _____ |
| | |

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

Fire and Safety Regulations

Notice: Smoking is Prohibited in Exhibit Areas During Move-In and Move - Out Due to the Accumulation of combustible Materials.

1. **All Materials used in Construction and Decoration of an Exhibit Must be Certified As Flame Retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. **ALL Exits and Aisles must be kept clear and Unobstructed.** No furniture. Signs, easels, chairs or displays may protrude into aisles.
3. **Designated" NO Freight" AISLES Must Be Maintained Clear of Crates and Exhibit Materials During Move-In and Move-Out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. **All Fire Hose Racks, Fire Extinguisher and Emergency Exit Must Be Visible and Accessible At All Times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. **Vehicles on Display must have Fuel Filler Caps Locked or Sealed To Prevent Escape Of Vapors And To Avoid Tampering.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting systems may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.
6. **Combustible Materials Must Not Be Stored Beneath Display Vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. **Vehicles In The Building For Unloading Must Not Be Left With Engines Idling.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. **All 110-VOLT Extension Cords Shall Be Grounded Three-Wire, #14 Or Larger AWG Cooper Wire.** Connectors must be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.
9. **Compressed Gas Cylinders, Including LPG, Are Prohibited Unless Approved By Fire Safety Office.** Flammable gases, i.e. butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. **Cube Tap Adapters Are Prohibited (Uniform Fire Code 85.107). Multi-Plug Adapters Must Be UL Approved And Have Built-In Overload Protection.** Connectors must not be used to exceed their listed ampere rating.
11. **Electrical Work Under Carpet Must Be Done, Or Supervised, By The Official Contractor's Electricians.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No.12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. **No Storage Of Any Kind Is Allowed Behind Booths or Near Electrical Service.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. **All Empty Cartons or Crates Must Be Labeled And Removed For Storage Or They Will Be Removed As Trash.** Crates or raw flammable materials are not to be used as exhibit supports.
14. **Materials For HandOuts Must Be Limited To A One-Day Supply And Must Be Stored Neatly Within The Booth.** Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR's EXPENSE. All storage must be kept clear of electric cables or junction boxes.
15. **Flammable Or Combustible Liquids are Prohibited Inside of Buildings Except As Approved By The Fire Safety Office.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

PCC SAFETY GUIDELINES FOR EXHIBITORS

BOOTHS 600 SQ/FT OR LESS:

- A. A ladder up to 6ft. may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

ALL BOOTHS:

- A. Accessing floor ports in exhibit halls is strictly prohibited.
- B. The use of gasoline powered equipment is prohibited.
- C. All generators are prohibited.
- D. All vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- G. The use of hoists will not be permitted.
- H. The use of a device with an open flame, such as a propane torch, is prohibited.
- I. Lasers, rotating or still, shall not be permitted
- J. No smoking shall be permitted inside the facility.
- K. Exhibit booths or displays may not block fire equipment, columns, electrical closets, or electrical panels.
- L. All electrical cords run across the show floor or under carpet must be installed by SMG Electricians regardless of booth size.
- M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- N. No lead acid batteries may be used for power in any booth.
- O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air must be placed through Client Utilities Department.
- P. The use of bathroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain must be placed through Client Utilities Department.
- Q. Dumping of any type of liquids into bathroom sinks, toilets or exhibit hall floor ports is strictly prohibited.



ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental. Skanda LED Clamp on Light, the Nora Track Light and PARCAN Overhead Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters, the track lights are useful if you are trying to highlight specific products within your booth and our PARCAN Overhead Light is useful if you want to add additional overhead lighting to your booth or spotlight a hanging sign, etc.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

RENTAL PRICE INCLUDES POWER, INSTALLATION/DISMANTLE AND A ONE-TIME FOCUS



Light attracts people, it shows the way, and when we see it in the distance, we follow it. "Ricardo Legorreta - architect

ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/SMG ORDER PROCESSING

1101 ARCH STREET
PHILADELPHIA, PA 19107
EMAIL COMPLETED FORM TO:
utilities@paconvention.com



AN **SMG** MANAGED FACILITY

ROCK AND ROLL HALF MARATHON

**ADVANCED RATE DEADLINE:
AUGUST 22, 2018**

215-418-2190

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM

(PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm: _____ Booth #: _____

Bill To Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

On-Site Contact Name: _____ Phone: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

☐ Visa ☐ MasterCard ☐ Amex Account Number: _____ Exp. Date: _____

Card Holder's Name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

STANDARD 110v/120v SERVICE

Service originates at back center of Inline & Peninsula Booths.

| QTY | SERVICE | ADVANCED | STANDARD | TOTAL |
|-----|-----------------|-----------------|-----------------|-------|
| | 500watts | \$118.00 | \$160.00 | |
| | 1000watts | \$150.00 | \$210.00 | |
| | 2000watts | \$190.00 | \$255.00 | |
| | 24HR. 500watts | \$177.00 | \$240.00 | |
| | 24HR. 1000watts | \$225.00 | \$315.00 | |
| | 24HR. 2000watts | \$285.00 | \$382.50 | |
| | OTHER | CALL | CALL | |

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

| QTY | SERVICE | ADVANCED | STANDARD | TOTAL |
|-----|--------------------|-------------------|-------------------|-------|
| | 20amp 1Phase | \$410.00 | \$510.00 | |
| | 30amp 1Phase | \$430.00 | \$575.00 | |
| | 60amp 3Phase | \$800.00 | \$1,120.00 | |
| | 100amp 3Phase | \$1,280.00 | \$1,500.00 | |
| | 24HR 20amp 1Phase | \$615.00 | \$765.00 | |
| | 24HR 30amp 1Phase | \$645.00 | \$862.50 | |
| | 24HR 60amp 3Phase | \$1,200.00 | \$1,760.00 | |
| | 24HR 100amp 3Phase | \$1,920.00 | \$2,250.00 | |
| | OTHER | CALL | CALL | |

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

| QTY | SERVICE | ADVANCED | STANDARD | TOTAL |
|-----|----------------------------|-----------------|-----------------|-------|
| | 4' Track w/3- 90w Lamps | \$167.00 | \$263.00 | |
| | 8' Track w/3-90w lamps | \$232.00 | \$315.00 | |
| | Each additional track lamp | \$20.00 | \$30.00 | |
| | LED Clamp Stem Light | \$130.00 | \$175.00 | |
| | Parcan Overhead Light | \$670.00 | \$900.00 | |

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday

Regular Rate: \$121.00 Show Site Rate: \$148.00

Over Time: 6am-8am after 4:30pm Monday-Friday / All Day

Saturday Regular Rate: \$181.50 Show Site Rate: \$222.00

Double Time: All Day Sunday / Recognized Holidays

Regular Rate: \$242.00 Show Site Rate: \$296.00

- **Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.**
- **The minimum charge of ½ hour installation will apply.**
- **Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.**
- **Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.**

☐ Unsupervised Installation ☐ Supervised Installation by Exhibitor/Name: _____ Cell: _____

☐ NO ☐ YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.

Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

| | | | | |
|---|---|--|--|--|
| <input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin | <input type="checkbox"/> 208v/480v Service Connection | <input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary) | <input type="checkbox"/> Computer Installation & Dismantle | <input type="checkbox"/> Satellite Dish Assembly / Dismantle & Cabling |
| Date: _____ Time: _____ | Date: _____ Time: _____ | Date: _____ Time: _____ | | |
| <input type="checkbox"/> Network Data Cabling Distribution & Terminations | <input type="checkbox"/> Hardwire Lights & Electrical Equipment | <input type="checkbox"/> Coax <input type="checkbox"/> VGA <input type="checkbox"/> Audio Signal <input type="checkbox"/> Low Voltage Terminations | <input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors | |
| Booth Lighting <input type="checkbox"/> YES <input type="checkbox"/> NO Stem Lights & Electrical Signage Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____ | <input type="checkbox"/> Truss/Motors/Lights <input type="checkbox"/> Exhibitor Rental <input type="checkbox"/> PCC/SMG Rental Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____ | <input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____ | <input type="checkbox"/> Disconnect/Connect Vehicle Battery Disconnect Date: _____ Time: _____ Reconnect Date: _____ Time: _____ | |

RATES EFFECTIVE 5-1-18

PCC/SMG ELECTRIC SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.



PCC CONVENIENCE OUTLET POLICY

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). Client Utilities Department will provide an adaptor at no cost.
4. A contractor may use one outlet per meeting room for an A/V presentation. Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an A/V presentation provided the equipment is personally owned. (Any equipment used from a 3rd party would require an electrical service order). Client Utilities Department will provide an adaptor at no cost.
6. A/V presenters that supply their own cord must use a grounded 12/3 flat cord which complies with fire marshal regulations.

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 ARCH STREET
PHILADELPHIA, PA 19107
EMAIL COMPLETED FORM TO:
utilities@paconvention.com
PHONE: (215) 418-2190
FAX: (215) 418-2187



AN MANAGED FACILITY

ROCK AND ROLL HALF MARATHON

ADVANCED DEADLINE DATE:
AUGUST 22, 2018

WATER & COMPRESSED AIR SERVICE ORDER

(Please read Terms and Conditions attached)

Exhibiting Firm: _____ Booth No.: _____

Billing Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

☐ Visa ☐ MasterCard ☐ Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Rate includes installation to back center of in-line and peninsula booths only.

Labor & material required for distribution to other locations, Island booths and connection to equipment.

| QTY. | SERVICE | ADVANCED | STANDARD | TOTAL |
|------|--|---------------------|------------|-------|
| | 1 / 2" Main Airline w/ Shutoff | \$300.00 | \$350.00 | |
| | Additional 1 / 2" Airline Connection | \$115.00 | \$165.00 | |
| | 1 / 2" Water line w/ Shutoff | \$210.00 | \$260.00 | |
| | 1 / 2" Additional Water line w/ Shutoff | \$115.00 | \$165.00 | |
| | 3 / 4" Drain line | \$210.00 | \$260.00 | |
| | 3 / 4" Additional Drain line | \$115.00 | \$165.00 | |
| | Water Fill & Drain up to 200 gal. | \$170.00 | \$220.00 | |
| | Additional 100 gal. Water Fill & Drain – Labor Additional | \$70.00 | \$90.00 | |
| | Prep Sink (Water & Drain Additional) | \$120.00 | \$160.00 | |
| | Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges. | \$1,150.00 | \$1,200.00 | |
| | | Sub Total | | |
| | | 8% Sales Tax | | |
| | | TOTAL | | |

PLUMBING LABOR RATES:

Weekdays 8am - 4:30pm \$147.00per hour | Weekdays after 4:30pm & all day Saturday \$220.00 per hour
All day Sunday and Holidays \$294.00 per hour

- ☐ AUTHORIZED TO LAY LINES UNDER CARPET WITHOUT EXHIBITOR SUPERVISION PER ATTACHED FLOOR PLAN
☐ PROCEED UNDER SUPERVISION DATES AND TIMES INDICATED BELOW:

Install lines under carpet Date: _____ Time: _____

Final Connection to equipment Date: _____ Time: _____

PCCA/SMG WATER & COMPRESSED AIR SERVICE ORDER

TERMS & CONDITIONS

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