Welcome

To: Participating exhibitors

Re: **Statewide Safety Conference 2010**
Joseph S. Koury Convention Center
Greensboro, North Carolina
May 11-13, 2010

Dear Exhibitor:

We are pleased to have been selected as the official exhibition service contractor for the Statewide Safety Conference. We are a full service company and look forward to meeting your many needs in Greensboro. If any questions are not answered in the enclosed literature, please feel free to contact us at any time. While you are planning your exhibit, please remember the following;

* **Show Colors:** Black and Silver
* **Booth equipment included with your rental fee:**
  Drape colors: Black and Silver
  One 8' black or silver skirted table
  Two plastic folding chairs
  One 7" x 44" booth ID sign
* **Carpet:** The hall is NOT carpeted
* **Discount Price Deadline Date: April 21, 2010**

The following items and services are available at an additional fee and will be charged directly to your company;

1) Rental furnishings including but not limited to; display tables, chairs, stools, chrome stanchions, and wastebaskets.
2) Booth Cleaning Service
3) Freight Handling / Drayage Service
4) Installation and Dismantle Labor Service

Please submit orders at your earliest convenience as preplanning is critical to our mutual success.

We look forward to working with you in May. If you have any questions or concerns, please give us a call at 1 (800) 882-7469.

Sincerely,

Southern Exhibition Services

Southern Exhibition Services
2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Important Information

Monday, April 12, 2010:	Shipments will begin to be accepted at our advance warehouse.
Tuesday, May 4, 2010:	Deadline for shipments sent to our advance warehouse. LATE PAYMENT AFTER THIS DATE
Wednesday, April 21, 2010:	**Deadline to receive 20% discount for prepayment order.**
April 22 - May 13, 2010:	Standard rates apply to all orders received.
Tuesday, May 11, 2010:	8:00 am to 5:00 pm - Shipments will be accepted at the Exhibit Hall. 4:00 pm to 9:00 pm - Exhibitor Move-In. 4:00 pm to 9:00 pm - Installation Labor can be scheduled.
Wednesday, May 12, 2010:	8:00 am to 5:00 pm - Shipments will be accepted at the Exhibit Hall. 8:00 am to 5:00 pm - Show Open
Thursday, May 13, 2010:	8:00 am to 3:30 pm - Show Open 1:30 pm to 3:30 pm - Outbound shipping arrangements should be confirmed. 3:30 pm to 6:00 pm - Exhibitor Move-Out. 3:30 pm to 6:00 pm - Dismantle Labor can be scheduled. 5:00 pm - 6:00pm Outbound shipments will be loaded on preferred carriers. 6:00 pm - Freight will be forced on Show Carrier (If preferred has yet to arrive). 6:00 pm - Exhibit Hall must be cleared.

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Credit Authorization

Payment Policies

This form must be submitted with all orders.

Please make advance order payment by check or credit card only. If your organization uses a purchase order system, a P.O. number must be included but is not considered payment. Orders will not be accepted without credit card payment.

Payment in full on all charges must be made prior to delivery of equipment or execution of service. All claims must be made prior to the end of the show. Please inform your at-show representative of these payment policies.

This form is required to be submitted by all exhibiting firms participating in the Statewide Safety Conference. Charges for carpet, rental furnishings, booth cleaning, freight handling, labor, in-booth forklift, and rigging must be reserved with a credit card. If you wish to submit alternate payment, please send this completed form along with your alternate payment to Southern Exhibition Services. A credit card is still required on all orders for any additional costs that may be incurred.

By signing this form you are accepting all terms, conditions, and limits of liability as detailed on the forms contained in this document pertaining to services rendered by Southern Exhibition Services.

All of the prices listed, on the detailed order forms, are the standard rates (floor rates).
Discount rates (Standard - 20%) are available, for every item and service offered (for early order with full payment).

To qualify for the 20% discount:
1) Orders must be completed and returned to our office before close of business on Wednesday, April 21, 2010.
2) All completed orders must be accompanied by full payment.

Standard rates will apply to all orders received between April 22 - May 13, 2010.

Authorization

Exhibiting Firm: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Authorized By: _____

Signature: _____ Title: _____

Cell Phone: _____ Office Phone: _____ Fax: _____

E-Mail Address: _____

Purchase Order #: _____ Date: _____

Charge To: American Express Visa Master Card Security Code: _____

Account Number: _____ Expiration Date: _____

Cardholder Name: _____ Signature of Cardholder: _____

On-Site Rep (Set-Up): _____ On-Site Rep (Removal): _____

Rep Cell Phone: _____ Rep Cell Phone: _____

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Payment Tally Form

20% discount available for early order with payment

This form must be submitted with all orders.

The forms, following this page, will detail each item and service.
Please total each page individually then copy every page total to this form.
Please DO NOT apply the 20% prepayment discount before transferring subtotals to this form.

All of the prices listed, on the following forms, are the standard rates (floor rates).

Discount rates (Standard - 20%) are available, for every item and service offered (for early order with full payment).

To qualify for the 20% discount:
1) Orders must be completed and returned to our office before close of business on Wednesday, April 21, 2010.
2) All completed orders must be accompanied by full payment.

Standard rates will apply to all orders received between April 22 - May 13, 2010.

Page Heading	Page Total
Rental Furnishings	
Booth Cleaning	
Advance to Warehouse Freight	
Direct to Show-Site Freight	
Installation Labor	
Dismantle Labor	
Other:	
Event Subtotal =	
Discount Rate (Subtract 20%)	
Total Event Charges =	

Exhibiting Firm: _____ Booth Number: _____

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Statewide Safety Conference 2010 *May 11-13, 2010*

Rental Furnishings

20% discount available for early order with payment

Skirted Display Tables 30" high

Skirted tables include white vinyl cover and skirting on three sides.

_____	2' x 4' skirted table	@	$71.00	_____
_____	2' x 6' skirted table	@	$83.00	_____
_____	2' x 8' skirted table	@	$95.00	_____
_____	36" round skirted table	@	$84.00	_____
_____	skirt 4th side of 30" table	@	$30.00	_____

Please circle 30" high skirt color choice

red white blue gold gray teal
beige black hunter green burgundy pink

Skirted Display Tables 40" high

Skirted tables include white vinyl cover and skirting on three sides.

_____	2' x 4' skirted table	@	$92.00	_____
_____	2' x 6' skirted table	@	$104.00	_____
_____	2' x 8' skirted table	@	$116.00	_____
_____	36" round skirted table	@	$105.00	_____
_____	skirt 4th side of 40" table	@	$35.00	_____

Please circle 40" high skirt color choice

red white blue gold gray teal
beige black hunter green burgundy pink

Unskirted Display Tables 30" high

_____	2' x 4' plain table	@	$46.15	_____
_____	2' x 6' plain table	@	$53.95	_____
_____	2' x 8' plain table	@	$61.75	_____
_____	36" round plain table	@	$54.60	_____
_____	30" wide vinyl cover / ft.	@	$1.75	_____
_____	30" high skirting / ft.	@	$3.75	_____

Unskirted Display Tables 40" high

_____	2' x 4' plain table	@	$62.65	_____
_____	2' x 6' plain table	@	$70.45	_____
_____	2' x 8' plain table	@	$78.25	_____
_____	36" round plain table	@	$71.10	_____
_____	30" wide vinyl cover / ft.	@	$1.75	_____
_____	40" high skirting / ft.	@	$5.25	_____

Table-Top Risers

Three individual risers are required to create a two-tier riser.

_____	4' x 8" x 8" riser	@	$24.00	_____
_____	6' x 8" x 8" riser	@	$30.00	_____
_____	8' x 8" x 8" riser	@	$36.00	_____

Booth Furniture

_____	plastic folding chair	@	$10.60	_____
_____	upholstered arm chair	@	$33.25	_____
_____	upholstered stool	@	$52.50	_____
_____	wastebasket	@	$9.75	_____
_____	easel	@	$28.40	_____
_____	spotlight	@	$33.75	_____
_____	stanchion & rope	@	$32.25	_____
_____	garment rack	@	$75.00	_____
_____	pegboard 4'x8' horizontal	@	$85.00	_____
_____	pegboard 4' x 8' vertical	@	$85.00	_____
_____	tack board 4' x 8'	@	$95.00	_____

Special Drapery / Booth Hardware

_____	3' high pipe & drape / ft.	@	$7.50	_____
_____	8' high pipe & drape / ft.	@	$10.50	_____
_____	12' high pipe & drape / ft.	@	$18.50	_____
_____	16' high pipe & drape / ft.	@	$26.75	_____
_____	3' upright pole & base	@	$23.75	_____
_____	8' upright pole & base	@	$33.25	_____
_____	9'-16' upright pole & base	@	$83.50	_____
_____	6'-10' drape support bar	@	$24.50	_____

Please circle drape color choice

red white blue gold gray teal
beige black hunter green burgundy pink

Miscellaneous

_____	8' step ladder (per day)	@	$42.25	_____
_____	12' step ladder (per day)	@	$49.50	_____
_____	visqueen / sq.ft.	@	$0.35	_____
_____	carpet tape / ft.	@	$1.20	_____
_____	duct tape / ft.	@	$0.90	_____
_____	steel banding / ft.	@	$2.70	_____
_____	18" wide shrink wrap / ft.	@	$1.50	_____

Payment

Subtotal of all rental items _____

6.75% NC sales and use tax _____

Page Total = _____

Exhibiting Firm:_____ Booth Number:_____

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount. Please consider your needs carefully. Rental items cancelled after move-in begins will be refunded at 50% of their original price. All equipment remains the property of Southern Exhibition Services. Prices include delivery of equipment to the booth, rental for the duration of the show (unless otherwise indicated), and removal.

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Booth Cleaning

20% discount available for early order with payment

Vacuuming

Carpets rented from SES are clean, upon installation, prior to exhibitor move-in. Booth cleaning service is recommended (at least One Time cleaning) due to the fact that carpet often becomes dirty while exhibitors set-up. Rates are based on total square footage of booth regardless of area to be cleaned (100 sq. ft. minimum). Rates include; vacuuming of carpet and emptying of wastebaskets.

Description		Booth Size (Sq. Ft.)		Rate		Cost
One Time (Prior to initial opening)	X		@	$0.34 per sq. ft.	=	
Two Days	X		@	$0.58 per sq. ft.	=	
Three Days	X		@	$0.82 per sq. ft.	=	
Four Days	X		@	$1.06 per sq. ft.	=	
Five Days	X		@	$1.30 per sq. ft.	=	
Please specify dates for above requested service:						

Shampoo Carpet

Rates are based on total square footage of booth regardless of area to be cleaned (100 sq. ft. minimum). Rates include; shampooing of carpet. Additional charges apply where SES carpet is excessively soiled (see refurbishment and replacement policies) due to circumstances including; wood or metal shavings produced in booth, landscaping, food sampling, and tire tracks.

Description		Booth Size (Sq. Ft.)		Rate		Cost
One Time (Prior to initial opening)	X		@	$0.66 per sq. ft.	=	
Two Days	X		@	$0.90 per sq. ft.	=	
Three Days	X		@	$1.14 per sq. ft.	=	
Four Days	X		@	$1.38 per sq. ft.	=	
Five Days	X		@	$1.62 per sq. ft.	=	
Please specify dates for above requested service:						

Porter Service

Rates include; emptying of wastebaskets and policing of booth area at two-hour intervals during show hours. Rates are based on total square footage of booth regardless of area to be cleaned.

Booth Size (Sq. Ft.)		Number of Days		Rate		Cost
Up to 500	X		@	$85.00 per day	=	
501 - 2,000	X		@	$115.00 per day	=	
2,001 - 4,000	X		@	$140.00 per day	=	
4,001 and above	X		@	$160.00 per day	=	
Please specify dates for above requested service:						

Payment

Page Total =	

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

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Policy Statement

It is the exhibitor's responsibility to advise the SES Service Desk immediately of any problems or discrepancies with regard to orders placed and invoices. No credits will be issued after show closing.

Tax exempt companies are required to supply a current certificate for the state in which the services will be contracted.

There will be a $35.00 fee for any returned check. Unpaid balances are subject to a finance charge of 1.5% per month or portion thereof (18% annual).

Please consider your needs carefully. Rental items cancelled after move-in begins will be refunded at 50% of their original price. All equipment remains the property of Southern Exhibition Services. Prices include delivery of equipment to the booth, rental for the duration of the show (unless otherwise indicated), and removal.

Should an exhibiting company place an order for a current event while carrying an outstanding balance from a previous event; the current order will not be processed until full payment is received to satisfy both the delinquent invoice and the recent order.

Exhibitor is responsible for rental items throughout the duration of the rental period. Lost or missing items will incur a replacement charge, in addition to the original rental cost. Replacement charge is equivalent to four times the price of one floor rate rental. Damaged, stained, or excessively soiled items (that can be restored to their original condition) will incur a refurbishment charge, in addition to the original rental cost. Refurbishment charge is equivalent to two times the price of one floor rate rental.

Rental rates cover the cost to utilize each item starting on the exhibitor move-in day and ending upon show closing. Please make all items accessible to SES staff at show close, even if you decide not to move-out until the following day, as rental items will begin to be removed from the booths immediately following the close of the show to ensure the return of all SES equipment to inventory. Any rental items that SES is unable to retrieve within four hours, after the close of the show, will incur an additional rental charge at floor rates. This policy applies to any obstacle that would make it impossible for SES to remove a rental item from a booth until after the four hour grace period, following show closing. A few examples include; vehicle left parked on a rental carpet, monitor left on a rental table, or framed picture left on a rental easel.

It is understood that acceptance of all terms and conditions stated throughout this document will be construed when an order for any rental equipment or other service is placed by the exhibitor with Southern Exhibition Services. By placing an order for this event, it is understood that you agree to all policies and terms found within this document. This agreement supersedes any and all previous agreements, or portion thereof, between the above mentioned parties.

Material Handling - Limits of Liability

1. ACCEPTANCE OF TERMS. It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Freight Rate Schedule is returned; or
- Exhibitors materials are delivered to either the Southern Exhibition Services (hereafter referred to as "SES") warehouse or show site for which SES is the Official General Contractor for the event; or
- When an order for any rental equipment, labor, and/or other services is placed by the exhibitor with SES

2. SES RESPONSIBILITIES. The responsibility of SES with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, SES means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors SES may appoint. SES shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond SES's reasonable control.

3. SES LIABILITY. It is understood that SES and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. SES does not provide for full liability should loss or damage occur. SES's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of SES is limited to $.50 per pound per article, with a maximum of $100.00 per item, and a maximum of $1,500 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by SES, its subcontractors or employees. This applies while these goods are in SES's warehouse, in vehicles for delivery or at show site. SES shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.

4. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT SES IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY SES HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF SES LIABILITY AS SET FORTH ABOVE.

5. PACKAGING. SES shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, SES shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. INSURANCE CLAIMS. The exhibitor must report the damage or loss at the SES service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against SES more than one year after the cause of action accrues.

7. INBOUND SHIPMENTS. After the exhibit materials are placed in the booth, SES will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. SES will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.

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Material Handling - Limits of Liability

8. EQUIPMENT REQUIRING SPECIAL EQUIPMENT. Fourteen days advance notice must be provided to SES by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. SES will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by SES.

9. EMPTY CONTAINER LABELS. The exhibitor is responsible for affixing EMPTY labels (available at the SES service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and SES assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. CLASSIFYING SHIPMENTS. SES cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, SES cannot be responsible for delivery time or damage or loss to property.

11. OUTBOUND SHIPMENTS. All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to SES by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. SES is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE**: Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, SES shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. SES assumes no liability as a result of such rerouting or handling.

12. PAYMENT OF SERVICES. The exhibitor agrees, in the event of a dispute with SES or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to SES for freight handling services or any other services provided by SES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay SES prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against SES or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. JURISDICTION. This agreement shall be deemed to have been made in the State of North Carolina, and that any and all performance hereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of North Carolina, and the parties to this agreement consent that the Circuit Court for Durham County, North Carolina shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. MISCELLANEOUS. Exhibitor, as a material part of the consideration to SES for material handling services, waives and releases all claims against SES, its employees, agents, officers and directors, with respect to all matters for which SES has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Advance Warehouse Freight Rates

20% discount available for early order with payment

Freight Base Rate Schedule

Rates listed below include; receiving at the advance warehouse in Durham NC, transport to the show facility, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto your carrier. These rates are based on straight time move-in and move-out (see overtime definition on the following page of this document). Cost for freight calculated per cwt (100 lbs. or fraction). A 100 lb. (1 cwt) minimum charge, per shipment, applies.

Description of Service	100 – 5,000 LBS 1 - 50 CWT	5,001 – 10,000 LBS 51 - 100 CWT	10,001 – 20,000 LBS 101 - 200 CWT	Over 20,000 LBS 201 CWT or more
Crated or Skidded Shipments	$66.00 per CWT	$62.50 per CWT	$59.50 per CWT	$56.50 per CWT
Special Handling	$72.00 per CWT	$69.00 per CWT	$66.00 per CWT	$62.50 per CWT
Uncrated	$78.00 per CWT	$75.00 per CWT	$72.00 per CWT	$69.00 per CWT

(See definitions of above classifications on the following page of this document)

Freight Payment Computation

For each individual shipment; enter estimated total pounds below, divide the total pounds by 100, then round each total shipment weight up to the nearest cwt (for example – a 742 lb. shipment would be figured as 8 cwt.) any shipment with a total weight of less than 100 lbs. will be calculated at the 1 cwt minimum.

Total Weight (LBS)		CWT		Rate per CWT		Estimated Cost
	/ 100 =		X		=	
	/ 100 =		X		=	
	/ 100 =		X		=	
	/ 100 =		X		=	
					Subtotal of base charges =	

Surcharge	CWT		Rate per CWT		Estimated Cost
Storage - pre-show (More than 30 days in advance)		X	$9.25 per month (or portion thereof)	=	
Received late (After 05/4/10 Deadline)		X	$50.00 ($500.00 minimum)	=	
Overtime - Inbound (Load-in on overtime)		X	$16.50	=	
Overtime - Outbound (Load-out on overtime)		X	$16.50	=	
Return to Warehouse (Transported from show-site)		X	$21.75	=	
Storage - post-show (More than 3 days after show)		X	$9.25 per month (or portion thereof)	=	
				Subtotal of surcharges =	
				Page Total =	

(See definitions of above surcharges on the following page of this document)

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services

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Advance Warehouse Shipping Info

ADVANCE shipments must be PREPAID and addressed as follows:

To:	**(Name of exhibiting firm)**
Space:	**(Booth Number)**
Event:	**Statewide Safety Conference**
C/O:	**Southern Exhibition Services**
At:	**2101 Tobacco Road, Suite B**
	Durham, NC 27704

****All shipments must be accompanied by certified weight tickets****

Freight Classification, Overtime, and Surcharge Definitions

Crated – any shipment received that is in a crated container or secured on a skid, arriving via common carrier.

Special Handling – any "crated" shipment arriving via company truck, van line, or other specialized carrier. This includes but is not limited to; Fed-Ex, Ups, or US Mail. Or any "crated" shipments that cannot be unloaded through typical means at a dock. This includes ground unloading, unstacking, or side door loading. Shipments received without paperwork will be delivered without guarantee of piece count or condition.

Uncrated – any shipment arriving loose or without containment (not in a crated container and not secured on a skid) or requiring additional handling above the considerations of "special handling". Plastic cases are classified as "uncrated".

Overtime shipping - any shipment handled (before 8:00am and after 5:00pm Monday – Friday) and (all day Saturday, Sunday, and on holidays). A $16.50 per CWT overtime charge applies, in addition to the base rate listed on the previous page of this document, for each occurrence of the following: 1) Your shipment is received or retrieved, at our warehouse or show-site, on overtime. Or 2) Your shipment is moved into or out of the exhibit facility on overtime due to scheduling conflicts beyond our control or by your choice.

Storage - A $9.25 per cwt per month (or portion) charge applies to shipments arriving at SES warehouse more than 30 days prior to show and to shipments remaining at SES warehouse for more than 3 days after show.

Received late - A $50.00 per cwt charge applies (minimum charge = $500.00) for shipments arriving after the deadline date. This deadline is created to cover separate transport of late shipments arriving after trucks / trailers are loaded for transport to show-site.

Return to Warehouse - A $21.75 per cwt charge applies for transport of shipment, after close of show, to the SES warehouse, in Durham NC, for loading onto outbound carriers or for post show storage.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Southern Exhibition Services warehouse or the facility. Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.

If your designated carrier fails to pick up or refuses to accept your shipment by 6:00pm on Thursday, May 13, 2010; your freight will be "forced" onto the official show carrier if space is available. If there is not adequate space available on the official show carrier; your shipment will be returned to the SES warehouse to await your carrier and the applicable surcharge will apply. No liability will be assumed by Southern Exhibition Services as a result of such rerouting and handling. Southern Exhibition Services cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Southern Exhibition Services cannot be responsible for delivery time or damage or loss to property.

All loading docks are under the control of the official drayage contractor (Southern Exhibition Services). This is necessary for the total efficient movement of freight in and out. This control will be strictly enforced. An exhibitor may use the loading dock facilities to unload their personal vehicle, please check-in at the SES service desk to schedule dock time. All freight handled by SES will be recorded on a receiving report and charged the rates reflected in this document.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carrier, service representatives will be available at the Southern Exhibition Services service desk to assist you.

Advance Warehouse Shipment Description

Please complete and return one of these forms for each separate shipment.

Inbound carrier: _____ Contact phone: _____

Arrival date: _____ Arrival time: _____

Number of pieces: _____ Entire weight: _____

(Must be accompanied by certified weight ticket)

In the space provided below, please give a detailed description of each piece in the shipment. If more space is required, please copy this page and return all completed copies.

Encasement	Material Type	Color	Weight (LBS)	Length	Width	Height

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services

2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Advance Warehouse Shipping Labels

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**
At: 2101 Tobacco Road
Suite B
Durham, NC 27704

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO: TUESDAY, MAY 4th AT 4:00pm

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**
At: 2101 Tobacco Road
Suite B
Durham, NC 27704

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO: TUESDAY, MAY 5th AT 4:00pm

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**
At: 2101 Tobacco Road
Suite B
Durham, NC 27704

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO: TUESDAY, MAY 5th AT 4:00pm

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**
At: 2101 Tobacco Road
Suite B
Durham, NC 27704

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO: TUESDAY, MAY 5th AT 4:00pm

Show-Site Freight Rates

20% discount available for early order with payment

Freight Base Rate Schedule

Rates listed below include; receiving at the exhibit facility on scheduled move-in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto your carrier. These rates are based on straight time move-in and move-out (see overtime definition on the following page of this document). Cost for freight calculated per cwt (100 lbs. or fraction). A 100 lb. (1 cwt) minimum charge, per shipment, applies.

Description of Service	100 – 5,000 LBS 1 - 50 CWT	5,001 – 10,000 LBS 51 - 100 CWT	10,001 – 20,000 LBS 101 - 200 CWT	Over 20,000 LBS 201 CWT or more
Crated or Skidded Shipments	$52.50 per CWT	$50.00 per CWT	$47.50 per CWT	$45.00 per CWT
Special Handling	$57.50 per CWT	$55.00 per CWT	$52.50 per CWT	$50.00 per CWT
Uncrated	$62.50 per CWT	$60.00 per CWT	$57.50 per CWT	$55.00 per CWT

(See definitions of above classifications on the following page of this document)

Freight Payment Computation

For each individual shipment; enter estimated total pounds below, divide the total pounds by 100, then round each total shipment weight up to the nearest cwt (for example – a 742 lb. shipment would be figured as 8 cwt.) any shipment with a total weight of less than 100 lbs. will be calculated at the 1 cwt minimum.

Total Weight (LBS)		CWT		Rate per CWT		Estimated Cost
	/ 100 =		**X**		**=**	
	/ 100 =		**X**		**=**	
	/ 100 =		**X**		**=**	
					Subtotal of base charges =	

Description	Weight Limit	Quantity		Flat Rate		
Small package shipment	Can not exceed 30 lb		**X**	$25.00	**=**	

Surcharge	CWT		Rate per CWT		Estimated Cost
Received early (Before 05/11/10 Move-In)		**X**	$19.25	**=**	
Overtime - Inbound (Load-in on overtime)		**X**	$16.50	**=**	
Overtime - Outbound (Load-out on overtime)		**X**	$16.50	**=**	
Return to Warehouse (Transported from show-site)		**X**	$21.75	**=**	
Storage - post-show (More than 3 days after show)		**X**	$9.25 per month (or portion thereof)	**=**	
				Subtotal of surcharges =	
				Page Total =	

(See definitions of above surcharges on the following page of this document)

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services

2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Show-Site Shipping Info

20% discount available for early order with payment

SHOW-SITE shipments must be PREPAID and addressed as follows:

To:	**(Name of exhibiting firm)**
Space:	**(Booth Number)**
Event:	**Statewide Safety Conference**
C/O:	**Southern Exhibition Services**
At:	**Sheraton - Koury Convention Center**
	3121 High Point Road
	Greensboro, NC 27407

****All shipments must be accompanied by certified weight tickets****

Freight Classification, Overtime, and Surcharge Definitions

Crated – any shipment received that is in a crated container or secured on a skid, arriving via common carrier.

Special Handling – any "crated" shipment arriving via company truck, van line, or other specialized carrier. This includes but is not limited to; Fed-Ex, Ups, or US Mail. Or any "crated" shipments that cannot be unloaded through typical means at a dock. This includes ground unloading, unstacking, or side door loading. Shipments received without paperwork will be delivered without guarantee of piece count or condition.

Uncrated – any shipment arriving loose or without containment (not in a crated container and not secured on a skid) or requiring additional handling above the considerations of "special handling". Plastic cases are classified as "uncrated".

Overtime Shipping - any shipment handled (before 8:00am and after 5:00pm Monday – Friday) and (all day Saturday, Sunday, and on holidays). A $16.50 per CWT overtime charge applies, in addition to the base rate listed on the previous page of this document, for each occurrence of the following: 1) Your shipment is received or retrieved, at our warehouse or show-site, on overtime. Or 2) Your shipment is moved into or out of the exhibit facility on overtime due to scheduling conflicts beyond our control or by your choice.

Storage - A $9.25 per cwt per month (or portion) charge applies to shipments arriving at SES warehouse more than 30 days prior to show and to shipments remaining at SES warehouse for more than 3 days after show.

Received Early - A $19.25 per cwt charge applies for shipments arriving to show-site prior to the first scheduled exhibitor move-in day.

Return to Warehouse - A $21.75 per cwt charge applies for transport of shipment, after close of show, to the SES warehouse, in Durham NC, for loading onto outbound carriers or for post show storage.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Southern Exhibition Services warehouse or the facility. Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.

If your designated carrier fails to pick up or refuses to accept your shipment by 6:00pm on Thursday, May 13, 2010; your freight will be "forced" onto the official show carrier if space is available. If there is not adequate space available on the official show carrier; your shipment will be returned to the SES warehouse to await your carrier and the applicable surcharge will apply. No liability will be assumed by Southern Exhibition Services as a result of such rerouting and handling. Southern Exhibition Services cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Southern Exhibition Services cannot be responsible for delivery time or damage or loss to property.

All loading docks are under the control of the official drayage contractor (Southern Exhibition Services). This is necessary for the total efficient movement of freight in and out. This control will be strictly enforced. An exhibitor may use the loading dock facilities to unload their personal vehicle, please check-in at the SES service desk to schedule dock time. All freight handled by SES will be recorded on a receiving report and charged the rates reflected in this document.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carrier, service representatives will be available at the Southern Exhibition Services service desk to assist you.

Southern Exhibition Services

2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Show-Site Shipment Description

Please complete and return one of these forms for each separate shipment.

Inbound carrier: _____ Contact phone: _____

Arrival date: _____ Arrival time: _____

Number of pieces: _____ Entire weight: _____

(Must be accompanied by certified weight ticket)

In the space provided below, please give a detailed description of each piece in the shipment. If more space is required, please copy this page and return all completed copies.

Encasement	Material Type	Color	Weight (LBS)	Length	Width	Height

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services

2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Show-Site Shipping Labels

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**

At: Sheraton-Koury Convention Center
3121 High Point Road
Greensboro, NC 27407

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO TUESDAY, MAY 11th AT 8:00am

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**

At: Sheraton-Koury Convention Center
3121 High Point Road
Greensboro, NC 27407

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO TUESDAY, MAY 11th AT 8:00am

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**

At: Sheraton-Koury Convention Center
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Greensboro, NC 27407

Item number _____
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Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO TUESDAY, MAY 11th AT 8:00am

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Statewide Safety Conference**

C/O: **Southern Exhibition Services**

At: Sheraton-Koury Convention Center
3121 High Point Road
Greensboro, NC 27407

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO TUESDAY, MAY 11th AT 8:00am

Outbound Freight Handling

Carrier (you have arranged): _____

Arrival (Date and Time): _____

Remember: It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date. If your designated carrier fails to pick up or refuses to accept your shipment by 6:00pm on Thursday, May 13, 2010; your freight will be "forced" onto the official show carrier if space is available. If there is not adequate space available on the official show carrier; your shipment will be returned to the SES warehouse to await your carrier and the applicable surcharge will apply. No liability will be assumed by Southern Exhibition Services as a result of such rerouting and handling. Southern Exhibition Services cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Southern Exhibition Services cannot be responsible for delivery time or damage or loss to property.

Ship To: (Destination)
To:
For:
Event:
C/O:
At:
Contact:
Phone:

Bill To: (Responsible Party)
Company:
Address:
Contact:
Phone:

Must Arrive By:

Quantity	Description	Weight

I authorize Southern Exhibition Services to handle my outbound shipment, from the show floor onto the outbound carrier. I understand that all shipping and handling charges incurred herein are the responsibility of the "BILL TO" party above.

Exhibiting Firm: _____ Booth Number: _____

Representative: _____ Signature: _____

Southern Exhibition Services

2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Statement of Policy

Show management, acting on behalf of all exhibitors and in the best interest of the Statewide Safety Conference, has appointed one Official Service Contractor (Southern Exhibition Services) to perform and provide all necessary equipment and services.

As Official Service Contractor, Southern Exhibition Services has been appointed to: Insure the orderly and efficient installation of the overall show, insure the orderly and efficient dismantle of the overall show, assure the distribution of labor to all exhibitors according to specific need, provide sufficient labor to satisfy the requirements of all exhibitors, provide sufficient labor to satisfy the requirements of the show itself, and to insure that proper types and limits of insurance are met.

The Official Service Contractor, Southern Exhibition Services will provide all usual trade show services, including; rental and delivery of furnishings, freight handling, in-booth forklift, high-lift rigging, and labor. Supervision may be provided by the exhibitor.

The show floor, aisles, loading docks, service areas, and storage areas will remain under the control of the Official Service Contractor, Southern Exhibition Services.

With regard to provided services, requested starting times can not be guaranteed. Every attempt will be made to provide services at the requested times, however, all personnel will be scheduled on a first ordered, first serviced basis. While the best bet is always to request labor at the start of the work day, if an overabundance of exhibitors request the same time slot, we reserve the right to adjust start times to later in the day. Starting times subsequent to the start of the working day must be approximate as personnel are assigned to jobs at the start of the working day and it is impossible to gauge exact time of completion of first assignments. Example: If you are the 1st exhibitor to complete and return these order forms, you will receive the exact times that you have requested, if you are the 25th exhibitor to complete and return these order forms, you will most likely receive the exact times that you have requested, if you are the 50th exhibitor to complete and return these order forms, we may have to adjust your times, in which case, notice will be given immediately.

It is understood that acceptance of all terms and conditions stated throughout this document will be construed when an order for any rental equipment or other service is placed by the exhibitor with Southern Exhibition Services. By placing an order for this event, it is understood that you agree to all policies and terms found within this document. This agreement supersedes any and all previous agreements, or portion thereof, between the above mentioned parties.

Installation Labor

20% discount available for early order with payment

Installation Labor Rate Schedule

	Monday - Friday	Saturday	Sunday
Standard Time $55.00 per man hour	8:00 am - 5:00 pm		
Overtime $82.50 per man hour	5:00 pm - 12:00 am	8:00 am - 5:00 pm	
Double Time $110.00 per man hour	12:00 am - 8:00 am	12:00 am - 8:00 am 5:00 pm - 12:00 am	12:00 am - 12:00 am

A one hour minimum per worker applies. Labor will be billed in one hour increments thereafter.

Please check one of the following two options:

_____ (1) SES Supervised Installation

Installation of your exhibit will be completed by our trained professionals at our discretion prior to show opening. The charge for this service is 30% of the total installation bill.

_____ (2) Exhibitor Supervised Installation

On-Site Representative name:_____ Contact Phone:_____

Installation Labor Payment Computation

Date	Day of Week	Start Time	Number of People		Hours per Person		Total Man Hours		Hourly Rate		Total Cost
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				Subtotal of all Installation Labor charges							
				SES Supervision (Add 30%)							
				Page Total =							

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Please consider your needs carefully. Labor scheduled to begin at 8:00am on the designated day results in the billing clock starting at 8:00am on that day. If your representative does not arrive until 9:00am, the nonproductive hour will be charged.

All rates listed apply to scheduled services only. If you are unable to supply exact time of need, you may select Will-Call or as needed service by indicating "Will-Call" in the Start Time column on the payment chart. The additional surcharge for Will-Call service is $24.00 per man hour. Include this surcharge in the Hourly Rate column on the payment chart. For example; the rate for standard time "Will-Call" work would be $79.00 per man hour.

Cancellation of or changes to a labor order, entire call or any part, require written documentation forwarded to the Southern Exhibition Services office. To qualify for a refund, written notice of cancellation or change must be received at least 48 hours prior to the scheduled begin time.

Southern Exhibition Services

2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com

Dismantle Labor

20% discount available for early order with payment

Dismantle Labor Rate Schedule

	Monday - Friday	Saturday	Sunday
Standard Time $55.00 per man hour	8:00 am - 5:00 pm		
Overtime $82.50 per man hour	5:00 pm - 12:00 am	8:00 am - 5:00 pm	
Double Time $110.00 per man hour	12:00 am - 8:00 am	12:00 am - 8:00 am 5:00 pm - 12:00 am	12:00 am - 12:00 am

A one hour minimum per worker applies. Labor will be billed in one hour increments thereafter.
When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

Please check one of the following two options:

_____ (1) SES Supervised Dismantle
Dismantle of your exhibit will be completed by our trained professionals at our discretion prior to show opening. The charge for this service is 30% of the total dismantle bill.

_____ (2) Exhibitor Supervised Dismantle

On-Site Representative name:_____ Contact Phone:_____

Dismantle Labor Payment Computation

Date	Day of Week	Start Time	Number of People		Hours per Person		Total Man Hours		Hourly Rate		Total Cost
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				Subtotal of all Dismantle Labor charges							
				SES Supervision (Add 30%)							
				Page Total =							

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Please consider your needs carefully. Labor scheduled to begin at 8:00am on the designated day results in the billing clock starting at 8:00am on that day. If your representative does not arrive until 9:00am, the nonproductive hour will be charged.

All rates listed apply to scheduled services only. If you are unable to supply exact time of need, you may select Will-Call or as needed service by indicating "Will-Call" in the Start Time column on the payment chart. The additional surcharge for Will-Call service is $24.00 per man hour. Include this surcharge in the Hourly Rate column on the payment chart. For example; the rate for standard time "Will-Call" work would be $79.00 per man hour.

Cancellation of or changes to a labor order, entire call or any part, require written documentation forwarded to the Southern Exhibition Services office. To qualify for a refund, written notice of cancellation or change must be received at least 48 hours prior to the scheduled begin time.

Southern Exhibition Services
2101 Tobacco Road, Durham, NC 27704 Phone: (800) 882-7469 Fax: (919) 683-3107 E-Mail: Info@Southern-Exhibition.com