

Exhibitor Service Manual

▶ Dear Exhibitor,

We take great pleasure in notifying you that [A Perfect Star Decorator & Exposition](#) has been selected as the "Official Service Contractor" for the Austin RV Expo 2023. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important show information as well as order forms for services you may require. Direct questions regarding shipping, storage, labor, furniture and signs to: [**msaucedo@apsdexposition.com**](mailto:msaucedo@apsdexposition.com) Direct Line (512.350.4402) Exhibitor Services

A Perfect Star Decorator & Exposition
206 Greenfield
Kyle, Texas 78640

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Jennifer B McKinney
Jennifer@austinrvexpo.com
Phone: 512-366-7135
Austin RV Expo:
TRVA Austin RV Shows, Inc
Austin, Texas

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before **February 6th, 2023**, the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

Austin RV Expo 2023
February 17-19, 2023
Austin Convention Center



Table of Contents

I. Show Information

Frequently Asked Questions
Limits and Liabilities

II. Payment Information

Due Date

Payment Policies
Credit Card Authorization February 6th, 2023
Third Party Payment February 6th, 2023

III. Booth Furniture and Accessories

Furniture and Accessories February 6th, 2023
Carpet February 6th, 2023
Cleaning February 6th, 2023
Signs and Banners February 6th, 2023

VI. Labor

Display Labor Order Form February 6th, 2023
Outbound Shipping Instructions

VII. Shipping Information

Shipping Addresses
Material Handling

VIII. Supplemental Services - Please follow ordering instructions for the individual suppliers. Contact these suppliers directly regarding their services.

Audio/ Visual Order Form APSD & Exposition
Electrical Order Form Austin Convention Center
Telephone Order Form Austin Convention Center

Limits of Liability

▶ Responsibility for Labor

- **APSD**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **APSD**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **APSD** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **APSD** or its subcontractors.
- **APSD**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **APSD** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **APSD** or its subcontractors more than one year after the accrual of the action.
- **APSD** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **APSD** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

▶ Material Handling

- **APSD** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **APSD** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- **APSD** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **APSD** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by **APSD**.
- Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge.
- Do not send advance freight for Saturday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- **APSD** "Bill of Lading" must be filled out at close of show. "Bill of Lading" is available at the service desk during your event.

▶ Payment Terms

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- All **inquiries must be resolved and completed before you leave the show.**

▶ Questions and Adjustments

- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **APSD** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **APSD** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items **cancelled or changed after February 6th, 2023 will be charged 50% of the original price.**

▶ Orders

- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders **received without payment will not be processed. Payment for all show-site orders will be due and**

Frequently Asked Questions - FAQ's

▶ **WHAT IS MATERIAL HANDLING?**

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

▶ **HOW DO I SEND MY SHIPMENTS? IS THERE A PREFERRED CARRIER?**

You have two options in regards to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** The official show carrier for this show is your Choice, Yellow Freight, UPS, FedEx. Call your Carrier for rates.

▶ **WHAT IS THE DIFFERENCE BETWEEN ADVANCE AND DIRECT SHIPPING?**

Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are 9:00 am to 4:00 pm, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Direct shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

▶ **WHEN DO I SHIP AND WHERE?**

Advance Shipping Address:

Austin RV Expo 2023
A Perfect Star Decorating & Exposition
206 Greenfield
Kyle, Texas 78640

**Advance shipments MUST be received by
February 10th, 2023.**

▶ **Direct Shipments to Show Site:**

Trive Summit 2023
Austin Convention Center
c/o **A Perfect Star Decorating & Exposition**
500 East Cesar Chavez,
Austin, TX 78701
(512) 404-4000

**Direct shipments to arrive NO SOONER than
February 14th, 2023.**

**ALL SHIPMENTS MUST HAVE "C/O APSD" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

▶ **HOW DO I SHIP MATERIALS AFTER THE SHOW CLOSES?**

APSD Bill of Lading" is required on all outbound shipments. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. If you are not using **APSD Logistics**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **APSD Logistics** and the discount rate will not apply. A **APSD** representative will be available at show site for further questions.

▶ **HOW DO I PLACE MY ORDER?**

Order Via Email: msaucedo@apsdexposition.com Direct Line **512.350.4402**
Mail in your order forms and full payment to:
APSD * 2306 East 10th St. Austin, Texas 78702

Email in your order with the "Credit Card Authorization" form to: msaucedo@apsdexposition.com Attn: Exhibitor Services Orders will not be processed without full payment. Please review our "Payment Policies" for detailed information. Don't forget to keep a copy of your order for your records.

For orders going to other "official suppliers" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

Show Information

Discount Deadline: February 6th of 2023

Show Colors: TBD

Show Aisle Carpet: TBD

Booth Carpet: By Exhibitor Order

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each 10'x10' booth will be provided with:

- 8' Tall Back Drape
- 3' Tall Divider
- 6' Table Skirted
- Two Chairs
- Wastebasket
- 7' x 40" ID Sign

Show Schedule - Subject to Change

Exhibitor Move In:	Tuesday, February 14th, 2023 Wednesday, February 15th, 2023 Thursday, February 16th, 2023	TBD
Show Hours:	Thursday, February 16th, 2023 Friday, February, 17th, 2023 Saturday, February 18th, 2023 Sunday, February 19th, 2023	Noon to 8:00 PM 10:00 AM to 8:00 PM 10:00 am to 8:00 PM 10:00 am to 5:00 PM
Exhibitor Move Out:	Sunday, February 19th, 2023	5:00 PM to 9:00 PM
Driver Check-In By:	Sunday, February 19th, 2023	8:00 PM
Freight Re-Directed At:	Sunday, February 19th, 2023	8:00 PM

Assistance

- ▶ If you have any questions or do not find what you are looking for in this packet, please call our Exhibitor Service Department **512.350.4402**.

APSD will have a service desk in a convenient location on show site if you require any further assistance.

Payment Policies

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

▶ Adding Tax to Your Order

1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
2. Add the 2% Petroleum Surcharge to your order subtotal.
3. Add the appropriate 8.25% Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after **Monday, October 17th, 2022** will be charged 50% of the original price.

▶ Payment Options

1. *Advance Payment by check*...Attached with your order forms. The "Credit Card Authorization" form should be submitted for any additional charges incurred at show-site. All checks should be made payable to:

A Perfect Star Decorating & Exposition
2306 East 10th st Austin, Texas 78702
Ph: 512.350.4402
RE: Austin RV Expo 2023

2. *Credit Card*...MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **APSD** must receive this form by 2/06/2023 to qualify for the advanced pricing.

▶ Show-Site Orders

All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

▶ Advance Orders (Discount Rate)

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance orders will receive a 20% discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

▶ Third Party Orders

If you have contracted work through a display/exhibit house and require the services of **APSD**, the payment policies stated above apply. Please forward this information to the proper parties.

▶ International Exhibitors

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$20.00 (US) transfer fee.

▶ Material Handling/Labor Orders/ Rigging Orders/Forklift, Etc.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.

Third Party Payment

▶ **APSD** will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the " Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **APSD** . Also the credit card information below must be completed and submitted to **APSD** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **APSD** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show-site, such charges will be presented to the exhibiting firm for payment.

Exhibiting Company:	Booth:
Authorized Name & Title:	Authorized Signature:
Display House Name Third Party Payer:	
Authorized Name & Title:	Authorized Signature:
Complete Address:	
City, State, Zip	
Phone:	Fax:
Items being billed to Third Party: <input type="checkbox"/> Material Handling <input type="checkbox"/> Furnishings <input type="checkbox"/> Display Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other _____	
Credit Card #: <input type="text"/>	
Expiration:	Type of Card:
Name on Card:	Signature:
Company Name:	
Billing Address:	
City, State, Zip:	
Phone:	Fax:
Email:	

Credit Card Authorization

This form authorizes **APSD** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional **3.5% Rescind Fee @ Credit Card** amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order.

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH .

Company Name:	
Cardholders Name:	Booth#:
Credit Card #:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Exp. Date: <input type="text"/> <input type="text"/>	CVC <input type="text"/> <input type="text"/> <input type="text"/>
Visa: <input type="checkbox"/>	Master card: <input type="checkbox"/>
American Express: <input type="checkbox"/>	
Billing Address:	
City, State, Zip:	
Phone Number:	Fax:
Customer Signature:	Email:

A check is being sent to cover all expenses, use card only for show-site services and remaining balances.

**If paying by check, make payable to:
Mail order forms and full payment to:**

APSD
2306 East 10th st,
Austin Texas 78702
Ph: 512.350.4402
RE: Austin RV Expo 2023

Email orders with full payment to: msaucedo@apsdexposition.com Attn: Exhibitor Service Department.

*Items cancelled or changed after **2/06/23** will be charged 50% of the original price.

Your signature on this form authorizes **APSD** to charge any pre-order requests, on-site order requests and all material handling charges according to shipping documents.

Furniture & Accessories I

Discount Deadline: Monday, February 6th, 2023

Skirted Display Tables - All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables are skirted.

Standard Height (30" High)

Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30" high	\$110.75	\$120.75	_____	\$ _____
190023	6' long 30" high	\$130.00	\$157.00	_____	\$ _____
190027	8' long 30" high	\$162.50	\$175.75	_____	\$ _____
190017	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$46.50	\$55.50	_____	\$ _____
190002	Table Skirt Only	\$58.25	\$62.75	_____	\$ _____



Counter Height (42" High)

190022	4' long 42" high	\$127.75	\$134.50	_____	\$ _____
190025	6' long 42" high	\$155.00	\$172.25	_____	\$ _____
190029	8' long 42" high	\$170.25	\$195.50	_____	\$ _____
190018	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$46.50	\$55.50	_____	\$ _____
190005	Table Skirt Only	\$68.25	\$72.75	_____	\$ _____

Table Skirt Colors		
	Red	White
	Forest Green	Champagne
	Burgundy	Lime Green
	Royal Blue	Rose
	Black	Gold
	Silver	Teal
	Plum	

*Show colors will be chosen on orders with no preference indicated.

Color Choice _____

*Please use colors as a reference only

Unskirted Display Tables - 24" wide tables topped in white vinyl

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30" high	\$66.50	\$78.00	_____	\$ _____
190006	6' long 30" high	\$77.50	\$91.75	_____	\$ _____
190010	8' long 30" high	\$88.25	\$104.25	_____	\$ _____
190004	4' long 42" high	\$86.25	\$100.50	_____	\$ _____
190008	6' long 42" high	\$96.25	\$114.50	_____	\$ _____
190012	8' long 42" high	\$102.50	\$123.25	_____	\$ _____



Round Display Tables - 30" diameters, tables are unskirted.

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$73.75	\$86.50	_____	\$ _____
190015	Cocktail Table 42" high	\$91.25	\$107.50	_____	\$ _____
190016	Coffee Table 17" high	\$73.75	\$86.50	_____	\$ _____



Total: \$ _____

Sales Tax «Sales Tax»% \$ _____

Grand Total \$ _____

Company: _____

Booth: _____ Contact: _____

Phone: _____

Furniture & Accessories II

Discount Deadline: Monday, February 6th, 2023

Chairs



30002

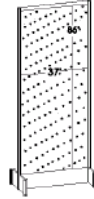


30003



30004

Pegboard / Tack board



120003



120004

Miscellaneous Accessories



120010



120013



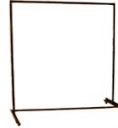
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Fiberglass side chair (Black plastic)	\$43.25	\$54.25		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$68.75	\$86.00		\$
30004	Padded arm chair Check one: <input type="checkbox"/> Black <input type="checkbox"/> Burgundy	\$61.00	\$76.25		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$172.75	\$216.00		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$155.00	\$186.00		\$
120015	2' x 8' Grid wall	\$57.50	\$71.75		\$
120010	Computer Pedestal	\$252.50	\$315.75		\$
120013	Easel	\$26.25	\$32.75		\$
120014	Fish Bowl	\$35.00	\$40.00		\$
120022	Wastebasket	\$13.75	\$16.50		\$
120029	Arm Light	\$53.25	\$66.50		\$
140002	Bag Rack	\$81.50	\$101.75		\$
140004	Garment Rack	\$81.50	\$101.75		\$
140005	Garment Rack - 2 Arm	\$81.50	\$101.75		\$
140006	Garment Rack-4 Arm (Waterfall)	\$81.50	\$101.75		\$
140007	Literature Rack I	\$89.75	\$109.50		\$
140008	Literature Rack II	\$125.00	\$150.00		\$
190031	4' Tabletop Riser (12" w x 12" h)	\$47.75	\$59.75		\$
190032	6' Tabletop Riser (12" w x 12" h)	\$57.75	\$72.25		\$
190033	8' Tabletop Riser (12" w x 12" h)	\$67.75	\$84.75		\$

Total: \$

Sales Tax «Sales Tax»% \$

Grand Total \$

Company: _____ Booth: _____ Contact: _____ Phone: _____

Carpet Order Form



Discount Deadline: Monday, February 6th, 2023

APSD provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet

Item #	Description	Discount	Standard	QTY	Total
10002	10' X 10' carpet	\$136.50	\$155.50	_____	\$ _____
10003	10' X 20' carpet	\$233.00	\$276.00	_____	\$ _____
10004	10' X 30' carpet	\$329.25	\$396.50	_____	\$ _____
10005	10' X 40' carpet	\$426.50	\$518.25	_____	\$ _____
10006	10' X 50' carpet	\$523.00	\$638.75	_____	\$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Carpet Colors	
	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray Tuxedo
	Plum
	Teal

Custom Cut Carpet & Plush Carpet

Our standard carpet, cut to your specifications. Custom cut carpet orders must be received by the discount deadline or may not be honored. **Custom cut carpet orders canceled less than two weeks prior to move-in will be billed at 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$6.50 per SQ FT = \$ _____

Plush 100% nylon pile custom carpet. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$7.50 per SQ FT = \$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Custom Colors	
	Red
	Forest Green
	Burgundy
	Navy Blue
	Black
	Silver Tuxedo
	Charcoal Gray
	Teal

Carpet Pad/Taping

Item #	Description	Discount	Standard	QTY	Total
10007	Carpet Padding per sq ft	\$1.20 sq ft	\$1.40 sq ft	_____	\$ _____
10010	Taping per linear ft Please check: <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> rear	1.10 ft	\$1.20 ft	_____	\$ _____
10011	Visqueen per sq ft	1.00 sq ft	\$1.10 sq ft	_____	\$ _____

Carpet Total \$ _____

Sales Tax «Sales Tax»% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

Cleaning Order Form



Vacuuming of booths and emptying of wastebaskets is not included in your booth space rental. If you require these services please use this order form.

All rental carpets are delivered clean to your booth space, however during set-up the carpet may become dirty. We strongly recommend that you order cleaning service at least once prior to show opening.

CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$1.00 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$1.20 =	\$ _____

PORTER SERVICE

Visit Exhibit Space at Two Hour Intervals During Show Hours (pick up trash, empty wastebaskets, spot clean, etc)

✓	Description	Show Days	Per Day	Total
_____	Up to 300 SQ FT	_____	X \$128.50 =	\$ _____
_____	300—500 SQ FT	_____	X \$169.75 =	\$ _____

*For booths over 500 SQ Ft please call Exhibitor Services for a quote.

Cleaning Total \$ _____

Sales Tax «Sales Tax»% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

Signage Order Form

Discount Deadline: Monday, February 6th, 2023

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at CDS is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor. Please call us if you have any questions.

Signage Rates

Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Item #	Size	Discount	Standard	QTY	Total
170007	7" X 11"	\$33.00	\$49.50	_____	\$ _____
170008	9" X 11"	\$40.00	\$60.00	_____	\$ _____
170002	11" X 14"	\$45.00	\$67.50	_____	\$ _____
170003	14" X 22"	\$50.00	\$75.00	_____	\$ _____
170004	22" X 28"	\$78.00	\$106.00	_____	\$ _____
170005	28" X 44"	\$117.00	\$150.00	_____	\$ _____
170006	40" X 60"	\$150.00	\$200.00	_____	\$ _____
170009	Each additional word		\$2.50	_____	\$ _____
170010	Easel back		\$10.00	_____	\$ _____

Banner Rates

(Minimum order of \$100.00. Colored backgrounds are an additional 20%)

Item #	Description	Discount	Standard	QTY	Total
170013	Vinyl banner with grommets white background	\$12.00 sq ft	\$17.00 sq ft	_____	\$ _____
170019	One Color Logo (EPS Format)	\$60.00	\$75.00	_____	\$ _____
170020	Two Color Logo (EPS format)	\$85.00	\$107.50	_____	\$ _____

Please use this box to write your copy if you are not sending graphics. Indicate whether you want your sign to be horizontal or vertical.

Horizontal Vertical

Copy:

Letter Color _____

Show card Color _____

Please call us for quotes on foam core, cortex and other sign materials. Special show card colors and lettering for logo work, special designs and cut-out letters are available.
 210-731-9200

Signage Total \$ _____

Sales Tax «Sales Tax»% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Display Labor

Rates

Straight Time	Monday-Friday	8:00 am - 4:30 pm	\$120.00
Overtime	Monday-Friday	4:31 pm - 7:59 am	\$154.00
	Saturday & Sunday	All Day	\$154.00
Double Time	Holidays	All Day	\$190

Minimum Charge: One hour per man

All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

Labor ordered on-site will be subject to a 25% surcharge.

Type of Service

APSD Supervision (Exhibitor does not have to be present)

APSD will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move-in/move-out schedule does not permit.

If using APSD Supervision, please complete the information below:

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Labor to Install | Number of Crates: _____ | Self contained unit? Yes or No |
| | Set up plans attached? Yes or No | Photo enclosed? Yes or No |
| <input type="checkbox"/> Labor to Dismantle | Set-up plans in crate? Yes or No | Special instructions _____ |
| | Carpet: ___ Own ___ APSD Color _____ | _____ |
| | *Carpet must be ordered with 'Carpet' Form _____ | |

If using APSD Supervision, please complete the "Instructions for Outbound Shipping" form and send with your order.

Exhibitor Supervision (Exhibitor must pick up labor from the APSD Service Desk)

All work to be performed ONLY under the supervision of Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour no-show charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Show-site representative's name and contact number:

Schedules (estimated number of hours)

Installation

# of men	Date	Start Time	# of hours

Dismantle

# of men	Date	Start Time	# of hours

Very Important

Please complete all outbound shipping documents at the Service Desk prior to the close of the show.

GRAND TOTAL \$

Company: _____ Booth: _____ Contact: _____ Phone: _____



Outbound Shipping Instructions

Only Complete if using APSD Supervision on Dismantle Labor.

Please duplicate form for split shipments (one form for each location or one for each carrier.)

of shipping labels _____

Consign to (company name): _____ Telephone: _____

Attention: _____

Address: _____ City/State/Zip: _____

Carrier: _____

Method: Air Freight _____ Next Day 2nd Day Deferred Motor Freight Van Line Other: _____
(specify level of service)

In the event your selected carrier fails to show on final move out day, please select one of the following options:

- Delivery back to warehouse at exhibitors expense Re-route via contractors choice

Number of Pieces	Kind of package, description of articles, special marks and exceptions	Weight <i>Subject to Correction</i>
	Crates (wooden) exhibition materials KD	
	Cartons (cardboard)	
	Fiber cases / Trunks	
	Skids / Pallets	
	Carpet (specify color)	
	Padded Display	
	Machinery	
	TOTALS	

* If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$_____. This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: the carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:

Prepaid Collect _____
signature

Freight and Carrier Charges Guaranteed By: _____

(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: _____ Attention: _____

Billing Address: _____

City: _____ State / Zip: _____

Shipper's/Exhibitors Signature: _____

Shipper's Exhibitor's Printed Name: _____

Phone: _____ Email Address: _____

Use Yellow Freight on your outbound shipment(s) for convenience and competitive prices.



Austin RV Expo 2022
February 17-19, 2023
Austin Convention Center

STRAIGHT BILL OF LADING — ORIGINAL — NON NEGOTIABLE



Bill Of Lading #

Place Pro Label Here:

SHOW NAME: _____ BOOTH NUMBER: _____

***** FILL IN SHADED AREAS ONLY *****

Date / Time Turned in: _____

CIRCLE NUMBER OF SEPARATE SHIPMENTS IN BOOTH: 1 2 3 4 MORE _____

FROM:		TO:	
COMPANY NAME:		CONSIGNEE NAME (Company Name)	
FACILITY:		CONSIGNEE ADDRESS 1	
		ADDRESS 2	
EXHIBITOR NAME:		DESTINATION CITY:	STATE:
PHONE NUMBER:	ZIP CODE:	DESTINATION SHOW NAME:	
		BOOTH NUMBER:	

FREIGHT CHARGES PAID BY (Must Be Completed):		CARRIER:	
ADDRESS:		<input type="checkbox"/> YELLOW FREIGHT <input type="checkbox"/> OTHER (Please List)	
CITY:	STATE:	METHOD: <input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2 ND DAY <input type="checkbox"/> GROUND	
ATTENTION:		DELIVERY BY DATE:	
PHONE NUMBER:	EMAIL ADDRESS:	FREIGHT CHARGES	
		Freight Charges are collect <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT	
		Unless marked prepaid	

	# PIECES	HAZ MAT	DESCRIPTION – EXHIBITION MATERIAL	WEIGHT	CLASS
				Subject to correction	
√			CRATES (Wooden) Exhibition Material		
			CARTONS (Cardboard)		
			FIBER CASES / TRUNKS		
			SKIDS / PALLETS		
			CARPETS {COLOR _____}		
			FLATS / TUBES		
			MISCELLANEOUS		
			TOTAL		

Subject to Section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statements. The Carrier Shall Not make delivery of this shipment without payment of freight and all other lawful charges.
(Signature of Consignor) _____

Note: Where rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the Property is hereby specially stated by the shipper to be not exceeding \$ _____ per _____

by accepting this Bill of Lading, APSO assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates APSO as its agent for tendering shipments to carrier. APSO reserves the right to requote any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. APSO assumes no responsibility for misdirected shipments as result of old labels which remain on containers.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery of said destination, if on its route, otherwise to delivery to another carrier on the route to said destination. It is mutually agreed as to each carrier for all or any of said property, over all or any portion of said route to destination and as to each party at any time interested in all or any said Property, that every service to be performed hereunder shall be subject to all the Bill of Lading terms and conditions on the governing classification on the date of shipment. Shipper hereby certifies that he is familiar with all the Bill of Lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

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

SHIPPER'S SIGNATURE:		PRINT NAME:	COMPANY:
DATE LOADED:	TIME LOADED:	DATE:	PIECES RECEIVED:
CHECK SIGNATURE:		CARRIER:	TRAILER NUMBER:
		DRIVER NAME:	

COPY – ORIGINAL COPY – SHIPPING ORDER COPY – EXHIBITOR COPY



Material Handling

The Rates below are based upon straight time for move-in and move-out. All charges are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. **APSD** will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. **APSD** will receive direct shipments at show-site on scheduled move-in days. **APSD** will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. **APSD "Bill of Lading" must be filled out at close of show. APSD REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

▶ **Advance Shipments to Warehouse** - All materials shipped in advance to the warehouse must arrive by: . Any shipment arriving after this date **02/10/23** will be charged an additional 25% per cwt, \$50.00 minimum in addition to any other charges incurred.

Crated (includes cartons)

Weight of Shipment _____ cwt x **\$105.50** Per 100 lbs 200 lb minimum \$ _____

Special Handling

Weight of Shipment _____ cwt x **\$105.50** Per 100 lbs 200 lb minimum \$ _____

Uncrated (pad wrapped)

Weight of Shipment _____ cwt x **\$105.50** Per 100 lbs 200 lb minimum \$ _____

▶ **Direct Shipment to Show-Site** - Shipments arriving prior to **02/14/23** will be refused. Shipments will be received during the move-in periods and throughout the event.

Crated (includes cartons)

Weight of Shipment _____ cwt x **\$105.50** Per 100 lbs 200 lb minimum \$ _____

Special Handling

Weight of Shipment _____ cwt x **\$105.50** Per 100 lbs 200 lb minimum \$ _____

Uncrated (pad wrapped)

Weight of Shipment _____ cwt x **\$105.50** Per 100 lbs 200 lb minimum \$ _____

Small Packages: Packages under 35 lbs (received from a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment).

- Surcharges** - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs) for each occurrence, will apply if:
- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm/Saturday, Sunday, or observed union holidays
 - Material is moved from warehouse to show-site on overtime due to scheduling conflicts beyond **APSD** control.
 - Material is moved out of show-site on overtime due to scheduling conflicts beyond **APSD** control.

Rate Classifications

- **Crated** - This rate applies to common carriers (LTC), which maintain an established local terminal with regular routes. They accept and consolidate freight of more than one customer into one shipment headed for a particular destination.
- **Special Handling** - Shipments received un-palletized from the same location (more than 5 boxes). This rate applies to van lines -not floor loaded, company truck-pallet jack only, or privately owned vehicle POV, delivery crated materials or a common carrier with an irregular route.
- **Uncrated** - This rate applies to van lines, company truck, or privately owned vehicle (POV) delivering uncrated or unspecified mixed crated and uncrated materials (pad wrapped & loose furnishings).
- **Shipments Returned to Warehouse** - Shipments returned to warehouse at close of show will be charged \$0.25 per lb or \$300.00 Flat Fee. Shipments not picked up from warehouse within 72 hours will be charged for storage.

Let Yellow Freight, the preferred show carrier, assist you with your shipping requirements. Call for

MATERIAL HANDLING TOTAL \$

Company: _____ Booth: _____ Contact: _____ Phone: _____





**Direct Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive No Sooner Than:
February 14th, 2023

TO: _____
(Exhibiting Company Name)

Booth #: _____

**Austin Convention Center
c/o A Perfect Star Decorating
500 East Cesar Chavez
Austin, Texas 78701
(512) 404.4000**

Carrier: _____ # of pcs: _____



**Direct Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive No Sooner Than:
February 14th, 2023

TO: _____
(Exhibiting Company Name)

Booth #: _____

**Austin Convention Center
c/o A Perfect Star Decorating
500 East Cesar Chavez
Austin, Texas 78701
(512) 404.4000**

Carrier: _____ # of pcs: _____



**Direct Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive No Sooner Than:
February 14th, 2023

TO: _____
(Exhibiting Company Name)

Booth #: _____

**Austin Convention Center
c/o A Perfect Star Decorating
500 East Cesar Chavez
Austin, Texas 78701
(512) 404.4000**

Carrier: _____ # of pcs: _____



**Direct Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive No Sooner Than:
February 14th, 2023

TO: _____
(Exhibiting Company Name)

Booth #: _____

**Austin Convention Center
c/o A Perfect Star Decorating
500 East Cesar Chavez
Austin, Texas 78701
(512) 404.4000**

Carrier: _____ # of pcs: _____



**Advance Warehouse Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive By: February 10th, 2023
Deliver 9:00 am to 3:00 pm M-F

Must deliver to freight dock

T0: _____
(Exhibiting Company Name)

Booth #: _____

A Perfect Star Decorating & Exposition
206 Greenfield
Austin, Texas 78640

512.350.4402

Carrier: _____ # of pcs: _____



**Advance Warehouse Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive By: February 10th, 2023
Deliver 9:00 am to 3:00 pm M-F

Must deliver to freight dock

T0: _____
(Exhibiting Company Name)

Booth #: _____

A Perfect Star Decorating & Exposition
206 Greenfield
Austin, Texas 78640

512.350.4402

Carrier: _____ # of pcs: _____



**Advance Warehouse Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive By: February 10th, 2023
Deliver 9:00 am to 3:00 pm M-F

Must deliver to freight dock

T0: _____
(Exhibiting Company Name)

Booth #: _____

A Perfect Star Decorating & Exposition
206 Greenfield
Austin, Texas 78640

512.350.4402

Carrier: _____ # of pcs: _____



**Advance Warehouse Shipments
Exhibit Material**

Austin RV Expo 2023

Must Arrive By: February 10th, 2023
Deliver 9:00 am to 3:00 pm M-F

Must deliver to freight dock

T0: _____
(Exhibiting Company Name)

Booth #: _____

A Perfect Star Decorating & Exposition
206 Greenfield
Austin, Texas 78640

512.350.4402

Carrier: _____ # of pcs: _____

POV - Cart Service

APSD will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth for a **\$58** fee. This fee is per cartload. This service is limited to a maximum of 400lbs that can be delivered in 1 cartloads, otherwise material handling rates will apply. ***This service does not include storage of your empties.***



To qualify for this service you must arrive in a personal vehicle, no company trucks/ vans and no bob-tails. You will only be allowed to park in the POV parking that will be designated at the dock.

This service will help expedite the process and reduce your hassles. This service is also available at the end of the show. Just make the arrangements at the service desk prior to the end of the show. If you have any questions please contact our Exhibitor Service Department.

If you would like this service, please return this form with the rest of your order.

Estimated Time of Arrival _____

IN _____ x **\$78**= _____

OUT _____ x **\$92.50**= _____

POV Total \$ _____

Sales Tax «Sales Tax»% \$ _____

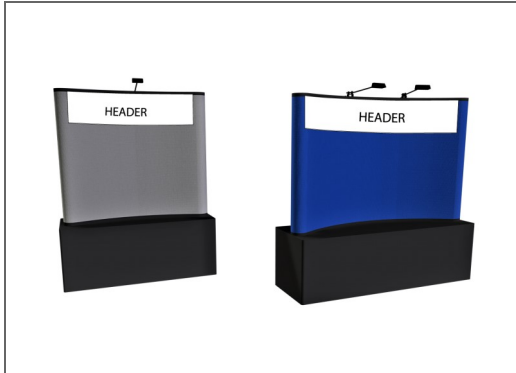
GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

Rental Packages

We have numerous Rental System options that will fit your exhibit needs. We offer tabletops, back walls, Islands and much more. Please use the following form to order a Rental System or call our Exhibitor Service Department with any questions.

PACKAGE A - 150009



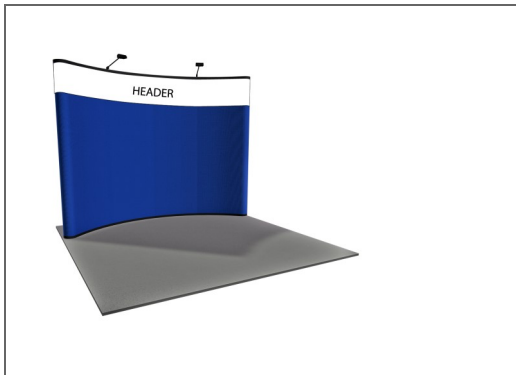
6' or 8' tabletop curve wall displays. 60" tall and either 60" or 90" in length.

PACKAGE B - 150013



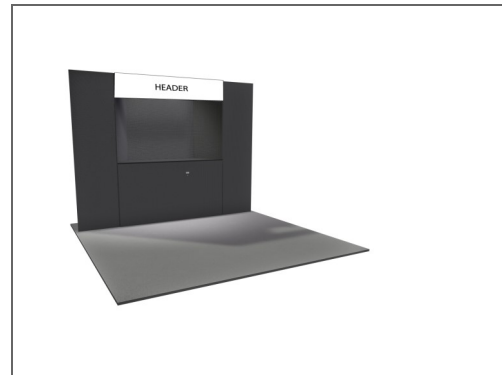
Tabletop Display: Includes, (6) panels with velcro fabric, backlit header, hardware & lights.

PACKAGE C - 150014



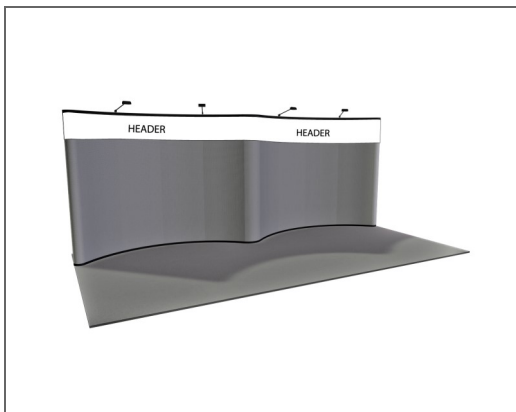
10' curve wall display. 10' wide X 8' tall with lights.

PACKAGE D - 150015



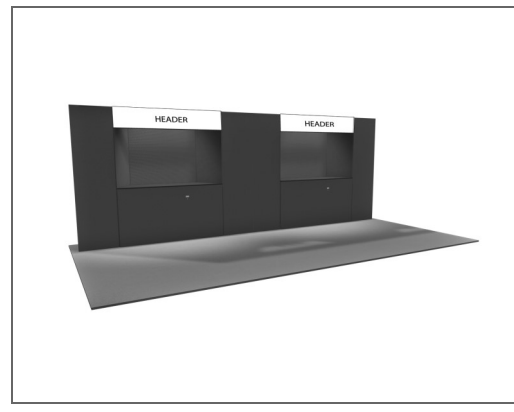
10' panel system with backlit header or spot lights. 10' wide x 90" tall.

PACKAGE E - 150016



20' gullwing configuration with lights.

PACKAGE F - 150017



20' multi-connect panel system with backlit headers or spot lights. Tower with bridge headers

Rental Package Options

Rental Packages are only available if ordered by

- Package "A" includes:** Installation, dismantle and standard header. 6' or 8' skirted table.
Back wall only available in black.
- Package "B" includes:** Installation, dismantle and standard header. 6' or 8' skirted table.
Back wall only available in black.
- Package "C" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.
- Package "D" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.
- Package "E" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.
- Package "F" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.

Please use the furniture order forms to order tables, chairs and any other miscellaneous items for your rental

Rental Package Options (please check off desired package and indicate color)

Package P	Package	Item #	Back wall color	Standard	Total																			
	Package A	150009	_____	\$1,000.00	\$ _____	<table border="1" style="margin: auto;"> <tr><th colspan="2">Carpet Color</th></tr> <tr><td style="width: 15px;">Red</td><td>Red</td></tr> <tr><td style="width: 15px;">Forest Green</td><td>Forest Green</td></tr> <tr><td style="width: 15px;">Burgundy</td><td>Burgundy</td></tr> <tr><td style="width: 15px;">Royal Blue</td><td>Royal Blue</td></tr> <tr><td style="width: 15px;">Black</td><td>Black</td></tr> <tr><td style="width: 15px;">Gray</td><td>Gray</td></tr> <tr><td style="width: 15px;">Plum</td><td>Plum</td></tr> <tr><td style="width: 15px;">Teal</td><td>Teal</td></tr> </table>	Carpet Color		Red	Red	Forest Green	Forest Green	Burgundy	Burgundy	Royal Blue	Royal Blue	Black	Black	Gray	Gray	Plum	Plum	Teal	Teal
Carpet Color																								
Red	Red																							
Forest Green	Forest Green																							
Burgundy	Burgundy																							
Royal Blue	Royal Blue																							
Black	Black																							
Gray	Gray																							
Plum	Plum																							
Teal	Teal																							
	Check One: <input type="checkbox"/> 6' or <input type="checkbox"/> 8' skirted table																							
	Package B	150013	Black	\$1,000.00	\$ _____																			
	Check One: <input type="checkbox"/> 6' or <input type="checkbox"/> 8' skirted table																							
	Package C	150014	_____	\$1,600.00	\$ _____																			
	Package D	150015	Black	\$1,800.00	\$ _____																			
	Package E	150016	_____	\$2,900.00	\$ _____																			
	Package F	150017	Black	\$2,900.00	\$ _____																			

***Show colors will be chosen on orders with no preference indicated.**

** Please use colors only as a reference.*

Carpet Color Choice (Packages C, D, E and F only) _____

All Headers Must be Special Ordered

Please use the space below for the copy of your headers.

Logos

(Prices based on EPS format. Please call if you have another format)

Description	Discount	Standard	Total
One Color Logo	\$50.00	\$65.00	\$ _____
Two Color Logo	\$75.00	\$97.50	\$ _____
Three or More Color Logo	Please call for quote		\$ _____

Package Total	\$ _____
Sales Tax «Sales Tax»%	\$ _____
GRAND TOTAL	\$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Hanging Banner/Sign Order Form

Hanging Signs Equipment & Labor Rates

Lift with Crew	Straight Time	Overtime
	\$1,200	\$1,200

Straight Time	Monday-Friday	8:00 am-4:30 pm
Overtime	Monday-Friday	4:31 pm-12:00 am
	Monday-Friday	prior to 8:00 am & after 4:30 pm
	Saturday/Sunday	All Day

Schedules (estimated number of hours)

Installation Estimate		
Approx Hrs.	Hourly Rate	Total Estimated Cost

Dismantle Estimate		
Approx. Hrs	Hourly Rate	Total Estimated Cost

Rates

are per lift with a crew on a per hour basis. One hour minimum per lift with crew for installation. Half hour minimum per lift with crew for dismantle. Materials: cable, clamps, etc. additional fees will be charged accordingly. If assembly is required, please order **APSD** labor.

Please indicate method of supervision you require for assembly and disassembly: *(Supervision for assembly and disassembly of overhead hanging can be provided by **APSD** at an additional cost, or by your company representative, display house, or lighting contractor pending a "Certificate of Insurance".)*

- APSD**
 Company Representative
 Display House/ Contractor

Instructions - Your banner must arrive by «Advance ship Date». *If these procedures are not followed, **APSD** can not guarantee the hanging of your banner/ sign.*

- All ceiling rigging must conform to Show Management facility rules and regulations and facility limitations.
- All overhead hanging must be installed and removed by **APSD**. Display companies and/or I&D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Please complete the enclosed "Display Labor" order form if you need your banner/ sign assembled.
- Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use.
- Overhead hanging banners/ signs should be sent in separate containers to advance warehouse. Please use the advanced shipping labels. Your banner/sign must be received by «Advance ship Date». Please note 'Banner' on label.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance on the enclosed "Electrical Order" form.
- If any hang point supports are over 250 lbs, notify **APSD** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so hang points can be determined.

Placement Diagram

Use diagram below to represent your booth space. Indicate dimensions from each boundary you would like your banner/sign placed. **Note: Specified location of sign may be changed due to ceiling structure.**

ft in from back aisle _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
ft in from left aisle _____	
ft in from front aisle _____	
ft in from right aisle _____	
Number of ft from floor to top of sign: _____	

Sign/Banner description, size and weight

Type of Banner (cloth, etc): _____

Shape of Banner (square, etc): _____

Size _____ H _____ L _____ W _____

Weight of banner/sign: _____

Does your sign require electricity assembly? _____

Hanging Total \$ _____

Sales Tax «Sales Tax»% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



In-Booth Forklift Order Form

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT ORDERS.

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning, and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 pounds or more.

Please Note:

- In-booth forklift service does not replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitors direction.
- If CDS Supervision is required in the absence of the exhibitor, please see labor order form.

Forklift with Operator up to 4,000 lb capacity	\$550 in on ST	\$650 in on OT
	\$550 out on ST	\$650 out on OT
Crane/Hoist up to 10,000 lb capacity	Price quote available upon request	
3 or 4 stage forklift	Price quote available upon request	

Straight Time Monday-Friday 8:00 am to 4:30 pm

Overtime Monday-Friday 4:31 pm to 7:59 am the following morning
 Saturday/Sunday All Day

Items to be Moved:

Approx Weight:

Schedules (estimated number of hours)

Forklift on Inbound

Date	Start time	# of hours

Forklift on Outbound

Date	Start time	# of hours

A MINIMUM OF ONE HOUR WILL BE CHARGED PER USAGE

All rigging, labor and forklift operations **must** be confirmed at the Service Desk.
 All work is to be performed under the supervision of an authorized exhibitor representative.

Very Important

All orders must be paid in advance. Orders for service will not be processed without pre-payment.
 There will be a one hour charge if forklift service is pre-ordered and services are not used.

Forklift Total \$ _____

Sales Tax 8.25% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Forklift Order Form

TO QUALIFY FOR HOURLY FORKLIFT RATES IN LIEU OF MATERIAL HANDLING:

- Items must arrive on your own company vehicle
- Items must be uncrated
- Must be equipment or machinery
- Must not require storage of empty crates, pallets or packaging
- Unloading and loading must be done at exhibitors direction.
- Exhibitor is responsible for damage to machinery or exhibitors vehicle.

Rates (per usage)

Forklift with Operator up to 4,000 lb capacity	\$550 in on ST	\$650 in on OT
	\$550 out on ST	\$650 out on OT
Crane/Hoist up to 10,000 lb capacity	Price quote available upon request	
3 or 4 stage forklift	Price quote available upon request	

Straight Time	Monday-Friday	8:00 am-4:30 pm
Overtime	Monday-Friday	4:31 pm-12:00 am
	Monday-Friday	prior to 8:00 am and/or after 4:30 pm
	Saturday/Sunday	All Day

Items to be Moved: _____ Approx Weight: _____

Schedules (estimated number of hours)

Forklift on Inbound			Forklift on Outbound		
Date	Start time	# of hours	Date	Start time	# of hours

A MINIMUM OF ONE HOUR WILL BE CHARGED PER USAGE

All rigging, labor and forklift operations **must** be confirmed at the Service Desk.
 All work is to be performed under the supervision of an authorized exhibitor representative.

Very Important
 All orders must be paid in advance. Orders for service will not be processed without pre-payment. There will be a one hour charge if forklift service is pre-ordered and services are not used.

Forklift Total \$ _____
 Sales Tax 8.25% \$ _____
GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Showcase Order Form

Discount Deadline: Monday, October 17th, 2022



A - Full Vision 38" High

Available in white exterior/ white interior, black exterior/ white interior (shown) and black exterior/ black interior.



B - Half Vision 38" High

Available in white exterior/ white interior, black exterior/white interior and black exterior/ black interior (shown).



C - Quarter Vision 38" High

Available in white exterior/white interior (shown), black exterior/ white interior and black exterior/ black interior.



D - Regular Wall Case 84" High

Available in white exterior/ white interior (shown), black exterior/ white interior and black exterior/ black interior.



E - See Thru Wall Case 84" High

Available in white exterior/ white interior (shown), black exterior/ white interior and black exterior/ black interior.

Rental price includes delivery to and removal from your booth space. Electricity is not included in the above price. Order your electric needs separately.

▶ All cases are 18" deep and come with shelves, lighting and locking doors.

Unit Type	Description	Discount	Standard	QTY 6' Long	QTY 5' Long	QTY 4' Long	Total
A	Full Vision	\$ 600.00	\$ 750.00				\$
B	Half Vision	\$ 500.00	\$ 625.00				\$
C	Quarter Vision	\$ 400.00	\$ 500.00				\$
D	Regular Wall Case	\$ 525.00	\$ 656.25				\$
E	See Thru Wall Case	\$ 550.00	\$ 687.50		not available	not available	\$

IMPORTANT!

To ensure that your selection will be available, you must place your order before the deadline date above. No guarantee on choice or availability after deadline date. **APSD** is not liable for content, damages or breakage after case delivery.

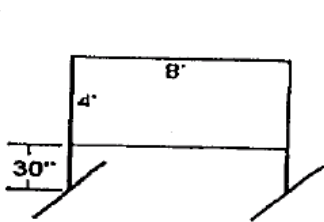
Showcase Total \$ _____
 Sales Tax «Sales Tax»% \$ _____
Grand Total \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

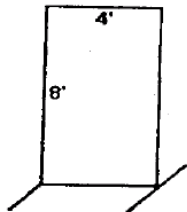
Panel Boards

Discount Deadline: Monday, October 17th, 2022

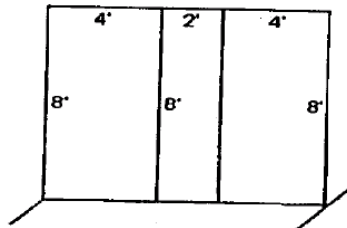
Below are some of the ways to use panel board in order to maximize product display.



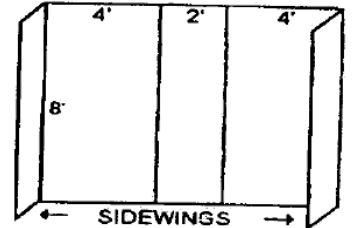
STYLE V
Vertical panel



STYLE H
Horizontal panel



STYLE B
2 - 4' x 8' panels
1 - 2' x 8' panel
(pegboard only)



STYLE C
2 - 4' x 8' panels
1 - 2' x 8' panel
Side wings can be:
2 - 2' x 8' or 4' x 8' panels
(pegboard only)

TACKBOARDS *(Gray only)*

Description	Discount	Standard	QTY	Total
4' x 8' vertical tackboard	\$183.00	\$229.00		\$
4' x 8' horizontal tackboard	\$183.00	\$229.00		\$

PEGBOARDS *(Pegboard is painted white and hooks are not provided)*

4' x 8' vertical pegboard	\$183.00	\$229.00		\$
2' x 8' vertical pegboard	\$183.00	\$229.00		\$
4' x 8' horizontal pegboard	\$183.00	\$229.00		\$
2' x 8' horizontal pegboard	\$183.00	\$229.00		\$

SHELVING *(Only available in white. Hooks are not provided)*

4' long x 6" deep	\$16.00	\$20.00		\$
8' long x 6" deep	\$24.00	\$30.00		\$

Showcase Total \$

Sales Tax «Sales Tax»% \$

Grand Total \$

Company: _____ Booth: _____ Contact: _____ Phone: _____

Shipping Information

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive **February 10th, 2023** by 3:00pm. No shipments will be received at the warehouse on weekends or holidays. To track the arrival of your shipment call: **512.350.4402** (Receiving Hours Monday-Friday {9:00 am to 3:00 pm})
- Shipments arriving at the warehouse after: **February 10th, 2023** will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

▶ **Label each item as follows:** Please use the label sheets provided in this packet.

To: _____ Booth# _____ (exhibiting company name)
For: Austin RV Expo 2023 C/o APSD & Exposition 206 Greenfield Kyle, Texas 78640

- Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to **February 14th, 2023** will be refused.
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.

▶ **Label each item as follows:** Please use the label sheets provided in this packet.

To: _____ Booth# _____ (exhibiting company name)
For: Austin rv Expo 2022 Austin Convention Center c/o A Perfect Star Decorating & Exposition 500 East Cesar Chavez Austin, Texas 78701 (512) 404.4000

- **APSD** will unload shipments at show-site and deliver to respective booths. Empty containers will be removed from booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

All shipments must be PREPAID, collect shipments will be REFUSED.

Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers, such as Yellow Freight, UPS and FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by APSD for these shipments.

Austin RV Expo 2022
February 17-19, 2023
Austin Convention Center

PLASMA FLAT PANEL DISPLAYS			
QTY	EQUIPMENT	Discount Standard	Total
	42" Flat Screen (1080P,16:9, High Definition, DVI, HDMI Input)	\$895.00	\$1,033.00 \$
	60" Flat Screen (1080P, 16:9, High Definition, DVI, HDMI Input)	\$1,680.00	\$1,560.00 \$
	PIONEER 50" PLASMA XGA MONITOR- DATA OR VIDEO (Res. 1280x768; Aspect Ratio 16:9)	\$1,300.00	\$1,560.00 \$
	NEC 61" PLASMA XGA COMPUTER GRAPHICS - DATA OR VIDEO (Res. 1365x768; Aspect Ratio True 16:9)	\$2,600.00	\$3,120.00 \$
	84" PLASMA DISPLAY - DATA OR VIDEO	\$15,600.00	\$18,720.00 \$
	84" PLASMA DISPLAY FLOOR STAND	\$425.00	\$490.00 \$
	84" DUAL POST FLOOR STAND FOR 37", 42", 50, & 61" PLASMA MONITORS	\$180.00	\$256.00 \$
LCD FLAT PANEL DISPLAYS			
	NEC MULTISYNC BLACK LCD18" LCD SVGA, XGA, MAC, PC DISPLAY-DATA ONLY, 4:3 ASPECT RATIO	\$162.50	\$195.00 \$
	NEC MULTISYNC BLACK LCD 20" LCD SVGA, XGA, MAC, PC DISPLAY-DATA ONLY, 4:3 ASPECT RATIO	\$260.00	\$312.00 \$
	NEC MULTISYNC LCD3000 30" TFT LCD HDTV 1280x768 DISPLAY-DATA OR VIDEO 15:9 ASPECT RATIO	\$650.00	\$780.00 \$
	NEC WALL MOUNTING BRACKETS FOR LCD DISPLAY	\$26.00	\$31.20 \$
	84" SINGLE POST FLOOR STAND FOR 18", 20" & 30" MONITORS	\$130.00	\$156.00 \$
TOUCHSCREEN DISPLAYS			
	NEC MULTISYNC BLACK TOUCHSCREEN LCD2010 20" LCD SVGA, XGA, MAC, PC DISPLAY	\$552.50	\$663.00 \$
	NEC MULTISYNC LCD3000 30" LCD MONITOR W/ TOUCHSCREEN OVERLAY	\$1,690.00	\$2,028.00 \$
	NEC 42" PLASMA XGA MONITOR W/ TOUCHSCREEN OVERLAY	\$2,470.00	\$2,964.00 \$
	PIONEER 50" PLASMA XGA MONITOR W/ TOUCHSCREEN OVERLAY	\$3,380.00	\$4,056.00 \$
DESKTOP COMPUTERS ALL COMPUTER RENTALS INCLUDE A NEC 15" MONITOR, ENHANCED KEYBOARD & MOUSE			
	COMPAQ P4 SFF, 2.6GHz, 512MB, 40GB HD, DVD, 10/100, 15" NEC	\$325.00	\$390.00 \$
	IBM THINKCENTRE S50 SFF P4 3.0GHz, 512MB, 40GB HD, CD-RW / DVD-ROM, 10/100	\$383.50	\$460.20 \$
	IBM THINKCENTRE S51 SFF P4 3.2GHz, 512MB, 80GB HD, CD-RW / DVD-ROM, 10/100	\$455.00	\$546.00 \$
APPLE COMPUTERS ALL COMPUTER RENTALS INCLUDE A NEC 15" MONITOR, ENHANCED KEYBOARD & MOUSE			
	APPLE POWERMAC MT MB Pro, 500GB, 4TB, DVD,	\$292.50	\$351.00 \$
LAPTOP COMPUTERS			
	TOSHIBA TECRA M2 PENTIUM 3.7GHZ, 512M, 500G, DVD+RW, 802.11G W/CENTRINOTECHNOLOGY	\$390.00	\$468.00 \$
	TOSHIBA PENTIUM 2.0G, 512M, 60G, DVD+RW, 802.11G WITH CENTRINO TECHNOLOGY	\$455.00	\$546.00 \$
PRINTERS			
	H.P. LASERJET SERIES 4200 PRINTER 35PPM	\$260.00	\$312.00 \$
	H.P. LASERJET SERIES 4250N PRINTER 35PPM - includes network card	\$292.50	\$351.00 \$
	XEROX PHASER 8500 COLOR LASER PRINTER - 24PPM	\$520.00	\$624.00 \$
DATA INTERFACES			
	EXTRON P/2 DA2 PLUS VGA ONE INPUT, TWO OUTPUT DISTRIBUTION AMPLIFIER	\$104.00	\$124.80 \$
	EXTRON P/2 DA6 PLUS VGA ONE INPUT, SIX OUTPUT DISTRIBUTION AMPLIFIER	\$195.00	\$234.00 \$
	EXTRON ADA 6 300 MX ONE INPUT, 6-OUTPUT HIGH BANDWIDTH RGB DIST. AMPLIFIER	\$195.00	\$234.00 \$
	EXTRON MDA 5SVA RCA S-VIDEO (1in/5out) VIDEO/AUDIO AMP.	\$123.50	\$148.20 \$
DVD, Blu-Ray Player			
	DVD Player	\$100.00	\$150.00
	Blu-Ray Player	\$150.00	\$234.00
	Please call for pricing on additional video monitors available		
PROJECTORS, SCREENS			
	LCD DATA/VIDEO PROJECTOR (2000 Lumen)	\$975.00	\$1,170.00 \$
	LCD DATA/VIDEO PROJECTOR (4500 Lumen)	\$1,423.50	\$1,708.20 \$
	Please call for pricing on high end projection systems and screens		
LED & SEAMLESS PLASMAS WALLS Please call for a quote			
A/V SOUND SYSTEMS			
	SHURE WIRELESS UHF SINGLE CHANNEL MICROPHONE SYSTEM w/ LOUDSPEAKERS	\$520.00	\$624.00 \$
	Choose (1) Microphone LAVALIER HANDHELD HEADSET		
	SHURE WIRELESS UHF DUAL CHANNEL MICROPHONE SYSTEM w/ LOUDSPEAKERS	\$845.00	\$1,014.00 \$
	Choose (2) Microphones LAVALIER HANDHELD HEADSET		
	Includes: UHF Wireless Receiver, (2) Power10 Speakers w/ tri-pod stands with hanging brackets, and choice of handheld, lavalier or headset microphone.		
	Includes: UHF Dual Channel Wireless Receiver, (2) JBL EON Power10 Speakers w/ tri-pod stands hanging brackets, and choice of (2) handheld, lavalier or headset mics.		
PERIPHERALS			
	NETWORK CABLE CAT 5 RJ45 Rate: \$1.00 per FT. _____ Ft. X \$1.00		
	ALTEC LANSING POWERED COMPUTER SPEAKERS (2 PIECE)	\$39.00	\$50.00 \$
	ENHANCED COMPUTER KEYBOARD w/ MOUSE <input type="checkbox"/> PS/2 / <input type="checkbox"/> USB (check one)	\$52.00	\$65.00 \$
	BLACK ENHANCED COMPUTER KEYBOARD w/ BLACK MOUSE <input type="checkbox"/> PS/2 / <input type="checkbox"/> USB (check one)	\$71.50	\$85.80 \$
INSTALLATION: A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth. DRAVAGE NOT INCLUDED.		TOTAL	\$
CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by CDS or charges we incur on your behalf.		25% ON-SITE SURCHARGE**	\$
CANCELLATION: Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.		SUB-TOTAL	\$
UNION HANDLING & SET UP FEE: Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pick times will also determine whether you are charged Straight Time, Over-time or Double Time rate. Calculated rate will be sent back with your confirmation.		% Tax	\$
		DELIVERY/PICK-UP FEE	Minimum \$100.00 \$
		UNION FEE If Applicable - See Notes	TBD \$

Exhibitor Appointed Contractor – EAC

APSD has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation & dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the Official Contractors.

Rules and Regulations:

1. Each representative of an EAC must physically pick-up, in person, an "Exhibit Crew" badge at the **APSD** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **APSD** Service Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
3. The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of an EAC will share with the official service contractor all reasonable costs related to her/ his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

Important

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance" which names **APSD** as additionally insured for each EAC firm being utilized. Note: The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

Form must be received by: February 6th. 2023

If this form and the "Certificate of Insurance" are not received by March 4th, 2020 the Exhibitor or EAC will be required to order labor from **APSD. Please clearly note Company Name and Show Name on the "Certificate of Insurance" form.**

Information in this box must be filled out

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____ Signature: _____

Full name of EAC: _____

Address of EAC: _____

City, State, Zip: _____

Authorized EAC Name: _____ Signature: _____

Authorized EAC Title: _____ EAC Representative/Show-Site: _____

Phone: _____ Fax: _____

Type of Service being performed : _____

Order Recap

Deadline: Monday, February 6th, 2023

This form is optional

1. Please use this form to combine all of your **APSD** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please email your order and "Credit Card Authorization" form to **APSD** at msaucedo@apsdexposition.com or mail your order and payment to:

A Perfect Star Decorating & Exposition
2306 East 10th St, Austin, TX 78702
PH: 512.350.4402
RE: Austin RV Expo 2023

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices).

Taxable Services

Furniture I:	\$ _____
Furniture II:	\$ _____
Carpet Order:	\$ _____
Booth Cleaning:	\$ _____
Signs and Banners:	\$ _____
Luxury Furniture:	\$ _____
Rental Packages:	\$ _____
Custom Design-Metalli	\$ _____
POV:	\$ _____
Hanging Banner/ Sign:	\$ _____
Forklift:	\$ _____

Non-taxable

Labor:	\$ _____
Material Handling:	\$ _____
Subtotal:	\$ _____
Petroleum Surcharge (2% of Order Subtotal)	\$ _____
«Sales Tax» Sales Tax:	\$ _____
GRAND TOTAL:	\$ _____

Thank you for ordering!

Pipe & Drape

Discount Deadline: Monday, February 6th, 2023

Pipe and Drape - Includes: Bases, Uprights and Expanders

Item #	Description	Discount	Standard	QTY	Total
20004	3' High Drape	\$10.00 / ft	\$11.25 ft	_____	\$ _____
20006	8' High Drape	\$13.25 / ft	\$15.00 / ft	_____	\$ _____

Hardware (for your own drape)

Item #	Description	Discount	Standard	QTY	Total
20005	3' Uprights	\$8.00	\$9.25	_____	\$ _____
20007	8' Uprights	\$10.75	\$12.00	_____	\$ _____
20008	Bases	\$9.00	\$10.25	_____	\$ _____
20009	Expanders	\$10.00	\$12.25	_____	\$ _____

***Show colors will be chosen on orders with no preference indicated.**

Color Choice _____



Skirt Colors			
<i>*Please use colors only as a reference.</i>			
	Red		Royal Blue
	Plum		Rose
	Forrest Green		Black
	White		Gold
	Burgundy		Silver
	Champagne		Teal

Drapery Total \$ _____

Sales Tax «Sales Tax»% \$ _____

Grand Total \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____