

HERSHEYSM

EXPOSITIONS

6305 Allentown Boulevard, Harrisburg, PA 17112

Dear Exhibitor:

Hershey Exposition Services has been selected as your official full-service contractor for decorating, drayage and labor at the upcoming NEAFCS conference being held at Hershey Lodge.

In order to provide you the best services, we have enclosed all required forms for additional needs you might have. By returning the completed forms to our office, all equipment will be set up in your booth prior to your arrival. In the event you are not going to personally plan and supervise your exhibit, please forward this kit to the person you have appointed to be in charge.

PLEASE NOTE:

All booths will be 8' deep x 10' wide draped 8' high back wall and 33" high side dividers. Each booth will be provided with one exhibitor identification sign, one 6' topped and skirted table, one wastebasket, and two chairs. Additional furniture requirements should be ordered through Hershey Exposition Services. **The exhibit hall at Hershey Lodge is carpeted.**

IMPORTANT:

Hershey Lodge has **NO provisions for receiving and storing freight.** All required shipping information is enclosed. Please refer to our Freight/Drayage form.

Any Exhibit Materials that need to be shipped directly to the Convention Facility cannot arrive prior to your (exhibitor) set-up time(s) as indicated by Show Management. Shipment(s) that arrive at the Convention Facility prior to the stated set-up times or are received in the absence of the attending exhibitor **WILL BE CHARGED "DRAYAGE CHARGES"** in accordance with the Drayage Service Form. Advance shipments to warehouse are only received Monday thru Friday 7:30 AM – 5 PM (excluding holidays.)

In submitting your request for our services, please include your payment plus **6% Sales Tax** to receive discount price.

All services may be put on one of the Credit Cards listed on our forms. All orders placed during installation are to be C.O.D.

We are looking forward to servicing you. If any additional information is needed, please contact our office.

Sincerely,
Hershey Exposition Services

6305 Allentown Boulevard, Harrisburg, PA 17112
Phone: 717-508-5926, Fax: 717-298-1519

DISPLAYS • EXHIBITS • CONVENTION SERVICES

HERSHEYSM EXPOSITIONS

BOOTH SUPPLY ORDER FORM

6305 Allentown Boulevard, Harrisburg, PA 17112
PHONE: 717-508-5926 FAX: 717-298-1519

Furniture	QTY.	Advance Order	Reg. Price	Amount
Counter Stool with Back		\$37.00	\$47.00	
Side Chair (padded)		\$22.00	\$33.00	
Arm Chair (padded)		\$27.50	\$37.50	
Easel		\$18.00	\$26.00	
Literature Bag Holder		\$35.00	\$45.00	
Clothes Tree		\$17.00	\$25.00	
Clothes Rack		\$25.00	\$30.00	
Pedestal Table 24" D 18"H		\$30.00	\$40.00	
Pedestal Table 24" D 30"H		\$35.00	\$45.00	
Pedestal Table 24" D 40"H		\$40.00	\$50.00	
Pedestal Table Skirt - 30"		\$15.00	\$20.00	
Pedestal Table Skirt - 40"		\$20.00	\$25.00	
Waste Basket with Liners		\$10.00	\$13.00	
Stanchion-Polished Chrome		\$25.00	\$30.00	
Ropes 8'		\$22.00	\$24.00	
8' Upright with Base		\$7.50	\$10.00	
6' - 10' Expanding Rail		\$7.50	\$10.00	

Carpet	QTY.	Advance Order	Reg. Price	Amount
10'x 10' Nylon		\$73.50	\$94.50	

Circle Carpet Colors: **Black** **Burgundy** **Grey**

Special Carpet Sizes	Amount		
_____ ft. X _____ ft. = _____ sq. ft.	\$1.31	\$1.58	
<i>Includes Taping & Covering with Plastic (Min 100 sq. ft.)</i>			
Carpet Padding (sq. ft.)	\$0.65	\$0.85	

Tables Draped 30" H	QTY.	Advance Order	Reg. Price	Amount
4' X 24" W X 30" H		\$42.00	\$58.00	
6' X 24" W X 30" H		\$52.50	\$68.50	
8' X 24" W X 30" H		\$63.00	\$79.00	

Tables Draped 42" H	QTY.	Advance Order	Reg. Price	Amount
4' X 24" W X 42" H		\$63.00	\$78.00	
6' X 24" W X 42" H		\$73.50	\$89.50	
8' X 24" W X 42" H		\$84.00	\$99.50	

Tables Draped 4 Sides	QTY.	Advance Order	Reg. Price	Amount
4 Side Table 30"		\$18.00	\$23.00	

Table Riser Draped	QTY.	Advance Order	Reg. Price	Amount
4' X 12" W X 12" H		\$25.50	\$41.00	
6' X 12" W X 12" H		\$32.00	\$47.00	

Special Draping	QTY.	Advance Order	Reg. Price	Amount
3' High Draping	/LF	\$2.50	\$3.50	
8' High Draping	/LF	\$4.25	\$5.50	

Circle Drape Colors: **White** **Black** **Burgundy**

U.S. FUNDS ONLY

Sub Total: _____
6% PA Sales Tax: _____
Total: _____

NOTE: The advance order rate applies if the order is received with payment in full by agreed upon date. Payment may be made by returning the Payment Policy Form with a credit card or with a check. All orders placed at show site are C.O.D. Any changes or cancellations to advance orders during set-up or later will be assessed a 50% delivery charge. All items are on a rental basis only and remain the property of HersheySM Expositions. All disputes must be made by the end of the show.

Name of Event: _____ Booth #: _____
Name of Firm: _____ Fax: (_____) _____
Address: _____ Phone: (_____) _____
City: _____ State: _____ Zip: _____
Email Address: _____
Authorized by: _____ Signature: _____

HERSHEYSM EXPOSITIONS

6305 Allentown Boulevard
Harrisburg, PA 17112

PHONE: 717-508-5926
FAX: 717-298-1519

BOOTH CLEANING FORM

**CHARGES MUST
BE PAID FOR IN ADVANCE.
PLEASE SUPPLY CHECK OR
CREDIT CARD INFORMATION.**

This form must be completed and returned to the address above.

**Vacuuming of carpet, sweeping of booths, or emptying wastebaskets is
NOT included in the rental of your booth space.**

1. Cleaning once prior to show opening:

Includes vacuuming carpet and emptying of wastebaskets.

Booth size: _____ x _____ = _____ square feet x .22/square foot = \$ _____

OR

2. Daily Cleaning: (Must be more than one day.) Includes removal of poly covering, daily vacuuming of carpet, and emptying of wastebaskets prior to show reopening.

Booth size: _____ x _____ = _____ square feet x .17/square foot = \$ _____

\$ _____ X _____ days = \$ _____

Add 6% Sales Tax: \$ _____

Payment due: \$ _____

Booths over 1,000 sq. ft. - Please call for special prices.

Circle Day(s) to be cleaned: Saturday Sunday Monday Tuesday Wednesday Thursday Friday

****PAYMENT MUST ACCOMPANY ORDER****

NOTE: All rental carpeting is installed clean and ready for use. Any cleaning required after installation will be at the expense of the exhibitor.

Name of Event: _____ Booth #: _____

Name of Firm: _____ Fax: (_____) _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Email Address: _____

Authorized by: _____ Signature: _____

HERSHEYSM EXPOSITIONS

DRAYAGE SERVICE FORM

6305 Allentown Boulevard, Harrisburg, PA 17112
PHONE: 717-508-5926 FAX: 717-298-1519

All shipments of common freight and crated/cartoned materials will be received at the warehouse. Warehouse hours for shipments are 8:00 AM–4 PM, Monday through Friday (excluding holidays). All shipments must be received 48 hours to 30 days in advance of your group load-in day and time. Any shipments direct to the conference facility will be forwarded to *HersheySM Expositions Services* and the below rates will be applied.

All weights will be rounded up to the next highest weight (CWT). A bill of lading stipulating the weight must accompany all shipments. Cubic or dimensional weights will be invoiced as stated weight at time of delivery unless a weight certificate is attached. No credits will be issued at any time regardless of circumstances.

CWT = 100 lbs.

Straight Time Rates:	Crated/Cartoned	\$40.00 per CWT per shipment	2 CWT minimum	\$ 80.00
	Machinery/Special Handling	\$60.00 per CWT per shipment	2 CWT minimum	\$120.00
Overtime Rates:	Crated/Cartoned	\$60.00 per CWT per shipment	2 CWT minimum	\$120.00
	Machinery/Special Handling	\$90.00 per CWT per shipment	2 CWT minimum	\$175.00

***Overtime rates apply when set up/dismantle is before 8 AM or after 5 PM or on a holiday.
Freight will not be released until payment has been received.**

Name of Event: _____ Booth #: _____

Name of Firm: _____ Fax: (_____) _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Email Address: _____

Authorized by: _____ Signature: _____

Weight: _____ # of pieces: _____ Estimated Arrival: _____

_____ CWT x _____ Rate = _____ **Total Amount:** _____

HERSHEYSM

EXPOSITIONS

6305 Allentown Boulevard, Harrisburg, PA 17112
 Phone: 717-508-5926 Fax: 717-298-1519

ELECTRICAL ORDER FORM

Rec'd _____
Date _____
Ck. No. _____
Amt. _____

Please print or type:

Name of Event: _____

Event Date: _____ Booth #: _____

Company: _____ Fax: (_____) _____

Billing Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Order Authorized by: _____ Title: _____

List Requirements Below

Exhibitors' Information

IMPORTANT: Please read the information below before completing this form

- A. All electrical charges must be pre-paid before any electrical service will be hooked up to your booth.** Please make checks payable to *Hershey Lodge resort*®.
- B. Prices subject to change without notice.**
- C.** *Hershey Lodge* must receive this order no later than 21 days before the day of setup. Orders received after this date will be subject to a \$15.00 late charge.
- D.** All telephone lines must be ordered through the Convention Coordinator at 717-534-8605.

110 Volt Electric						Amount
					Price	#
Minimum Service-10 Amps or 1000 Watts					\$45.00	\$ _____
AMP	Price	#	AMP	Price	#	
20 AMP	\$110.00		50 AMP	\$140.00		
30 AMP	\$120.00		60 AMP	\$150.00		
40 AMP	\$130.00		80 AMP	\$170.00		\$ _____
208 Volt Electric						
1-Phase	Price	#	3-Phase	Price	#	
20 AMP	\$130.00		20 AMP	\$150.00		
30 AMP	\$150.00		30 AMP	\$180.00		
40 AMP	\$170.00		40 AMP	\$210.00		
50 AMP	\$190.00		50 AMP	\$240.00		
60 AMP	\$210.00		60 AMP	\$270.00		
80 AMP	\$250.00		80 AMP	\$330.00		
100 AMP	\$290.00		100 AMP	\$390.00		\$ _____
Limited Locations Available Over 100 AMPS						
150 AMP	\$440.00		150 AMP	\$540.00		
200 AMP	\$490.00		200 AMP	\$690.00		\$ _____
208 Volt prices include an electrician to connect and remove. Plugs not supplied to fit exhibitor equipment.						
6% PA Sales Tax:						\$ _____
Total:						\$ _____

Electric Services Required (Please list each item using electric and specify voltage, phase, amps, or wattage):

21-day advance notice is required.
Hershey Lodge will not be responsible for power failures or voltage fluctuations.

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HERSHEYSM EXPOSITIONS

LABOR & BANNER HANGING ORDER FORM

6305 Allentown Boulevard
Harrisburg, PA 17112 PHONE: 717-508-5926 FAX: 717-298-1519

	Rates	Straight Time	Overtime
Straight Time: Monday - Friday 8 AM - 4:30 PM	Carpenter	\$47.50	\$71.25
Overtime: Monday - Friday 4:30 PM - 8 AM	Supervisor	\$57.50	\$86.25
All Day Saturday, Sunday & Holidays.	5,000 lb. Forklift	\$115.00	\$155.00

- **ONE HOUR MINIMUM PER PERSON** - Labor thereafter is charged in 1/2 hour increments per person.
- Labor cancellations must be received prior to move-in and move-out. Failure to notify *HersheySM Expositions* will result in a one-hour minimum charge per person requested.
- Forklift is for handling and positioning of items within the booth. Please do not order a forklift to unload your materials from a vehicle. See the drayage service order form.
- Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor or *Hershey Expositions* will furnish supervision. ***Hershey Expositions cannot be responsible for damage resulting from loss, improper installation, improper packing, theft, or any other cause.***
- Exhibitor must pick-up labor at starting time and return to sign-out labor at completion of the job. If exhibitor fails to pick-up labor at the time ordered, a one-hour per man no-show charge will be applied. Starting time can only be guaranteed in those instances where labor is ordered for an 8 AM start.
- Whenever possible, labor performed under *Hershey Expositions* supervision will be done on straight time; however, it is not guaranteed.

Description	Date	# of Laborers	Estimated Time	Supervision
Install Labor				
Install Supervisor				
Install 5,000 lb. Forklift				
Dismantle Labor				
Dismantle Supervisor				
Dismantle 5,000 lb. Forklift				

Banner Installation

Type of Service	Date of Service	Cost per Banner	Number of Banners	Total Cost
Banner Hanging		\$75.00		
Location of Banner Hanging _____				Sub Total: _____
_____				6% PA Sales Tax: _____
_____				Total: _____

A credit card is required in advance for all labor orders. Labor will not be performed without a credit card on file. Credit card information may be submitted on the payment policy form.

Name of Event: _____ Booth #: _____
 Company: _____ Fax: (_____) _____
 Billing Address: _____ Phone: (_____) _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Authorized by (Please Print): _____ Signature: _____

HERSHEYSM EXPOSITIONS

LABOR & BANNER HANGING ORDER FORM

6305 Allentown Boulevard
Harrisburg, PA 17112 PHONE: 717-508-5926 FAX: 717-298-1519

	Rates	Straight Time	Overtime
Straight Time: Monday - Friday 8 AM - 4:30 PM	Carpenter	\$47.50	\$71.25
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- Whenever possible, labor performed under *Hershey Expositions* supervision will be done on straight time; however, it is not guaranteed.

Description	Date	# of Laborers	Estimated Time	Supervision
Install Labor				
Install Supervisor				
Install 5,000 lb. Forklift				
Dismantle Labor				
Dismantle Supervisor				
Dismantle 5,000 lb. Forklift				

Banner Installation

Type of Service	Date of Service	Cost per Banner	Number of Banners	Total Cost
Banner Hanging		\$75.00		
Location of Banner Hanging _____ _____ _____				Sub Total: _____ 6% PA Sales Tax: _____ Total: _____

A credit card is required in advance for all labor orders. Labor will not be performed without a credit card on file. Credit card information may be submitted on the payment policy form.

Name of Event: _____ Booth #: _____
 Company: _____ Fax: (_____) _____
 Billing Address: _____ Phone: (_____) _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Authorized by (Please Print): _____ Signature: _____

HERSHEYSM EXPOSITIONS

PLASMA AD ORDER FORM

6305 Allentown Boulevard, Harrisburg, PA 17112
PHONE: 717-508-5926 FAX: 717-298-1519

Hershey Lodge® resort is pleased to offer advertising time on their 52" plasma screen display monitors. These display monitors are strategically placed in five locations throughout the property to list the daily reader board events for our group business. Proven to be effective, these attention grabbing display monitors run in a Windows 2000 format using simple PowerPoint presentation slides.

Possible uses for the reader boards include:

- Brings greater attention to your event.
- Send wide cast invitations to attendees welcoming them to your hospitality suite.
- Advertise your products and services to a specific target audience.

Space is limited. Ads are on a first-come-first-serve basis.

Customers are responsible for producing the PowerPoint slides.

**Hershey Lodge reserves the right to review content of the slides for objectionable images and phrasing.*

Please provide the following information:

Order Date: _____

Name of Event: _____

Event Date: _____ Contact Name: _____

Name of Firm: _____ Fax: (_____) _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Email: _____

Type of Service	Cost Per Day	Date of Service	Number of Slides	Total Cost
15-Second Advertisements	\$250.00			
30-Second Advertisements	\$500.00			

Please email your presentation to Ms. Frankie Kramlick at fkramlick@HersheyPA.com at least 15 days in advance of your event. Orders not submitted to the Convention Services Office at least 15 days prior to the event cannot be guaranteed.

Customer Signature: _____

Date: _____ Acct: _____

Sub Total: _____

6% PA Sales Tax: _____

Total: _____

HERSHEYSM EXPOSITIONS

SIGN ORDER FORM

6305 Allentown Boulevard, Harrisburg, PA 17112
PHONE: 717-508-5926 FAX: 717-298-1519

This form must be completed and mailed to the address above.

The following prices are for signs of 10 words or less: black vinyl lettering on white showcard. Over 10 words, add \$1.50/word.

Additional Header Signs: 7" x 42 1/2" black ink on a white showcard (30 characters max.)

Orders received less than 7 working days prior and on move-in day through the event, will be charged late order prices. No guarantee can be made on delivery if signs are ordered on move-in day.

Quantity	Sizes	Regular Price	Late Order	Amount
	7" x 42 1/2"	\$20.00	\$30.00	
	11" x 14"	\$40.00	\$50.00	
	14" x 22"	\$60.00	\$75.00	
	22" x 28"	\$70.00	\$90.00	
	28" x 44"	\$85.00	\$100.00	
Full payment must be received with order. Return credit card form or include check with order.			Sub Total: _____ 6% PA Sales Tax: _____ Total: _____	

Extra charge on all special work, special color signs, special color lettering, logos, trademarks, cut-outs, sign banners, sintra, plexiglass, etc., will be quoted upon request. Submit size and copy desired for quotes. Prices include delivery to your booth, not installation.

Proof copy must be initialed prior to sign production.

Color of Background: _____ Color of Lettering: _____

Anodized Aluminum Frame Display Panels

Options

Felt-Covered Presentation Panel (tackboard)

Wedgewood Blue - both sides

Velcro Exhibit Panel (double sided)

Slate Grey - one side

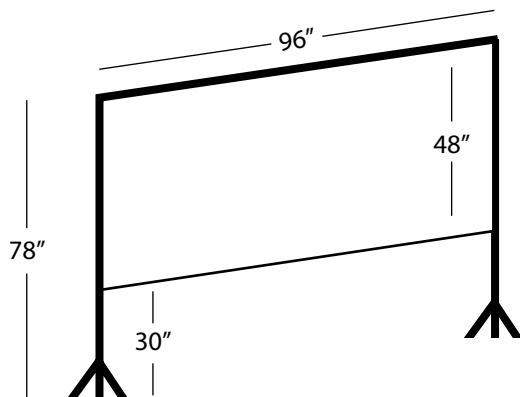
Blueberry - opposite side

1/4" Peg Board Panel - Wood Frame

Color: White

Vertical _____ or Horizontal _____

**Does not include pegboard hooks*



Items	Quantity	Cost	Amount
Tack Board		\$90.00	
Velcro		\$90.00	
Peg Board		\$70.00	
Bottom Skirting		\$35.00	
Color			
		Sub Total: _____	
		6% PA Sales Tax: _____	
		Total: _____	

HERSHEYSM EXPOSITIONS

TELEPHONE ORDER FORM

6305 Allentown Boulevard, Harrisburg, PA 17112
PHONE: 717-508-5926 FAX: 717-298-1519

Please provide the following information:

Order Date: _____

Name of Event: _____

Company Name: _____ Fax: (_____) _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Event Date: _____ Contact Name: _____

Booth #: _____ Room: _____

Location in Room: _____ Extension: _____

Type of Service	Cost Per Day	Date of Service	Time of Service	# of Days	# of Lines	Total Cost
IN-HOUSE LINE (Includes Telephone) Limited to in-house telephone service only	\$25.00					
LOCAL & LONG DISTANCE LINE (Telephone) For outgoing calls only One Time \$125 hook-up charge	\$40.00					
LONG DISTANCE LINE (Credit Card Machine) Will your machine be programmed to dial 9 + number <input type="checkbox"/> Yes <input type="checkbox"/> No One Time \$125 hook-up charge	\$40.00					
DID LOCAL & LONG DISTANCE LINE Direct inward dial for incoming & outgoing calls One Time \$125 hook-up charge	\$60.00					

A \$100 surcharge will apply if not ordered at least 21 days in advance of your event.

Sub Total: _____

Orders not submitted to the Convention Services Manager at least 21 days prior to the event cannot be guaranteed.

Other: _____

6% PA Sales Tax: _____

Please Note: Long distance calls are surcharged at 75% above standard AT&T Operator assisted rates plus tax. Directory assistance & information calls are \$1.50 per call plus tax. All local, operator assisted, and 800/888/877 calls are no charge.

Total: _____

Customer Signature: _____ Date: _____

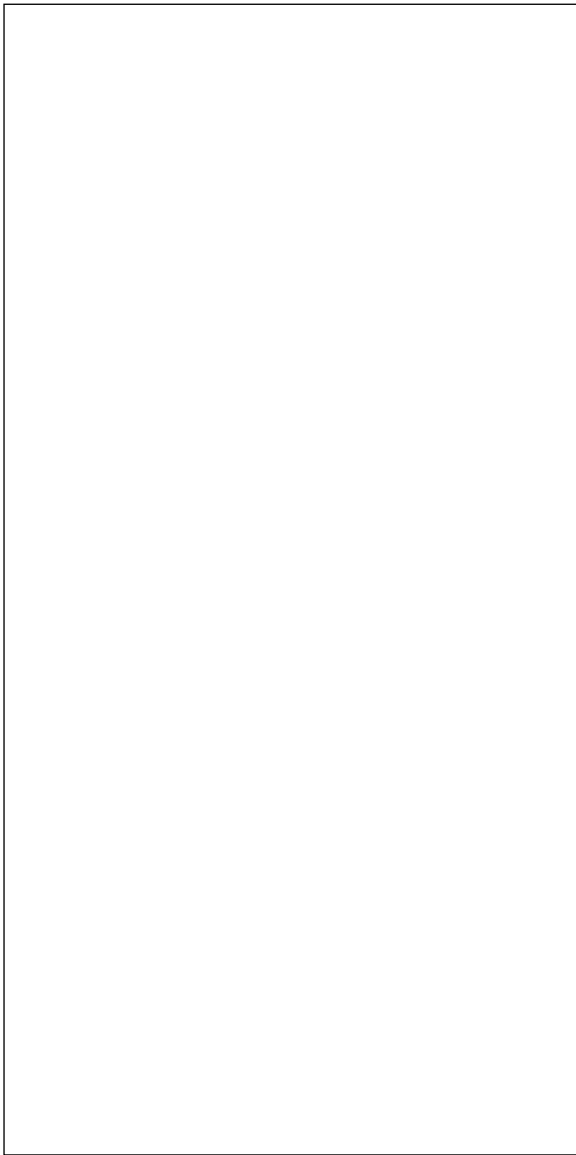
FOR LODGE USE ONLY

CSM: _____ Account #: _____

Technician: _____ Date: _____ Switch Port #: _____ Patch Panel #: _____

Sign Copy Layout

SIGN ORDER FORM

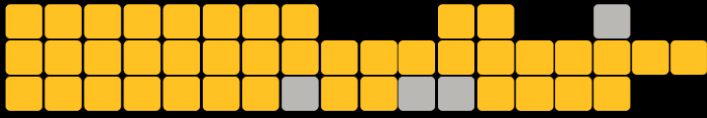


Vertical View



Horizontal View

Name of Event: _____ Booth #: _____
Company: _____ Fax: (_____) _____
Billing Address: _____ Phone: (_____) _____
City: _____ State: _____ Zip: _____
Authorized by (Please Print): _____ Signature: _____



AUDIOVISUAL EXHIBITOR SERVICES



NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH#:	
STREET ADDRESS:	CITY & STATE:	ZIP CODE	
TELEPHONE NUMBER:	DELIVERY DATE:	DELIVERY TIME	
EMAIL ADDRESS:	PICKUP DATE:	PICKUP TIME	

ORDERED BY:

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

> If you have a special request or need additional equipment please call 717.534.8631
Send completed forms to bhess@psav.com or fax 866.650.6772

ALL PRICING IS PER DAY. Please call for items not listed on form.

INTERNET ACCESS	NOT TAXED	Qty	Days	Advanced Discount Rate	Standard Rate	Total
Basic Wireless Internet up to 1Mbps per device				\$ 125.00	\$ 225.00	
Wired Internet up to 1Mbps per device				\$ 495.00	\$ 660.00	
Dedicated Bandwidth				Please contact PSAV for a quote		

LCD MONITORS	Please select source			Qty	Days	Advanced Discount Rate	Standard Rate
21" LCD Monitor	<input type="checkbox"/> HDMI	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI			\$ 170.00	\$ 204.00
32" LCD Monitor	<input type="checkbox"/> HDMI	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI			\$ 235.00	\$ 282.00
55" LCD Monitor	<input type="checkbox"/> HDMI	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI			\$ 600.00	\$ 720.00
Larger Monitors are available upon request						Please contact PSAV for quote	

MISCELLANEOUS	Qty	Days	Advanced Discount Rate	Standard Rate
Monitor Floor Stand			\$ 60.00	\$ 72.00
PC Laptop			\$ 200.00	\$ 240.00
Mac Laptop			\$ 250.00	\$ 300.00
Blu Ray Player			\$ 115.00	\$ 138.00
DVD Player			\$ 75.00	\$ 90.00

Additional Equipment - Please call Bryan Hess at 717.534.8631 for specialty equipment and services not listed.

Additional Equipment	Qty	Days	Advanced Discount Rate	Standard Rate

Terms & Conditions

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.		Equipment Rental Subtotal
An authorized representative must sign for all equipment.		Delivery & Pickup Labor (\$90 Min)
Delivery & Pickup labor charges include, delivery, setup, on-site service and pickup. (\$90 minimum charge)		Internet Excluded
Sales taxes are estimated and are due on all equipment and labor where applicable.		PA Sales Tax (6%) Internet Excluded
IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.		Grand Total
Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.		
Tax Exempt Status	If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.	

Send completed forms to bhess@psav.com or fax 866.650.6772
If mailing form, send to PSAV | Hershey Lodge | 325 University Drive | Hershey, PA 17033



HERSHEYSM

EXPOSITIONS

6305 Allentown Boulevard

Harrisburg, PA 17112 PHONE: 717-508-5926 FAX: 717-298-1519

Limitations of *HersheySM Expositions* Liability & Responsibility

- A. *Hershey Expositions*** shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. *Hershey Expositions*** shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitor's booth.
- C. *Hershey Expositions*** shall not be responsible for loss, theft, or disappearance before they are picked-up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to ***Hershey Expositions*** by exhibitors, will be checked at time of actual pick-up from the booth and corrections made where discrepancies occur.
- D. *Hershey Expositions*** shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond its control.
- E. *Hershey Expositions*** liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. ***Hershey Expositions*** maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. *Hershey Expositions*** shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. COLLECT SHIPMENTS WILL NOT BE RECEIVED.** All outbound shipping charges are the exhibitor's responsibility.
- H.** All shipping charges are the responsibility of the exhibitor.
- I. NOTE:** Shipments left in the booth for which no disposition is provided or if the requested carrier fails to pick-up shipment or refuses the shipment, ***Hershey Expositions*** reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. ***Hershey Expositions*** will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to store exhibitor materials.
- J.** Labor and service ordered on behalf of exhibitors by display builders or other third parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.



PAYMENT FORM

6305 Allentown Boulevard • Harrisburg, PA 17112 • PHONE: 717-508-5926 • FAX: 717-298-1519

Payment Policy Form

We accept the following:
VISA MasterCard American Express

Event Name		Booth #
Event Site		
Event Date		

PAYMENT POLICY

Please Familiarize Yourself with this Policy before Ordering any Services ****No Services will be Rendered without Full Payment in Advance****

- ADVANCE ORDERS:** To receive the advance price; FULL PAYMENT OF CASH, CHECK, OR CREDIT CARD MUST ACCOMPANY YOUR ORDER. (USE CREDIT CARD AUTHORIZATION FORM BELOW). Purchase orders do not qualify for Advance Prices - Payment must accompany the order.
- SHOW SITE ORDERS:** Services ordered at the event site will not be processed without full payment at the time the order is placed.
- THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from *HersheySM Expositions*, the payment policy stated above applies. Please share this information with them.
- SHIPPING FREIGHT TO WAREHOUSE OR EVENT SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR:** If you will be shipping to our warehouse or event site, and/or ordering installation/dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. SERVICES WILL NOT BE PERFORMED UNLESS WE HAVE THIS FORM COMPLETED AND RETURNED TO US. Statements will be available at the close of the event.
- ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF EVENT BY EITHER CASH, CHECK, OR CREDIT CARD.** If credit card method is used, be sure that the card limits are high enough to handle your expected charges.
- If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of event.
- International exhibitors must pay for all services in U.S. Funds prior to event closing. A \$20.00 surcharge will be added for processing checks drawn on foreign banks.
- ANY DISPUTES MUST BE MADE BY THE END OF THE EVENT.**

I authorize *Hershey Expositions* to charge any additional amounts incurred by me or my event representative, including material handling and labor charges.

Please Complete and Return to: *Hershey Expositions*

*PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:

Check One: Master Card Visa (Bank Americard) American Express

Account No.

Expiration Date: _____

Signature: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Company: _____	Date: _____
Address: _____	
Street	City
State	Zip
Authorized Signature: _____	Phone: (_____) _____
Booth #: _____	Fax: (_____) _____
Email Address: _____	