

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

South San Francisco Conference Center

October 15 & 16, 2015

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% or higher 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 floor area Exhibit Table purchased from NCIBA you will be provided with an 8' x 30" skirted table, two chairs and a wastebasket. Each 10' wide Wall Space purchased from NCIBA will be provided with one 6' x 24", two 8' x 24" skirted tables, two chairs and a wastebasket.

SHOW HOURS:

Exhibitor Move-in:	12:00 PM – 5:00 PM, Thursday,	October 15 th
Show Hours:	5:00 PM – 7:00 PM, Thursday,	October 15 th
	12:00 AM – 5:00 PM, Friday,	October 16 th
Exhibitor Move-out:	5:00 PM – 7:00 PM, Friday,	October 16 th

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 and unloading areas at all times.

Do Not ship your Advance Freight directly to the South San Francisco Conference Center. They will not accept and store Advance Exhibitor Freight and will refuse Exhibitor Freight unless it is delivered on the move-in date of the show, Thursday, October 15th.

**Northern California Independent Booksellers Association
October 15 – 16, 2015**

Exhibitor Information:

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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.

Please mark all Advance Freight Shipments as follows :

TO: NCIBA 2015
FOR: Exhibitor Name Booth #
c/o: Western Event Service
1970 Williams Street
San Leandro, CA 94577
TO ARRIVE NO LATER THAN: 10/13/2015

The last date that we can receive Advance Freight for this show is Tuesday, October 13th.

Freight that arrives at our Warehouse after our Advance Freight deadline date of 10/6/2015 will be accepted, but will be subject to additional "Late Freight" handling charges as outlined on the attached rate sheet.

Exhibitors who wish to bring their own boxes into the show may do so. NCIBA will also have volunteers with hand trucks at a drop off point on the north side of the Conference Center (the left side of the building as you face front).

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 for additional information.

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October 15 - 16, 2015



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

Booth #

PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION) MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511

PLEASE TOTAL YOUR ORDER HERE:

FURNITURE \$ _____ ELECTRIC \$ _____ LABOR \$ _____
CARPET \$ _____ CLEANNG \$ _____ PLANTS \$ _____
FREIGHT \$ _____ AV EQUIPMENT \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ _____

THE LAST DATE WE WILL HONOR THE ADVANCE ORDER PRICING FOR THIS SHOW is October 9th.

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number _____ Expiration Date → _____
Security Numbers printed on rear of card → _____

Please Print: Cardholder's Name: _____
Cardholder's Billing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

Use this account for additional services at this show. No additional people are allowed to sign on this account.
 The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: _____

Exhibitor Company: _____ Tel.: _____ Date: _____
Address: _____
By (Signature): _____ Print Name: _____
Contact Person E-mail Address: _____

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October 15 - 16, 2015

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	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 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	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 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	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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WESTERN EVENT SERVICE

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

Booth #

ELECTRICAL

ELECTRICAL OUTLETS – Includes Labor for Install & Dismantle at Rear of Booth.

QUANTITY		Pre-Order	Standard	
_____	Single Outlet @ 500 Watts or less	\$ 88.00	\$114.00	\$ _____
_____	Single Outlet @ 501 – 1000 Watts	\$124.00	\$160.00	\$ _____
_____	Single Outlet @ 1001 – 1500 Watts	\$164.00	\$212.00	\$ _____
_____	Single Outlet @ 1501 – 2000 Watts	\$210.00	\$272.00	\$ _____

ADDITIONAL ITEMS – Includes Electrical Service and Labor for Installation & Dismantle.

QUANTITY		Pre-Order	Standard	
_____	150 Watt Floodlight on 8' Stanchion	\$ 58.00	\$ 76.00	\$ _____
_____	Double 150 Watt Floodlight	\$ 72.00	\$ 94.00	\$ _____
_____	3-Wire x 25' Extension Cord	\$ 16.00	\$ 20.00	\$ _____
_____	Multi-outlet Power Strip	\$ 16.00	\$ 20.00	\$ _____

ELECTRICAL LABOR

Where electrical labor is required for custom installations, the rate will be \$88.00 per straight time and \$132.00 per hour overtime (overtime rate applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All orders that require service to be installed under carpet or to specific locations within the booth (other than rear center of booth) will require electrical labor. All work will start as soon as possible unless otherwise specified. There is a one (1) hour minimum for each worker.

INSTALLATION LABOR _____ workers for _____ hours @ \$88/hr Straight time = \$ _____
_____ workers for _____ hours @ \$132/hr Overtime = \$ _____

DISMANTLE LABOR _____ workers for _____ hours @ \$88/hr Straight time = \$ _____
_____ workers for _____ hours @ \$132/hr Overtime = \$ _____

OK TO PROCEED - Plans included with order ~ Plans with exhibit material in case # _____.

DO NOT PROCEED - Exhibitor will call for labor on date: _____ / _____ / 2011 @ _____ PM – AM.

All outlets will be installed on the floor at the rear of the booth. Outlets requiring 24-hour service will be billed at double the above rates. All wiring and electrical equipment must meet applicable local codes. Local codes allow no more than two connections per outlet for lighting service and one connection for utility outlets. There will be NO credits issued for services ordered and delivered, but not used by the Exhibitor.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. STANDARD RATES WILL APPLY FOR ALL ORDERS NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW.

Total Electrical \$ _____

Total Labor \$ _____

24 Hour Service \$ _____

TOTAL DUE \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

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

By (Signature): _____ Print Name: _____

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NCIBA 2015
SSFCC
October 15 - 16, 2015



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: \$ 86.00 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 \$ 86.00 = \$ _____ + 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 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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October 15 - 16, 2015



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

Booth #

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: _____

Return Copy →

NCIBA 2015
SSFCC
October 15 - 16, 2015

**WESTERN
EVENT SERVICE**

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

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 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: / / 2015
Advance Freight Total Estimated Weight:	lbs. @ \$ 62.00 per CWT (\$124.00 minimum) = \$	
Show Site Freight Total Estimated Weight:	lbs. @ \$ 66.00 per CWT (\$132.00 minimum) = \$	
Extra Services: <input type="checkbox"/> Late Freight <input type="checkbox"/> Valet Service <input type="checkbox"/> Forklift <input type="checkbox"/> _____	= \$	
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: NCIBA 2015
Exhibiting Company Name
Booth or Table Number

The last date we can receive Advance Freight for this show is: Tuesday, October 13th.

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.

Return Copy →

NCIBA 2014
SSFCC
October 23 - 24, 2014



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

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 October 3rd to take advantage of this rate. Freight that arrives after October 3 rd will be assessed additional charges as outlined in #4 below. THERE IS A 200 POUND MINIMUM (\$124.00) for this service.	\$62.00
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 (\$132.00) for this service.	\$66.00
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 October 6, 2015 , or which arrive without proper identification or paperwork on file, will be accepted, but will be assessed an additional surcharge of \$12.00 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).	N/A	N/A
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!

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
1970 Williams Street
San Leandro, CA 94577

For: **NCIBA 2015**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 10/13/2015

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
1970 Williams Street
San Leandro, CA 94577

For: **NCIBA 2015**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 10/13/2015

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
1970 Williams Street
San Leandro, CA 94577

For: **NCIBA 2015**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 10/13/2015

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
1970 Williams Street
San Leandro, CA 94577

For: **NCIBA 2015**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 10/13/2015

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October 15 - 16, 2015

**WESTERN
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1970 Williams Street
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(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 of their materials 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 5th) 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.