



EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Oct. 8th
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Facilities Management Expo

The Event Center on the Hamburg Fairgrounds

October 22, 2025

Hale Expo Services, LLC. is pleased to have been selected as the official service contractor for the **Facilities Management Expo** to be held at **The Event Center on the Hamburg Fairgrounds** on October 22, 2025. 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 at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Tuesday, October 21, 2025

1:00 PM - 5:00 PM

Wednesday, October 22, 2025

7:00 AM - 9:45 AM

SHOW DATES AND TIMES

Wednesday, October 22, 2025

10:00 AM - 4:00 PM

MOVE-OUT DATES AND TIMES

Wednesday, October 22, 2025

4:00 PM - 6:00 PM (All Freight must be off the floor by 6 PM)

ONLINE ORDERING IS NOW AVAILABLE

Please send an email to csr@haleexpo.com with the show name, company name and an email address that you would like a link to be sent to and our Customer Service Department will send a command to our online ordering server to send a secure email link and temporary password to the email address provided.

EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BLUE/LIME GREEN/BLUE** back drape with 32" tall **BLUE** dividing drape and will be identified by a one-line ID sign. Booth(s) will also include (1) 6'L x 24" W x 30"H table skirted in **BLUE** and (2) chairs (provided by facility). Booths will be set on a concrete floor.

DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is **October 8, 2025**.

HALE SERVICE DESK

Hale Expo Services, LLC. will have a service desk staffed with a customer service representative to handle any last minute equipment needs or questions you may have. The desk will be operating during setup and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,
HALE EXPO SERVICES, LLC.
Exhibitor Services Department



PAYMENT POLICY

**Save Time and Money! Pre-Order by Oct. 8th
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October 22, 2025

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

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

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 Expo Services, LLC. 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 onsite services.

METHOD OF PAYMENT

Hale Expo Services, LLC. accepts company checks, Visa, MasterCard, American Express, Discover and ACH. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

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.



ORDER SUMMARY

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October 22, 2025

Company Name: _____ Booth No.(s): _____
Phone No.: _____ Cell #: _____ Booth Dimensions: _____
Order Contact: _____ 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 Expo Services, LLC. 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:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: ☐ Master Card ☐ Visa ☐ Discover ☐ American Express ☐ ACH
Billing Address: _____ City: _____ State: _____ Zip: _____
Credit Card Number: _____ Exp. Date: _____ Code: _____
Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Expo Service's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Expo Services, LLC. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite. Any charges made to your credit card by Hale Expo Services, LLC. will appear on your credit card statement as a charge from Hale Expo Services, LLC.

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE ***

BOOTH CARPET & SPECIAL BACK DRAPE	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
SPECIAL SIGNS	\$
BANNERS	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to show-site. Please see the Shipping & Material Handling form for details.	
	SUBTOTAL \$
	ADD 8.75% SALES TAX \$
	TOTAL \$

*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.
Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com



**BOOTH CARPET &
SPECIAL BACK DRAPE**
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Company Name: _____

Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$127.08	\$149.50	_____	_____
9' x 20'	\$255.00	\$300.00	_____	_____
9' x 30'	\$379.53	\$446.50	_____	_____
9' x 40'	\$506.60	\$596.00	_____	_____
18' x 20'	\$506.60	\$596.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$127.08	\$149.50	_____	_____

Standard Booth Carpet Subtotal: _____

Please check **CARPET** color choice

<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Gray
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
	<input type="checkbox"/> Burgundy

SHOW COLORS: **BLUE & LIME GREEN**

Carpet Padding, Carpet Taping & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$76.93	\$90.50	_____	_____
9' x 20'	\$152.58	\$179.50	_____	_____
9' x 30'	\$225.00	\$269.00	_____	_____
9' x 40'	\$306.00	\$360.00	_____	_____
18' x 20'	\$306.00	\$360.00	_____	_____

Additional taping: Total feet: _____

X \$.45

Visqueen

Pre-Order Price

Standard Price

\$.77/sq. ft.

\$.90/sq. ft.

Calculate sq. ft.:

_____ ft. x

_____ ft. =

Carpet Padding, Carpet Taping & Visqueen Subtotal: _____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$6.38 Ln. ft.	\$7.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$8.93 Ln. ft.	\$10.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$15.73 Ln. ft.	\$18.50 Ln. ft.	_____ Ln. ft.	_____

Special Back Drape Subtotal: _____

Please check **DRAPE** color choice

<input type="checkbox"/> Beige	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Orange	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Peach	<input type="checkbox"/> White
<input type="checkbox"/> Brown	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	

Tackboard

Description	Pre-Order Price	Standard Price	Quantity	Total
Tackboard, 4' x 8' One-sided	\$87.98	\$103.50	_____	_____
Tackboard, 4' x 8' Dbl.-sided	\$130.90	\$154.00	_____	_____
Clear Packing Tape	\$9.78	\$11.50	_____	_____
Double-Face Tape	\$21.68	\$25.50	_____	_____

Tackboard Subtotal: _____

Booth Carpet & Special Back Drape Page Total: _____



**TABLES, PEDESTAL TABLES &
TABLE RISERS**
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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 th Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
Draped Table Subtotal:			_____	_____

Please check SKIRT color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

Undraped Display Tables

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
Undraped Table Subtotal:			_____	_____

Table Risers (Draped in Blue)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
Table Risers Subtotal:			_____	_____

Undraped Pedestal Tables & Spandex Covers

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
Pedestal Tables & Spandex Cover Subtotal:			_____	_____



Please check SPANDEX color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

Table Page Total: _____



CHAIRS & ACCESSORIES
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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Chairs & Stools (Grey Fabric)











<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____

Chairs & Stools Subtotal: _____

Accessories

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____

Accessories Subtotal: _____

Item Pictures				
Chairs & Stools	Accessories			
				
Padded Side Chair	Wastebasket	Literature Rack	Bag Rack	Grid Wall Hook
				
Padded Stool	8' Post & Base & Crossbar	Floor Easel	22" x 28" Chrome Sign Frame	2'x8' Grid Wall

Chairs & Accessories Page Total: _____



SPECIAL SIGNS
Sign Orders received after Oct. 8th
add 50% to the listed Price.

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Company Name: _____
Email Address: _____

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

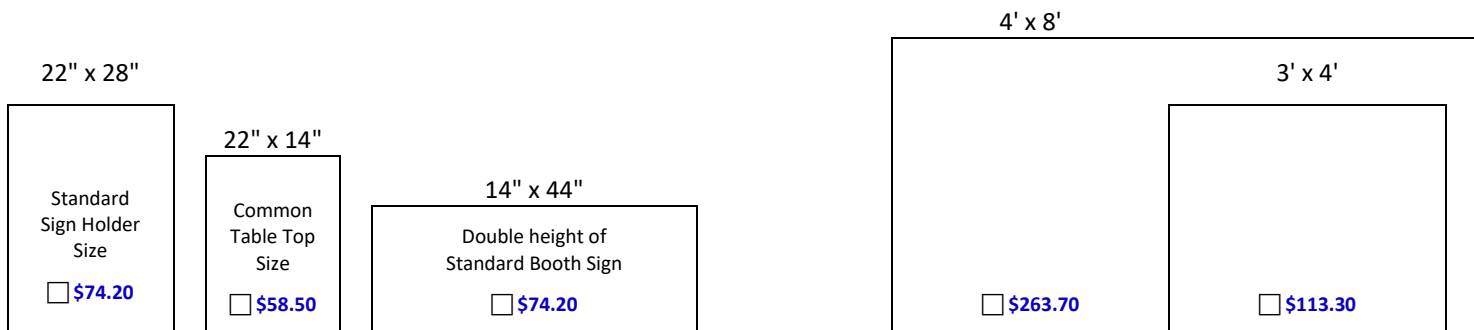
SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copies with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES



Copy Color

Color 1: _____
Color 2: _____

Orientation

☐ Landscape
☐ Portrait

Description

Pre-Order Price

Quantity

Total

Material Choice

- ☐ Foamcore – Foam center with white paper surfaces
☐ Coroplast – Corrugated plastic – Most durable (Colors available)
☐ Poster Board – White poster board / Sign card only

22" x 28" Sign	\$74.20	_____	_____
22" x 14" Sign	\$58.50	_____	_____
14" x 44" Sign	\$74.20	_____	_____
4' x 8' Sign	\$263.70	_____	_____
3' x 4' Sign	\$113.30	_____	_____
Grommets (ea.)	\$2.00	_____	_____
Easel Back	\$2.75	_____	_____

Subtotal: _____

Please Indicate Sign Copy Here:

Double Sided Add 75% to Subtotal: _____

Subtotal 2: _____

Ordered After Oct. 8th Add 50% to Subtotal 2: _____

Special Sign Page Total: _____



BANNERS

Banner Orders received after Oct. 8th
add 50% to the listed Price.

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Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

Your Company Name Goes Here!

All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
			Subtotal:	_____	_____
			Double Sided	Add 75% to Subtotal:	_____
			Subtotal 2:	_____	_____
			Ordered After Oct. 8 th	Add 50% to Subtotal 2:	_____
			Banner Page Total:	_____	_____

Font Color

Color 1: _____

Color 2: _____

Banner Background Material Color

☐ White ☐ Blue ☐ Yellow

☐ Red ☐ Green

☐ No Grommets or Pockets

☐ I Want Grommets ☐ I Want Pockets

Please Indicate Banner Copy Here:

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. [To prevent unsatisfactory results, Hale Expo Services, LLC, will not use web images for reproduction on signage.](#) Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: <ftp.haleexpo.com> User: **upload-user** Password: **upload-to-hale**

It's our business to make your business look good!



INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

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Company Name: _____

Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM)

Overtime Rate: \$91.13 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM 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 to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Onsite Supervisor Name: _____

Cell Number: _____

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM)

Overtime Rate: \$91.13 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ SUPERVISED BY HALE EXPO SERVICES, LLC. PERSONNEL – Supervision will be provided by Hale Expo Services, LLC. and [all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information.](#) Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$120.75 (M-F 8 AM – 4 PM)

Overtime Rate: \$181.13 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Expo Services, LLC. will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Expo Services, LLC. employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	Date of Service	Start Time	No. of Workers	Approx. Hours	Total Hours Per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Plastic Banding (Per pallet and includes labor): **\$32.00**

Shrink Wrap (Per pallet and includes labor): **\$32.00**

If Labor must be cancelled, Hale Expo Services, LLC. requires 24-hour advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

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 EXPO SERVICES, LLC.*****

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 Expo Services, LLC. at the Advance Warehouse or on Show Site.

ADVANCE TO WAREHOUSE

Shipments arriving between: Monday, October 6 – Monday, October 20, 2025

FREIGHT LABEL

SHIP TO:

**Hale Expo Services, LLC.
c/o Facilities Management Expo
828 East Ferry Street
Buffalo, NY 14211**

Show Information:

Facilities Management Expo

The Event Center on the Hamburg
Fairgrounds
October 22, 2025

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

Shipments arriving ONLY on: Tuesday, October 21, 2025

FREIGHT LABEL

SHIP TO:

**The Event Center on the Hamburg Fairgrounds
c/o Facilities Management Expo /Hale
5820 South Park Avenue
Hamburg, NY 14075**

Show Information:

Facilities Management Expo

The Event Center on the Hamburg
Fairgrounds
October 22, 2025

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



MATERIAL HANDLING

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Facilities Management Expo The Event Center on the Hamburg Fairgrounds October 22, 2025

Company Name: _____ Booth No.(s): _____
Billing Address: _____ City/State: _____ Zip: _____
Phone No.: _____ Cell: _____ Email: _____
Print name as it appears on card: _____ Signature: _____
Account#: _____ Exp. Date: ____/____/____ V-Code: _____
V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

*** MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE ***

Shipments 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.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. - 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (Mon., Oct. 6 – Mon. Oct. 20, 2025)				\$90.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$180.00	(Total Weight / 100) x \$90.00 Minimum Charge = \$180.00
Direct to Show Site Rate For Shipments Arriving on or after (October 21, 2025)				\$75.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$150.00	(Total Weight / 100) x \$75.00 Minimum Charge = \$150.00
Small Package Rate For Direct to Show Site <u>ONLY</u> For Single Package 25 lbs. and Under				\$35.00 / per package (Single Package Shipment Only) Minimum Charge = \$35.00	\$35.00 Single Package Only

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.

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Only Outbound Shipping & Material Handling (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. - 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$75.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$150.00	(Total Weight / 100) x \$75.00 Minimum Charge = \$150.00
Small Package Rate For Single Packages 25 lbs. or less				\$35.00 / per package (Single Package Shipments Only) Minimum Charge = \$35.00	\$35.00 Single Package Only

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **6:00 PM, Wednesday, October 22, 2025**. To ensure the floor is clear for the next event, shipments not picked up by **6:00 PM, Wednesday, October 22, 2025**, will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Subtotal: _____ x 8.75% tax = Total: _____
(200 lb. Minimum Charge)



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

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www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Expo Services, LLC. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Expo Services, LLC. 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 Expo Services, LLC. 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 Expo Services, LLC. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Expo Services, LLC. are based on the value of the material handling services and the scope of Hale Expo Services, LLC. 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 Expo Services, LLC. 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 Expo Services, LLC. 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 Expo Services, LLC. 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.

Show Name: Facilities Management Expo 2025

Print Name: _____

Signature: _____

Company Name: _____

Booth No.(s): _____

Date: _____

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.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NEXPO SERVICES, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



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www.haleexpo.com | email: csr@haleexpo.com

Outbound Shipping

- All outbound shipments must have a Hale Bill of Lading filled out and returned to the Hale Service Desk. This authorizes us to place your materials on the carrier of your choice. **IT IS CRITICAL THAT THE HALE BILL OF LADING BE COMPLETED AND A HALE REPRESENTATIVE CHECKS YOUR SHIPMENT.**
- Bills of Lading and shipping labels are available at the Hale Service Desk.
- You must arrange pick up of your shipment with the Common Carrier of your choice.
- You may choose ANY carrier as long as they pick up your materials on time.
- **FED EX / UPS Shipments** have very specific rules for shipping.
FEDEX: 1-800-GO-FEDEX UPS: 1-800-742-5877
- If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.
- If Hale receives your freight on the inbound, there is no charge for material handling service on the Outbound.

Here is the address your carrier needs to pick up your freight at SHOW SITE:

Facilities Management Expo
The Event Center on the Hamburg Fairgrounds
5820 South Park Avenue
Hamburg, NY 14075

**ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY:
By 6:00PM Wednesday, October 22, 2025**

**FREIGHT LEFT ON THE FLOOR WILL BE FORCED OUT ON THE
HOUSE CARRIER AT YOUR EXPENSE!!**