

Display Labor Order Form **Deadline: 11/6/20**

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —	
Straight Time 8:00 am to 5:00 pm Monday through Friday.	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.
\$ 79.80 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 119.70 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%	

NOTE:

8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available.
 All labor must be signed in and out at the Service Desk.

PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Friday, December 4th (Standard)				\$
	Saturday, December 5th (Overtime)				\$
DISMANTLE	Wednesday, December 9th (Standard)				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Forklift Order Form **Deadline: 11/6/20**

Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Forklift Labor Rates	Forklift Crew Consists of One Ground Man and One Forklift Operator	
	Straight Time 8:00 am to 5:00 pm Monday through Friday	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday
Additional Worker	\$ 79.80 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 119.70 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 120.75 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 181.12 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs. 4 Stage Forklift	Quoted Upon Request	
Standard Operating Procedure	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (See additional worker prices above)	

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Friday, December 4th (Standard)				\$
	Saturday, December 5th (Overtime)				\$
DISMANTLE	Wednesday, December 9th (Standard)				\$

of Pieces to be Spotted: _____ Heaviest Pieces: _____ **TOTAL AMOUNT → \$**

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Cleaning & Porter Service **Deadline: 11/6/20**

BOOTH CLEANING RATES								
All carpets ordered from RPMXPO are installed clean for your use; however, you may want to order cleaning services for debris created during set-up. Please choose either One-Time (before initial opening) Vacuumping or Daily Vacuumping below.								
VACUUMING - Once Before Initial Opening	Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft. ft.	ft.	X	\$.36 / sq. ft.	or	\$.45 / sq. ft.	1	\$
VACUUMING - Daily (Rate is all 4 days - not per ft/per day)	Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft. ft.	ft.	X	\$.80 / sq. ft.	or	\$ 1.01 / sq. ft.	4	\$
MINIMUM CHARGE - 100 Sq. ft.						TOTAL AMOUNT		→ \$

PERIODIC PORTER SERVICE								
Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily. Please choose either Once (before initial opening) or Daily Porter Service below.								
PORTER SERVICE-- First Day	Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft. ft.	ft.	X	\$.24 / sq. ft.	or	\$.30 / sq. ft.	1	\$
PORTER SERVICE - Daily (Rate is all 4 days - not per ft/per day)	Booth Dimensions	Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft. ft.	ft.	X	\$.52 / sq. ft.	or	\$.65 / sq. ft.	4	\$
MINIMUM CHARGE - 100 Sq. ft.						TOTAL AMOUNT		→ \$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGES - Referred to as a package, carton or envelope.

- Any **single package** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM's control.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.
 See example of savings below.

Before the show...

THE WAY

— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.	\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY

— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.

F.A.Q.

HOW DO I SHIP TO WAREHOUSE?

(i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the RPMXPO Service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.

Dock Space Service Order Form **Deadline: 11/6/20**

Dock Space Service is offered to POV's & COV's only.

POV's (Personally Owned Vehicles) are limited to cars, station wagons, vans & pick-ups (up to 1/2 ton)

COV's (Company Owned Vehicles) are limited to straight trucks that are owned by said company

This service is for POV's and COV's who intend to utilize dock space for loading and unloading freight.

Workers equipped with a flat cart and/or forklift will assist with loading and unloading freight.

Dock Space Service		
Flat Rate: \$100.00 per Round Trip.		
SCHEDULE		
<u>Move-In</u>	<u>Move-Out</u>	
Fri. December 4, 2020 8:00 am - 6:00 pm	Wed. December 9, 2020 2:00 pm - 11:00 pm	
Sat. December 5, 2020 8:00 am - 6:00 pm		
PLEASE COME TO THE RPMXPO SERVICE DESK WHEN YOU ARE READY FOR YOUR SERVICE.		
Estimated # of Trips	X \$ 100.00 / Per Round Trip	Estimated Total
	X \$ 100.00 / Per Round Trip	\$
TOTAL AMOUNT DUE →		\$

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: