

TEXAS XPO

TEXAS EXPOSITION SERVICES



AUSTIN BOAT AND TRAVEL TRAILER SHOW

AUSTIN CONVENTION CENTER

JANUARY 3-5, 2020

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: **Monday, December 16, 2019**

EXHIBITOR MOVE-IN

MONDAY	DECEMBER 30, 2019	See Management
TUESDAY	DECEMBER 31, 2019	Schedule for move-in
THURSDAY	JANUARY 2, 2020	times
FRIDAY	JANUARY 3, 2020	

PLEASE SEE SHOW MANAGEMENT SCHEDULE FOR DETAILS

SHOW HOURS

FRIDAY	JANUARY 3, 2020	1:00 PM - 9:00 PM
SATURDAY	JANUARY 4, 2020	10:00 AM - 9:00 PM
SUNDAY	JANUARY 5, 2020	10:00 AM - 5:00 PM

EXHIBITOR MOVE-OUT

SUNDAY	JANUARY 5, 2020	See Management
MONDAY	JANUARY 6, 2020	Schedule for move
		out times

PLEASE SEE SHOW MANAGEMENT SCHEDULE FOR DETAILS

Move-Out Note: All carriers must check in no later than **1:00 PM on Monday, January 6, 2020** or freight will be shipped via LibertyCFS Inc's terms/7 business day standard ground service.

BOOTH EQUIPMENT:

Each booth will be provided with an 8' BLUE & WHITE background drape and 42" BLUE side divider drapes and a booth ID sign.

CARPET COLOR:

The booth area will NOT be carpeted and the aisles will be carpeted in RED & BLUE-JAY. You may carpet your booth area in any offered color, please see the enclosed Carpet Rental Order Form.

ADVANCE WAREHOUSE:

Texas Exposition Services

Austin Boat and Travel Trailer Show

Exhibiting Company Name / Booth Number

c/o LibertyCFS, Inc.

9018 Tuscany Way, Austin, TX. 78754

No delivery appointment required. Warehouse hours: 9:00 AM - 3:00 PM

Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN Monday, December 23, 2019**. Any shipments received more than 30-days prior to Move-in or after **Monday, December 23, 2019** will incur additional charges.

DIRECTLY TO FACILITY:

Austin Convention Center

Austin Boat and Travel Trailer Show

Exhibiting Company Name / Booth Number

c/o Texas Exposition Services

500 E. Cesar Chavez Street, Austin, Texas 78701

Shipments will be received at the exhibit facility **ONLY** on: **Wednesday, January 1, 2020 & Thursday, January 2, 2020 only during move-in hours**

DIRECTIONS AND PARKING INFO:

Please visit <http://www.austinconventioncenter.com/directions/directions.htm>.

ASSISTANCE:

If you have any questions or would like assistance, please call our office at (281) 800-1600.

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

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TEXAS EXPOSITION SERVICES

Administrative Offices
5544 Armour Drive
Houston, Texas 77020
Phone: (281) 800-1600
Fax: (281) 800-2600
Orders@TexasXpo.com

**AIR, GROUND & VAN LINE
FREIGHT SERVICES**

LibertyCFS NV, Inc.
Phone: (905) 338-3993
Fax: (905) 338-1092

SPECIALTY FURNITURE SERVICE

Administrative Offices
5544 Armour Drive
Houston, Texas 77020
Phone: (281) 800-1600
Fax: (281) 800-2600
<https://aex.rentfurniture.com/>

SHOW MANAGEMENT

Town Lake Productions
510 S Congress
Suite 202
Austin, TX 78704
Phone: (512) 494-1128
jennifer@austinboatshow.com

**ELECTRICAL SERVICE/
TELEPHONE SERVICE**

Austin Convention Center Department
Eddy Yanez
Senior Exhibitor Services Representative
500 East Cesar Chavez Street
Austin, Texas 78701
Phone: (512) 404-4236
Fax: (512) 404-4220
eddy.yanez@austintexas.gov

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (281) 800-1600 / Fax: (281) 800-2600
Email: Orders@TexasXpo.com

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FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

Personal Credit Card Corporate Credit Card

PRINT Name on Card: _____

PRINT Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: () _____ Fax Number: () _____

Account Number: *Charge to:* AMEX VISA MASTERCARD DISCOVER

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Exp. Month & Year: _____ / _____

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled before set-up will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact Texas Exposition Services for removal. Booth inventory is conducted daily and items not rented from Texas Exposition Services will either be removed or charged to the Exhibiting company with improper possession.

Please total all forms, add tax as appropriate and supply an "*estimated*" total \$ _____

Confirm via:

Email: _____

You must sign the Authorized Signature line below for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including Texas Exposition Services Limits & Liabilities and Terms & Conditions.

Company Name: _____ **Booth#:** _____

Authorized Signature: _____

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between Texas Exposition Services, LLC. ("TexasXpo") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to Texas Xpo's advance warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with Texas Xpo; (4) Work is performed on behalf of Exhibitor by labor secured through Texas Xpo. For purposes of this contract, the name "Texas Xpo" shall be construed with the meaning of Texas Exposition Services, LLC., DBA Texas Xpo and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors Texas Xpo may hire. Texas Xpo shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Texas Xpo does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Texas Xpo's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of Texas Xpo except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond Texas Xpo's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise Texas Xpo of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Texas Xpo requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Texas. In the event of any dispute between the Exhibitor and Texas Xpo relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Texas Xpo for its services, as an offset against the amount of any alleged loss or damages. Any claim against Texas Xpo shall be considered a separate transaction, and shall be resolved on its own merits. Texas Xpo reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Texas Xpo may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Texas Xpo hereby provides notice that it reserves the right, and Exhibitor authorizes Texas Xpo, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless Texas Xpo and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through Texas Xpo, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Texas Xpo's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or Texas Xpo.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to Texas Xpo immediately at the show site, and in any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from Texas Xpo's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against Texas Xpo more than one (1) year after the date of loss or damage occurred. If found liable for any loss, Texas Xpo's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to Texas Xpo for the event.

INBOUND AND OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Texas Xpo will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Texas Xpo will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to Texas Xpo by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Texas Xpo and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by Texas Xpo's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: Texas Xpo shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Texas Xpo shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. Texas Xpo assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without Texas Xpo labels, or improper information on the empty labels. Texas Xpo will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

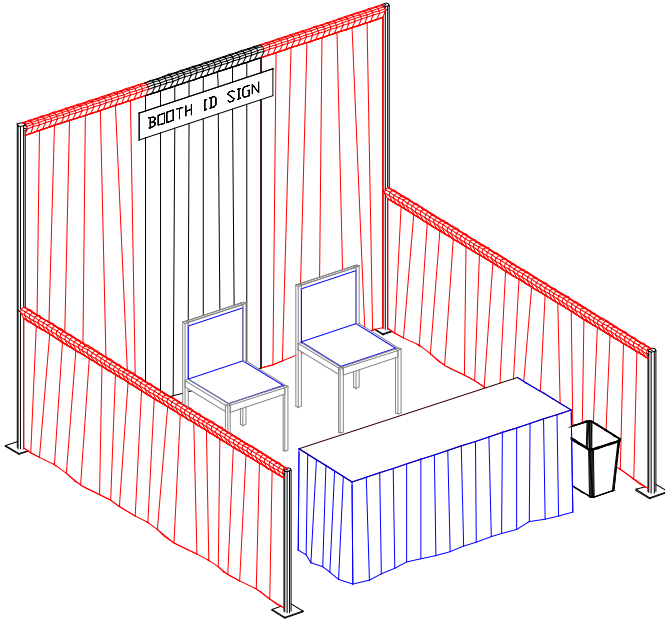
NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and Texas Xpo. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

Please Mail or Fax Completed Form to: Texas Exposition Services
 5544 Armour Drive, Houston, Texas 77020
 Phone: (281) 800-1600 / Fax: (281) 800-2600
 Email: Orders@TexasXpo.com

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REAR BACKGROUND - 8' HIGH
BLUE & WHITE

SIDE DIVIDERS - 42" HIGH
BLUE

Booth ID sign is 7" high by 44" long.

6' DRAPED TABLE: BLUE RED BLACK

2 CHAIRS

WASTEBASKET

10' x 10' BOOTH CARPET: BLUE RED BLACK

PACKAGE

	Discount	Standard	Quantity
per 10' x 10' booth	\$135.25	\$190.75	_____

BOOTH PACKAGE ORDER TOTAL: \$ _____

Company Name: _____ Booth#: _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

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FURNITURE

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$46.00	\$64.50	_____	_____
Padded Arm Chair	\$69.00	\$96.50	_____	_____
Padded Counter Stool	\$79.25	\$111.00	_____	_____
Cocktail Table 18" H	\$85.50	\$119.75	_____	_____
Cocktail Table 30" H	\$110.00	\$154.00	_____	_____
Cocktail Table 42" H	\$129.50	\$181.50	_____	_____
Literature Rack	\$287.50	\$402.50	_____	_____
Wastebasket	\$18.25	\$25.50	_____	_____
Easel	\$22.00	\$30.75	_____	_____
Chrome Sign Frame (22" W x 28" H)	\$81.25	\$113.75	_____	_____
Waterfall Bag Rack	\$90.75	\$127.00	_____	_____
Chrome Stanchion	\$58.75	\$82.25	_____	_____
Chrome Bag Holder	\$95.75	\$134.00	_____	_____
Chrome Clothes Tree	\$95.75	\$134.00	_____	_____
White/Silver Plastic Chain(/ft.)	\$5.00	\$7.00	_____	_____

DISPLAY TABLES (Price includes top covered with white plastic and 3 sides draped)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$101.25	\$141.75	_____	_____
4' L x 24" W x 42" H	\$138.25	\$193.50	_____	_____
6' L x 24" W x 30" H	\$116.00	\$162.50	_____	_____
6' L x 24" W x 42" H	\$157.50	\$220.50	_____	_____
8' L x 24" W x 30" H	\$139.75	\$195.75	_____	_____
8' L x 24" W x 42" H	\$179.00	\$250.50	_____	_____
4th Side Drape 30"	\$34.75	\$48.75	_____	_____
4th Side Drape 42"	\$38.50	\$54.00	_____	_____

Please select color:

- Burgundy
- Blue
- Teal
- Black
- Purple
- Gray
- Gold
- Green
- White
- Red

Undraped Tables are 25% off of draped rate. (Circle size above)

DRAPES (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 42"	\$16.00	\$22.50	_____	_____
8' Background Drape	\$18.25	\$25.50	_____	_____

Please select color:

(For background & side rail drape only)

- Burgundy
- Blue
- Teal
- Black
- Purple
- Gray
- Gold
- Green
- White
- Red

TABLETOP RISERS -12" w x 8" h (Covered in white plastic)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step	\$43.25	\$60.50	_____	_____
6' Long, Single Step	\$65.25	\$91.25	_____	_____

ORDER TOTAL: \$ _____

Company Name: _____ Booth#: _____




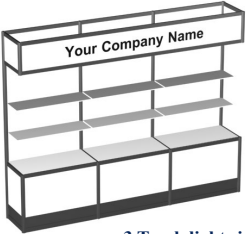
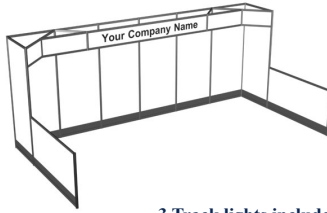
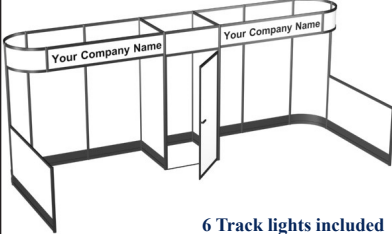
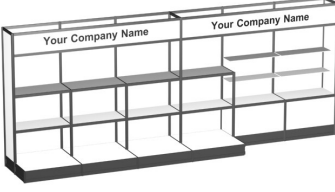
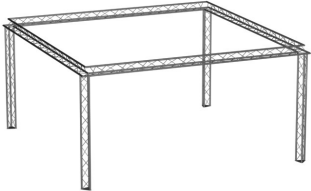
YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Show Name: Austin Boat and Travel Trailer Show

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<p>(#1) Curved Tabletop Pop-up</p> <p>\$738.50</p>  <p>Silver Velcro Compatible with (1) spotlight. Table Not Included.</p>	<p>(#2) Pop-up Display</p> <p>\$1,402.50</p>  <p>10' wide x 8' high Velcro Compatible with (2) spotlights</p>	<p>(#3) 10' x 10' Hard Wall Exhibit</p> <p>\$2,497.75</p>  <p>3 Track lights included</p>	<p>(#4) 10' x 10' Counter Exhibit</p> <p>\$2,654.50</p>  <p>3 Track lights included</p>
<p>(#5) 10' x 20' Exhibit</p> <p>\$4,215.50</p>  <p>3 Track lights included</p>	<p>(#6) 10' x 20' Curved Exhibit</p> <p>\$4,926.50</p>  <p>6 Track lights included</p>	<p>(#7) 10' x 20' Shelf Exhibit</p> <p>\$5,003.50</p>  <p>6 Track lights included</p>	<p>(#8) 20' x 20' Truss Unit</p> <p>\$6,561.25</p>  <p>Truss Available in Various Sizes and Configurations</p>

NOTE: Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- ❖ **Additional Lights** Qty. _____ Light @ \$94.00 each = \$ _____
- ❖ **Additional Hardware Shelves** Qty. _____ Shelves @ \$48.00 each = \$ _____
- ❖ **Slatwall Per Panel** Qty. _____ Slatwall @ \$157.25 each = \$ _____
- ❖ **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- Red ○ Blue ○ Black ○ Gray Qty. _____ Colored panels @ \$16.50 each = \$ _____
- Qty. _____ Velcro panels @ \$39.25 each = \$ _____
- ❖ **Matching counters 42"H x 21"L x 40"W** Qty. _____ Counters @ \$180.25 each = \$ _____
- ❖ **Standard signage is black letters on a white background.**

PRINT SIGN TEXT BELOW:

- ❖ **If you require a Custom Exhibit Design not shown above, please call (281) 800-1600**
- ❖ **Electric service IS NOT included. Please make arrangements in advance with exhibit facility.**

Unit# _____ Unit Price \$ _____

Add 30% if ordered after deadline \$ _____

SUBTOTAL, MODULAR EXHIBIT RENTAL ORDER \$ _____

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Company Name: _____ Booth#: _____
 20-TX0104

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We will install your carpet, tape all necessary seams and roll up at close of show. This labor service does not include the carpet rental. The pricing below will apply provided the following requirements are met:

- A. A carpet layout plan is provided to Texas Xpo AND carpet is labeled and numbered accordingly.
- B. Carpet runs (lengths) of 50 feet or more are provided.

If these requirements cannot be met, standard hourly labor will apply and can be ordered on our Labor Order form included in this packet. If you would like to rent our carpet, please refer to the Carpet Order form in this packet.

INSTALLATION (INCLUDES TAPE COST) (Price Based on square footage)

Square Footage	Discount	Standard	Booth Dimensions	Price	Total
9,000 sq ft & up	\$.15 /sq ft	\$.21 /sq ft	_____ x _____	= \$ _____	
5,000 sq ft - 8,999 sq ft	\$.18 /sq ft	\$.25 /sq ft	_____ x _____	= \$ _____	
2,500 sq ft - 4,999 sq ft	\$.20 /sq ft	\$.28 /sq ft	_____ x _____	= \$ _____	

CLEANING (THIS IS ONLY AVAILABLE FOR BOOTHS 5,000 SQ FT OR LARGER. All other please refer to Cleaning Order form.)

Square Footage	Discount	Standard	Booth Dimensions	Price	Total
9,000 sq ft & up	\$.07 /sq ft	\$.10 /sq ft	_____ x _____	= \$ _____	
5,000 sq ft - 8,999 sq ft	\$.08 /sq ft	\$.11 /sq ft	_____ x _____	= \$ _____	

TAPE (75 linear feet per rolls)

Price	Quantity	Total
\$12.75/roll	x _____	= \$ _____

SUBTOTAL BULK CARPET INSTALLATION ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ Booth#: _____

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STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$149.25	\$209.00	\$ _____
10' x 20'	\$298.50	\$418.00	\$ _____
10' x 30'	\$447.75	\$627.00	\$ _____
10' x 40'	\$597.00	\$836.00	\$ _____

Please select color:

Black Gray Burgundy
 Teal Purple Green
 Blue Red

Over 10' x 40' available pro rata.

This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see cut & lay section below.

- Add padding with the purchase of Rental Carpet for \$66.25 per 10' x 10' booth space.
- Add protective plastic covering with the purchase of Rental Carpet for \$54.50 per 10' x 10' booth space.

Number of 10' x 10' Booth Space(s) _____ x \$66.25 = _____
 Number of 10' x 10' Booth Space(s) _____ x \$54.50 = _____

CUT & LAY CARPET (100 sq. ft. Minimum Order)
 See Bulk Carpet Order Form for orders over 500 sq. ft.

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Discount	Standard	Total
\$3.75/sq.ft.	\$5.25/sq.ft.	= \$ _____

Please select color:

Black Gray Burgundy
 Teal Purple Green
 Blue Red

DECORATIONS PLUSH CARPET (Subject to availability)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Description	Discount	Standard	Total
Plush	\$5.75/sq.ft.	\$8.00/sq.ft.	= \$ _____
Ultra Plush	\$7.50/sq.ft.	\$10.50/sq.ft.	= \$ _____

Please select color:

Dusty Rose Light Teal Toast
 Ivory Cream Sandstone
 Baby Blue Sky Blue Navy
 Misty Gray Silver Mist Gun Metal
 Cherry Red Burgundy
 Ebony Forest Green

Order must be received at least four weeks prior to the show.
 Custom carpet is a luxurious Plush or Ultra Plush Carpet available in assorted decorator colors.
 Swatches will be sent to you upon your request. Minimum order for decorators plush carpet is 200 sq. ft.

(All prices include installation and removal) SUBTOTAL CARPET RENTAL ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ Booth#: _____

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Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: Monday, December 16, 2019

BULK CUT & LAY CARPET (500 sq. ft. Minimum Order)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Discount

\$2.50/sq.ft.

Standard

\$3.50/sq.ft. = \$ _____

Please select color:

- | | | |
|-----------------------------|------------------------------|--------------------------------|
| <input type="radio"/> Black | <input type="radio"/> Gray | <input type="radio"/> Burgundy |
| <input type="radio"/> Teal | <input type="radio"/> Purple | <input type="radio"/> Green |
| <input type="radio"/> Blue | <input type="radio"/> Red | |

(All prices include installation and removal) SUBTOTAL CARPET RENTAL ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ Booth#: _____

Please Mail or Fax Completed Form to: Texas Exposition Services
 5544 Armour Drive, Houston, Texas 77020
 Phone: (281) 800-1600 / Fax: (281) 800-2600
 Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show

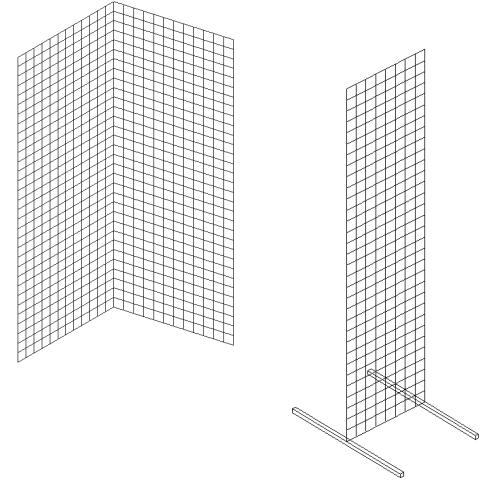
Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: Monday, December 16, 2019

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

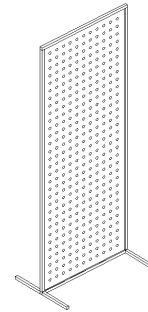
At least two panels are needed to be free standing without the use of feet.



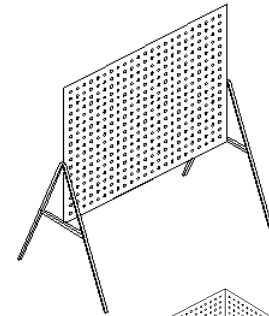
Description	Discount	Standard		Total
_____ 2' x 8'	\$124.75	\$174.75	each =	\$ _____
_____ Pair of feet	\$48.75	\$68.25	each =	\$ _____

WHITE PEG BOARD *(Shown on the right)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$114.25	\$160.00	_____	\$ _____
Style A - 4' w x 8' h Panel	\$214.25	\$300.00	_____	\$ _____
Style B - 8' w x 2' h Panel	\$114.25	\$160.00	_____	\$ _____
Style B - 8' w x 4' h Panel	\$214.25	\$300.00	_____	\$ _____
Style C - 10' w x 8' h Panel	\$770.75	\$1,079.00	_____	\$ _____
Peg Board Shelving 4' long	\$47.75	\$66.75	_____	\$ _____



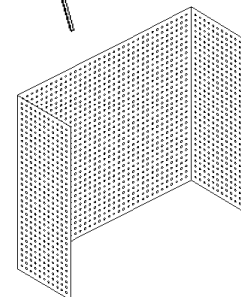
Style A
Vertical to Floor



Style B
Horizontal off Floor
(30" Off the Floor)

WHITE TACK BOARD *(Not displayed)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$114.25	\$160.00	_____	\$ _____
Style A - 4' w x 8' h Panel	\$214.25	\$300.00	_____	\$ _____
Style B - 8' w x 2' h Panel	\$114.25	\$160.00	_____	\$ _____
Style B - 8' w x 4' h Panel	\$214.25	\$300.00	_____	\$ _____
Style C - 10' w x 8' h Panel	\$770.75	\$1,079.00	_____	\$ _____



Style C
2' Returns

TOTAL GRID WALL, PEG BOARD & TACK BOARD ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (281) 800-1600 / Fax: (281) 800-2600
Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show
Show Dates: January 3-5, 2020

CART RATE!!



(2' wide x 6' long x 3' high)

\$69.25

(PER CART, PER TRIP)

(For Personally Owned Vehicles: cars, station wagons, regular size 4x4s, and mini vans at a 200 lbs MAXIMUM weight.
NO COMMERCIAL VEHICLES WILL BE ELIGIBLE FOR THIS SPECIAL RATE.)

**TEXAS XPO HAS COME UP WITH A NEW COST EFFECTIVE
METHOD TO HELP YOU IN THESE HARD ECONOMIC TIMES.
BY USING THE CART RATE YOU WILL EXPERIENCE A
SUBSTANTIAL SAVING OVER THE STANDARD MODE OF
SHOWSITE DELIVERY.**

Estimated charges for cart rate..... _____ cart loads x _____ = \$ _____

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions
Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ Booth#: _____

Please Mail or Fax Completed Form to: Texas Exposition Services
 5544 Armour Drive, Houston, Texas 77020
 Phone: (281) 800-1600 / Fax: (281) 800-2600
 Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show
Show Dates: January 3-5, 2020

MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below). SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE TEXAS EXPOSITION SERVICES' ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 Lb. MIN.)

(CWT = 100 lbs.)

Description	Receiving	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance Warehouse	\$142.50 per cwt. \$285.00 minimum	\$190.00 per cwt. \$380.00 minimum
A2 - SPECIAL HANDLING (UPS, FED EX, DHL)	Advance Warehouse	\$204.00 per cwt. \$408.00 minimum	\$272.00 per cwt. \$544.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$135.50 per cwt. \$271.00 minimum	\$180.50 per cwt. \$361.00 minimum
B2 - SPECIAL HANDLING (UPS, FED EX, DHL)	Convention Site	\$194.00 per cwt. \$388.00 minimum	\$258.50 per cwt. \$517.00 minimum
CART RATE PER TRIP (Small flat cart 32" wide x 48" long x 28" high Fee is per trip on a per load basis)	Convention Site	\$69.25 Per Trip, Per Load	

(S.T. = Straight Time / O.T. =Overtime)

A transfer fee of \$125.00 + \$12.00 per cwt. will apply for all shipments going to Texas Exposition Service's Warehouse to be picked-up by outside carriers. This fee of \$125.00 will apply for all shipments going to Texas Exposition Service's Warehouse to be shipped via UPS (Texas Exposition Service's account only)

Overtime Rates will apply if:

- Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
- Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
- Warehouse freight is moved to the event floor on overtime due to scheduling.

A 50% surcharge will apply if: freight is received after the "last day accepted" for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling

_____ lbs. x _____ per cwt. = \$ _____
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form.

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AUSTIN BOAT AND TRAVEL TRAILER SHOW
TEXAS EXPOSITION SERVICES
C/O LIBERTYCFS, INC.
9018 TUSCANY WAY,
AUSTIN, TX 78754**

Deliver NO LATER than:

Monday, December 23, 2019

Receiving 9:00 AM - 3:00 PM, Monday-Friday
Check In by 2pm

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

DIRECT SHIPMENT TO AUSTIN CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AUSTIN CONVENTION CENTER
AUSTIN BOAT AND TRAVEL TRAILER SHOW
C/O TEXAS EXPOSITION SERVICES
500 EAST CESAR CHAVEZ ST.
AUSTIN, TX 78701**

Deliver ONLY on:

Wednesday, January 2, 2019 &

Thursday, January 3, 2019 only

during move-in hours.

Please Mail or Fax Completed Form to: Texas Exposition Services
 5544 Armour Drive, Houston, Texas 77020
 Phone: (281) 800-1600 / Fax: (281) 800-2600
 Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: Monday, December 16, 2019

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the information on the back of this form. Our cost for this service is 35% of your total labor bill (\$35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the Texas Exposition Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the Texas Exposition Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER
PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

	Discount	Standard
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$106.00 per hour	\$148.50 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$158.50 per hour	\$222.00 per hour
<u>Double Time</u> (Anytime on Holidays)	\$212.00 per hour	\$297.00 per hour

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	Estimated Hours	Start Date	Start Time	Estimated Finish Time	# of Laborers	Rate	TexExpo Supervision	Estimated Total Cost
Installation								
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ **Booth#:** _____

Please Mail or Fax Completed Form to: Texas Exposition Services
5544 Armour Drive, Houston, Texas 77020
Phone: (281) 800-1600 / Fax: (281) 800-2600
Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: **Monday, December 16, 2019**

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at Warehouse Show Site Loading Dock
Date Shipped: _____ Via: _____ (freight carrier)
Display shipped from: _____ (address)
of Crates: _____ # of Cartons: _____ Estimated Weight: _____
Display Includes: _____
Booth carpet in shipment? Yes No
Set-up instructions: Attached to this order With display

RETURN SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via our house carrier. 1. _____ Re-route via contractor's choice. 2. _____ Transfer to warehouse at exhibitor's expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Arrival Date: _____
Hotel: _____ Telephone: _____

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: **Monday, December 16, 2019**

USE THIS FORM TO ORDER LABOR FOR HANGING SIGNS & BANNERS FROM CEILING

TEXAS Exposition Services reserves the right to assemble, install and dismantle non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely hand the banner.

- All Signs & Banners will be approved by Show Management, TEXAS Exposition Services and the exhibit facility, prior to hanging.
- All Signs & Banners Hanging Orders must be received by the Deadline Date. Orders received after the deadline or at the Service Desk are subject to availability and a 50% surcharge.
- Complete plans for hanging must be provided and forwarded to TEXAS Exposition Services with this "Overhead Sign Labor Order Form" completed.
- If you sign requires electrical connections, please contact the electrical department for instructions.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF YOUR BANNER:

Date Required: _____

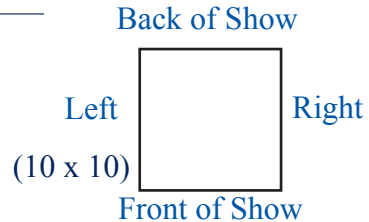
Type of Sign: Wood Metal Cloth Banner Other _____

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: Square Rectangle Circle Triangle Other _____

NUMBER OF FEET FROM FLOOR TO BOTTOM OF SIGN: _____

All Wire is Hung with 18 Gauge wire
 Any signs requiring additional supplies will be billed accordingly.
 Please draw dimensions to where you would like your sign, in the box to the left



RATES FOR HANGING SIGNS & BANNERS:

Charges are for a 1 hour minimum per crew for installation and a 1 hour minimum charge per crew for dismantle, with billing in 1 hour increments thereafter.

If a Sign or Banner requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be performed on a Time & Material basis.

	Discount	Standard
Straight time (8:00 am to 4:30 pm, Monday through Friday): _____	\$320.75 hr/crew	\$449.00 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am): _____	\$481.25 hr/crew	\$673.75 hr/crew
Double Overtime (Anytime on Holidays): _____	\$642.00 hr/crew	\$898.75 hr/crew

	Start Date	Start Time	Estimated Finish Time	Rate	Estimated Total Cost
Installation					
Dismantle					

SHIPPING:

See "Material Handling Order Form" for shipping addresses and other information.

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ **Booth#:** _____

Please Mail or Fax Completed Form to: TEXAS Exposition Services
 5544 Armour Drive, Houston, Texas 77020
 Phone: (281) 800-1600 / Fax: (281) 800-2600
 Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: Monday, December 16, 2019

ONLY USE THIS FORM IF HEAVY OR LARGE ITEMS MUST BE EXACTLY PLACED WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT

(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

Please complete the Material Handling Form for unloading and moving freight to your booth.

ORDER FOR FORKLIFT AND RIGGING CREW

A Rigging Crew consists of a fork lift, operator, rigger and helper.

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information) LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

All work is done under the direction of TEXAS Exposition Services. Our charge for this service is 35% of your total labor bill. This service provides our expert supervision and saves the expense and productive time of your own personnel.

Please note: Our liability for damages, for whatever reason, is limited to our bill cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the TEXAS Exposition Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per crew ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the TEXAS Exposition Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER CREW, 1 HOUR INCREMENTS THEREAFTER

	Discount	Standard
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$295.25 hr/crew	\$413.25 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):	\$443.25 hr/crew	\$620.50 hr/crew
Double Overtime (Anytime on Holidays):	\$591.00 hr/crew	\$827.50 hr/crew

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	# of Rigging Crews	Start Date	Start Time	Estimated Finish Time	Estimated Hours	Rate	Texas Expo Supervision	Estimated Total
Installation							35%	
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas Sales Tax 8.25%.

Company Name: _____ **Booth#:** _____

Please Mail or Fax Completed Form to: Texas Exposition Services
 5544 Armour Drive, Houston, Texas 77020
 Phone: (281) 800-1600 / Fax: (281) 800-2600
 Email: Orders@TexasXpo.com

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: **Monday, December 16, 2019**

Our Experienced Team is committed to providing accurate and professional trade show graphics using the most advanced equipment available.

Trade Show Booth Panels • Banners • Backlits • Posters • Signage • Floor Graphics

Full-Service Graphic Production

Looking for trade show graphics that will get you noticed? Why ship graphic materials to your show? We have full service graphic production capabilities that can meet your design and production needs and deliver the final product right to your booth! We'd be glad to take your graphic order and make it quick, make it easy and of course, make it big!

For more information call Texas Exposition Services at 281-800-1600.

I AM SUPPLYING MY OWN ART I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR DIGITAL SIGNAGE

Description	Discount	Standard	Qty.	Total
14" x 22" Poster	\$35.75	\$50.00	_____	_____
14" x 44" Poster	\$65.00	\$91.00	_____	_____
22" x 28" Poster	\$71.50	\$100.00	_____	_____
28" x 44" Poster	\$129.75	\$181.75	_____	_____

FULL COLOR DIGITAL BANNERS

Description	Discount	Standard	Qty.	Total
3' x 6'	\$212.50	\$297.50	_____	_____
3' x 8'	\$286.00	\$400.50	_____	_____
4' x 8'	\$365.75	\$512.00	_____	_____
Grommets	\$3.25	\$4.50	_____	_____
Pole Pockets	\$8.25	\$11.50	_____	_____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	_____

COPY AND LAYOUT SPECIFICATIONS

Indicate: _____ Vertical or _____ Horizontal (Please attach a layout to this for if necessary)

Email address for proofing is required: _____

(Please note: Deadline for requesting a proof is 10 days prior to the first day of installation)

- Email graphic files to Orders@TexasXpo.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to Texas State Sales tax 8.25%.

Company Name: _____ **Booth#:** _____

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

Deadline Date To Receive Discounted Rates: Monday, December 16, 2019

To: Texas Xpo Services

Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the Austin Convention Center.

Third Party/Display House:

Address: _____
 City : _____ State: _____ Zip: _____
 Contact: _____
 Phone Number: _____ Booth Number: _____
 Your Name: _____ Your Signature: _____
 Date: _____

Display house must also provide a Certificate of Insurance to Texas Xpo

	Exhibitor will pay	Third Party will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____

Acceptance of this third party billing is contingent upon:

An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: _____ **Booth#:** _____

Show Name: Austin Boat and Travel Trailer Show

Show Dates: January 3-5, 2020

UNION REGULATION

To assist you in planning your participation in your Austin Show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have we ask that you read the following:

BOOTH ERECTION & DISMANTLING

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the “Labor Order Form” in the kit.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

TIPPING

Texas Exposition Services request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas Exposition Services employees. Any request for such should be brought to the attention of an Texas Exposition Services representative.

SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the “Labor Order Form” and the necessary ladders and/or tools will be provided.



The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS. offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Ground - LTL, Regular/Expedited*
- *Express / Economy Air*
- *Exclusive Use Vehicle*
- *International Freight Forwarding*
- *Customs Services*
- *Van Line / Padded Wrap*

Exhibitor Services

Pre-Show Support

- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

***Complete the Order Form on the next page. You may also speak to your LibertyCFS
Exhibit Service Representative at 905-338-3993***

***Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”***



LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below.
A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. [Click image to download](#)



Freight & Customs Freight Only Customs Only Return Only

2a

PICK-UP LOCATION

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3

DELIVERY TO ADDRESS

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b

SERVICES

P/U Date _____ Hours _____ From _____ To _____
 Dlv Date _____ Hours _____

Express Economy LTL 7 - 10 Days Int'l
 Inside Liftgate Dock
 Other _____

4

Check Box if the Return address is the same as 2a

RETURN TO

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5

PACKAGE INFO

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
TOTAL PIECES	TOTAL WEIGHT	

6 **Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

Exclusion: Does not include TV(s)/Monitor(s) **DECLARED VALUE** _____

7

PAYMENT

Credit Card Information / Billing Address

Credit Card Number _____ Security Code _____ Exp. Date ____ / ____

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print