

Dear Exhibitor,

We are pleased to inform you that Veal Convention Services has been selected by the Show Management as the official Service Contractor for:

AMERICAN ASSOCIATION OF PORT AUTHORITIES ("AAPA")

October 24-26, 2016
Sheraton New Orleans
New Orleans, Louisiana

In order to assist you in selecting your additional freight handling, we are enclosing our service order forms. Ordering in advance helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be faxed to 205-328-1012, mailed or emailed to orders@vealco.com. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery for the performance of services. Veal Convention Services requires a credit card authorization on file for each exhibitor using Veal Convention Services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into Veal Convention Services, for reference purposes.

TO RECEIVE PRE-ORDER PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:

Friday, October 14, 2016

To have questions regarding Veal Convention Services answered or if you need additional information, please contact:

Ms. Morgan Stanfill
Veal Convention Services
morgan@vealco.com

Veal Exhibitor Services

800-844-8325 or 256-797-1677
info@vealco.com

Wishing you a successful show...

Veal Convention Services, Inc.



VEAL CONVENTION

S E R V I C E S

FULL SERVICE CONVENTION SPECIALISTS

800.844.8325

www.vealco.com

orders@vealco.com

AMERICAN ASSOCIATION OF PORT AUTHORITIES

October 24-26, 2016

Sheraton New Orleans - New Orleans Louisiana

Discount Deadline for Advance Orders and Freight: October 14, 2016

VEAL Contact: Ms. Morgan Stanfill - morgan@vealco.com

SHOW INFORMATION

Booth Size:	10' wide by 8' deep	1 – Skirted 6ft Table (black skirt)
Backwall Drape:	8' high	2 – Chairs
Sidewall Drape:	3' high	1 – Wastebasket
Exhibit area:	carpeted	1 – Two line ID sign (7"x 40") provided automatically

IMPORTANT DATES

Discount Deadline Date: Friday, October 14, 2016 VEAL orders must be received with payment by this date

Exhibitor Installation: Monday, October 24 starting at 11:30am.

VEAL Convention Services will staff an on-site Exhibitor Service Desk located in the Exhibit Hall during set-up, show, and move out.

SHOW HOURS

Exhibitor Move-In:	Monday, October 24, 2016 starting at 11:30am. All exhibits must be set up by 5:00pm.
Exhibit Open:	Tuesday, October 25, 2016 8:00am - 5:45pm
Exhibit Open:	Wednesday, October 26, 2016 8:00am - 1:00pm
Exhibitor Move-Out:	Wednesday, October 26, 2016 1:15pm - 3:15pm

Exhibitor Dismantle: **Wednesday, October 26:** 1:15pm - 3:15pm
All exhibits must be moved out by 3:15pm

Wednesday, October 26

Empty Container Return	1:15pm	Start time for Empty Container Return
Carrier Check-in Post-Show	2:00pm	Carriers post-show must be checked in
Facility Clear	4:00pm	All exhibit materials must be removed

Carrier Pick Up Post-Show: Wednesday, October 26, between the hours of 2:00pm-5:00pm. Freight not picked up by 5:00PM will be forced via VCS's preferred carrier.

SHIP EXHIBIT MATERIALS to VEAL Warehouse: Use the Shipping Labels in this Exhibitor Manual (page 8) to Expedite Handling

ADVANCE SHIPMENTS TO WAREHOUSE: Shipments must arrive on or between: Friday, September 16, and Friday, October 14, 2016

VEAL Convention Services Inc.
American Association of Port Authorities
(Your Company Name & Booth Number)
YRC Freight Exhibit Transfer
3761 Louisa St
New Orleans, LA 70126

ATTENTION EXHIBITORS: All exhibit materials must be sent in advance to the VEAL warehouse. Direct to show site shipments will not be accepted at the Sheraton New Orleans which does not have the capacity to receive nor have adequate storage space for Exhibitor materials. Any materials shipping to the Sheraton New Orleans will be consigned to VEAL and you will be billed the appropriate material handling charges by VEAL Convention Services.



VEAL CONVENTION

S E R V I C E S

FULL SERVICE CONVENTION SPECIALISTS

800.844.8325

www.vealco.com

orders@vealco.com

AMERICAN ASSOCIATION OF PORT AUTHORITIES

October 24-26, 2016

Sheraton New Orleans - New Orleans Louisiana

Discount Deadline for Advance Orders and Freight: October 14, 2016

VEAL Contact: Ms. Morgan Stanfill - morgan@vealco.com

PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

*****NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE*****

PAYMENT SERVICES: Veal Convention Services, Inc. (VCS) requires payment in full at the time the services are ordered. Further, VCS requires that you provide a credit card authorization to charge your account for services which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

ADVANCE ORDERS: To qualify for discount pricing, orders must be received with payment in full on or before the pre-order discount price deadline. Purchase orders do not qualify for Advance Prices.

SHOW SITE ORDERS: Services ordered at show site will not be processed without full payment at the time the order is placed.

THIRD PARTY ORDERS: If you contract your work to a display or exhibit house and require services from VCS, the payment policy stated above applies. Please pass this information on to them.

METHOD OF PAYMENT: VCS accepts Master Card, Visa, American Express, Discover, company check (no personal checks accepted) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in US funds drawn in a US bank. Exhibitors will be charged \$50 for each returned NSF check.

ADJUSTMENTS / CANCELLATIONS: No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee.

COLLECTIONS FEES: ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY CASH, CHECK OR CREDIT CARD. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

ORDER FORMS: Please complete all order forms in full and return to VCS with payment in full to insure that your order is processed correctly and to avoid costly delays. **VCS REQUIRES YOUR COMPLETED CREDIT CARD CHARGE AUTHORIZATION TO BE ON FILE EVEN IF YOU CHOOSE TO PAY BY COMPANY CHECK OR WIRE TRANSFER.**

AUTHORIZED BY (PRINT NAME): _____

ADDRESS: _____ Email: _____

FIRM: _____ PHONE # _____ FAX # _____

CREDIT CARD PROCEDURE FORM (To be used for Veal Convention Services, Inc. ONLY)

Charge (Check one): _____ Mastercard _____ Visa _____ American Express

Expiration date: _____ / _____ (Signature Panel Code) _____

Account No. _____ - _____ - _____

Cardholder's
Signature: _____

Cardholder's
Name: _____

Cardholder's
Billing Address: _____

Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.

INBOUND SHIPMENT INSTRUCTIONS

Benefits of Advance Shipping to VCS Warehouse:

Storage of materials for up to 45 days prior to your show.
Delivery of materials directly to your booth space prior to your scheduled move-in time.
Many convention centers and hotels do not have facilities to receive and store freight and may refuse a shipment sent to them prior to show dates.

How to Ship to VCS Warehouse:

Remove old shipping and empty storage labels.
Fill out and attach enclosed Advance Shipping Label(s).
Complete enclosed Material Handling Form.
Confirm receipt of your shipment prior to leaving for the show.
All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.
Certified weight tickets must accompany all shipments.
Take the time to make sure your shipment(s) is properly packed. VCS is not responsible for damage that occurs during shipping.

How to Ship Direct to Show Site:

Consign all domestic shipments c/o Veal Convention Services, Inc.
Remove old shipping and empty storage labels.
Fill out and attach enclosed Direct Shipping Labels.
Complete enclosed Material Handling Form.
Confirm receipt of your shipment prior to leaving for the show.
All shipments must have a Bill of Lading showing number of pieces, weight and type of merchandise.
Certified weight tickets must accompany all shipments.
Take the time to make sure your shipment(s) is properly packed. VCS is not responsible for damage that occurs during shipping.

Freight Carriers. Select a carrier with trade show experience. Make sure to give your carrier specific instructions, including dates and times when shipments must be delivered and picked up. Delivery and pick up times for trade shows often fall outside of "normal" delivery hours. Make sure your carrier is committed to and capable of meeting target dates and times. Make sure to plan not only for your shipment to the show, but for your return shipment, as well.

Insurance. You may want to consider insuring your shipment, the contents of your shipment, and have sufficient coverage to compensate you for loss of business should your shipment encounter difficulty en route. Contact your insurance agent to determine the type of coverage you may need. Many companies offer "trade show" coverage that addresses these eventualities.

Damage. Relative to shipments consigned to VCS's warehouse, VCS will exercise all possible diligence and care in receiving, handling, and transporting your shipment. VCS shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of VCS. In any case, the liability of VCS is limited to \$0.30 per pound with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in VCS's warehouse or VCS-owned and operated vehicles for delivery to show-site.

Estimated Material Handling Charges. Material Handling charges are based on the weight of the freight. Shipments are billed in increments of 100 pounds and are rounded up to the nearest hundred. There is a minimum of 200 lbs. on many shipments. Please refer to the Material Handling Estimate Sheet for pricing details. Crated and uncrated shipments must be separated on individual Bills of Lading with separate weight tickets. Failure to separate crated and uncrated shipments will result in the entire shipment being classified and charged at the uncrated / special handling rate. Crated Materials are materials that are skidded, crated or are in any type of container that can be unloaded at dock level with no additional handling required.

NEED ASSISTANCE? Contact us at 1 800 844 8325 or email: orders@vealco.com You may also place your orders online at vealco.com

Uncrated / Special Handling Materials are materials that are loose, not skidded, pad wrapped, cannot be unloaded at dock level or any item without proper lifting bars or hooks. Off Target Surcharges may apply to shipments that arrive before or after the Advance Delivery dates or before or after the Direct Delivery dates and times. Off Target Surcharges may also apply to shipments that arrive with incomplete or inaccurate documentation, including Bills of Lading, certified weight certificates, incorrect consignee information, improper booth number, etc.

SHIPPING CHARGES Please prepay all shipping charges. VCS reserves the right to refuse or to receive Collect Shipments. In cases where VCS elects to receive collect shipments, VCS will add an additional twenty five percent (25%) charge to the amount of the collect freight bill for handling and processing. A \$10 minimum fee will apply for this service. The responsible exhibitor or shipper will be notified and full payment of all charges due must be made within 24 hours.

CONSIGNMENT All shipments must be consigned C/O Veal Convention Services to enable us to accept them for handling. The convention complex will not accept direct shipments for lack of facilities for receiving or storing freight.

BILLS OF LADING Bill of lading or delivery documentation should accompany all shipments. Upon shipping, send bill of lading with weight, number of pieces and content to VCS and your on-site representative. All shipments must have certified weight receipts, as handling charges are based on the weight of the shipment. If no weight is attached, charges will be based on an estimated weight and no adjustments will be made.

UNLOADING EQUIPMENT AND LABOR Labor and equipment for receiving your freight is included in the freight handling charge. Labor and equipment for uncrating, assembling, installing, dismantling and repacking is available to exhibitors. Please see the "Installation and Dismantling Labor Order Form" to place your order.

SHIPMENTS REQUIRING SPECIAL HANDLING will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) The standard material handling applies to shipments that can be readily handed off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck from the ground. VCS and its subcontractors shall not be liable for ordinary wear and tear in handling of freight, or any damage incurred during the handling of freight requiring special devices to properly load, place or reload unless a ten day advance notice has been given to VCS in time to obtain the proper equipment.

MATERIAL HANDLING FORM - Must be completed by EXHIBITOR

MATERIAL HANDLING SERVICE ORDER FORM

SERVICE A ADVANCE SHIPMENT TO WAREHOUSE

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. **Prices apply only to shipments that meet the pre-order deadline.**

STRAIGHT TIME RATE: \$68 per CWT - 2 CWT minimum (\$136 per shipment)

SERVICE B UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING

Shipments that require special handling, uncrated items, unboxed items, machinery / heavy equipment or blanket wrapped items.

STRAIGHT TIME/UNCRATED RATE: \$112 per CWT - 2 CWT minimum (\$224 per shipment)

SERVICE C SMALL PACKAGE SERVICE

Cartons and envelopes received without documentation. Maximum weight is 30 lbs per shipment, per delivery. This includes UPS, Fedex, etcetera. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

STRAIGHT TIME RATE: \$30 per package

SERVICE D OUTBOUND ONLY FREIGHT HANDLING SERVICE

Material Handling Services above include taking packed outbound materials to the loading dock and loading on designated carriers. Service is for Material Handling Services outbound only, at close of show.

STRAIGHT TIME RATE: \$44 per CWT - 2 CWT minimum (\$88 per shipment)

OTHER CHARGES FOR FREIGHT HANDLING SERVICES

Off Target / Delivery Deadline Surcharge: Advance shipments to warehouse that are received before the advance receiving dates or not received at least five (5) days prior to show move-in and any direct to show site shipments that arrive before or after designated acceptance times. **Fee: 30 percent**

Overtime Surcharge: Straight time rates are quoted above and apply Monday through Friday 8am - 4pm. Freight handling on overtime, before 8am and after 4pm on weekdays and on Saturday, Sunday or Holiday, an additional 30 percent will be charged. Advance warehouse shipments may be received during straight-time, but move-in / move-out schedule may require that your shipment be moved into or out of the exhibit area on overtime. **Fee: 30 percent for every overtime application.**

Transportation Surcharge: Charge applies to freight transported to VCS warehouse after close of show. **Fee: 30 percent**

ESTIMATED WEIGHT: _____ EXPECTED NUMBER OF PIECES: _____ ESTIMATED ARRIVAL DATE: _____

ESTIMATED WEIGHT (rounded to next 100 lbs) divided by 100 = TOTAL CWT @ \$_____ per CWT equals \$_____

TOTAL THIS PAGE: \$ _____

AUTHORITY TO HANDLE:

All terms and conditions are understood and accepted. Signed: _____ Date: _____

COMPANY NAME: _____ BOOTH: _____

Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.

SHIPPING & HANDLING TERMS & CONDITIONS

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of VCS.

To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of material through VCS, who is prepared to handle local pick-ups and deliveries on a coordinated schedule.

PACKAGING AND CRATES. VCS shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, VCS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. VCS shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

STORING EMPTY CONTAINERS. For all exhibitors using VCS material handling services, properly labeled empty shipping containers will be picked up from your booth space and stored. They will be returned to you as quickly as possible following the close of the show. Depending on the size of the show, it can take between two and twelve hours to return all empty containers. Please plan accordingly. Empty Container Labels are available from the VCS Exhibitor Service Desk on show site. Do not store any materials or valuable in containers marked "empty." Empty crate storage should not be considered secure storage. VCS has no liability for loss or damage to crates or containers or the contents therein while containers are in storage.

INBOUND SHIPMENTS. All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, VCS will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to VCS as soon as shipments are made. This will assist in tracing, if required. Confirm delivery date and time with your carrier and have all necessary shipping information in the hands of your on-site representative. Be sure your on-site representative knows who to call to track your shipment should it not arrive at your anticipated time. VCS shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and VCS's receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt. Shipments received without receipts or freight bills such as UPS or FedEx or US Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. VCS will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S booth at the show site. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

OUTBOUND SHIPMENTS. Each outbound shipment must have a completed Bill of Lading accompanying the shipment. Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. Bills of lading and shipping labels are available at the VCS service desk. We recommend that you prepare bills &

labels ahead of time. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Pick-ups for local deliveries or small package shipments, i.e., UPS, FedEx and Parcel Post should be dealt with in the same manner as all other outbound shipments. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. VCS shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. An exhibitor representative should remain on-site to insure that your shipment is picked up. Alternatively, VCS recommends that the EXHIBITOR engage security services from the facility or show management. Bills-of lading covering outgoing shipments will be checked at time of actual pickup from the booth and corrections made where discrepancies occur. In order to expedite removal of materials as required by show management and/or the facility, VCS shall have the authority and reserves the right to change the EXHIBITOR designated carriers, if such carriers fail to pickup or refuse to accept shipments at the appointed time. VCS retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall VCS be responsible for any loss resulting from such rerouting or handling. Any shipments that remain on-site past the outbound shipping deadline may be forced on VCS's carrier of choice and the exhibitor billed accordingly. Shipments sent using VCS's account numbers and/or charges otherwise invoiced to VCS will result in a service fee to your account amounting to 30 percent of the carrier's total charges. Use of VCS Freight Handling services authorizes VCS to pay outbound freight charges for your shipments by any carrier using the credit card on file for your company.

DELIVERY TO THE CARRIER FOR RELOADING. VCS assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper or agent for transportation after the conclusion of the show. VCS loads materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. VCS assumes no responsibility or liability for loss, damage, theft or disappearance of EXHIBITOR'S materials that is caused by, arises out of or related to improperly loaded materials.

STORAGE. Storage is available for \$0.50 per pound or \$0.50 cents per cubic foot which ever is greater, with a weekly minimum of \$50.

ADDITIONAL AVAILABLE SERVICES. Rates quoted in the MATERIAL HANDLING SERVICE ORDER FORM do not include any unpacking, uncrating, unskidding, positioning, leveling, blocking, spotting, bracing, installing, dismantling, repacking, recreating or reskidding. See the Forklift and Labor Order forms to order these services. VCS will provide metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (one hour minimum). Shrink wrap of a pallet will be charged at \$20 per pallet. Mobile equipment / vehicles will be moved in or out of the exhibit facility for \$99 per vehicle. Local pickups and/or deliveries are available for \$99 per hour straight-time, \$149 per hour overtime (rates include truck and driver).

LIMITS OF LIABILITY AND RESPONSIBILITY Please refer to **RENTAL TERMS & CONDITIONS AND LIMITS OF LIABILITY.**

AUTHORITY TO HANDLE:

All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____

SHIPMENT INSTRUCTIONS AT CLOSE OF SHOW AND IMPORTANT INFORMATION ABOUT OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT. You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. For your convenience, show recommended carriers are available to handle outbound transportation. Our designated carrier is YRC Freight. All exhibitor freight not picked up by the exhibitor-designated carrier by the time stated in the GENERAL SHOW INFORMATION, page 1, will be forced out and either re-routed onto YRC Freight or returned to the VCS warehouse. Additional charges will apply.

PACK AND LABEL YOUR MATERIALS. Banding, shrink wrap and shipping labels are available at the VCS Service Desk.

COMPLETE AND TURN IN A VCS BILL OF LADING FOR EACH OUTBOUND SHIPMENT. Bill of lading may be obtained from the VCS Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the VCS Service Desk once your shipments are ready to be loaded out. Freight sent back to the VCS warehouse will be charged for the additional handling.

Ship to:

Company: _____

Contact Name: _____

Address: _____

Phone Number: _____

Bill to:

Company: _____

Contact Name: _____

Address: _____

Phone Number: _____

ADVANCE SHIPMENT LABELS

RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!

Must arrive by: **Friday, October 14, 2016**

AAPA - October 24-26, 2016 - Sheraton New Orleans - New Orleans, LA

From: _____ To: YRC Freight Exhibit Transfer
3761 Louisa St
New Orleans, LA 70126

Exhibiting Company: _____ Booth Number: _____

Number ____ of ____ pieces. Carrier: _____

RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!

Must arrive by: **Friday, October 14, 2016**

AAPA - October 24-26, 2016 - Sheraton New Orleans - New Orleans, LA

From: _____ To: YRC Freight Exhibit Transfer
3761 Louisa St
New Orleans, LA 70126

Exhibiting Company: _____ Booth Number: _____

Number ____ of ____ pieces. Carrier: _____

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse. Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse. Please make additional copies of these labels as needed.

NOTE: Warehouse is not temperature controlled. Hazardous materials will not be accepted at warehouse.

RENTAL FURNITURE & ACCESSORIES ORDER FORM

DISPLAY TABLES <u>Skirted</u>	Advance Order	Floor Order
___ 4ft by 2ft by 30in high	\$89	\$109
___ 6ft by 2ft by 30in high	\$109	\$129
___ 8ft by 2ft by 30in high	\$129	\$149

(Standard table height is 30in. Add \$40 for 40in high skirted table.) (All sizes skirted on three sides. For skirt on 4th side, add \$20 on 30in tall table, \$30 on 40in tall table)

Table Skirt Color: ___ blue ___ red ___ burgundy
___ black ___ green ___ yellow ___ white



DISPLAY TABLES <u>Bare</u>	Advance Order	Floor Order
___ 4ft by 2ft by 30in high	\$39	\$59
___ 6ft by 2ft by 30in high	\$49	\$69
___ 8ft by 2ft by 30in high	\$59	\$79

Standard table height is 30in. Add \$20 for 40in high table

OTHER TABLES	Advance Order	Floor Order
___ pedestal table (30in diameter, 30in height, cannot be skirted)	\$59	\$89
___ pedestal table (30in diameter, 40in height, cannot be skirted)	\$69	\$99
___ banquet table (60in diameter, 30in height, cannot be skirted)	\$89	\$149

CHAIRS	Advance Order	Floor Order
___ Folding	\$9	\$19
___ Side	\$49	\$69
___ Arm	\$59	\$79
___ Barstool	\$69	\$89



OTHER	Advance Order	Floor Order
___ 6ft riser	\$49	n/a
___ Easel	\$19	\$29
___ Sign Hooks (6)	\$1	\$2
___ V_H Message Board (4'x8')	\$129	\$169
___ V_H Pegboard (4'x8')	\$129	\$169
___ Wastebasket	\$9	\$19
___ Chrome Stanchion	\$35	\$45
___ Stanchion Rope	\$19	\$35
___ Literature Rack	\$99	\$139
___ Bag Stand	\$49	\$59
___ 3ft drape	\$49	\$59
___ 8ft drape	\$69	\$89
___ white vinyl table cover		\$9 \$14
___ 30in skirting (per linear foot)	\$9	\$12
___ 40in skirting (per linear foot)	\$12	\$17
___ 42in LCD monitor \$199/per day, add \$99/per day for stand		

TOTAL THIS PAGE: \$ _____

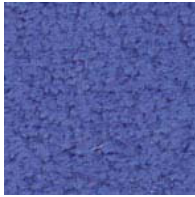
All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____

Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.

RENTAL CARPET SPECIAL ORDER FORM

CARPET COLOR:



_____ blue



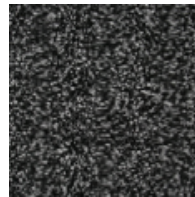
_____ green



_____ red



_____ black



_____ black tuxedo

CARPET AND PADDING

Quantity	Advance Order	Floor Order
_____ 10ft x10ft	\$199	\$249
_____ 10ft x20ft	\$399	\$489
_____ 10ft x30ft	\$499	\$769
Custom Cut _____ X _____ @ \$6 per square foot _____		

CARPET ONLY

Quantity	Advance Order	Floor Order
_____ 10ft x10ft	\$79	\$99
_____ 10ft x20ft	\$159	\$189
_____ 10ft x30ft	\$259	\$319
Custom Cut _____ X _____ @ \$3 per square foot _____		

TOTAL THIS PAGE: \$ _____

All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____
Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.

VEAL Convention Services will empty exhibitor trash cans and will vacuum aisles and exhibit booth areas as needed. Exhibitors requiring additional or special cleaning services, please complete this form.

SPECIAL CLEANING ORDER FORM

THIS FORM MUST BE COMPLETED AND RETURNED TO ADDRESS ABOVE OR FAX (205)328-1012.
PLEASE SEND CHECK OR COMPLETE CREDIT CARD INFORMATION BELOW.

BOOTH CLEANING SERVICE

Vacuuming	Advance Order	Floor Order	Total
_____ Before show opens -Total square footage x	\$.35	\$.55	_____
_____ Daily - Total square footage x # of days x	\$.30	\$.50	_____

PRE-SHOW AND POST-SHOW CLEANING SERVICE Empty wastebaskets, remove refuse, remove empty cartons, cleaning & dusting exhibit, tabletops, etc., before and after show hours. Prices are per sigle 10ft by 10ft booth space.

	Advance Order	Floor Order
_____ One day	\$39	\$69
_____ Duration of show Number of days x	\$29	\$59

Other equipment and services are available for special needs. Please call with any questions.

Square feet _____ x Rate _____ x # of Days _____ Total Charges \$ _____

FIRM: _____ **PHONE #** _____ **FAX #** _____

ADDRESS: _____ **Email:** _____

I agree to the "Rental Terms & Conditions, Shipping Instructions and Limits of Liability, " and authorize VCS to charge the credit card on file as per the separately completed "Payment Policy Form" for the above equipment and/or services.

AUTHORIZED BY (PRINT NAME): _____

SIGNATURE: _____ DATE: _____

SIGNS, BANNERS, GRAPHICS, AND DISPLAY ORDER FORM

All signs and banners are produced using our full color, digital inkjet wide-format printer. You send the artwork and/or the info for the sign. We send you a proof for approval. You are not charged for layout, editing, or changes unless your signage requires more than routine processing time (about 20 minutes). We will advise you of any charges before the work is done. We produce the sign, banner or graphics and deliver them to you at the show. NOTE: Deadline for these services is 7 days before Advance Order deadline stated above.

SIGNS	Discount Rate	Standard Rate
___ 11in by 14in sign (mounted on foam core)	\$39	\$59
___ 14in by 22in sign (mounted on foam core)	\$39	\$59
___ 22in by 28in sign (mounted on foam core)	\$69	\$99
___ 28in by 44in sign (mounted on foam core)	\$89	\$149
___ custom sizes per square inch (mounted on foam core)	\$0.10 per square inch	\$0.15 per square inch

BANNERS	Discount Rate	Standard Rate
___ 3ft by 8ft vinyl banner	\$189	\$289
___ custom sizes per square foot (mounted on foam core)	\$9 per square foot	\$14 per square foot

DISPLAY EQUIPMENT	Purchase	Rental
___ Vertical Banner Stand	\$79	\$39
___ Retractable Vertical Banner Stand	\$149	\$69
___ Table Top Pop Up Display	\$999	\$299
___ Floor Standing Pop Up Display	\$1,499	\$499
___ Easel	\$99	\$19 (Discount) \$29 (Standard)

***** Modular Aluminum Displays available for Purchase or Rent. Please inquire for pricing.**

TOTAL THIS PAGE: \$ _____

All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____

All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____

Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.

INSTALLATION AND DISMANTLING LABOR ORDER FORM

RATES: Straight Time \$50 per hour, Overtime \$75 per hour

- Starting time can be guaranteed only when labor is requested for the start of the working day, which is 8:00am.
- The minimum charge of one (1) hour per person will apply and time will commence in accordance with the exhibitor's request and in half (1/2) hour increments thereafter.
- Work will be done on a straight time basis if circumstances permit; however, this is not a guarantee that overtime charges will not be invoiced if necessary.
- Failure to call for labor at requested time will result in one (1) hour charge per man requested, unless twenty-four (24) hour advance notice is provided.
- Orders received at the show will be processed after advance orders.
- Veal Convention Services cannot be responsible for losses due to theft, loss or damage or for product/literature that is not properly packed and labeled. Review your insurance policies to be sure that you have proper coverage.
- **STRAIGHT TIME IS 8:00 AM – 5:00 PM WEEKDAYS. OVERTIME IS BEFORE 8:00 AM AND AFTER 5:00 PM WEEKDAYS AND ALL DAY SATURDAY. DOUBLE OVERTIME IS ALL DAY SUNDAY AND HOLIDAYS.**

VCS SUPERVISED LABOR

OK TO PROCEED: A SERVICE FOR THOSE OF YOU WHO WISH TO HAVE YOUR EXHIBIT SET UP BEFORE YOUR ARRIVAL AT SHOW SITE. Veal Convention Services, Inc. will install and/or dismantle your exhibit. You need not be present. A professional supervision surcharge of 30 percent will be added to your labor charge. \$45 minimum for each installation and dismantle.

	No. of Laborers	Laborer Hrs. Each	Total Hours	Number of Cartons: _____
Installation	_____	_____	_____	
Dismantle	_____	_____	_____	Number of Crates: _____

EXHIBITOR SUPERVISED LABOR

DO NOT PROCEED: ALL WORK IS PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. It is important that the exhibitor check in at the service desk to pickup laborers ordered. Exhibitor must also check the laborers out at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or exhibitor representative.

	No. of Laborers	Laborer Hrs. Each	Total Hours	Number of Cartons: _____
Installation	_____	_____	_____	
Dismantle	_____	_____	_____	Number of Crates: _____

Exhibitor Representative:

Email Address:

Show Site Phone No.:

Alternate Phone No.:

TOTAL THIS PAGE: \$ _____

All terms and conditions are understood and accepted. Signed: _____

COMPANY NAME: _____ BOOTH: _____

Please Fax to 205-328-1012 or Mail This Form Promptly To VCS. Retain One Copy For Your File.

PLEASE READ CAREFULLY. YOU ARE ENTERING A CONTRACT. ALL ORDERS ARE GOVERNED BY THESE:
RENTAL TERMS & CONDITIONS AND LIMITS OF LIABILITY

These terms and conditions are part of the agreement between you, the exhibitor, and VCS. Your placement of an order for service or rental equipment and/or delivery of your materials to VCS'S warehouse or to a show site for which VCS is the official contractor is your acceptance of these terms and conditions

VCS'S RESPONSIBILITIES. VCS is responsible only for services which it directly provides. VCS assumes no responsibility for any persons, parties or other contracting firms not under VCS's direct supervision and control. VCS shall not be responsible for loss, delay or damage due to any cause beyond VCS'S reasonable control, including, but not limited to, fire, strikes, accidents, transportation contingencies, theft, weather, acts of God, civil disturbances, explosions, acts of terrorism or war, etc. nor for ordinary wear and tear in the handling of materials. VCS will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation as such.

INSURANCE. It is understood that VCS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third-party insurance provider. BE SURE THAT THE MATERIALS YOU SHIP TO SHOW SITE ARE INSURED FROM THE TIME THEY LEAVE YOUR WAREHOUSE UNTIL THEY ARE RETURNED. CONTACT YOUR INSURANCE REPRESENTATIVE TO ARRANGE THIS COVERAGE.

PAYMENT TERMS - Our terms require 100% payment with order for rentals, services, tax and anticipated freight. The Payment Authorization form with your credit card information for payment of advance and show site orders must be forwarded to VCS in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before the deadline date to qualify for the discounted rates. PLEASE NOTE THAT PO'S ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after deadline or on show site will be charged at standard rates. Unpaid accounts after close of show will accrue a service charge of .0575% per day, annual interest rate of 21%. Exhibitor is responsible for all fees connected with the collection of your accounts and agrees to pay all cost, interest, attorney's fees and other costs incurred by VCS in protecting its rights of property under this agreement, or in suing the renter for the breach of this agreement. . Credit card information is required for all freight (if applicable), additional services or rentals ordered on site which will be invoiced to your credit card. Advance charges may be paid by company check but credit card information is still required. Copies of invoices may be requested from VCS's main office after close of event. No credit will be given after close of event on items or services ordered but not received.

TERM: The term of this agreement is for a rental period of 7 days or any portion thereof. An additional 50 percent charge will be added for each 7 day period or any portion of subsequent 7 day periods. NO REFUND or reduction of charges will be made on any unused portion of stipulated rental period. Equipment will not be moved to any other location without written permission of VCS.

RETURN OF MATERIALS: All material to remain the property of VCS. Prices quoted cover rental cost only. Upon the expiration or termination of this rental agreement all materials shall be surrendered or returned to VCS in the same condition in which they were received. The acceptance of the return of the rented equipment is not a waiver by VCS of any claims for latent or patent damage to the equipment. Exhibitor agrees to compensate VCS should said equipment be lost, stolen, missing, broken, and/or damaged by any cause whatsoever, whether due to renter's fault or not. All materials lost, stolen, missing, broken, and/or damaged will be invoiced at current market replacement cost.

CLAIMS FOR LOSS. Notice of loss or damage must be given to VCS within 24 hours of occurrence or prior to show close/removal. Failure to do so releases VCS from the claim. All claims, must be submitted in writing within 60 days of show close/removal and include facts sufficient to identify the materials, asserting liability for alleged loss or damage and documentation of a specified or determinable amount of money. All claims reported after 60 days are void. No action shall be brought against VCS or its subcontractors more than one year after the cause of action accrues.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD.

In the event of any dispute between EXHIBITOR and VCS relative to any loss, damage or claim, EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due VCS for its services as an offset against the amount of any alleged loss or damage. Any claims against VCS shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, VCS's MAXIMUM liability and EXHIBITOR'S exclusive remedy is limited to \$.10 per pound per article with a maximum liability of \$50.00 per item, or \$1,000 per shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. VCS's liability shall be limited to any loss or damage which results solely from VCS's gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall VCS be liable to EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

EXHIBITOR ORDER FORM



Video Equipment SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
DVD / Blu-Ray Player		\$182.50	\$237.25	
32" Flat Panel Video & Computer Monitor***		\$425.00	\$526.50	
46" Flat Panel Video & Computer Monitor***		\$675.00	\$851.50	
55" - 60" Flat Panel Video & Computer Monitor***		CALL	CALL	
Floor Stand for 32" or Larger Monitor		\$125.00	\$162.50	
Floor Stand for 32" or Larger Monitor WITH SHELF		\$175.00	\$227.50	

PLEASE SPECIFY IF STAND IS NEEDED

PSAV does not supply wall mounts or labor for mounting monitors to your hard sets

Computers and Accessories SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
Laptop Computer with CD drive		\$282.50	\$367.25	
<i>Please Note Specific Software/Hardware Needs:</i>				
Basic Black & White LaserJet Printer		\$282.50	\$367.25	
19" Flat Panel Computer Monitor		\$220.00	\$279.50	

Internet SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
Basic Wireless Internet per Device		\$90.00	\$150.00	
Basic Wired Internet		\$600.00	\$800.00	
Additional Wired Internet per Device		\$75.00	\$125.00	

Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call 504-592-8002 for availability and pricing.

Power SHOW RATE (includes labor)

	Qty	Advanced*	**	Total
5 AMP / 500 Watts (includes power strip)		\$195.00	\$285.00	
10 AMP / 1000 Watts (includes power strip)		\$270.00	\$397.50	
20 AMP / 2000 Watts (includes power strip)		\$420.00	\$622.50	
Additional Power Strip		\$15.00	\$20.00	
25' extension cord		\$15.00	\$20.00	

Additional labor may apply to under carpet or complex booth sets.

Rental Totals PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL	*PSAV		
SERVICE CHARGE (24% of Order Total)	will		
SUBTOTAL	calculate		
SALES TAX (11% of line Subtotal)	this		
TOTAL DUE	section		

***Advanced pricing if received by PSAV 10 days or more prior to installation.**

****Pricing if received by PSAV less than 10 days prior to installation.**

Customer Information

Show/Convention Name: _____

Show/Convention Dates: _____

Company/Organization Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Phone: _____

Fax: _____

email: _____

Delivery Information

On-Site Contact: _____

Booth #: _____

Ordering Instructions

- ⇒ To guarantee availability, orders should be faxed to 504-592-8020 no less than 10 days prior to show start date.
- ⇒ All orders and order totals will be confirmed with a detailed quote, which will be emailed to the email address given above within 2 weeks prior to the show start date.
- ⇒ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to Sheraton New Orleans and submit no less than 7 days prior to setup, and please confirm order total with PSAV representative prior to submitting check.
- ⇒ **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, please submit exemption certificate for approval.
- ⇒ **OPERATOR LABOR** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum
- ⇒ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Method of Payment

Name on Card: _____

Type of Card: ___ Visa ___ MasterCard ___ AMEX ___ Discover

Card Number: _____ Expiration Date: _____

Cardholder Signature: _____ Card ZIP Code: _____

Return for Processing

PSAV Sheraton New Orleans
 500 Canal Street
 New Orleans, LA 70130
 Phone: 504-592-8002 Fax: 504-592-8020
 Brett Weller - bweller@psav.com