Elevate 2027

Kalahari Resorts & Conventions
3001 Kalahari Blvd.
Round Rock, TX 78665

Exhibitor Services Manual

SUPERIOR EXPO SERVICES

Email: Service@Superior-Expo.com
Website: SuperiorExpoServices.BoomerEcommerce.com

WELCOME EXHIBITOR

Attention exhibitors! Get ready to maximize the impact of your exhibit at the **Elevate 2027** with the help of SES (Superior Expo Services)! We are thrilled to announce that SES has been chosen as the Official Service Contractor for this exciting event, and we are committed to making it a successful and profitable experience for you.

At SES, we understand the importance of a well-executed exhibit, and we are here to assist you every step of the way. Whether you need rental packages, experienced labor for booth installation or dismantling, or any other service to enhance your exhibit, we've got you covered. Consider us your trusted partner in making your presence at the **Elevate 2027** unforgettable.

To make your experience even more convenient, we have enclosed important event information and order forms for the services you may require. If you prefer a hassle-free, online experience, simply contact Service@Superior-Expo.com to request a user login and access all the information electronically. We are here to answer any questions you may have regarding shipping, storage, furniture, graphics, and labor.

As exhibitors ourselves, we understand the challenges and opportunities that come with showcasing your brand at an event. That's why we strive to provide top-notch services that not only meet but exceed your expectations. We want to be more than just a service contractor; we want to be your trusted ally in creating a successful and memorable exhibit.

So, exhibitors, seize this opportunity to elevate your exhibit at the **Elevate 2027**! We offer a discounted rate for orders placed by **Thursday, January 21, 2027**. So, don't hesitate; let SES be your go-to partner for all your exhibitor service needs. Together, we will make this event a resounding success. Contact us today and let's make magic happen!

Exhibitor Service Department
Superior Expo Services
706 Rand Road
Kaufman, TX 75142
Service@Superior-Expo.com
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Contact: Leaett Lipker
Email: info@pwna.org

Please Note:
Various items being provided for each booth by Show Management are located under Event Information.

Self Move-In Policy – Governing Provision

Elevate 2027 permits exhibitor self move-in as described on page 4. Where any other provision of this manual conflicts with the Self Move-In Policy, the Self Move-In Policy governs. This includes, without limitation, the Material Handling provisions under Rules & Regulations (page 27), the vehicle restrictions on the Cartload Service form (page 25), and the Material Handling FAQ (page 12).

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Event Information

Discount Deadline:	**Thursday, January 21, 2027**
Show Colors:	**Black**
Booth Carpet Color:	**Facility is carpeted.**
Aisle Carpet Color:	**Facility is carpeted.**

Booth Information

Various items for each booth are provided by Show Management. Substitutions are not permitted. If alterations or additions are required, please review the enclosed order forms. No credit or refund will be given for items not used.

Exhibitors arriving in their own vehicles (personal vehicles, company trucks, and trailers) may move their own materials in and out using their own equipment, including carts and equipment on its own wheels, with no material handling charge or surcharge on freight the SES crew doesn't handle. Exhibitors who are self move in will have access to the loading dock if need be which can be timed so that they do not interfere with SES. Exhibitors who self move in are responsible for storing their own empty containers. Empties may not be left on the aisles. Exhibitors who require SES to store empty containers will be charged $50 per piece.

Each 10x10 booth includes:

- 8' tall background drape (Black)
- 3' tall side dividers (Black)
- 1 - 6' skirted table (Black)
- 2 – chairs
- 1 – wastebasket
- 1 – ID Sign

Event Schedule – Subject to Change

Exhibitor Move-in:	Thursday, February 4, 2027	9:00 AM - 3:00 PM
Event Days:	Friday, February 5, 2027	9:00 AM – 12:30 PM Final Booth Touches, must be completed by 12:30 PM.
	Friday, February 5, 2027	1:00 PM - 5:00 PM
	Saturday, February 6, 2027	1:00 PM - 4:00 PM
Exhibitor Move-Out:	Saturday, February 6, 2027	4:00 PM - 6:00 PM
Driver Check-In at event center by:	Saturday, February 6, 2027	5:00 PM
Freight Re-directed at:	Saturday, February 6, 2027	5:30 PM
Contractor/Decorator (SES) Move-Out:	Saturday, February 6, 2027	4:00 PM - 6:00 PM

Shipping Information (Material handling charges will apply.)

*For shipping labels see page 11.

Advance Shipping Address:
Superior Expo Services
Trade Show: Elevate 2027
706 Rand Road
Kaufman, TX 75142
MUST be received by Thursday, January 28, 2027

Direct Shipments to Show Site:
c/o Superior Expo Services - Elevate 2027
Kalahari Resorts & Conventions
3001 Kalahari Blvd.,
Round Rock, TX 78665
To arrive NO EARLIER than Thursday, February 4, 2027

Order Summary & Payment Information

Full payment must be received for services requested before your order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

This form authorizes SES to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred because of orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company: _____ **Booth #:** _____
Cardholder Name: _____ **Credit Card #:** _____
Expiration Date (MM/YYYY): _____ **Phone Number:** _____
Card Billing Address: _____
City, State, ZIP code: _____
Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the above paragraph. ***3% convenience fee charged for all credit card payments on total amount.***

MasterCard ☐	VISA ☐	AMERICAN EXPRESS ☐
Material Handling (*non-taxable*)	$	
Booth Package	$	
Display Tables & Accessories	$	
Carpet & Cleaning	$	
Pipe & Drape	$	
Shrink Wrap (per pallet)	$	
Luxury Furniture	$	
Sign & Graphics	$	
Rental Units	$	
Add On	$	
Hanging Banner/Rigging	$	
In-Booth Forklift	$	
Cartload Service	$	
Vehicle Spotting Service	$	
Labor (*non-taxable*)	$	
TOTAL	$	
Sales Tax 8.25%	$	
GRAND TOTAL	$	

Discount Deadline:
Thursday, January 21, 2027

- All prices include delivery, installation, rental charges for the duration of the show and removal at completion.
- Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to *Thursday, January 21, 2027* will be refunded at 100%. Items cancelled after *Thursday, January 21, 2027* and prior to delivery will be refunded at 50%. Items cancelled on the show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled after Thursday, January 21, 2027 they will be billed at 100%.

If paying by check, make payable to: **Superior Expo Services**

Mail order forms & full payment to: **706 Rand Road**
Kaufman, TX 75142

Please reference the Show Name & Company Name
A $50 service charge will be added for processing checks drawn on foreign banks.

ACH/Wire Transfers – Contact SES: **972.271.7444**
A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

Email orders with full payment to: **service@superior-expo.com**

Fax orders with full payment to: **972.271.7888**
Attn: Exhibitor Services

Payment Policies

Full payment must be received for services requested before the order is processed.

If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax except material handling and labor.
- Payment in full must accompany all orders by Thursday, January 21, 2027 to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to Thursday, January 21, 2027 will be refunded at 100%. Items cancelled after Thursday, January 21, 2027, and prior to delivery will be refunded at 50%. Items cancelled on the show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after Thursday, January 21, 2027 they will be billed at 100%.

ADDING TAX TO YOUR ORDER

- Use the *Credit Card Authorization form* to help add up your order.
- Multiply the appropriate **8.25% Sales Tax** by the subtotal to arrive at the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Online Ordering -** A link to the site, username and password will be emailed to you.
- **Payment by Email** - Email your order with full payment to: ***service@superior-expo.com***
- **Payment by Fax** - Fax your order with full payment to: ***972.271.7888, Attn: Exhibitor Services***
- **Payment by Mail** - Mail your order forms and full payment to: **Superior Expo Services**
  706 Rand Road
  Kaufman, TX 75142
  RE: Elevate 2027
- ***SES*** accepts MasterCard, Visa, and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: **Superior Expo Services**
- *A $50 service charge will be added for processing checks drawn on foreign banks.*
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form.*
- ***ACH/Wire Transfers*** *– Contact SES at* 972.271.7444. *A $25 service charge will be added for processing U.S. wire transfers. A $50 service charge for international wire transfers.*

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. SES will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard and American Express, as well as checks, Travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of SES, the payment policies stated above apply. Please forward this information to the proper parties. The Exhibiting Firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event by credit card, check or cash. A $50 service charge will be added for processing checks drawn on foreign banks. Wire transfers must include a $25 (US) transfer fee. $50 (US) service charge for international wire transfers.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the *Credit Card Authorization form*. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of terms and conditions set forth.

CERTIFIED WEIGHT TICKETS

- If no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, **SES** shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weight.

EMPTY REMOVAL INSTRUCTIONS

- All exhibitors using SES material handling must have all crates tagged for empty space storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- **Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of $50 per crate, case, box, or carton will be assessed.**

Limits & Liability **(continued)**

PAYMENT TERMS

- For us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed *Credit Card Authorization form* with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advance payments will be indicated, and any balance due must be paid in full by credit card, check or cash.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS & ADJUSTMENTS

- All advance orders, discounted to your advantage, must be paid in full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at the show site will not be processed without full payment.
- The availability of furnishings at the show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **SES** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **SES** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on or prior to Thursday, January 21, 2027 will be refunded at 100%. Items cancelled after Thursday, January 21, 2027, and prior to delivery will be refunded 50%. Items cancelled on the show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rental*. If these items are cancelled after Thursday, January 21, 2027 they will be billed at 100%.

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to Thursday, January 28, 2027. Shipments must arrive by Thursday, January 28, 2027, by 3:00 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after Thursday, January 28, 2027, will be charged a late warehouse fee of $183.98 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than Thursday, February 4, 2027**.** If shipments arrive before this date, they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. *(See Event Information page).*
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**. Collect shipments may be **REFUSED**.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **SES** for these shipments.

OUTBOUND SHIPMENTS

- A **SES** Bill of Lading is required on **ALL** outbound shipments.
  A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.
- Your **SES** Bill of Lading will be available for verification and signature at the **SES** Service Desk located at the show site.
- After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the Service Desk.
- Please duplicate the form for split shipments (one form for each location or one for each carrier).
- The *Credit Card Authorization* form **MUST** be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through **SES Solutions** and the discount rate will not apply.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **SES Solutions**.
- If you use an alternate carrier, please provide **SES** with shipping documents and/or labels as well as this form.
- **SES** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check-in deadline.

Shipping Request Form

* Complete form and send to Service@Superior-Expo.com.
A quote will be sent via email.

Company Name:		**Booth #**	
Contact Name:		**Phone #**	
E-mail Address:			

INBOUND – PICK UP LOCATION INFORMATION

Requested pick up Date/Hours of operation:			
Company:			
Street Address:			
City, ST, Zip:			

SHIPPING TO:

☐ I will be shipping to the **Advance Warehouse** **Superior Expo Services** **706 Rand Road** **Kaufman, TX 75142**	☐ I will be shipping **Direct to Show Site** **Kalahari Resorts & Conventions** **3001 Kalahari Blvd., KilimanjaroBallroom** **Round Rock, TX 78665**
Advance Warehouse must arrive by: Thursday, January 28, 2027	**Delivery no earlier than:** Thursday, February 4, 2027

OUTBOUND SHIPPING

☐ **I would like to schedule *Outbound Transportation*. Please provide me with a *Material Handling Agreement* at the show site for my shipping instructions and signature. So we may deliver your *Outbound Material Agreement* and labels, please complete the following information *if different from pick-up address:***

Company:	
Address:	

Type of Service		**Number of Pieces**	**Description of Articles**	**Dimensions in Inches**			**Estimated Weight (lbs.) *Subject to Correction**
☐ Standard Ground			Crates (wooden)	L x	W x	H	
☐ Liftgate Needed			Cartons (cardboard)	L x	W x	H	
☐ Residential Pick up			Trunks/Cases (fiber) color _____	L x	W x	H	
☐ Inside Pick up			Skids/Pallets	L x	W x	H	
			Other	L x	W x	H	

Hours of Operation:			***Final Weight Charge subject to correct weight & Dimensions**

A representative from Superior Expo Services will contact you to confirm receipt of your request for shipping and finalize details.

Shipping Labels

THE LABELS BELOW ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

SUPERIOR EXPO SERVICES

Advance Warehouse Label

Elevate 2027
EXHIBIT MATERIALS
MUST be received by
Thursday, January 28, 2027
Between 8:00 AM – 3:00 PM

To: (Exhibiting Company Name) _____

Superior Expo Services
706 Rand Road
Kaufman, TX 75142

Booth #(s): _____ Number of Pieces: _____
Carrier: _____

SUPERIOR EXPO SERVICES

Direct To Show Site Label

Elevate 2027
EXHIBIT MATERIALS
To arrive NO SOONER than
Thursday, February 4, 2027

To: (Exhibiting Company Name) _____

Kalahari Resorts & Conventions
3001 Kalahari Blvd., KilimanjaroBallroom
Round Rock, TX 78665

Booth #(s): _____ Number of Pieces: _____
Carrier: _____

Material Handling FAQ's

SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.

Self-move-in exhibitors:
See Self Move-in Policy, page 4.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the *Shipping Information* page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include: crates, fiber cases, and properly packed skids.

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed** Shipments - Includes a mix of both crated and uncrated materials.
- **Ground Loading/Unloading** - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments** - Shipments that require multiple items to be moved or removed for delivery to booth (i.e., loose items stacked on top of crates and/or pallets).
- **Piece Loading/Unloading** - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation** - Shipments that arrive from a carrier without a *Bill of Lading*, which requires additional time and labor to process.
- **Excess of Small Shipments** - 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments** - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

Straight Time – Monday – Friday, 8:00 am to 4:30 pm
Overtime – All other times, Saturday, Sunday and holidays

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT**: If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one cwt (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the *Material Handling Rate Sheet* for event prices.

Calculate Total CWT (*Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.*)
Example below is based on the published rate:
__350__ lbs. (*rounded to the next 100*) divided by 100 = __4__ Total CWT
__4__ CWT x __$75.27__ = Material Handling Charge __$301.08__

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: $75.27.

If sending 4 Separate Shipments:	If sending 1 Consolidated Shipment:
1st shipment @ 41 lbs. = $150.54 (200 lbs. minimum)	1 shipment (4 pieces) @ 197 lbs. = $150.54 (200 lbs. minimum)
2nd shipment @ 44 lbs. = $150.54 (200 lbs. minimum)	
3rd shipment @ 52 lbs. = $150.54 (200 lbs. minimum)	
4th shipment @ 60 lbs. = $150.54 (200 lbs. minimum)	

Material Handling Charges

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

ADVANCE SHIPMENTS TO WAREHOUSE

- The advance warehouse will begin receiving shipments 30 days prior to: *Thursday, January 28, 2027*
- All materials shipped advance to the warehouse ***MUST ARRIVE BY***: *Thursday, January 28, 2027*
- Any shipment arriving after this date will be charged a late to warehouse fee of **$183.98** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:00 am – 3:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- **Small Packages:** Cartons *under 35 lbs. (received in a single shipment)* will be charged **$55.19** for the 1st package and **$25.30** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on the actual weight of shipment.

DIRECT SHIPMENTS TO SHOW SITE

- All materials shipped direct to show site ***MUST ARRIVE NO SOONER THAN:*** *Thursday, February 4, 2027*
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- **Small Packages:** Cartons *under 35 lbs. (received in a single shipment)* will be charged **$55.19** for the 1st package and **$25.30** per package thereafter (*per shipment)* within the same shipment.
- Shipments will be weighed. Pricing is based on the actual weight of shipment. Charges will not be billed until freight is received.

OVERTIME

- *Overtime charges* are assessed when **SES** has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check-in time does not guarantee *straight time* rates.
- *Overtime rate* is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than **8:00 am – 4:30 pm, Monday through Friday**.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates May Apply. See "Overtime" above.)		
Rate Classifications:	Price per CWT	200 lbs. Minimum
Warehouse shipment (200 lbs. Minimum)		
Crated or skidded shipment	$75.27	$150.54
Special handling	$94.08	$188.16
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	$85.72	$171.44
Special handling	$101.40	$202.80
Small package (Maximum weight 35 lbs. per shipment		
First carton	$55.19	-
Each additional carton	$25.30	-
ADDITIONAL SURCHARGES:		
Overtime Charge – Move-In or Move-Out (in addition to above rates)		
Crated or skidded shipment	$15.93	$31.86
Special handling shipment	$19.93	$39.86
Double Overtime Charges – Move-In and Move-Out (in addition to above rates)		
Crated or skidded shipment	$31.86	$63.72
Special handling shipment	$39.86	$79.72
Late to Warehouse		
Freight arriving after Thursday, January 28, 2027	**$183.98 per shipment**	
Back to Warehouse (in addition to above rates) Forced shipments for freight not picked up by carrier/left on the floor.		
200 lbs. minimum	**$210.00**	**$420.00**

A credit card MUST be on file for all material handling and shipping inbound and/or outbound to event.

SUPERIOR EXPO SERVICES

Display Tables & Accessories

Discount Deadline:
Thursday, January 21, 2027

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone #:	Email:	Booth #:

QTY	Item Description	Discount	Standard	Total
Skirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$94.61	$114.99	$
	6' L x 24" W x 30" H	$115.25	$139.04	$
	4th Side Skirt 6'	$43.90	$54.36	$
	Table Skirt Only 6'	$68.99	$86.48	$
	8' L x 24" W x 30" H	$133.80	$161.51	$
	4th Side Skirt 8'	$43.64	$54.36	$
	Table Skirt Only 8'	$68.99	$86.51	$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$127.80	$159.94	$
	6' L x 24" W x 42" H	$145.05	$180.85	$
	4th Side Skirt 6'	$43.64	$54.36	$
	Table Skirt Only 6'	$68.99	$86.51	$
	8' L x 24" W x 42" H	$166.47	$208.81	$
	4th Side Skirt 8'	$43.64	$54.36	$
	Table Skirt Only 8'	$68.99	$86.51	$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	$55.41	$68.99	$
	6' L x 24" W x 30" H	$68.21	$85.46	$
	8' L x 24" W x 30" H	$81.27	$100.09	$
Unskirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	$78.66	$95.65	$
	6' L x 24" W x 42" H	$90.69	$112.64	$
	8' L x 24" W x 42" H	$98.00	$122.83	$
Unskirted Specialty Tables 30" in Diameter				
	Café Table 30" H	$75.79	$90.95	$
	Cocktail Table 42" H	$96.70	$115.78	$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	$56.97	$71.08	$
	6' L x 12" W x 12" H	$69.78	$85.98	$
	8' L x 12" W x 12" H	$80.50	$101.14	$

QTY	Item Description	Discount	Standard	Total
Chairs				
	Side Chair	$51.48	$64.02	$
	Modular High Stool Gray Fabric – 29" Tall	$82.06	$102.44	$
	Padded Chair	$72.91	$90.69	$
Pegboards & Tack Boards				
	Tack Board 4' x 8' Horizontal	$183.98	$221.09	$
	Tack Board 8' x 4' Vertical	$183.98	$221.09	$
Bag, Literature & Garment Racks				
	Bag Rack	$96.96	$121.26	$
	Literature Rack	$106.63	$130.67	$
	Clothes Rack	$96.96	$113.16	$
	Garment Rack – 2 Arm (Waterfall)	$97.22	$121.79	$
	Garment Rack – 4 Arm (Waterfall)	$199.14	$243.58	$
Additional Accessories				
	Shrink wrap per pallet	$35	$45	$
	Easel	$31.36	$38.94	$
	Wastebasket	$16.73	$19.60	$
	Arm Light	$63.51	$78.92	$
	Floor Lamp	$50.44	$89.64	$
	Table Light	$72.91	$100.88	$
	32" TV/Monitor w Feet	$218.12	$290.82	$
	43" TV/Monitor w Feet	$461.95	$508.94	$
	50" TV/Monitor w Feet	$801.99	$882.52	$
	65" TV/Monitor w Feet	$1,078.26	$1,186.76	$
	Wooden 3 leg TV stand	$134.22	$178.96	$

ORDER POLICY

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- Payment in full must accompany all orders by *Thursday, January 21, 2027* to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to *Thursday, January 21, 2027* will be refunded at 100%. Items cancelled after *Thursday, January 21, 2027* and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are ***non-refundable*** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after *Thursday, January 21, 2027* they will be billed at 100%.

Choice skirt color - Event Colors are: *Black*

Red		Royal Blue	
Plum		Gold	
Black		Forest Green	
Teal		Champagne	
White		Burgundy	
Silver		Rose	
Lime Green			

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Luxury Furniture

Luxury Furniture orders can be placed in the "SES Online Portal".

For a copy of the catalog contact Service@superior-expo.com or Click Here to download.

CORT EVENTS 2026 TRADESHOW Catalog



SUPERIOR EXPO SERVICES

Carpet & Cleaning Order Form

Discount Deadline:

Thursday, January 21, 2027

NOTE: FACILITY IS CARPETED

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Phone #:	**Email:**	**Booth #:**

Standard Carpet
*Prices include installation and taping front edges. (Please check the carpet color of choice.) *8' x 8' and 8' x 10' booths Custom Carpet prices apply.*

Qty	Item Description	Discount	Standard	Total
	10' x 10' Carpet	$138.25	$173.00	$
	10' x 20' Carpet	$252.97	$315.70	$
	10' x 30' Carpet	$367.18	$458.91	$
	10' x 40' Carpet	$482.43	$603.17	$
	10' x 50' Carpet	$605.00	$746.38	$
Carpet Accessories				
	Carpet Padding per sq ft	$0.84	$0.94	$
	Visqueen per sq ft	$0.84	$0.94	$
	Taping of Visqueen per linear ft	$0.79	$0.84	$

Event Colors: ***Black***

Carpet Colors

Please √ carpet color of choice:

Red
Plum
Teal
Royal Blue
Gray
Tuxedo
Black

(Tux is black/white mix)

All *Custom Carpet* orders must be received by *Thursday, January 21, 2027*. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are *non-refundable*

Custom Carpet
Prices include installation, removal, taping front edges, as well as Visqueen. *(Please check carpet color of choice.)*

Booth Dimensions	Feet	X	Feet	=	Total Sq Ft	X	Price	=	Total Price
	Ft	X	Ft	=	Sq ft	X	$4.18	=	

Deluxe Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. *(Please check carpet color of choice.)*

Please call our *Exhibitor Service Department at* 972.271.7444 for price quotes and color options.

Cleaning

	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			$0.36	$
Vacuum Daily (Includes prior)			$0.34	$

Porter Service

Description	# of Event Days		Price per Day	Total
Up to 300 sq ft		X	$140.60	$
300 – 500 sq ft		X	$189.73	$

ORDER POLICY

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EXCESSIVE TRASH FEE

Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Pipe & Drape Order Form

Discount Deadline:
Thursday, January 21, 2027

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Phone #:	**Email:**	**Booth #:**

QTY	Item Description	Discount	Standard	Total
Drape				
ft	3' High Drape (includes hardware)	$7.32	$8.89	$
ft	8' High Drape (includes hardware)	$12.02	$15.69	$
Steel				
	3' Steel Uprights	$6.27	$7.58	$
	8' Steel Uprights	$7.06	$8.36	$
	3' Steel Bases	$8.36	$10.45	$
	8' Steel Bases	$8.36	$10.45	$
	6' – 10' Steel Expanders	$6.27	$7.06	$



Event Colors are: *Black*

Should you require a color other than the event colors, please contact *Show Management for approval.*

DRAPE COLORS

Please ✓ drape color of choice.
if other than event colors
Charges will apply.

Please use colors only as a reference.

ORDER POLICY

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Red			White			Royal Blue		
Plum			Black			Forest Green		
Rose			Silver			Burgundy		
Gold			Teal			Champagne		

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Signs & Graphics Order Form

Discount Deadline:
Thursday, January 21, 2027

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

High-quality signs and graphics can enhance the overall image of your booth. Our *Graphic/Sign Department* at SES is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance ***ONLY***.
- We must receive your order, and digital files with payment by Thursday, January 21, 2027. Orders received after this date may be subject to availability and additional charges may apply

Easel Sign



Stand Sign



Meter Board Sign



2' X 6' Banner



Standard Size Signs									
Size/Description		✓		✓		**Discount**	**Standard**	**QTY**	**Total**
11" X 14"	Tabletop Sign – with easel back		Horizontal		Vertical	$50.44	$75.53		$
22" X 28"	Stand Sign – single sided, includes sign stand		Horizontal		Vertical	$134.33	$179.01		$
28" X 44"	Easel Sign – single sided, includes easel		Horizontal		Vertical	$94.08	$114.20		$
2' X 6'	Banner – single sided with grommets					$161.25	$201.50		$
38 1/8" X 93"	Meter Board Sign – single sided, free standing					$330.07	$402.72		$
11" X 17"	ID Sign – card stock					$36.92	$55.41		$

Custom Graphics		
	Standard	**Total**
Customer Supplied graphics. *(Must be sized. If graphic is not print ready, there will be a 1 hour graphic design charge.)*	$16.73 per sq ft	$
Custom Graphics Design (*1 hour minimum)*	$78.40 per hour	$

Complete information below:

Dimensions:	Length (ft) _____ x Width (ft) _____ = Square (ft) _____					
Substrate:	☐ Vinyl Banner	☐ Foam Core	☐ Coroplast	☐ Sintra	☐ Gator Board	Other:
Other options:	☐ Grommets	☐ Easel Back	☐ Single Sided	☐ Double Sided		

ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

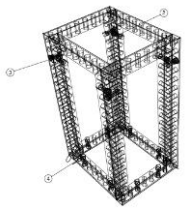
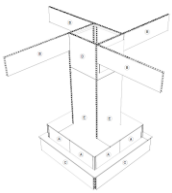
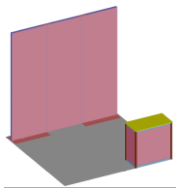
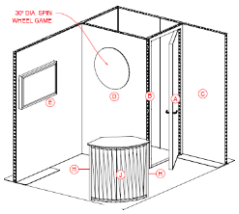
Custom Booth Rental Displays

Order Deadline:
Thursday, January 21, 2027

Experience unparalleled display solutions with SES. Discover a range of premium materials to elevate your exhibition requirements. Whether it's an 8' X 8' or a grand 40' X 40' booth, we specialize in tailoring to your specifications. Utilizing top-notch Agam and BeMatrix hardware in conjunction with foam board, acrylic, and fabric graphic options, we ensure your exhibit booth garners attention. Embrace innovative possibilities as we collaborate to perfectly meet your distinctive needs.



CALL SES FOR CUSTOM BOOTH DESIGN.

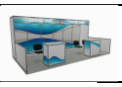






Standard Booth Rental Display

Order Deadline:
Thursday, January 21, 2027

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by Thursday, January 21, 2027**.** Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *Add-Ons for Rental Units* or *Display Tables & Accessories* order forms for further options.
- Rental Units include: Installation & dismantling.
- Items cancelled prior to Thursday, January 21, 2027, will be refunded at 100%. Items cancelled after Thursday, January 21, 2027, on show site or after delivery are **non-refundable** and billed at 100%.
- Graphic files (PDF preferred) must be received by Thursday, January 21, 2027**.**

10' x 10' Rental Units		Price	Total
Backwall Unit *without Graphics* 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics $1,343.28	
Backwall Unit *with full Graphics* 10' x 8' tall Backwall Unit includes one sided Full Custom Printed Graphics		with graphics $2,404.31	
10' x 10' Booth Display *without Graphics* 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter		w/o graphics $1,792.78	
10' x 10' Booth Display *with Full Graphics* 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes one sided Full Custom Printed Graphics. Double sided must be approved by show management.		with graphics $2,911.30	
Superior Custom Booth 10' wide x 10' tall Custom Booth includes backwall with one sided full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics		$3,130.83	
10' x 20' Rental Units			
10' x 20' Booth Display *without Graphics* 20' wide x 8' tall Booth Display includes 2 side rails, 2-meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters		w/o graphics $3,580.33	
10' x 20' Booth Display *with Graphics* 20' wide x 8' tall Booth Display includes 2 side rails, 2-meter counters, and 2 chairs Also includes one sided Full Custom Printed Graphics		with graphics $5,817.38	
10'x10' beMatrix wall system featuring one-sided graphics , A 1-meter counter **For a custom beMatrix rental unit design, please contact us directly to discuss your vision and specific needs—*pricing varies based on design.***		with Graphics Starting at: $2800.00	
20' x 20' Rental Unit or Custom Design			
For 20' x 20' Rental Units or larger, or custom design please call 972.271.7444 or email service@superior-expo.com.			

ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Add-Ons for Rental Units

Discount Deadline:

Thursday, January 21, 2027

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Email:	Phone #:	Booth #:

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by Thursday, January 21, 2027**.** Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *"Graphics Order Form"* for further options.
- Items cancelled prior to Thursday, January 21, 2027, will be refunded at 100%. Items cancelled after Thursday, January 21, 2027, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
Meter Counter: Black countertop with black sides, graphics optional.	Can be ordered separately or added to rental units	$357.92	$385.89		$
Literature Stand: Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	$106.53	$130.31		$
Cocktail Table: 42" tall with standard base	Can be ordered separately or added to rental units	$96.70	$115.78		$
Café Table: 30" tall with standard base	Can be ordered separately or added to rental units	$75.79	$90.95		$
32" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	$218.12	$290.82		$
43" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	$461.95	$508.94		$
50" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	$801.99	$882.52		$
65" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	$1,078.26	$1,186.76		$
Wooden 3 leg Tv stand for 32-70" flat screen and curved tv. (TV rented separately)	Can be ordered separately or added to rental units	$134.22	$178.96		$

Meter Counter



Cocktail Table 42" tall Standard Base



Café Table 30" tall



Wooden 3 leg tv stand (TV rented separately)



Literature Stand



TV/Monitor



ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Labor – Display Labor Order Form

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

Very Important:

If using *SES Supervision,* please fill out the information below as well as the *Outbound Bill of Lading* (*located on the next page*). If using *Exhibitor Supervision,* please complete all outbound shipping documents at the *SES Service Desk* prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a *25% supervision fee with a minimum fee of $25.00.*
  All orders must be paid for in advance. Orders for display labor will not be processed without pre-payment. **The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour *"Not Ready"* charge per worker will apply.**

Rates
Based on one (1) man, per one (1) hour

	Pre-Order	Show Site	Days	Time
Straight Time	**$115.50**	**$138.60**	**Monday – Friday**	**8:00 am – 4:30 pm**
Overtime	**$173.25**	**$207.79**	**Monday – Friday** **Monday – Friday** **Saturday**	**4:31 pm – 12:00 am** **Prior to 8:00 am & after 4:30 pm** **All Day**
Double Time	**$231.00**	**$277.20**	**Sundays & Holidays**	**All Day**

Please complete information below:
Invoice will be calculated according to actual hours worked.

	# of Men	Date	Start Time	# of Hours
Install				
Dismantle:				

Type of Service:

☐ SES Supervision *(Exhibitor not required to be present)*
SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $25.00.

If using SES Supervision, please complete the information below:

Number of Crates: _____	**Self-contained unit?** ☐ **Yes** ☐ **No**
Set up plans attached? ☐ **Yes** ☐ **No**	**Photo enclosed?** ☐ **Yes** ☐ **No**
Carpet: ☐ **Own** ☐ **SES** **Color: _____**	**Suggested tools (i.e. 16' ladder): _____**
Special Instructions:	

☐ **Exhibitor Supervision *(Exhibitor must pick up labor from the SES Service Desk)***
All work to be performed ONLY under the supervision of an Exhibitor Representative. **Labor ordered and not called for by the exhibitor will be billed at a one (1) hour *"Not Ready"* charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.**

Contact information for the person in charge of your move in:

Name: _____ Phone number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour ***"Not Ready"*** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Labor – Hanging Banner/Rigging Order Form

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

- If the below procedures are not followed, **SES** cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note ***"Banner"*** on label. Your banner ***MUST*** arrive by Thursday, January 21, 2027.
- All ceiling rigging must conform to Show Management facility rules, regulations, and facility limitations.
- All hanging banners/signs must be installed and removed by **SES**. Display companies and/or I & D representatives may supervise but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a ***Certificate of Insurance***. Please complete the enclosed ***Display Labor*** order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be prefabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid for in advance. **Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If the Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour *"Not Ready"* charge per worker and equipment will apply.**

Rates
Based on a crew, which will consist of a lift with two (2) riggers.

	Pre-Order	Show Site	Days	Time
Straight Time	$408.75	$558.75	Monday – Friday	8:00 am – 4:30 pm
Overtime	$613.25	$763.25	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$817.50	$967.50	Sundays & Holidays	All Day

Please complete information below:

Installation Date: _____	Time: _____	Approx Hrs.: _____	Weight (lbs.): _____	Height (ft): _____	# of Pts: _____	Assembly Required? _____	Supervision? _____

Type: ☐ Fabric – Cloth ☐ Metal ☐ Wood ☐ Truss	Shape: ☐ Circle ☐ Square ☐ Triangle	☐ Exhibitor Supervised ☐ SES Supervised (25% supervision charge applies)
Chain Motor: ☐ Yes ☐ No	Electrical: ☐ Yes ☐ No	

Indicate dimensions from each boundary you would like your banner/sign placed. ***Note: Specified location of sign may be changed due to availability of hang points.***

Mark Position of banner

_____ ft in from back aisle _____ ft in from front aisle

_____ ft in from left side _____ ft in from right aisle

_____ ft from floor to top of sign.

Contact name and phone number of person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If the Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour ***"Not Ready"*** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Labor – In-Booth Forklift Order Form

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning, and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

Please Note:

- In-booth forklift service ***does not*** replace material handling.
- Must not require storage of empty crates, pallets, or packaging.
- Unloading and loading must be done at exhibitor's direction.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity. Please contact **SES** at **972-271-7444** for a quote.

All orders must be paid for in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If the Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour ***"Not Ready"*** charge per worker and equipment will apply.

Rates
Based on one (1) hour per one (1) forklift

	Pre-Order	Show Site	Days	Time
Straight Time	$145.50	$154.92	Monday – Friday	8:00 am – 4:30 pm
Overtime	$178.50	$232.38	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	$285.25	$309.84	Sundays & Holidays	All Day

Please complete information below:
Invoice will be calculated according to actual hours worked.

	# of Forklifts up to 5,000 lbs. (w/operator)	Weight of heaviest piece	Date	Time	Approx hours
Install:					
Dismantle:					

Describe work needed:	☐ Spotting of Equipment	☐ Installation/Dismantle of Header	☐ Other _____	
Specify other equipment:	☐ Straps	☐ Chains	☐ Fork Extensions	
Four (4) stage forklift required:	☐ Yes (*additional charges may apply)*	☐ No		

Contact information for the person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour ***"Not Ready"*** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Labor – Cartload Service Order Form

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

A *Credit Card Authorization form* must be on file to receive service.

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **$62.72 (ST)** or **$94.08 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, the exhibitor will be charged for material handling.

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the **SES Exhibitor Service Desk** prior to (or before the end of) the show. If you have any questions, please contact SES Exhibitor Service Department at **972-271-7444**. Pre-orders will receive preferential service at the show site, but you may also order this service at the **SES Service Desk.**

Check In Procedure:

1. One person will check in with a **SES** Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must always remain with the vehicle or must return to the vehicle within 20 min.
3. A laborer will be dispatched to assist in unloading your vehicle on a first come, first served basis.

Self Move-in Policy:
See Self move-in policy, page 4.

A **POV**, or privately owned vehicle, is any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis, or sports utility vehicles**. Cartload Service will be refused, and material handling charges will apply if arriving with any of the following vehicles:

◆ **Semi** ◆ **Flatbed** ◆ **Trailers** ◆ **Bobtail**

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		$62.72	$94.08	$
Booth to dock		$62.72	$94.08	$
Round-trip		$125.44	$188.16	$

Advance orders will receive preferential service at the show site.

Date: _____

Time: _____

Please indicate the approximate date, time and type of vehicle arriving in:

Vehicle Description: _____

_____

Rules Regarding Cartload Service:

- Must arrive in privately owned vehicle.
- This service is for exhibitors who have small hand carry items, all of which must fit in a 3' x 4' pushcart.
- Vehicle must unload at the receiving dock of exhibit hall.
- **SES** personnel will direct vehicles.
- Cart is not authorized to enter or go to any parking structure.
- Freight that is too large or heavy will be charged material handling rates.

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by *Thursday, January 21, 2027* to receive discount price. Orders received after this date will be charged a standard rate.
- Items cancelled on or prior to *Thursday, January 21, 2027* will be refunded at 100%. Items cancelled after *Thursday, January 21, 2027* and prior to delivery will be refunded at 50%. Items cancelled on the show site or after delivery are ***non-refundable*** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after *Thursday, January 21, 2027* they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Labor – Vehicle Spotting Service Order Form

Company:	**Contact Name:**	
Address:	**City, State:**	**Zip Code:**
Email:	**Phone #:**	**Booth #:**

A *Credit Card Authorization Form* must be on file to receive service.

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or *"dropping"* of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles *(self-propelled or pushed)* scheduled for display ***MUST*** complete and return the following form, via fax, via email, or phone to **SES** no later than Thursday, January 21, 2027. A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee
$224.76 per vehicle

Additional requirements, such as towing, will be charged on a time and materials basis.

Description of vehicle (s) to be spotted:

_____

_____

Arrival Date/Time: _____ **Booth Number/Location:** _____

Dimensions: Length _____ **Width** _____ **Height** _____ **Weight (lbs.)** _____

Special Needs/Handling:

_____

_____

Vehicle Spotting Rules:

- Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
- Gas caps must be locked or sealed by tape to prevent the escape of vapor.
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicles cannot be turned on, operated, or moved during event hours.
- Batteries must be disconnected and taped.
- Key(s) should be available to Show Management and/or **SES** at all times.
- No vehicles shall be parked in designated fire lanes.
- All spotting service orders are subject to ***SES*** *Payment Policy and Limits and Liability.*
- All work is to be performed under the supervision of an authorized exhibitor representative.
- *Please note:* some venues may have other and/or additional rules.

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by *Thursday, January 21, 2027* to receive discount price. Orders received after this date will be charged a standard rate.
- Items cancelled on or prior to *Thursday, January 21, 2027* will be refunded at 100%. Items cancelled after *Thursday, January 21, 2027* and prior to delivery will be refunded at 50%. Items cancelled on the show site or after delivery are ***non-refundable*** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after *Thursday, January 21, 2027* they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Rules & Regulations

To assist in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the *Area Work Rules-Labor Regulations*, we ask that you read the following.

- **Decorator Labor**

  We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set up their own exhibits without assistance from any union labor. If you would like assistance in setting up your booth, it can be ordered in advance by filling out the *Display Labor Form* in the SES exhibitor manual or on show site at the SES *Exhibitor Service Desk.*

- **Material Handling**

  Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall or as permitted under the Self Move-in Policy, page 4. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. SES will control access to the loading docks to provide for a safe and orderly move in/move out.

- **Tipping**

  We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not accepted by company policy.

- **Safety**

  Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. SES cannot be responsible for injuries or falls caused by the improper use of this equipment.

- **Self-Move-in Policy**

  See self-move-in policy, page 4.

- **Driver check-in**

  Move-out runs 4:00pm – 6:00pm, but drive check-in closed at 5:00pm and freight is redirected at 5:30pm. Forced shipment is $210 per CWT with a $420 minimum.

- **Empty tagging**

  Crates must be tagged two hours before the end of move-in – 1:00pm Thursday – or a surcharge of up to 20% of the total freight invoice applies.

Third Party - Payment

***Full payment* must be received for services requested before the order is processed. If you choose to pay by check, a credit card still must be on file.**

SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the *Exhibitor Appointed Contractor (EAC)* form located in this Exhibitor Service Manual.
- The payment of the third party must be acceptable to **SES**. The credit card information below must be completed and submitted to **SES** prior to the show.
- If there is any doubt about who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the *EAC* requires **SES** to fax an invoice from the convention facility, a $10.00 service fee will be added.
- The following form is to be completed, signed and returned by both parties. Otherwise, the request will not be approved.

❖ **All invoices must be resolved by the close of the show.**

Exhibiting Company:	Booth #:
Exhibiting Company Contact name & Title:	
Authorized Signature:	
Display House Name (Third Party Payer):	
Display House Contact Name & Title:	
Authorized Signature:	
Display House Address (Third Party Payer):	City, State, Zip:
Phone:	Fax:

Items being billed to Third Party		Material Handling		Furnishings		Display Labor		All Services
		Other: _____						

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at the show site, such charges will be presented to the exhibiting firm for payment.

Company Name: _____

Cardholder Name: _____

MasterCard ☐ VISA ☐ AMERICAN EXPRESS ☐

Credit Card Number: _____

Expiration Date (MM/YYYY): _____

Billing Address: _____ City, State, ZIP code: _____

Phone: _____ Fax: _____ Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the paragraph above.

Third Party –
Exhibitor Appointed Contractor (EAC) Form

SES has been selected as the *Official Service Contractor* and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An *Exhibitor Appointed Contractor (EAC)* is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the *Official Contractors.*

Rules and Regulations

- Each representative of an *EAC* must physically pick up, in person, an *"Exhibit Crew"* badge at the **SES *Service Center***. If an *EAC* representative does not have identification which verifies his/her employment by the *EAC*, he/she must be accompanied to the **SES *Service Desk*** by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an *EAC* shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an *EAC* abides by the official *Rules and Regulations* of this exposition.
- The representative of an *EAC* shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.
- No *EAC* shall solicit business on the show floor.

Certificate of Insurance (COI)

It is the responsibility of each Exhibiting Firm utilizing an *EAC* to complete and return this form along with a *Certificate of Insurance (COI)* which names **SES** as additional insured for each *EAC* firm being utilized. *(A sample COI can be found in this exhibitor manual.)*

The *EAC Certificate of Insurance* must maintain:

- At least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Thursday, January 21, 2027

If this *EAC* form and the *Certificate of Insurance* are not received by Thursday, January 21, 2027
Exhibitor or *EAC* will be required to order labor from *SES*.
Please clearly note *Company Name* and *Show Name* on the Certificate of Insurance form. (See sample)

Complete all information below:

Exhibiting Firm:	Booth #:
Authorized Contract Name & Title:	Authorized Contact Signature:
Full Name of EAC:	
Address of EAC:	City, State, Zip:
Authorized EAC Contact Name & Title:	Authorized EAC Contact Signature:
EAC Representative on Show Site:	
Phone Number:	Email:
Type of service being performed: _____ _____	

For additional questions please call us at *972.271.7444* or toll free *866.386.3976 (866.FUN.EXPO)*

Third Party – Sample Certificate of Liability Insurance

This form should name SES as additional insured for each EAC firm being utilized. Note: The EAC must maintain at least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACCORD	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY)

PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 12345	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSURERS AFFORDING COVERAGE
INSURED Company Name, Inc 1234 Corporate Lane New York, NY 12345	INSURER A: Hartford Insurance Company of Texas
	INSURER B: Aetna Casualty & Surety Company
	INSURER C: Royal Insurance Company

COVERAGE'S CERTIFICATE NUMBER: REVISION NUMBER:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUES TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ___ CLAIMS MADE ___ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER ___ POLICY ___ PROJECT___ LOC	000P98298-AI1	01/01/16	01/01/17	EACH OCCURRENCE	$1,000,000
					FIRE DAMAGE (Any one fire)	$50,000
					MED EXP (Any one person)	$5,000
					PERSONAL & ADV INJURY	$1,000,000
					GENERAL AGGREGATE	$2,000,000
					PRODUCTS-COMP/OP AGG	$2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ___ ALL OWNED AUTO ___ SCHED AUTOS ___ NON-OWNED AUTOS ___ HIRED AUTOS	SKLS-029499S	01/01/16	01/01/17	COMBINED SINGLE LIMIT (each accident)	$1,000,000
					BODILY INJURY (per person)	$
					BODILY INJURY (per accident)	$
					PROPERTY DAMAGE	$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN $ / $	$
A	___ UMBRELLA ___EXCESS LIABILITY ___ OCCUR ___ CLAIMS MADE ___ DEDUCTIBLE ___ RETENTIONS	XL1234567	01/01/16	01/01/17	EACH OCCURRENCE	$
					AGGREGATE	$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	$1,000,000
					E.L. DISEASE-EA EMPLOYEE	$1,000,000
					E.L. DISEASE-POLICY LIMIT	$1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/16	01/01/17	EACH OCCURRENCE & AGGREGATE	$1,000,000 $3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER __X__ ADDITIONAL INSURED; INSURER LETTER __X__ CANCELLATION ____

SES Exhibitor Services 706 Rand Road Kaufman, TX. 75142 Re: Elevate 2027	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC

- **PRODUCER:** Insurance Agent/Broker who issues certificate.
- **NAME OF INSURED:** Must be the legal name of contracting party.
- **TYPES OF INSURANCE:** Must include types required by contract.
- **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- **NAME ADDITIONAL INSURED'S:** Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insureds on a primary and non-contributory basis.
- **CERTIFICATE HOLDER:** Must be Superior Expo Services
- **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
- **NOTICE OF CANCELLATION:** 30-day notice must be provided.
- **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

Utilities

Utilities are chosen by the show managers. When requesting services such as electricity, WiFi, dedicated internet connections, etc., it's important to closely consider the details of the companies offering these utilities. Reach out to them through email or phone directly. SES is not responsible for overseeing these choices. If we've received utility forms, you can access them through the provided links below or email service@superior-expo.com.

"Click here for Electricity/Wifi"

Frequently Asked Questions (FAQ)

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

- Each event is different. See *Event Information*, page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- *Online Ordering* – A link to the site, username, and password will be emailed to you.
- *Email orders* to ***service@superior-expo.com***
- *Fax in your order* with the *Credit Card Authorization* form to: ***972.271.7888, Attn: Exhibitor Services***
- *Mail in your order* forms and full payment to: ***Superior Expo Services, 706 Rand Road, Kaufman, TX 75142***

Orders will not be processed without full payment. Please review our *Payment Policies* for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other **"official suppliers"**, (i.e.: Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled on or prior to Thursday, January 21, 2027 will be refunded at 100%. Items cancelled after Thursday, January 21, 2027, and prior to delivery will be refunded at 50%. Items cancelled on the show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after Thursday, January 21, 2027 they will be billed at 100%.

AM I REQUIRED TO PAY IN ADVANCE FOR SERVICES, OR MAY I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **SES** move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
- **Option 2: Direct Shipping** is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- **Material Handling** includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- **Shipping** is the means by which shipments are transported via carriers to and from the event location.

WHO IS THE PREFERRED CARRIER?

- ***Superior Expo Solutions*** is the preferred carrier for the show. ***SES Solutions*** offers a convenient, hassle-free shipping service. If you would like to arrange for shipping or receive a quote from ***SES Solutions,*** please call ***972-271-7444***.

WHAT IS A BILL OF LADING?

- **Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice; however, we suggest you use the preferred carrier, *SES Solutions*. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. *SES* cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT IS THE MOVE-OUT PROCEDURE?

A *SES* Bill of Lading is required on *ALL* outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the service desk. If you are not using SES, our preferred carrier, you must call your designated carrier with pick up information. *If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.* A SES representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our *Exhibitor Service Department* at *972.271.7444.*