

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR

NOVEMBER 10, 2011

Hale Northeastern is pleased to have been selected as the official service contractor for the **FACILITIES MANAGEMENT EXPO**. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions. We will do our best to assist you with all your show needs and appreciate the opportunity to work with you.

BOOTH INFORMATION:

- Booth Size: 10' x 8'
Includes: 8' high **TEAL & WHITE** flameproof back drape
32" high **TEAL** flameproof side drape
(1) 6' table, skirted in **BLACK**
(2) chairs
(1) wastebasket
(1) 500 watt single electrical outlet
(1) 7" x 44" two-line booth identification sign



Discount Price
Deadline Date:
10-27-11

DISCOUNT PRICE DEADLINE DATE: The items above come automatically with your booth. If you need additional tables, chairs, labor or freight services, they can be ordered from the enclosed forms. Ordering in advance enables you to take advantage of special pricing. The deadline for the discount price is **OCTOBER 27, 2011**.

INSTALLATION:

Thursday, November 10 8:00 AM – 11:00 AM

SHOW HOURS:

Thursday, November 10 11:00 AM – 5:00 PM

DISMANTLING:

Thursday, November 10 5:01 PM – 8:00 PM

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist you when requested during the set-up and dismantling of the exhibition. If you have any special requirements or questions concerning our services, please do not hesitate to call. Please remember that there are substantial savings if you place your order by **October 27, 2011**.

Yours very truly,

HALE NORTHEASTERN INC.
Mary Ann Benson
Exhibitor Services Manager

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR

NOVEMBER 10, 2011

**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

- No telephone orders can be accepted, please mail, fax or scan and email your order with payment.
- If you have any questions or special requirements, please contact our Exhibitor Services Department.
- Items cancelled at show site will be charged 50% of the original price.
- Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

Payment for Services

Hale Northeastern requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

Method of Payment

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. **A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.**

Advance Payment Discount Price

To qualify for advance pricing, orders must be received on or before the advance price deadline date with payment in full. Late orders and orders without payment will be charged floor prices.

Tax Exempt

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. **Your exemption MUST be issued in the state the show takes place in.**

Questions and Adjustments

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. **Credits and adjustments will not be made based on information received after the show closes.**



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

ORDER SUMMARY

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR
NOVEMBER 10, 2011

**PLEASE PRINT LEGIBLY OR
TYPE ALL INFORMATION**

Company Name: _____ Booth No.(s): _____
Phone: _____ Fax: _____ Booth Dimensions: _____ x _____
Show-Site Representative: _____ Email: _____

Credit Card Authorization (will be used for Hale services only):

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept American Express, Visa, MasterCard and Discover Card

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____
Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: _____ Exp. Date: ____/____/____ V-Code: ____
V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary:

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

CARPETING, PERFBBOARD, SPECIAL BACKGROUND DRAPE	\$
FURNITURE RENTAL	\$
SPECIAL SIGNS	\$
STANDARD BOOTH SIGN (FILL OUT FORM AND RETURN VIA MAIL OR FAX)	No Charge
ELECTRICAL SERVICE	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	(Actual weights will be billed at show close)
<input type="checkbox"/> YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE*	SUBTOTAL \$
<input type="checkbox"/> NO, I WILL HANDLE MY OWN FREIGHT	
*The Shipping / Material Handling Form must accompany this Order Summary	ADD 8.75% SALES TAX \$
	TOTAL \$



**Discount Price
Deadline Date:
10-27-11**

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

HALE

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Phone: (716) 896-6170 * Fax: (716) 896-8908

**CARPETING, PERFBORARD,
SPECIAL BACKGROUND DRAPE****FACILITIES MANAGEMENT EXPO**

HEARTHSTONE MANOR

NOVEMBER 10, 2011

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions _____ x _____

Show-Site Representative: _____ Email: _____

Standard Booth Carpeting & Additional Carpet Taping**Note: Variations in dye lot of carpet may occur in a combination of standard sizes.**

Standard booths include taping of aisle sides only. Additional taping is .41¢/ft. Please indicate below if you require additional taping.

Size	Advance Price	Standard Price	Quantity	Total
9' x 10'	\$117.56	\$152.70	_____	\$ _____
9' x 15'	\$176.25	\$228.95	_____	\$ _____
9' x 20'	\$235.00	\$305.30	_____	\$ _____
9' x 30'	\$352.50	\$457.50	_____	\$ _____
20' x 20'	\$588.00	\$688.25	_____	\$ _____
<i>For longer sizes, multiply 10' increments by:</i>				
	\$117.56	\$152.70	_____ ft.	\$ _____
Additional taping: Total feet: _____ x .43¢/ft = _____ \$ _____				



Please Circle Carpet Color
(if no color is indicated, show colors will prevail)

Carpet Padding

Size	Advance Price	Standard Price	Quantity	Total
9' x 10'	\$74.95	\$95.40	_____	\$ _____
9' x 15'	\$112.00	\$143.00	_____	\$ _____
9' x 20'	\$149.90	\$190.75	_____	\$ _____
9' x 30'	\$224.75	\$286.00	_____	\$ _____
20' x 20'	\$333.10	\$408.00	_____	\$ _____
<i>For longer sizes, multiply 10' increments by:</i>				
	\$74.95	\$95.40	_____ ft.	\$ _____



Discount Pricing
Valid Until:
10-27-11

Special Background Drapes (includes 8' base & post and crossbar)

Size	Advance Price	Standard Price	Linear Ft. Req'd	Total
32" high drape	\$6.44/ft.	\$7.21/ft.	_____	\$ _____
8' high drape	\$9.06/ft.	\$10.09/ft.	_____	\$ _____
12' high drape	\$15.66/ft.	\$17.72/ft.	_____	\$ _____

Beige Black Blue Brown
Burgundy Dusty Rose Forest
Gold Lime Orange Peach
Purple Red Silver White

Perfboard, Tape (Perfboard orders include 1-dozen loop hooks)

Description	Advance Price	Standard Price	Quantity	Total
Tackboard, 4' x 8 One.-sided	\$91.00	\$110.00	_____	\$ _____
Tackboard, 4' x 8 Dbl.-sided	\$134.00	\$170.00	_____	\$ _____
Perfboard 4' x 4' Panel	\$79.47	\$102.64	_____	\$ _____
Perfboard 4' x 8' Panel	\$119.48	\$155.02	_____	\$ _____
Perfboard 4' x 8" Shelf	\$22.40	\$29.00	_____	\$ _____
Clear Packing Tape	\$9.48	\$9.48	_____	\$ _____
Double-face Tape	\$20.70	\$20.70	_____	\$ _____

Visqueen (Heavy-Duty Plastic)

If you plan to position heavy equipment on your carpet with a forklift or are using any oil or grease substances,
Visqueen **must** be ordered to cover these areas.

Calculate Square Feet: _____ ft. x _____ ft. = _____ sq.ft.

Advance Price	Standard Price	sq.ft.	Total
.75¢/sq.ft.	.98¢/sq.ft.	_____	\$ _____

PAGE SUMMARY

Standard Carpeting: \$ _____
Additional Taping: \$ _____
Special Drape: \$ _____
Perfboard: \$ _____
Tape: \$ _____
Carpet Padding: \$ _____
Visqueen: \$ _____
Total Services: \$ _____

Please enter the total on the Order Summary
(Applicable taxes not included)

BL11



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FURNITURE RENTAL

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR

NOVEMBER 10, 2011

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Draped Display Tables, (6' & 8' tables are draped on 3 sides only. For 4th side draping, see option below)

<u>Size</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
4' x 2' x 30"	\$69.83	\$80.13	_____	\$ _____
6' x 2' x 30"	\$87.24	\$113.71	_____	\$ _____
8' x 2' x 30"	\$105.06	\$142.35	_____	\$ _____
4' x 2' x 42"	\$85.08	\$110.42	_____	\$ _____
6' x 2' x 42"	\$103.52	\$134.42	_____	\$ _____
8' x 2' x 42"	\$121.44	\$158.11	_____	\$ _____
4 th side - all 6' & 8' tables	\$22.00	\$28.00	_____	\$ _____
Skirting for Exhibitors' Table	\$55.00	\$60.00	_____	\$ _____

Gold	Red	Blue	Plum
White	Silver	Black	Teal
Brown		Forest Green	
Burgundy			

Please Circle Table Drape Color
(if no color is indicated, show colors will prevail)

30" Length _____ 42" Length _____

Please indicate length and color of Skirting Only Selection

Undraped Display Tables

<u>Size</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
4' x 2' x 30"	\$27.60	\$35.64	_____	\$ _____
6' x 2' x 30"	\$36.46	\$46.97	_____	\$ _____
8' x 2' x 30"	\$41.20	\$53.56	_____	\$ _____
4' x 2' x 42"	\$33.78	\$43.67	_____	\$ _____
6' x 2' x 42"	\$41.20	\$53.56	_____	\$ _____
8' x 2' x 42"	\$48.10	\$62.62	_____	\$ _____
Vinyl Topper (for undraped tables)	\$10.00	\$10.00	_____	\$ _____

Table Risers / Shelves

<u>Size</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
4' x 10" white drape	\$25.00	\$34.00	_____	\$ _____
6' x 10" white drape	\$33.00	\$42.00	_____	\$ _____
8' x 10" white drape	\$41.00	\$50.00	_____	\$ _____

Chairs, Stools & Pedestal Tables

<u>Description</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
Arm Chair	\$36.77	\$47.48	_____	\$ _____
Side Chair	\$32.34	\$41.72	_____	\$ _____
Stool w/ padded back	\$51.71	\$67.05	_____	\$ _____
30" x 24" Pedestal Table	\$59.33	\$77.25	_____	\$ _____
30" x 30" Pedestal Table	\$68.50	\$89.20	_____	\$ _____
30" x 42" Pedestal Table	\$77.87	\$100.73	_____	\$ _____

Accessories

<u>Description</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.08	\$16.38	_____	\$ _____
8' Base & Post	\$16.07	\$21.01	_____	\$ _____
Cross Bar	\$8.34	\$10.82	_____	\$ _____
Floor Easel	\$20.50	\$25.96	_____	\$ _____
8' Velour Rope	\$21.53	\$27.91	_____	\$ _____
36" Chrome Stanchion	\$21.53	\$27.91	_____	\$ _____
22" x 28" Chrome Sign Frame	\$31.72	\$41.20	_____	\$ _____
Bag Rack	\$31.72	\$41.20	_____	\$ _____

<u>PAGE SUMMARY</u>	
Draped Tables:	\$ _____
Undraped Tables:	\$ _____
4 th Side Draping:	\$ _____
Table Risers:	\$ _____
Chairs, etc.:	\$ _____
Accessories:	\$ _____
Total Services:	\$ _____

Please enter the total on the Order Summary
BL11 (Applicable taxes not included)



Discount Pricing
Valid Until:
10-27-11



HALE NORTHEASTERN

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ELECTRICAL SERVICE

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR

NOVEMBER 10, 2011

~ Please Note: 1 – 500 Watt/5 AMP Outlet Comes with Your Booth ~
Use this form ONLY for ADDITIONAL Requirements you may have

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

CANCELLATION POLICY: NO REFUNDS WILL BE MADE AFTER INSTALLATION IS COMPLETE.

110 Volt Single Phase

Description	Advance Price	Standard Price	Quantity	Total
500 WATT or 5 AMPS	\$71.25	\$92.70	_____	_____
1000 WATT or 10 AMPS	\$78.75	\$102.35	_____	_____
1500 WATT or 15 AMPS	\$86.25	\$111.70	_____	_____
2000 WATT or 20 AMPS	\$92.15	\$120.00	_____	_____

Higher amperage available upon request. Please call for quotation.

208 Volt Single Phase (installation of all 208 Volt Circuits must be approved by the Electrical Supervisor for accessibility of location).

10 AMP or ½ HP	\$104.80	\$136.35	_____	_____
20 AMP or 1 HP	\$124.30	\$161.50	_____	_____
30 AMP or 3 HP	\$139.00	\$180.75	_____	_____
50 AMP or 7 ½ HP	\$179.20	\$230.90	_____	_____
60 AMP or 10 HP	\$222.95	\$290.85	_____	_____

Transformers are available for altering voltage, provided they are ordered by the deadline. Quotations are available on request.

Equipment Rental

150 WATT on 8' STANDARD <i>(does not include outlet)</i>	\$30.80	\$39.90	_____	_____
DBL – 150 WATT on 8' STANDARD	\$39.90	\$51.95	_____	_____
25' – 3 WIRE #12 EXTENSION	\$18.75	\$23.85	_____	_____
50' – 3 WIRE #12 EXTENSION	\$39.40	\$51.15	_____	_____
15 AMP POWER STRIP	\$22.25	\$29.20	_____	_____

Discount Pricing Valid Until: 10-27-11



Electrical Maintenance & Repair Labor

There is a minimum labor charge of ½ hour.

Straight-time per man (Monday-Friday, 8am-3:30pm) Overtime per man (Monday-Friday, Weekends, past 3:30pm)

# of hours	Straight-time Rate	Overtime Rate	Total
Electrical Labor: _____ x	\$84.10	or \$122.45	= _____

I WILL REQUIRE 24 HOUR SERVICE FOR AN ADDITIONAL 50% FEE

YES NO

24 hour service is only necessary if your exhibit is perishable, such as the display of live animals or unpreserved foods.

Hale is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a Hale electrician. Hale will not be responsible for any damage or loss to any equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person(s) other than a Hale electrician.

ATTENTION ALL EXHIBITORS!

PAGE SUMMARY	
Electrical Outlets:	\$ _____
Equipment Rental:	\$ _____
Labor:	\$ _____
Total Services:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
BL11	

STANDARD ELECTRICAL SERVICES:

**110 VOLT, A.C., 60 CYCLE
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., THREE PHASE, 60 CYCLE**

RULES AND REGULATIONS:

1. All equipment regardless of source of power must comply with the National Electrical Code, State and Local Safety Codes.
2. Claims will not be considered unless filed by exhibitor prior to close of show.
3. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under no circumstances shall anyone other than "show electrician" make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "show electrician", however, all service connections and overload protection to such equipment must be made by "show electrician" only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by Hale Northeastern for this service order shall remain the property of Hale Northeastern and shall be removed ONLY by Hale Personnel at the close of the show.
8. All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Hale Northeastern reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
10. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF ONE SERVICE TO THE BOOTH IN THE MOST CONVENIENT MANNER AND DO NOT INCLUDE CONNECTING EQUIPMENT OR WIRING.
11. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
12. PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE CONNECTION.
13. Advance orders shall receive priority service.
14. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
15. Unauthorized power not paid for will result in shut down of electrical service.
16. Surge protection is the responsibility of the exhibitor.
17. We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

STANDARD BOOTH SIGN

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR
NOVEMBER 10, 2011

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions _____ x _____

Show-Site Representative: _____ Email: _____



STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY
PRINTED WITH YOUR COMPANY NAME, CITY, AND STATE.

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM
TO INDICATE THE CHANGES.

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Please print or type revised sign copy here and return to the address above
by OCTOBER 27, 2011 or fax to (716) 896-8908

7" X 44" ID SIGN

Company Name: _____

City & State: _____

Each line may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.
Other signs may be ordered from the Special Sign Form.



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SPECIAL SIGNS

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR
NOVEMBER 10, 2011

PLEASE PRINT LEGIBLY OR
TYPE ALL INFORMATION

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Hale Northeastern's Sign and Banner Department can produce a wide array of signs to make your exhibit be seen and be successful!

With a wide variety of fonts, colors, logo reproduction, graphics and backing material we know we can make a terrific looking sign for you!

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

If you have any questions please call (716) 896-6170

We can make a sign to fit your specific size requirements!

SOME EXAMPLES OF STANDARD SIZES:

22" x 28" Standard Sign Holder Size \$76.43	22" x 14" Common Table Top Size \$60.26	14" x 44" Double the height of a standard Booth Sign \$76.43	4' x 8' 3' x 4' \$271.61 \$116.70
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*** All sign prices are for one or two color simple copy – about 12 words – on your choice of white backing material. Logo, graphics, additional colors or heavy copy will be quoted.**

Color of Copy _____ Landscape or Portrait

Sign Copy

Please circle your choice of backing material:

Foamcore Foam center with paper outsides.	Coroplast Colors available A corrugated plastic most durable of the three	Sign Card White Only
---	--	--------------------------------

Sign Size and Cost

Other options available to you

Description	Advance Price	Standard Price	Quantity	Total
Pair of Brass Grommets	\$3.50	\$5.25	_____	_____
Easel Back	\$2.68	\$3.86	_____	_____
Double Sided	(+50% of Sign Price)		_____	_____

Total Sign Cost: \$ _____

Please enter the total on the Order Summary (Applicable taxes not included)



Add 50% After:
10-27-11

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR

NOVEMBER 10, 2011

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions _____ x _____

Show-Site Representative: _____ Email: _____



Use a creative banner to make the most of your Exhibit space!

Banners

<u>Size</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
2' x 8'	\$128.13	\$192.20	_____	\$ _____
3' x 8'	\$152.23	\$228.35	_____	\$ _____

All banners have grommets for easy hanging.

Logos, Graphics

Special graphics, including logos, can be added for a custom designed banner.

<u>Description</u>	<u>Advance Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
Logo/Graphic	\$44.91	\$67.36	_____	\$ _____
Reproduction Charge				

Please send us a camera ready logo you want to appear on your banner.

Lettering, Background Colors

There are several choices of background colors available, as well as a variety of letter styles & colors, to enable you to acquire an appealing banner.

- Royal Blue
 - Red
 - Navy Blue
 - White
 - Teal
 - Black
 - Purple
 - Kelly Green
 - Forest Green
 - Burgundy
 - Gray
 - Orange
 - Brown
 - Gold
 - Pink
 - Yellow

These are just some of the color choices available to you. Please contact us if your desired color is not listed.



Add 50% After:
10-27-11

Banner Copy: _____ Letter Color Choice: _____ Background Color Choice: _____

PAGE SUMMARY

Banners:	\$ _____
Simple Logo:	\$ _____
Complex Logo:	\$ _____
Total:	\$ _____

Please enter the total on the Order Summary
(Applicable taxes not included)

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**INSTALLATION & DISMANTLE LABOR
FORKLIFT SERVICE**

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR
NOVEMBER 10, 2011

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Email: _____

Supervisor Name : _____ Supervisor Contact Number: _____

Installation/Dismantle Labor * Please choose between Exhibitor Supervision and Hale Supervision*

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8am unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously assigned jobs. Exhibitors must sign labor out at the service desk & labor charges will continue until the exhibitor returns to the desk to sign in his labor.

Straight-Time Rate: \$60.75

Overtime Rate: \$80.00

of Men # of Hours

Installation: _____ x _____ Date service is Required _____ Time service is Required _____

Dismantle: _____ x _____ Date service is Required _____ Time service is Required _____

SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a \$26.50 minimum on installation and a \$21.50 minimum on dismantling.

Straight-Time Rate: \$60.75

Overtime Rate: \$80.00

of Men # of Hours Hale Supervision

Installation: _____ x _____ + \$26.50 (minimum) or 25% of Subtotal Date service is Required _____ Time service is required _____

Dismantle: _____ x _____ + \$21.50 (minimum) or 25% of Subtotal Date service is Required _____ Time service is Required _____

Forklift Services (cost includes Hale Northeastern operator)

Check in at the Hale Service Desk at your scheduled time to confirm forklift service. Due to liability, forklifts may only be operated by an authorized Hale Northeastern employee.

Straight-Time Rate: \$120.75

Overtime Rate: \$182.00

of Men # of Hours

Installation: _____ x _____ Date service is Required _____ Time service is Required _____

Dismantle: _____ x _____ Date service is Required _____ Time service is Required _____

Plastic Banding, Shrink Wrap

There is a minimum charge of 1/2 hour for plastic banding and/or shrink wrap.

Plastic Banding is .80¢ per foot plus 1/2 hr. labor

Shrink Wrap is \$32.00 per pallet (includes labor)

STRAIGHT TIME
Monday – Friday
8am – 4pm

**There is a minimum labor / forklift charge of one-hour.
Additional hours will be invoiced at 1/2 hour increments.**

OVERTIME
Mon. – Fri., Before 8am, After 4pm
Weekends, Holidays

There will be a one-Hour Per Man No-Show Charge, Unless notice is given to Hale Northeastern Inc. at 24 Hours prior to the Date & Time requested.

Please enter total on the Order Summary
(Applicable taxes not included)

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. *** PLEASE DO NOT RETURN THEM TO HALE NORTHEASTERN***

Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

CUT HERE



ADVANCE TO WAREHOUSE

Shipments arriving between: Tuesday 10/25/11 – Tuesday 11/8/11

FREIGHT LABEL

SHIP TO:

**Facilities Management Expo
C/O Hale Northeastern, Inc.
828 East Ferry Street
Buffalo, NY 14211**

FACILITIES MANAGEMENT EXPO
HEARTHSTONE MANOR
NOVEMBER 10, 2011

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

CUT HERE



DIRECT TO SHOW SITE

Shipments arriving on or after: Wednesday 11/9/11

FREIGHT LABEL

SHIP TO:

**Facilities Management Expo
C/O Hale Northeastern, Inc.
Hearthstone Manor
333 Dick Road
Depew, NY 14043**

FACILITIES MANAGEMENT EXPO
HEARTHSTONE MANOR
NOVEMBER 10, 2011

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

SHIPPING / MATERIAL HANDLING Indoor Exhibits

FACILITIES MANAGEMENT EXPO

HEARTHSTONE MANOR
 NOVEMBER 10, 2011

MAIL OR FAX THIS FORM TO HALE
 NORTHEASTERN ALONG WITH A
 SIGNED COPY OF "LIMITS OF
 LIABILITY" FORM

Explanation of Drayage/Material Handling Charges: ➔ **Urgent!** Please initial your understanding of these terms _____

- **All shipments to and from the show or advanced warehouse must be arranged through your own freight carrier.**
- **Drayage is the process of accepting your freight, delivering it to your booth & storing your crates.** Charges apply for this service whether we receive your freight at the Advance Warehouse or Direct at the show-site. Hale will provide storage labels at our on-site service desk & will return stored crates to your booth at the end of the show. Shipments will then be loaded onto the truck of your designated carrier.
- **Any shipment arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card # on file.**
- **ALL SHIPMENTS MUST BE PRE-PAID – Collect shipments will not be accepted.** The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.

Avoiding Drayage Charges: *(If you are shipping to the Advance Warehouse this does not apply.)*

- While on-site, you are welcome to intercept, sign for, and transport your own shipments at any time. Please be sure to have a representative on-site at the delivery point awaiting arrival. **Representatives must remain outside the Hale offices.**

Outbound Freight: ➔ **Urgent!** Please initial your understanding of the following terms _____

- **BECAUSE HALE NORTHEASTERN'S LEASE TO THE SHOW-FLOOR EXPIRES SHORTLY AFTER DISMANTLE, IT IS IMPERATIVE THAT ALL FREIGHT BE REMOVED FROM THE FACILITY BY THE PUBLISHED EXIT TIMES.** For this reason, if your preferred Carrier does not pick up within the time allotted for the removal of exhibits, **we reserve the right to forward such materials by the shipping method of our choice** or to remove said material to our warehouse for disposition. **HALE NORTHEASTERN, INC. SHALL HAVE AUTHORITY TO ENACT THIS POLICY WITHOUT FURTHER CLEARANCE FROM EXHIBITORS.** Hale Northeastern is not responsible for losses or overages that occur through the billing of their selected carrier. Exhibitors are responsible for all shipping costs and storage fees that may be incurred through this method.
- It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of outbound freight clearly and to complete a Hale Bill of Lading for each shipment. Hale Bills of Lading may be obtained at the on-site service desk.

Freight Handling Costs:

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	Less than 25 lbs	** 200 lbs minimum **
ADVANCE WAREHOUSE 10/25/11 – 11/8/11				\$25 for first item \$5 each add'l item	\$74.75 x 2 = \$149.50
DIRECT SHOW SITE On or after 11/9/11				\$25 for first item \$5 each add'l item	\$62.50 x 2 = \$125.00

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ Phone #: _____ Booth #: _____
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Print name as it appears on card: _____ Signature: _____
 Account#: _____ Exp. Date: ____/____/____ V-Code: _____
V-Code: MC, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front
 Show-Site Representative: _____ Email: _____

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

Payment Policy & Shipments

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets. (Signature) _____

Show Name Facilities Management Expo 2011 Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

OUTBOUND SHIPPING INFORMATION

- All outbound shipments must have a Hale Northeastern bill of lading filled out and returned to the Hale Service Desk. These supplies can be obtained at the desk.
- You **MUST** arrange pick up of your show materials with the Common Carrier of your choice. Pick up should be scheduled for the close of the show.
- Under normal circumstances, Hale will be onsite the next business day after your show closes from 8:00AM until 12:00Noon. This standard is subject to change per show-floor availability. We will place your items on your preferred carrier's truck during those hours, if you were unable to arrange pick-up the previous day.
- See Hale Northeastern's Exhibitor Kit for Limits of Liability on shipping items.

THERE ARE THREE OPTIONS FOR OUTBOUND SHIPMENTS:

#1

Hale has designated ABF FREIGHT as the official show carrier. If you choose to use ABF, we will arrange for the pickup of your goods from showsite. ABF Bills of Lading can be obtained from the Hale Service Desk for this method. Freight charges will be billed through ABF Freight. *(Note: Drayage/Material Handling fees will be billed through Hale.)*

If you have an established account with ABF Freight, you will receive your negotiated contractual discounts and be invoiced directly from ABF Freight for your freight charges.

Save \$\$\$ by using ABF Freight!

ABF Freight offers exhibitors the following perks when selecting them as YOUR freight carrier:

- 1) Receive substantial Show Carrier discounts! First, select ABF Freight as your carrier. Then, write or type "TSTR" on your bill of lading when shipping. That's all you have to do to save big on your shipping costs!
- 2) If your shipment is larger than 5,000 lbs. a Volume Rate can be requested.
- 3) If your materials need Expedited or Air handling, Timekeeper Guaranteed is available.
- 4) Easy Access! ABF Freight can be contacted at 800-654-7019 to arrange your Shipping needs. Also, check out their website at www.abf.com.

#2

You may choose ANY carrier as long as they pick up on the day the show closes or the next business day by Noon. A Hale Bill of Lading must be completed, along with a copy of your carrier's Bill of Lading.

CRITICAL NOTE: Because Hale's lease to the show-floor expires shortly after dismantle, if the freight carrier you have selected has not arrived by the close of freight deadlines, Hale **MUST** force the freight off the floor **FOR THE SECURITY OF YOUR MATERIALS**. Hale will use ABF Freight. **IF EXHIBITORS SELECT A CARRIER OTHER THAN ABF, IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CONTACT THE CARRIER OF THEIR CHOICE. HALE DOES NOT CONTACT ANY TRUCKING COMPANY OTHER THAN THE SHOW CARRIER.**

#3

You may also ship via FEDEX or UPS. As with all common carriers, you must contact FedEx or UPS yourself with your account numbers and have them pick your packages up on showsite at the close of the show or the next business day by Noon.

To avoid drayage charges, exhibitors **MUST** bring Fed Ex & UPS shipments to the Hale Service Desk, otherwise handling fees may be assessed.