

SHIPPING INFORMATION:

YRC Freight Service will serve as the Official Freight Service Company for this show and will be responsible for control of all freight in and out of the show. YRC Freight Service will be the preferred carrier for this show. Western Event Service will have priority at and control of the loading area at all times.

Please do not ship your advance freight directly to the Oakland Coliseum. They are unable to accept and store advance exhibitor freight and will refuse Exhibitor freight unless delivered on the scheduled show move-in day of the show. Should it be necessary for us to recover your materials from the Oakland Coliseum Receiving Department, additional handling charges will be incurred.

With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to Western Event Service to be included with their delivery to the show. Freight and exhibit material sent in this manner will be ready and waiting for you in your booth space at your scheduled move-in time.

Please mark your Advance Freight Shipments with all of the information listed here:



TO: Western Event Service 1970 Williams Street San Leandro, CA 94577 For: Bay Area Black Expo 2011 Exhibitor Name Booth # TO ARRIVE NO LATER THAN: 7/13/2011
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The last date we can accept freight for this show is Wednesday, July 13th. Freight sent to the Advance Warehouse must arrive on or before Wednesday, July 7th in order to avoid "Late Freight" handling surcharges. Freight may arrive up to 30 days prior to the show, and will be stored at no additional charge.

All orders for goods or services must be paid prior to the close of the show. For your convenience we will accept cash, check or credit card for payment.

It is the Exhibitors' responsibility to advise our service desk immediately of any goods or services not performed in a satisfactory manner.

NO CREDITS OR ADJUSTMENTS WILL BE MADE AFTER THE CLOSE OF THE SHOW!

INSURANCE:

Neither Show Management, Show Management Contractors or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property.

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning decorating or freight. We will also be on hand at the close of show to assist with your outbound freight arrangements. If we can be of further help at this time, please call us at (510) 430-0510. Please visit us @ www.WesternEventService.com for additional information and answers to may frequently asked questions.

Return Copy →

Bay Area Black Expo
Oakland Coliseum
July 23-34, 2011

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	LATE ORDER	
_____ 4' Long Draped Table	\$66.00	\$ 86.00	\$ _____
_____ 4' Long Undraped Table	\$33.00	\$ 42.00	\$ _____
_____ 6' Long Draped Table	\$76.00	\$ 98.00	\$ _____
_____ 6' Long Undraped Table	\$38.00	\$ 50.00	\$ _____
_____ 8' Long Draped Table	\$86.00	\$112.00	\$ _____
_____ 8' Long Undraped Table	\$43.00	\$ 56.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$25.00	\$ 30.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	LATE ORDER	
_____ 4' Long Draped Counter	\$76.00	\$ 98.00	\$ _____
_____ 4' Long Undraped Counter	\$33.00	\$ 42.00	\$ _____
_____ 6' Long Draped Counter	\$86.00	\$ 112.00	\$ _____
_____ 6' Long Undraped Counter	\$43.00	\$ 56.00	\$ _____
_____ 8' Long Draped Counter	\$96.00	\$124.00	\$ _____
_____ 8' Long Undraped Counter	\$48.00	\$ 62.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$30.00	\$ 35.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

SPECIAL BOOTH DRAPE

	ADVANCE ORDER	LATE ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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CHAIRS & STOOLS

	ADVANCE ORDER	LATE ORDER	
_____ Molded side chair Color: Charcoal or White	\$ 29.00	\$ 38.00	\$ _____
_____ Molded arm chair Color: Charcoal or White	\$ 32.00	\$ 42.00	\$ _____
_____ Deluxe Chrome Padded chair	\$ 34.00	\$ 44.00	\$ _____
_____ Padded Stool with Back	\$ 40.00	\$ 52.00	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

SPECIALTY ITEMS

	ADVANCE ORDER	LATE ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 48.00	\$ 62.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 58.00	\$ 76.00	\$ _____
_____ 4' x 4' Tackboard	\$ 54.00	\$ 70.00	\$ _____
_____ 4' x 8' Tackboard	\$ 70.00	\$ 90.00	\$ _____
_____ 4' x 8' Pegboard	\$ 70.00	\$ 90.00	\$ _____
_____ Literature Stand	\$ 42.00	\$ 54.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$110.00	\$140.00	\$ _____
_____ Velcro Panels - with lights	\$130.00	\$160.00	\$ _____
_____ Showcases <input type="checkbox"/> 1/2 view <input type="checkbox"/> Full view	\$250.00	\$325.00	\$ _____
_____ One tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 50.00	\$ 65.00	\$ _____
_____	\$ _____	\$ _____	\$ _____

Total Due: \$ _____

**Late Order Rates Will Apply To All Orders Received
Less Than Two Weeks Prior to Exhibitor Installation**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Bay Area Black Expo
Oakland Coliseum
July 23-24, 2011

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

CARPET

STANDARD CARPET

STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$120.00	\$156.00	\$ _____
_____ 9' x 20'	\$216.00	\$280.00	\$ _____
_____ 9' x 30'	\$312.00	\$404.00	\$ _____
_____ 9' x 40'	\$408.00	\$530.00	\$ _____
_____ For longer lengths, add \$90 per 10'			\$ _____

Colors (Circle One): **Blue** **Red** **Gray** **Black**
Teal **Burgundy** **Show Color**

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

STANDARD CARPET - CUSTOM CUT TO FIT BOOTH SPACE

Price includes complete installation and removal.
Please Note: May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$2.00 sq.ft. x _____ sq.ft. = \$ _____

CARPET PADDING – Standard Sizes

	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$ 80.00	\$104.00	\$ _____
_____ 9' x 20'	\$150.00	\$195.00	\$ _____
_____ 9' x 30'	\$220.00	\$286.00	\$ _____
_____ 9 x 40'	\$290.00	\$378.00	\$ _____
_____ For longer than 40', add \$70 per 10'			\$ _____

CARPET PADDING – Custom Sizes

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$1.10 sq.ft. X _____ sq.ft. = \$ _____

DELUXE CARPET

DELUXE CARPET – 30 oz. Plush, Heavy-cut Polyester Pile Carpet

Price includes installation, poly covering and removal.

Deluxe Carpet is not available for order on site.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$4.00 sq.ft. x _____ sq.ft. = \$ _____

DELUXE CARPET COLOR

- | | | |
|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Berry | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Peacock |
| <input type="checkbox"/> Black | <input type="checkbox"/> Emerald | <input type="checkbox"/> Plum |
| <input type="checkbox"/> Blue Mist | <input type="checkbox"/> French Beige | <input type="checkbox"/> Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Grey Pearl | <input type="checkbox"/> Silver Cloud |
| <input type="checkbox"/> Crème | <input type="checkbox"/> Navy | <input type="checkbox"/> White |
| <input type="checkbox"/> Colony Blue | | |

PAYMENT POLICY

All Deluxe Carpet orders MUST be received no later than 30 DAYS prior to show opening date.

Deluxe Carpet orders cancelled after 30 DAYS prior to show opening date will be charged 100% of order.

TOTAL CARPET ORDER \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

**LATE ORDER RATES APPLY FOR ALL ORDERS
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Oakland Coliseum
July 23-24, 2011

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 ~ FAX (510) 430-0511

Booth #

DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

LABOR RATES: \$ 72.00 per hour straight-time (One hour minimum per person)
\$ 98.00 per hour overtime (One hour minimum per person)
\$124.00 per hour double-time (One hour minimum per person)

Straight-time = Labor between 8:00 AM and 5:00 PM week days

Overtime = Labor between 5:00 PM and 10:00 PM week days and 8:00 AM - 12:00 PM Saturday

Double-time = Labor at all other hours.

O.K. TO PROCEED – Exhibitor need not be present, please begin as soon as possible.

Western Event Service will proceed with your display set up unless instructed otherwise.

Every effort will be made to set your display on straight time hours, unless move-in schedule does not permit.

Plans included with this order, proceed without exhibitor.

Plans with exhibit, proceed without exhibitor. Plans in case or crate # _____.

Executive supervision is available on request for an additional charge of 25% of the total labor charges.

DO NOT PROCEED – Exhibitor will call for labor and supervise workers.

All work is to be performed *ONLY* under the supervision of the exhibitor representative:

Representative's name: _____

Exhibitor will check in at the service desk to pick up labor on: Date: _____ At: _____ AM - PM.

NOTE: A minimum charge of one hour per person will apply, time will commence in accordance with exhibitors' request.

LABOR ORDER RECAP

Number of laborers to install on Straight-time: _____ X Estimated hours: _____ = _____ hours ST.

Number of laborers to install on Over-time: _____ X Estimated hours: _____ = _____ hours OT.

Number of laborers to install on Double-time: _____ X Estimated hours: _____ = _____ hours OT.

Number of laborers to remove on Straight-time: _____ X Estimated hours: _____ = _____ hours ST.

Number of laborers to remove on Over-time: _____ X Estimated hours: _____ = _____ hours OT.

Number of laborers to remove on Double-time: _____ X Estimated hours: _____ = _____ hours OT.

Total ST Hours _____ X \$ 72.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total OT Hours _____ X \$ 98.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total DT Hours _____ X \$124.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Hours will be billed in ¼ hour increments after the 1st hour.
Your final invoice will be for the total hours actually provided.

Total Due for Labor \$ _____

Exhibitor Company: _____ Tel.: _____ Booth #: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Oakland Coliseum
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Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent.	
Carrier:		Ship Date:	
Number of Pieces:		Largest Piece:	
Total Weight of Shipment:		Tracking (Pro) Number:	
Shipped From:			
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site		Expected arrival date: / /	
Advance Freight Total Weight:		lbs. @ \$ 44.00 per CWT = \$ due (\$132 minimum).	
Show Site Freight Total Weight:		lbs. @ \$ 48.00 per CWT = \$ due (\$144 minimum).	
Additional services:		= \$ due.	
NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		Total Freight Charges = \$	

Advance Freight Western Event Service
Shipping Address: 1970 Williams Street
 San Leandro, CA 94577

Mark for: Black Expo 2011
 Exhibiting Company Name
 Booth Number

The last date we can receive freight at this address for this show is: July 13, 2011.

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.

WESTERN EVENT SERVICE

1970 Williams Street
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(510) 430-0510 • FAX (510) 430-0511

Bay Area Black Expo
Oakland Coliseum
July 23 - 24, 2011

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 POUND MINIMUM (\$132.00)	\$44.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 POUND MINIMUM (\$144.00)	\$48.00
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of July 06, 2011 , or which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$12.00
4. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5. For delivery of shipments, at close of show, back to Yellow Freight warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$80.00).	\$16.00

Special Services	Straight Time	Overtime
6. Material Handler.	\$58.00	\$92.00
7. Vehicle spotting charge.	\$58.00	\$92.00
8. 3,000 lb. Forklift with driver.	\$98.00	\$146.00
9. Crate or pallet banding & shrink wrapping (per hr plus material).	\$58.00	\$92.00
10. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$50.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW

