

DISCOUNT DEADLINE:

POV SERVICE is a feature for exhibitors using a Personally Owned Vehicle (POV) that meets the requirements below.

POV's (Personally Owned Vehicles) are defined as:

Cars, pick-up trucks, vans and other trucks primarily designed for passenger use, **not cargo or freight**. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload, will be directed to the Marshalling Yard and will be charged as material handling by weight.

Vehicles that Qualify: (Product Only)



Vehicles that DO NOT QUALIFY: (Showcases and Booth Build Items are Material Handling)



RATES:

Straight time - \$93.00 per one way trip. (Monday - Friday, 8:00am - 4:30pm)

Overtime - \$124.00 per one way trip. (Monday - Friday, before 8:00am, after 4:30pm, weekends and holidays)

One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading & delivery of goods to your booth.

POV SERVICE is aimed at those exhibitors requiring minimum assistance to facilitate the move-in/out process for them, skidded or palletized items do not qualify, maximum weight 400 pounds per trip.

Exhibitors who have extensive unloading requirements can use the material handling services. Arrangements for this service can be made in advance, see Material Handling Form, or on-site at the EXPO Service Desk.

Empty storage service will only be available to exhibitors who utilize the complete material handling service. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES. Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show.

POV Service will be available from the loading dock. Please instruct your personnel to identify themselves as exhibitors requiring POV service to security personnel. They will be directed to the specially designated area. This service DOES NOT include rental trucks or company trucks.

Exhibitor:

Booth #:

Date:

Time:

Number of Trips:

Return along with the Payment Policy form via email info@expocci.com or Fax 305.751.1298

Labor Information			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm	\$95.00	\$129.00
Over Time	Monday - Friday Saturday & Sunday	4:30 pm - 8:00 am All Day	\$142.50	\$193.50
Double Time	Holidays	All Day	\$190.00	\$258.00

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater.

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Is Labor for assembling sign for hanging?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Labor for laying your own carpet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

INSTALLATION						
Your Supervisor's Name: Cell Number:				Expo Supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

DISMANTLE						
Your Supervisor's Name: Cell Number:				Expo Supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

Set-up Information for Installation:	
Please check all that apply and provide information where requested.	
Booth size:	_____ X _____
Forklift required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet is?	<input type="checkbox"/> Owned <input type="checkbox"/> Rented from EXPO
Carpet padding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drawings?	<input type="checkbox"/> Faxed to EXPO <input type="checkbox"/> Shipped w/exhibit crates

Inbound Freight Information	
Carrier Company Name: _____	
# of pieces: _____	Weight of Shipment: _____
Is Shipment?	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Tracking/Pro#: _____	
Estimated arrival date: _____	
Shipment to arrive at: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site	

Electrical Information:	
<input type="checkbox"/> Electrical should go under the carpet (diagram is attached) <input type="checkbox"/> Electrical drawings are attached <input type="checkbox"/> Electrical drawings are with exhibit in crate number <input type="checkbox"/> Electrical drawings were sent to the official contractor	
Services You Have Ordered (please check all that apply):	
<input type="checkbox"/> Electrical <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> A/V Equipment	<input type="checkbox"/> Furniture <input type="checkbox"/> Telephone/Internet

Outbound Freight Information	
Carrier Company Name: _____	
Delivery Shipment To: _____	
Address: _____	
City, State, Zip: _____	
Type of Service (air, van line, ground, etc.): _____	
<i>If for any reason your shipment is not picked up by your carrier, please choose one of the following options: (Initial beside preferred option)</i>	
Force freight through EXPO's preferred carrier: _____	
Send shipment back to EXPO warehouse: (\$50.00 min. fee) _____	

Company Name:	Booth #:
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Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com