

# **WESTERN EVENT SERVICE**

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

EVENT & CONVENTION SERVICES • THEME DECOR • SET DESIGN & PRODUCTION

## **Northern California Independent Booksellers Association**

Oakland Convention Center

October 14 - 16, 2010

### **MEMO TO ALL EXHIBITORS:**

Western Event Service is pleased to have been selected to serve as the Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation. This Exhibitor Service Kit contains order forms and information for your use. Please examine them carefully and select the proper forms for your needs. To avoid 30% late charges, all orders must be received at least 2 weeks prior to the show install date. Full payment must be included with the order to take advantage of pre-order prices.

For each Exhibit Table purchased from NCIBA you will be provided with a free 8' x 30" skirted table and two chairs. Each Wall Space purchased from NCIBA will be provided with three 8' x 30" skirted tables and two chairs.

### **SHOW HOURS:**

Exhibitor Move-in:	12:00 PM – 6:00 PM, Thursday,	October 14 <sup>th</sup>
Show Hours:	10:00 AM – 4:00 PM, Friday,	October 15 <sup>th</sup>
	10:00 PM – 3:00 PM, Saturday,	October 16 <sup>th</sup>
Exhibitor Move-out:	3:00 PM – 7:00 PM, Saturday,	October 16 <sup>th</sup>

### **DECORATOR UNION INFORMATION:**

In order to conform to union contract rules and regulations, it will be necessary for all exhibitors to utilize qualified union personnel for all display installation and dismantle labor, as well as all material handling during the show. The handling or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be completed in 30 minutes or less, may be performed by the Exhibitor.

### **TEAMSTER UNION INFORMATION**

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items in and out of the show only through specially designated doors and are limited to what one person can carry in two trips per Exhibitor.

### **INSURANCE:**

Neither Show Management, any Show Management Contractor 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.

**SHIPPING INFORMATION:**

YRC Freight Service will be the preferred carrier for this show. Western Event Service & YRC Freight Service will have priority at and control of the loading dock at all times.

Do Not ship your advance freight directly to the Oakland Convention Center. They are unable to accept and store Advance Exhibitor Freight and will often refuse Exhibitor Freight unless delivered on the show move-in date(s). Western Event Service will be required to locate this freight and deliver it to your booth. There is an additional charge for this service over and above our normal rates. Bellmen will not be allowed to accept and/or deliver any freight to your booth.

With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the advance warehouse to be included with our 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.

*The last date that we can receive Advance Freight for this show is Tuesday, October 12<sup>th</sup>.*

Please mark all Advance Freight Shipments as follows :

TO: NCIBA 2010
FOR: Exhibitor Name      Booth #
c/o: Western Event Service
1970 Williams Street
San Leandro, CA 94577
<b>TO ARRIVE NO LATER THAN: 10/12/2010</b>

***Freight that arrives at our Warehouse after our Advance Freight deadline date of 10/4/2010 will be accepted, but will be subject to additional "Late Freight" handling charges as outlined on the attached rate sheet.***

All orders, including labor and material handling must be paid prior to close of show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.
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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, electrical or freight. We will 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 feel free to call us at (510) 430-0510.

Please visit us @ [www.WesternEventService.com](http://www.WesternEventService.com) for additional information.

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CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

## NCIBA 2010

### **EXHIBITOR MOVE-IN & MOVE-OUT PROCEDURES**

#### **Move-In will no longer be allowed on the 10<sup>th</sup> Street side of the Convention Center!**

In response to questions about move-in procedures at the Exhibit Hall, to address Exhibitor concerns and to expedite the move-in and move-out of your exhibit materials, the following information explains the current rules and regulations for the show. In order to complete this process in the fastest and easiest manner, we ask that you follow these guidelines.

- Exhibitor move-in will be from 12:00 p.m. until 6:00 p.m. Thursday, October 14<sup>th</sup>. The main loading dock is located at 1010 Clay Street, on the north side of the Exhibit Hall. For all Exhibitors with more than one or two tables, all display materials including books and literature are required to move into the Exhibit Hall through the loading dock at 1010 Clay Street, and are subject to material handling charges as outlined on the included rate sheets.
- In order to better accommodate those exhibitors with more than one or two display tables, we are offering a new assisted Valet Service. Teamsters will assist you in loading a 3' x 5' flat cart that will hold 20 to 30 boxes (depending on size) and deliver the materials to your space at the rate of \$75.00 per trip. Included in this service is helping to move your materials back to the loading dock at the close of the show.
- For those Exhibitors who have one or two display tables, and small amounts of materials that can be hand carried into the Exhibit Hall (please note that hand carried materials are limited to what can be carried by one person in two trips, per display table) access is available only through the 11<sup>th</sup> Street side doors for those who wish to unload directly from their vehicles or through the Exhibit Hall entrance doors for those entering through the hotel.
- No vehicles can be left unattended at the Clay Street loading dock or on 11<sup>th</sup> Street at any time. Someone must remain with your vehicle and be able to move it as soon as it is unloaded. If you would like to accompany your materials to your booth or display table, please be sure to have someone with you who can move your vehicle once it is unloaded.
- Due to the limited access at the loading dock and in recognition of the fact that everyone tends to arrive at the same time, we would appreciate your patience while waiting for your turn at the loading dock or the 11<sup>th</sup> Street doors. We have secured additional on street space for vehicles waiting their turn to unload, which will help with the unloading process. We believe these procedures will expedite the overall move-in process and lessen the cost of your on-site material handling fees.
- At the close of the show, we will issue a Dock Pass to those Exhibitors who have their materials packed and ready for load-out on a first come first served basis. No vehicles will be allowed in the Clay Street loading dock without a dock pass.
- If you have any questions about the new procedures please feel free to call the NCIBA office at (415) 561-7686 or Western Event Service at (510) 430-0510.

Thank You – We look forward to seeing you at the show.



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OCC Marriott  
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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	SHOW ORDER	
_____ 4' Long Draped Table	\$76.00	\$ 98.00	\$ _____
_____ 4' Long Undraped Table	\$38.00	\$ 50.00	\$ _____
_____ 6' Long Draped Table	\$86.00	\$112.00	\$ _____
_____ 6' Long Undraped Table	\$43.00	\$ 56.00	\$ _____
_____ 8' Long Draped Table	\$96.00	\$125.00	\$ _____
_____ 8' Long Undraped Table	\$48.00	\$ 62.00	\$ _____
_____ Drape 4 <sup>th</sup> 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	SHOW ORDER	
_____ 4' Long Draped Counter	\$ 86.00	\$112.00	\$ _____
_____ 4' Long Undraped Counter	\$ 43.00	\$ 65.00	\$ _____
_____ 6' Long Draped Counter	\$ 96.00	\$125.00	\$ _____
_____ 6' Long Undraped Counter	\$ 48.00	\$ 62.00	\$ _____
_____ 8' Long Draped Counter	\$106.00	\$138.00	\$ _____
_____ 8' Long Undraped Counter	\$ 58.00	\$ 75.00	\$ _____
_____ Drape 4 <sup>th</sup> 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	SHOW 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	SHOW ORDER	
_____ Stacking Side Chair (Gray)	\$ 22.00	\$ 28.00	\$ _____
_____ 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	SHOW 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 (48' Wide) □ 1/2 view □ Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for: 4'□ 6'□ 8'□ Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4'□ 6'□ 8'□ 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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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'	\$200.00	\$260.00	\$ _____
_____ 9' x 30'	\$280.00	\$364.00	\$ _____
_____ 9' x 40'	\$360.00	\$468.00	\$ _____
_____ For longer lengths, add \$80 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. Not all colors may be available for orders placed at show.

#### 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 1 WEEK PRIOR TO SHOW!**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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## DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

**LABOR RATES:** \$ 76.00 per hour straight-time (One hour minimum per person)  
\$ 94.00 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 \$ 76.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total OT Hours \_\_\_\_\_ X \$ 94.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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

Hours will be billed in ¼ hour increments after the 1<sup>st</sup> 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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## AUDIO VISUAL EQUIPMENT

No.	EQUIPMENT	1 DAY	2 DAYS	3 DAYS	4 DAYS	TOTAL
	20" Video Monitor with internal DVD player	\$ 60.00	\$170.00	\$150.00	\$180.00	\$
	20" Video Monitor with internal VHS player	\$85.00	\$170.00	\$210.00	\$255.00	\$
	20" Video Monitor	\$ 60.00	\$120.00	\$150.00	\$180.00	\$
	27" Video Monitor	\$100.00	\$200.00	\$250.00	\$300.00	\$
	35" Video Monitor	\$ 175.00	\$350.00	\$430.00	\$525.00	\$
	VHS Player with Auto Repeat Function	\$50.00	\$100.00	\$150.00	\$200.00	\$
	DVD Player	\$ 60.00	\$ 120.00	\$150.00	\$180.00	\$
	15" Flat Panel XGA LCD Monitor	\$100.00	\$150.00	\$200.00	\$300.00	\$
	18" Flat Panel XGA LCD Monitor	\$200.00	\$300.00	\$400.00	\$600.00	\$
	20" Flat Panel XGA LCD Monitor	\$300.00	\$450.00	\$600.00	\$900.00	\$
	32" Plasma Display & Stand w/table stand	\$400.00	\$600.00	\$800.00	\$1000.00	\$
	42" Plasma Display & Stand w/table stand	\$500.00	\$750.00	\$1000.00	\$1,500.00	\$
	50" Plasma Display	\$600.00	\$900.00	\$1200.00	\$1800.00	\$
	Plasma Floor Stand	\$75.00	\$112.50	\$150.00	\$225.00	\$
	Sharp 1300 Lumen Projector	\$200.00	\$300.00	\$400.00	\$600.00	\$
	AV Cart & Skirt - Height (circle one) - 34" 42" 48" 54"	\$ 20.00	\$ 40.00	\$ 50.00	\$ 60.00	\$

EQUIPMENT TOTAL = \$ \_\_\_\_\_

**FOR ORDERS PLACED LESS THAN TWO WEEKS PRIOR TO SHOW INSTALLATION  
OR FOR ORDERS PLACED AT THE SHOW, ADD 30% LATE ORDER SURCHARGE + \$ \_\_\_\_\_**

Orders or changes placed at show may be subject to additional labor!

DELIVERY + \$ **50.00**

TOTAL DUE = \$ \_\_\_\_\_

"This order for goods/services constitutes a contract of rental (Contract) between Western Event Services and customer designated below. The additional terms and conditions set-forth on the reverse side of this form are a part of this contract. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it will supersede customer's order form or Purchase Order, if any."

**PAYMENT POLICY:** PAYMENT IN FULL IS REQUIRED ON ALL ADVANCE AND FLOOR ORDERS WHEN THE ORDER IS PLACED.

**IMPORTANT NOTE:** IF ELECTRICITY IS NOT PROVIDED AS PART OF YOUR BOOTH PACKAGE, YOU MUST ORDER ELECTRICAL SERVICE FOR YOUR AV EQUIPMENT.

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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## 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"/> <b>No freight will be sent.</b>
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Estimated 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: / / 2010
<b>Advance Freight Total Estimated Weight:</b>	<b>lbs. @ \$ 52.00 per CWT (\$106.00 minimum) = \$</b>	
<b>Show Site Freight Total Estimated Weight:</b>	<b>lbs. @ \$ 56.00 per CWT (\$112.00 minimum) = \$</b>	
<b>Extra Services:</b> <input type="checkbox"/> Late Freight <input type="checkbox"/> Valet Service <input type="checkbox"/> Forklift <input type="checkbox"/>		<b>= \$</b>
<b>NOTE:</b> Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		<b>Total Freight Charges = \$</b>

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

**Mark for:** NCIBA 2010  
Exhibiting Company Name  
Booth or Table Number

*The last date we can receive Advance Freight for this show is: Tuesday, October 12<sup>th</sup>.*

### 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.

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## FREIGHT HANDLING SERVICE CHARGES

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at our warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via your selected carrier at close of show. Freight must arrive on or before September 27 <sup>th</sup> to take advantage of this rate. Freight that arrives after October 4 <sup>th</sup> will be assessed additional charges as outlined in #4 below. THERE IS A 200 POUND MINIMUM (\$104.00) for this service.	\$52.00
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 forwarding via your selected carrier at close of show. THERE IS A 200 POUND MINIMUM (\$112.00) for this service.	\$56.00
3. Small package rate: Per piece, up to 100 lbs total weight or four pieces, count & weight total daily.	\$25.00
4. Shipments consigned to our warehouse, which arrive after our published receiving cut off date of <b>October 4, 2010</b> , or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.	\$12.00
5. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
6. Outbound FedEx package handling (per destination).	\$20.00
7. For delivery of shipments, at close of show, back to our warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$80.00).	\$16.00

Special Services	Straight Time	Overtime
8. 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.	\$75.00 per round trip	
9. Material Handler.	\$74.00	\$102.00
10. 3,000 lb. Forklift with driver (per hour, 1 hour minimum).	\$94.00	\$126.00
11. Crate or pallet banding and or shrink wrapping (per hr plus material).	\$74.00	\$102.00

The above rates cover show site 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 in determining the charges.

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!**

Return Copy →

NCIBA 2010  
OCC Marriott  
October 14-16, 2010

**WESTERN  
EVENT SERVICE**

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

Booth #

## Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show:

- ✓  Official Freight Service (YRC Freight Service) designated for this show.
- ✓  Exhibitor vehicle will pick-up at loading dock.
- ✓  Exhibitor will hand carry their materials out of the show.
- ✓  Exhibitor selected carrier will pick-up at show site:

\_\_\_\_\_  
(Name of Exhibitor selected carrier)

Exhibitor must notify their selected carrier and request a pick-up for after the close of the show. In the event a selected carrier does not arrive at show site prior to the deadline for show dismantle (8:00 PM, Sunday, October 5<sup>th</sup>) or should they refuse to accept any shipment, Western Event Service is authorized to:

- ✓  **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for pick up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:  
\$16.00 per CWT (hundred pounds) with a 500-pound minimum charge (\$80.00).  
*Please note that your shipment must be accompanied by a complete Bill of Lading.*
- ✓  **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show with freight charges to be marked COD.

***PLEASE NOTE:*** Should an Exhibitor not provide the above information, all freight will be loaded onto the designated Official Freight Service carrier for the show.

Exhibiting Company \_\_\_\_\_

Representative \_\_\_\_\_

Emergency Phone or Local Number \_\_\_\_\_

Outbound Freight Shipping Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received.

## Outbound Shipping Procedures

### **VALET SERVICE**

If you utilized our Valet Service to assist with the move-in of your materials, we will be available after the close of show to assist you with your move-out, on a first come first served basis. When you have your exhibit materials packed and ready, please bring your vehicle to the loading dock, and our representative at the dock will have your materials brought to your vehicle.

### **NECESSARY OUTBOUND PAPERWORK**

An Outbound Bill of Lading must be prepared for each outbound shipment (except for Valet Service) that you have leaving from the show or for any materials returned to our warehouse for pick-up by your selected carrier. The Outbound Bill of Lading must be turned into our service desk prior to your leaving the exhibit area at the close of the show.

### **DESIGNATED OUTBOUND CARRIER FOR THIS SHOW**

Yellow Freight Service has been chosen as the designated Outbound Freight carrier for this show and will be available to pick-up any outbound freight you may have directly from show site.

### **EXHIBITOR SELECTED CARRIERS**

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers. In order for us to be aware of your requirements, please be sure to complete and turn into the Service Desk an Outbound Shipping Information form, if you have not already done so one is attached.

### **FEDERAL EXPRESS – Special Information**

Should you use Federal Express, Airborne or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If you would like us to deliver your shipment to FedEx, or should FedEx fail to pick-up your materials before the end of dismantle, we offer a service where for \$20.00 per destination (regardless of the number of pieces in your shipment) your materials will be delivered to a local FedEx Shipping Center the next morning. Please sign up for this service at the Service Desk, prior to you leaving the show.

### **UPS – Special Information**

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. When contacting UPS for the pick-up arrangements, either at the show site or at our warehouse, you must inform the Service Desk personnel of the arrangements along with confirmation numbers and a completed Bill of Lading. Standard Return to Warehouse charges (minimum \$80.00) will apply for any materials returned to our warehouse for pick-up by UPS.

### **MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW**

Any materials abandoned without proper paperwork on file, or for shipments not picked up at the show site by your designated carrier, will either be forced onto Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a Return to Warehouse fee (minimum \$80.00) along with storage charges when applicable. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.