

**Exhibitor Services**

# **WPE™**

## **Wood Pro Expo**

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### **LANCASTER PA**

**The Warehouse at the Nook  
Lancaster County, PA  
October 13-14, 2022**

Services Provided By...



5187 Raynor Avenue  
Linthicum, Maryland 21090  
Phone: 410.789.5000 • Fax: 410.789.5564  
E-Mail: [CustomerService@AdvantageExpo.com](mailto:CustomerService@AdvantageExpo.com)  
[www.AdvantageExpo.com](http://www.AdvantageExpo.com)

**Advance Order Cut-Off Date:  
Wednesday, September 28, 2022**

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## Wood Pro Expo

Lancaster County, Pennsylvania  
October 13-14, 2022

Dear Exhibitor:

ADVANTAGE Conferenc & Expo, LLC is pleased to be the exclusive general servcices contractor for Wood Pro Expo 2022

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

**Planning Assistance** Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please contact our office. We will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and handsome showcase for your presentation. Please call us to inquire about items you may be interested in which may not be included in the kit (for example custom furnishings, plants, audio visual equipment).

**Please Note** All forms are to be returned to the email address or fax number specified on them.

**Listed below is show site information that will help you in planning a successful exhibit.**

**Booths** Exhibit booths are 8' high x 10' wide x 10'deep. Your booth space **IS NOT** furnished. Your booth space **IS NOT** carpeted. Aisles are carpeted. If you would like to order furnishings and carpet for your exhibit space, please refer to our Furniture Rental Order Form for available colors and pricing.

**Shipping to Show** Please make sure that ALL items sent in for the show are **clearly marked with your company name and booth number** and we will ensure that your materials are delivered to your assigned booth space. A shipping label is included in this kit. Copy and use on all freight being sent to the Advance Warehouse. Freight may NOT be shipped in advance to the venue. Freight may only be shipped to show site for arrival on Tuesday or Wednesday, October 11th and 12th, set-up days.

	<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>*Exhibitor Set-Up</b>	Tuesday, October 11 Wednesday, October 12	1:00pm 8:00am	4:30pm 4:30pm
<b>Show Hours</b>	Thursday, October 13 Friday, October 14	9:00am 9:00am	5:00pm 3:00pm
<b>Dismantle</b>	Friday, October 14	3:00pm	7:00pm
<b>Outbound Freight**</b>	Friday, October 14	<b>Carriers must be checked-in by 5:00pm</b>	

*\*For exhibitors shipping freight out at the close of the show by means other than **Advantage Conference & Expo**, please note that all shipments must be out by the specified time above or it will be **forced**.*

**\*\*Classic and Running Machine exhibitors will move in Monday, October 10 (between 2:00 pm - 5:00 pm) and Tuesday, October 11 between 8:00 am and 1:00 pm. Date/time will be provided.**

**Save** Place your orders in advance! By placing your orders **by September 28**, you will benefit from discount pricing.

**PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.** Orders received without payment will not be processed; additionally, orders placed after the above date will be charged at floor price. Orders placed during installation are **C.O.D.**

**Important** The convention facility has no provisions for storing and receiving freight. We have included all necessary information to assist you in shipping materials to the show either via the advance warehouse or to show site. **Freight may arrive up to Friday, October 7th BUT the cut-off-date for receiving freight at our advance warehouse, without incurring additional costs, is September 28th.** Please use enclosed shipping label for accurate delivery. **Shipping to show site may not occur before Tuesday, October 11.** Refer to our Material Handling Service form for pricing.

**Questions and/or Adjustments** Should you notice any discrepancy in the items ordered and the items received or have

any questions and/or complaints, please report to ADVANTAGE CONFERENCE & EXPO, LLC's Service Desk at the show immediately upon noting same. Your problems will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on such information received after post-show invoicing.

We look forward to being of service to you and if any additional information is needed, encourage you to contact show representatives, Mary or Kathy at 410.789.5000.

Sincerely,



# Method of Payment Form

This Form MUST Accompany ALL Order Forms



**Wood Pro Expo**  
Lancaster County, Pennsylvania  
October 13-14, 2022

5187 Raynor Avenue  
Linthicum, Maryland 21090  
Phone: 410.789.5000 • Fax: 410.789.5564  
E-Mail:  
CustomerService@AdvantageExpo.com

## Advance Order Deadline\*: Wed., September 28th

\*FULL PAYMENT must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

If utilizing the services of ADVANTAGE CONFERENCE & EXPO, LLC, this form must be completed and returned with your order. Any orders received without this form **WILL NOT BE PROCESSED**.

☐ **Cash**

☐ **Company Check**...Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**

☐ **Credit Card**...For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, **as well as any additional amounts incurred as a result of show site orders placed by your representative**. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

### \*Information required to process your order; Please PRINT or TYPE

\*Company Name: \_\_\_\_\_ \*Booth #: \_\_\_\_\_

\*Billing Address: \_\_\_\_\_

\*City/State/Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*Fax: \_\_\_\_\_

\*E-Mail Address (where receipt should be e-mailed to): \_\_\_\_\_

**Credit Card Type:** ☐ American Express ☐ MasterCard ☐ Visa

\*Billing Zip Code for Card Provided: \_\_\_\_\_ \*3 or 4 Digit Security Code: \_\_\_\_\_  
(Security code (if applicable) located on back of credit card in signature line)

\*Account #: \_\_\_\_\_ \*Expiration Date: \_\_\_\_\_

\*Cardholder's Name: \_\_\_\_\_ \*Signature: \_\_\_\_\_

**Please attach a photocopy of your credit card for our files.**

We have read, understand, and agree to all terms as described and have advised our show site representative accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The consignment or delivery of a shipment to Advantage Conference and Expo by a customer, or by a shipper, or carrier acting on behalf of the customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of customer's shipment (s) as set forth in the Material Handling Services Rates and Exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on Customers behalf shall fail to pay such charges.

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# Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form

Wood Pro Expo  
Lancaster County, Pennsylvania  
October 13-14, 2022

**Advance Order Deadline:**  
**Wed., Sept. 28th**

Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
<b>Chairs</b>				<b>30" High Display Tables</b>			
					30" Round Undraped	125.00	170.00
	Upholstered Chair	60.00	75.00		2'x4' Undraped	73.00	91.00
	Folding Chair	30.00	40.00		2'x6' Undraped	87.00	108.00
	Chrome Stool - Upholstered with back	110.00	150.00		2'x8' Undraped	99.00	124.00
					2'x4' Draped	90.00	117.00
					2'x6' Draped*	107.00	139.00
					2'x8' Draped*	148.00	192.00
				<b>42" High Display Tables</b>			
<b>Miscellaneous</b>					30" Round Undraped	125.00	170.00
	Table Cloth for rounds (Black or White)	45.00	N/A		2'x4' Undraped	86.00	107.00
	Wastebasket	40.00	50.00		2'x6' Undraped	102.00	127.00
	Easel	40.00	N/A		2'x8' Undraped	118.00	147.00
	4'x8' Posterboard w/Stand				2'x4' Draped	107.00	139.00
	Vertical	115.75	N/A		2'x6' Draped*	130.00	169.00
	Horizontal	115.75	N/A		2'x8' Draped*	152.00	205.00
	Bag Stand	55.00	85.00	<b>Please Specify Table Drape Color:      Black      Blue      Green</b>			
	Brochure Holder	55.00	85.00				
				<b>BOOTH CARPET &amp; PADDING</b>			
<b>Risers</b>				<b>Carpet Padding-</b> Booth S.F. _____ x \$1.00 = \$_____			
Covered with White Vinyl				<b>Booth Carpet</b>			
	12" x 12" x 48" (4')	100.00	N/A		10'x10'	210.00	280.00
	12" x 12" x 72" (6')	150.00	N/A		10'x20'	420.00	490.00
					10'x30'	630.00	N/A
					10'x40'	840.00	N/A
Carpet prices include taping of front edge only. Please Specify Booth Carpet Color <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Green							

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Person Ordering: \_\_\_\_\_ Phone: \_\_\_\_\_

**Total Your Furniture Order Here...**  
 Subtotal: \_\_\_\_\_  
 6 % State Sales Tax: \_\_\_\_\_  
**TOTAL DUE:** \_\_\_\_\_

## **Loading/Unloading** **Dock Load in/out Protocol**

### **Work Zone**

Exhibitor acknowledges that the show site and surrounding areas are active work zones. Exhibitors its agents, employees and representatives are present at their own risk.

### **Personally Owned Vehicles**

**POV's**, such as cars, pick up trucks, minivans and box trucks that are utilized for the unloading/loading of exhibit materials will be monitored by Advantage Freight Personnel. Exhibitors must unload quickly then move vehicle for other exhibitors to park and unload. **All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles will be directed to by Advantage personnel on where and when they may park their vehicle for unloading.** Advantage will limit the number of exhibitors accessing the roll up door at any given time. Please check-in with the dock master before you begin unloading, so you can be instructed where to park and when to begin unloading materials to your booth. Mechanized equipment is NOT allowed to be used by exhibitors. Advantage will provide this service. See Material Handling Request section of service kit.

### **Scheduled Move Ins**

Exhibitors with 10x10 and 10x20 booths may move in Tuesday, October 11 from 1:00-4:30 pm and Wednesday, October 12 from 8:00 am - 4:00 pm. Roll up door will be closed Wednesday October 12th at 4:00 pm and will not be opened again until show ends. Please arrive for move in no later than 3:00 pm on Wednesday.

Uncrated equipment will be required to move in prior to smaller 10x10 exhibitors. You will be contacted regarding your move in date and time once your Material Handling Request orders are received.

**Material Handling Service Rates**  
**Crates/Skids/ Show Cases/Exhibit Booths/Boxes**

**Wood Pro Expo**  
Lancaster County, PA  
October 13-14, 2022



5187 Raynor Avenue  
Linthicum, Maryland 21090  
Phone: 410.789.5000 • Fax: 410.789.5564  
E-Mail:  
CustomerService@AdvantageExpo.com

**Advance Order Deadline: Wed., September 28, 2022**

Rates include receipt of your freight (and 30 days storage if shipped to advance warehouse) delivery to exhibit booth, removal of empties, storage of empties during event, return of empty crates at end of expo, and reloading into carrier.

The Advance Warehouse will ONLY accept packaged shipments including crates, boxes and skids. Machinery, uncrated or unwrapped pieces should be sent directly to expo facility to arrive after 8:00 am on the first day of exhibitor installation.

Charges are based on CWT (100 lb.) increments or fraction thereof, **with a 200 lb. minimum.** Weights are rounded up to the next 100 lb.

Rates are based on a per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment. No cumulative weights will be allowed on minimums or split shipments.

Your show sets on straight time & dismantles on overtime. Rates shown below reflect straight time set pricing (Monday-Friday 8:00 am - 4:00 pm) and overtime dismantle (before 8:00 am and after 4:00 pm, any Saturday and Sunday).

Shipments received at the warehouse after the advance order cut-off date will incur a 25% surcharge.

**ADVANCE WAREHOUSE SHIPMENTS & DIRECT TO SHOWSITE SHIPMENTS:**

**ST/OT**  
**Rate/CW / Min. Charge**

• <i>Crated or skidded shipment via common carrier</i>	<u>\$110.00 / \$220.00</u>
• <i>Via van line, POV, specialized carrier, UPS, Fedex.</i>	<u>\$125.00 / \$250.00</u>
• <i>Loose, uncrated, requiring special handling</i>	<u>\$150.00 / \$300.00</u>

**SMALL PACKAGE SHIPMENTS**

- Up to 2 pieces, not exceeding 50 lbs. per shipment via FedEx, UPS - \$60.00



## Material Handling Service Rates Uncrated Machinery

**Wood Pro Expo**  
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E-Mail:  
CustomerService@AdvantageExpo.com

**Advance Order Deadline: Wed., September 28th, 2022**

### **MACHINERY RATES (uncrated machinery accepted at show site only)**

**These rates are not for exhibit or display materials.** They are for machinery only with a minimum weight of 1000 lbs. per piece. Rates are round trip, dock to booth/booth to dock. Rates include labor.

- **1,000 to 5,000 lbs. - \$40.00 per 100 lbs.**
- **5,001 to 10,000 lbs. - \$35.00 per 100 lbs.**

All shipments must have a certified weight ticket. Forklift lifting points must be clearly marked.

Service includes a one time spotting with a 6" tolerance. The area within the booth must be clearly marked to indicate the positioning and exhibitor or representative must be present to supervise spotting. Additional forklift charges may occur if repositioning is required.

Loose and/or uncrated machinery, including machinery without accessible integral lifting points or lift accessible skids that accommodate fork lift unloading and, skidded/crated machines that must be dragged or skated from their conveyance because lift points are unaccessible, may be billed an additional 30% to the above rates.

Equipment which does not require unskidding or uncrating will be spotted one time on initial delivery to the booth at no additional charge however, exhibitor's representative must be present at the time of delivery to booth. Respotting will require a fork lift order.

Machinery exhibitors must complete the **Material Handling/Freight Service Questionnaire** and the **Machinery Recap form** following this section.

**DAMAGE TO EXHIBITS** during loading or unloading by ADVANTAGE CONFERENCE & EXPO, LLC will be our responsibility. ADVANTAGE CONFERENCE & EXPO, LLC **WILL NOT** be responsible for any of the following: Damage to material that was improperly packed, concealed damage, loss or theft of exhibitors materials after being delivered to the booth, or before loading out of the booth. Liability is limited to \$.10/Per Lb. Per Article, with a maximum of \$50.00/Per Item, and a maximum of \$1000.00/Per Shipment. **THE SHIPPER IS ENCOURAGED TO MAKE ARRANGEMENTS WITH THEIR INSURANCE CARRIER IF VALUES OF THE ARTICLES OR SHIPMENTS ARE IN EXCESS OF THOSE STATED ABOVE.**

**ACCEPTANCE OF CHARGES** The consignment or delivery of a shipment to Advantage Conference and Expo by a exhibitor, or by a shipper, or carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all material handling services.

# Material Handling Request Form Crates/Skids/Show Cases/Boxed show materials/Show Cases



## Wood Pro Expo

Lancaster County, Pennsylvania  
October 13-14, 2022

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**Advance Order Deadline: Wed., September 28, 2022**

This order form is for exhibit materials and machinery under 1000 lbs. only. For machinery over 1000 lbs. use MACHINERY ONLY order form, page 8.

Where is freight being shipped? ☐ Advance warehouse ☐ Show site

Exhibiting Company: \_\_\_\_\_ Booth# \_\_\_\_\_

Person Ordering: \_\_\_\_\_ Phone \_\_\_\_\_

Show Site Representative: \_\_\_\_\_ Phone \_\_\_\_\_

Shipped from (CITY): \_\_\_\_\_ Carrier: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Est. Arrival Date: \_\_\_\_\_

Total # Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Will your freight require special handling (i.e. forklift) ☐ YES ☐ NO ☐ OTHER \_\_\_\_\_

In conjunction with this order please complete page 9, Material Handling/Freight Service Questionnaire.

### Calculate Your Estimated Material Handling Costs

Total Weight\* \_\_\_\_\_ divided by 100 \_\_\_\_\_ x rate (see below) \$ \_\_\_\_\_  
\*Total weight rounded up to the next 100 lb. 200 lb. minimum applies

- Crated or skidded shipment via common carrier **\$110.00 CWT** - 200 lb minimum applies
- Via van line, POV, specialized carrier, UPS, Fedex **\$125.00 CWT** - 200 lb minimum applies
- Loose, uncrated, requiring special handling **\$150.00 CWT** - 200 lb minimum applies

### **SMALL PACKAGE SHIPMENTS**

Up to 2 pieces, not exceeding 50 lbs. per shipment via FedEx, UPS - \$60.00

All shipments must be prepaid. Collect shipments will be refused.

Shipments sent to show site will not be received before Tuesday, October 11, 2022.

Shipments received at the warehouse after the advance order cut-off date will incur a 25% surcharge.

# Material Handling Request Form

uncrated heavy machinery - will only be  
received at show site



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October 13-14 2022

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Phone: 410.789.5000 • Fax: 410.789.5564  
E-Mail:  
CustomerService@AdvantageExpo.com  
Website: www.AdvantageExpo.com

### Advance Order Deadline: Wednesday, September 28, 2022

So that we can properly process your freight, please complete this order form for all freight being shipped.

**This order form is for uncrated machinery only. Non-crated machinery may only be shipped to show site.**

Exhibiting  
Company: \_\_\_\_\_ Booth# \_\_\_\_\_

Person  
Ordering: \_\_\_\_\_ Phone \_\_\_\_\_

Show Site  
Representative: \_\_\_\_\_ Phone \_\_\_\_\_

Shipped  
from (CITY): \_\_\_\_\_ Carrier: \_\_\_\_\_

Date  
Shipped: \_\_\_\_\_ Est.  
Arrival Date: \_\_\_\_\_

Total  
# Pieces: \_\_\_\_\_ Total  
Weight: \_\_\_\_\_

Will your freight require special handling (i.e. forklift, crane etc.) ☐ YES ☐ NO

OTHER: \_\_\_\_\_

In conjunction with this order, please complete page 9, **Material Handling/Freight Service Questionnaire** and page 10, **Machinery to Show Site Recap**.

### Calculate Your Estimated Material Handling Costs

Total Weight \_\_\_\_\_ divided by 100 \_\_\_\_\_ x rate (see below) \$ \_\_\_\_\_

1,000 to 5,000 lbs. - \$40.00 per 100 lbs.  
5,001 to 10,000 lbs. - \$35.00 per 100 lbs.

Machinery with a weight of under 1000 lbs. must use Material Handling Rates shown on page 7.

**All shipments must have a certified weight ticket.**

**Exhibitor rep must be at show site before freight can be unloaded.**

All shipments must be prepaid. Collect shipments will be refused.

Shipments sent to show site will not be received before Tuesday, October 11, 2022

NEED ASSISTANCE? Call or email Mary at 410-789-5000, [marymichel@verizon.net](mailto:marymichel@verizon.net)

# Material Handling/Freight Service Questionnaire



**Wood Pro Expo  
Lancaster County, Pennsylvania  
October 13-14, 2022**

• **ALL EXHIBITORS SENDING FREIGHT MUST RETURN THIS FORM** •

**SHIPPING TO:** ☐ **ADVANCE WAREHOUSE** OR ☐ **SHOW SITE**  
(INDICATE ONE)

**Exhibitor** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**Person**  
**Ordering** \_\_\_\_\_ **Phone** \_\_\_\_\_

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ crated \_\_\_\_\_ uncrated \_\_\_\_\_ machinery

2. Indicate total number and type of trucks you will use \_\_\_\_\_

3. List carrier name(s) \_\_\_\_\_

4. Name of person in charge of your show site move in (Company rep MUST be present.)

\_\_\_\_\_ cell phone # \_\_\_\_\_

5. Amount of time needed to set your display \_\_\_\_\_

6. Weight of single heaviest piece that must be lifted \_\_\_\_\_

7. What is total weight of your exhibit or equipment being shipped \_\_\_\_\_

**8. Machinery please complete following page - Machinery to Show Site Recap**

9. Is there any special handling equipment required to unload i.e., long forks, special slings, lifting bars, etc.

\_\_\_\_\_  
\_\_\_\_\_

10. What date and time will your show site shipments arrive \_\_\_\_\_

**It is the responsibility of the exhibitor to provide proper special handling instructions and to ensure goods are packaged appropriately for shipment and movement. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by contractor.**

## Machinery To Show Site Recap



**Wood Pro Expo**  
**Lancaster County, Pennsylvania**  
**October 13-14, 2022**

**Exhibitor** \_\_\_\_\_ **Booth#** \_\_\_\_\_

**Person**  
**Ordering** \_\_\_\_\_ **Phone** \_\_\_\_\_

**List all non-skidded machinery being shipped to show site:**

	Description	L x W x H	Weight	Equipment Needed to Unload
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

**Number of crates/skids:** \_\_\_\_\_

**How is freight arriving at show site: (circle all that apply)**

company truck   shipping company   personal vehicle   flat bed   open on 3 sides   van   box truck

**Date & Time of Arrival:** \_\_\_\_\_

**Company contact**

**at show site:** \_\_\_\_\_ **cell#** \_\_\_\_\_

**Exhibitor rep must be at show site before freight can be unloaded.**

**All freight must have a certified weight ticket.**

# ADVANCE WAREHOUSE SHIPMENTS

**To:**

\_\_\_\_\_  
Name of Exhibitor

**Booth #:**

\_\_\_\_\_

## **Wood Pro Expo**

Advantage Conference & Expo, LLC

5187 Raynor Avenue

Linthicum, Maryland 21090

Phone: 410-789-5000

Piece # \_\_\_\_\_ of \_\_\_\_\_

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

# SHOW SITE SHIPMENT

## Wood Pro Expo

c/o ADVANTAGE CONFERENCE & EXPO, LLC. Spooky

Nook Sports

Fieldhouse Sport Court Loading Dock (off Olympic Drive)

75 Champ Blvd

Manheim, PA 17545

To:

Name of Exhibitor

Booth #:

PLEASE NOTE: Freight will ONLY be accepted at show site the days of exhibitor  
set-up Tuesday, October 11, or Wednesday, October 12, between the hours of 8:00am and 4:00pm only.

PIECE # \_\_\_\_\_ OF \_\_\_\_\_

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

# Outbound Shipping Services

Method of Payment Form MUST Accompany This Order Form



**Wood Pro Expo**  
Lancaster County, Pennsylvania  
October 13-14, 2022

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Website: www.AdvantageExpo.com

**Advance Order Deadline: Wednesday, Sept. 28, 2022**

Save time on the removal. Have your outbound shipping paperwork prepared and ready in advance by completing the following and faxing to **410-789-5564** (Please PRINT or TYPE):

## Ship To:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## **Service\* Requested:**

*\*Materials will ship **ECONOMY** unless otherwise noted.*

☐ **Economy**   ☐ **2<sub>nd</sub> Day**   ☐ **Overnight**

Ship to arrive by: \_\_\_\_\_ Approximate # of pieces: \_\_\_\_\_

**PLEASE NOTE:** Minimum fee of **\$290.00/Per Shipment** (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (**Advance Orders Only**), pre-printed shipping labels (**Advance Orders Only**), palletizing, shrink wrapping, and tagging of materials. If utilizing the services of an outside carrier, it is the exhibitor's responsibility to make pick-up arrangements. Shipments being picked up by an outside carrier must be picked up by **5:00 pm Friday, October 14, 2022** or they will be **forced**. All forced shipments are **C.O.D.**

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels on the last day of the show. Additional shipping supplies will be available at the Exhibitor Service Desk.

**Services Ordered By:** \_\_\_\_\_

## **OFFICE USE ONLY**

**BOOTH #:** \_\_\_\_\_

Date Received: \_\_\_\_\_

Payment on File: \_\_\_\_\_

Complete Date: \_\_\_\_\_



# Labor Order Form

Method of Payment Form MUST Accompany This Order Form



## Wood Pro Expo

Lancaster County, Pennsylvania

October 13-14, 2022

**Advance Order Deadline: Wed., September 28, 2022**

5187 Raynor Avenue  
Linthicum, Maryland 21090  
Phone: 410.789.5000 • Fax: 410.789.5564  
E-Mail:  
CustomerService@AdvantageExpo.com  
Website: www.AdvantageExpo.com

	SET-UP	DISMANTLE
Number of Laborers Requested:		
Date:		
Time:		
TOTAL HOURS:		

Labor Rates	
Straight Time	\$90.00/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime	\$130.00/Per Man Hour (One Hour Minimum/Per Laborer)

Straight time hours are **8:00am** to **4:00pm**, with the exception of Holidays. All other hours are considered overtime. Time is rounded off to the next 1/2hour. Exhibitors must sign labor in and out at the ADVANTAGE CONFERENCE & EXPO, LLC Service Desk.

☐ DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time).

☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to set up our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to dismantle our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_

# In-Booth Forklift Service Request Form

Method of Payment Form MUST Accompany This Order Form



**Wood Pro Expo**  
Lancaster County, Pennsylvania

October 13-14, 2022

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In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor's material within your booth space. This service is for the moving of large and/or heavy machinery within booths. This service is not for loading and/or unloading of exhibit materials (refer to Material Handling Request forms for rates).

Work is billed in hourly increments with a one (1) hour minimum. Thereafter, 1/2 hour increments will apply. Hourly rate is for one (1) 4000 lb. fork lift plus one (1) operator. If additional labor and additional groundsmen are required, prevailing labor charges will be assessed.

All work is to be done under the supervision of the exhibitor.

Storage of empty containers is not included in this service.

If a lift over 4,000 lbs. is required, please call for quote.

- **Straight time/Advance Order \$250.00/hr**

- **Over time/Advance Order \$350.00/hr.**

**STRAIGHT TIME:**

**M-F 8:00AM-4:00PM**

**OVERTIME:**

**M-F 4:01PM-7:59AM , anytime Saturday/Sunday**

Please note: There is a 25% surcharge applied to orders placed on-site.

**APPROXIMATE TIMES ONLY - REP MUST REPORT TO SERVICE DESK TO INITIATE SERVICE**

Indicate type of booth work requested: Uncrating \_\_\_\_ Leveling \_\_\_\_ Reskidding \_\_\_\_ Unskidding \_\_\_\_

Repositioning \_\_\_\_ Recrating \_\_\_\_ Dismantling \_\_\_\_ Other-specify \_\_\_\_\_

• **INSTALLATION**

START DATE/TIME \_\_\_\_\_ # HRS. NEEDED \_\_\_\_\_ # LIFTS NEEDED \_\_\_\_\_

• **DISMANTLE**

START DATE/TIME \_\_\_\_\_ # HRS. NEEDED \_\_\_\_\_ # LIFTS NEEDED \_\_\_\_\_

Estimated Total of Service Requested: \$ \_\_\_\_\_

Exhibitor Supervisor: \_\_\_\_\_ Cell # \_\_\_\_\_

Service ordered by: \_\_\_\_\_ Phone # \_\_\_\_\_

Advantage Expo assumes no liability for loss, damage or bodily injury arising out of the installation or dismantling of exhibitor's property. Exhibitor assumes the responsibility and any liability arising therefrom, under exhibitor's supervision.

# Booth Cleaning Services



## Wood Pro Expo

Lancaster County, Pennsylvania

October 13-14, 2022

**ADVANCE ORDER CUT-OFF DATE: Wed., September 28, 2022**

Exhibit booths may become soiled and littered during exhibitor set-up, we suggest ordering booth cleaning services prior to show opening. Our service includes the vacuuming of your booth space & emptying wastebaskets. Our rates are as follows:

Please complete the following for Booth Cleaning services:

Single Booth (Daily Pricing)	\$ 80.00
Double Booth (Daily Pricing)	\$160.00
Triple Booth (Daily Pricing)	\$240.00
Multiplied by number of days required:	
<b>TOTAL BOOTH CLEANING CHARGES:</b>	<b>\$</b>

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_

# Exhibitor Appointed Contractor

## Wood Pro Expo

The Warehouse at the Nook

Lancaster County, PA

October 13-14, 2022



**ADVANCE ORDER CUT-OFF DATE: Wed., September 28, 2022**

Exhibitors who plan to have an exhibit service firm other than the Advantage Conference & Expo supervise labor, unpack, erect, assemble, dismantle, and repack displays/equipment must abide by the following:

- |   |  |
|---|--|
| <b>A.)</b> Exhibitor must notify Show Management and ACE in writing no later than <b>Wednesday, September 28, 2022</b>  | <b>G.)</b> The EAC may not, under any circumstances, solicit business on the show floor.   |
| <b>B.)</b> Exhibitor must ensure that their contractor provide ACE with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, at least <b>15 days</b> prior to show installation.                             | <b>H.)</b> The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area. |
| <b>C.)</b> Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.  | <b>I.)</b> Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations. All work must be done by the correct union labor.                  |
| <b>D.)</b> The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City Governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.     | <b>J.)</b> The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with ACE.   |
| <b>E.)</b> The EAC shall share with ACE all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.  | <b>K.)</b> The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, material handling, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.    |
| <b>F.)</b> The EAC must provide ACE and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times. Anyone without proper ID will be asked to leave the show floor. |  |

The service firm must notify Advantage Conference & Expo of the names of all exhibiting companies for whom they have orders along with the names of all employees working for them on the show. All exhibitor service firms **must provide a Certificate of Insurance** to Advantage Conference & Expo and the sponsor of the exhibition. Please list the show name, location, and Exhibitor name on the Certificate of Insurance. EAC's will not be allowed access to the show floor without a Certificate of Insurance on file with Advantage Conference & Expo.

### ***Please complete the following:***

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contractor/Display House: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Proposed Service for Exhibitor: \_\_\_\_\_

# LIMITS OF LIABILITY



**Wood Pro Expo**  
Lancaster County, PA  
October 13-14, 2022

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1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Advantage Conference & Expo LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.
4. Advantage Conference & Expo LLC 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 causes beyond its control.
5. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to \$.10 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Advantage Conference & Expo LLC 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 exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Advantage Conference & Expo LLC 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.

**PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.**

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

# Order Recap Form

Method of Payment Form MUST Accompany This Order Form



**Wood Pro Expo**  
Lancaster County, Pennsylvania  
October 13-14, 2022

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E-Mail:  
CustomerService@AdvantageExpo.com  
Website: www.AdvantageExpo.com

**Advance Order Deadline: Wednesday, September 28, 2022**

This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **Wednesday, September 28**, advance cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture / Carpet Rental Order Form	
Freight/Material Handling Service Form	
Forklift Service Request Form	
Booth Cleaning Form	
Labor Order Form	
<b>TOTAL DUE:</b>	<b>\$</b>

## Please Note...

1. **Cancellations or Changes:** Items ordered but subsequently canceled or changed at the show will be charged 50 percent of the original price. Items canceled at the show will not be credited.
2. **Tax Exempt Customers:** Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_



**FAX order to:** Spooky Nook Sports  
 2913 Spooky Nook Road Manheim, PA 17545  
 P:717-945-7087 F:717-618-8274

**INTERNET/ELECTRICAL SERVICE ORDER FORM**

Name of Event		Event Dates		Booth #
Company Name		Phone Number	Fax Number	
Address	City	State	Zip	
Contact Person	Email			Date

**Payment Notice:** All electrical charges must be pre-paid prior to services rendered by utilizing the attached credit card authorization form or by check made payable to Spooky Nook Sports. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to changes without notice.

**STANDARD ELECTRICAL SERVICE**

120 VOLTS per single receptacle	Standard Rate (per day)	Quantity	Item to be hooked up	Total
5 amp	\$55			\$
208 VOLTS single or three phase	Standard Rate (per day)	Quantity	Item to be hooked up	Total
20 amp	\$200			\$
30 amp	\$250			\$
60 amp	\$500			\$
100 amp	\$750			\$
				\$
480 VOLTS three phase	Standard Rate (per day)	Quantity	Item to be hooked up	Total
60 amp	\$750			\$
100 amp	\$1,000			\$
200 amp	\$1,250			\$
				\$
				\$

\*If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not \_\_\_\_\_

Miscellaneous	Standard Rate	Quantity	Total
Extension Cords	\$10		\$
Internet Wired	\$150 / day		\$
Internet Wireless	\$45/day		\$
Subtotal			
PA 6% Sales Tax			
SERVICE TOTAL			

Completed forms can be returned via email: [patricia@nooksports.com](mailto:patricia@nooksports.com), or mailed to the address at the top of the page. Please make checks payable to: Spooky Nook Sports or fill out the credit card information below.

VISA    MASTERCARD    AMEX    DISCOVER

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please note, electric added on site is subject to a late fee and not guaranteed. Electric cannot be added once show has began.



## LEAD RETRIEVAL OPTIONS

Wood Pro Lancaster 2022

Lancaster, Pennsylvania

October 13-14, 2022

### Easily Capture, Qualify & Connect With Potential Buyers

#### Option 1: Leads123™ Mobile Scanning App



Available for download on both iOS and Android devices, our versatile in-house developed app allows you to capture, qualify and follow up on leads or surveys directly from smartphones or tablets, and then securely access this data in real time from any location. Add notes, follow-ups, surveys and pictures to every lead. Schedule a meeting time from within the app. This app has ALL the features required to successfully exhibit at an event.

#### Option 2: Leads123™ Mini Scanner



This lightweight, compact and portable unit (worn around the neck on a lanyard we supply) is a simple solution for those that just want to capture the information of the attendees. Scan throughout the event as well as receptions and after-parties. At the end of each day return the units to the lead retrieval counter for upload to your personalized portal. A custom follow-up sheet, allowing you to further qualify a lead, is available with this unit at an additional fee.

### BENEFITS OF LEAD RETRIEVAL

- Connect with Attendees
- Easy To Use
- Flexible & Reliable
- No power required
- Scan Anywhere/Anytime
- Secure Portal
- Customizable Options
- Qualified Leads
- Instant Email (App)
- Real Time Data (App)
- Surveys (App)
- Pictures (App)
- Email (App)
- Ranking (App)

**To order your lead retrieval unit(s), please visit the link below.  
For onsite orders, please visit the Lead Retrieval counter at the event.**

**SAVE TIME AND MONEY NOW! ORDER HERE:**

**[www.microspec.com/mslr/WPEPA2022](http://www.microspec.com/mslr/WPEPA2022)**



## Directions to Loading Dock

75 Champ Blvd  
Manheim, PA 17545

Conveniently located just off of the Salunga exit of Route 283

### **FROM ROUTE 283 TRAVELING WEST FROM LANCASTER**

Take Salunga Exit.

Make immediate right on to Champ Blvd and then take a left (1/4 mile) onto "Olympic Drive".

### **FROM ROUTE 283 TRAVELING EAST FROM HARRISBURG::**

Take Salunga Exit.

At the stop sign, make a left on to Spooky Nook Rd

Drive (2/10 mile) and turn right onto Champ Blvd

Take a left (1/4 mile) onto "Olympic Drive".

### **FROM PA TURNPIKE LANCASTER/LEBANON INTERCHANGE (EXIT 266)**

Head South on Route 72/Lebanon Road towards Lancaster from the turnpike exit.

Turn right onto Market Square / Route 772 West / W High Street.

Turn left onto S. Colebrook Road.

Turn right onto Landisville Road.

Enter Champ Blvd on the left and then take a left (1/4 mile) onto "Olympic Drive".

### **FROM PHILADELPHIA INTERNATIONAL AIRPORT**

Take I-476 N to Exit 16B to merge onto I-76 W toward Valley Forge.

Stay on I-76 W toward Harrisburg.

Take Exit 286 to U.S. 222 S toward Lancaster.

Continue onto U.S. 30 W.

Stay left to take PA-283 W.

Take the Salunga Exit.

Enter Champ Blvd (right off 283) and then take a left (1/4 mile) onto "Olympic Drive".

### **FROM BALTIMORE WASHINGTON INTERNATIONAL AIRPORT**

Take I-695 N toward York, PA.

Take I-83 N towards I-30 E.

Take U.S. 30 E toward Lancaster.

Take the Prospect Road Exit from Route 30.

Turn Left onto Prospect Road and proceed for 4.7 miles.

Enter Champ Blvd (right off 283) and then take a left (1/4 mile) onto "Olympic Drive".

### **FROM I-81 TRAVELING SOUTH FROM WILKES-BARRE/SCRANTON**

Head South on I-81 to Exit 80 for PA-743 toward Grantville/Hershey.

Turn Left onto Bow Creek Rd/ PA-743.

Turn Right onto E Derry Rd.

Turn Left onto E Mansion Rd.

Turn right onto E Chocolate Ave.

Turn left onto Homestead Rd.

Turn left onto State Hwy 743 S/Elizabethtown Rd.

Turn left to merge onto PA-283 E toward Lancaster.

Take the Salunga Exit.

Enter Champ Blvd (right off 283) and then take a left (1/4 mile) onto "Olympic Drive".

TO DOCK/UNLOAD ACCESS

Please enter at  
Champ Blvd.

Spooky Nook Road

PERMIT PARKING ONLY - TOW AWAY ZONE

DOME

OUTDOOR  
TURF

SPOOKY NOOK SPORTS

Loading  
Dock  
#1

Man  
Doors  
B6

Roll-Up  
Door  
#1

Man  
Doors  
B3

PARKING  
FOR OAL,  
BIRTHDAYS,  
HANDICAP &  
RESTAURANT

LOT  
2

Hotel  
parking  
only

LOT  
4

Route  
283

Champ Blvd.

75 Champ Blvd.

Olympic Drive

Route  
283

Unload here. Limited space  
for unloading. Unload then  
move vehicle.

TO HOTEL

All other guests  
continue straight  
on this route.

SPOOKY  
**N O O K**  
SPORTS™



## GPS DIRECTIONS

Please use the following  
address to locate The Nook  
on your GPS:

75 Champ Blvd.  
Manheim, PA 17545

## Wood Pro Expo Lancaster • Exhibit Rules and Regulations

Wood Pro Expo and their authorized representatives are hereinafter re-ferred to as "Expo Management."

Exhibitor agrees to use and occupy said space at the rental provided and for the purpose of exhibiting, subject to the conditions set forth herein, and to Expo rules and regulations between Expo Management and the convention center, which are hereby expressly incorporated herein by reference as though set forth herein in full.

**CANCELLATIONS AND REFUNDS:** Except as expressly set forth in this paragraph, Expo Management shall make no refunds of monies paid pursuant to Item 1. If an exhibitor's written notice of cancellation is received by June 15, 2018, then Expo Management shall refund to the exhibitor an amount equal to the amount the exhibitor has already paid less a \$300 processing fee for each 100 square feet of booth space canceled in the Expo. Under no circumstances will a refund be made if cancellation occurs after August 10, 2018. If the Expo is canceled or postponed by reason of an Act of God, catastrophe, or other occurrence beyond the control of Expo Management, exhibitor shall be refunded that portion of its payment which has been made for the Expo.

**PRODUCTS DISPLAYED:** Products or services exhibited must be for use in or related to the Woodworking or Furniture Supply industry. Expo Management reserves the right to refuse space and will act as the sole judge of applicability and fitness of exhibits.

**SPACE ASSIGNMENT:** All or any of the space herein above designated is subject to reassignment and rearrangement by Expo Management for any reason.

**USE OF SPACE, SUBLETTING OF SPACE:** No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless approval has been obtained in writing from Expo Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in the exhibitor's display, parent or subsidiary companies excepted.

**EXHIBITOR REPRESENTATION:** Exhibitor agrees to appoint a duly authorized representative to have responsibility for and be in attendance at its exhibit during Expo hours. No one under 16 years old will be admitted to the Expo at any time.

**REASONABLE SIGHTLINE RULE:** For a 10' x 10' booth, sidewalls or any other object or projection may not extend out from the backwall at the 8' height for more than 5' from the backwall.

The rules and regulations are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. Exhibitors who have special needs which require variance from these guidelines must submit a written request to the Expo Management Office for approval at least 60 days prior to the conference. Any questions concerning the regulations should be e-mailed to Expo Management at [lewis@woodproexpo.com](mailto:lewis@woodproexpo.com).

Expo Management reserves the right to require an exhibitor to alter the exhibit before the expo or on site. Necessary changes are to be made at the exhibitor's expense and are subject to the approval of expo management.

**MANAGEMENT LIABILITY:** Neither Expo Management nor convention center, their agents or employees, shall be liable for any damage to property or loss of business to exhibitor or any person using its allocated space, or for loss by theft or other means.

**INDEMNIFICATION:** Exhibitor on behalf of its employees, agents, servants, customers and guests will protect, indemnify, defend and save harmless Expo Management, convention center, and their agents, against and from any penalty or damage imposed for any violation of any laws or ordinances occasioned, caused, or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitor on behalf of itself, its employees, agents, servants, customers and guests, will at all times protect, indemnify, defend and save harmless Expo Management, convention center, and their agents, against and from any and all loss, cost, claim, liability, damage or expense arising out of or from any accident or other occurrence in connection with the use or occupation by exhibitor of said space, causing injury to any person or property whomsoever, occasioned, caused or contributed to by any willful or negligent act of exhibitor, their employees, agents, or servants. Exhibitors must maintain a liability policy at the minimum of \$1 million with Expo Management, convention center and their agents listed as additional insured.

**DEFAULTS:** If exhibitor defaults in any of its obligations under this agreement, including any rule or regulation promulgated pursuant to this agreement, Expo Management may, without notice, terminate this agreement; retain all monies received on account of rental as liquidated damages, and remove said exhibitor, its employees, agents, or servants and all of its merchandise and personal property from space contracted for and from the Exposition Hall.

**BINDING OF CONTRACT:** This agreement shall not be binding until accepted by Expo Management.

Exhibitor shall not be entitled to exhibit unless the space rental has been paid in full.

**RETAIL SALE OF GOODS & SERVICES:** Retail sales may be permitted in the hall, but it is the sole responsibility of the exhibitor to comply with Federal, State and Local Laws, Regulations and Ordinances concerning such sales, including tax and license fees. Exhibitor agrees to hold Expo Management, and the convention center harmless with respect to such compliance.

**LABOR:** Exhibitors are required to observe all contracts in effect between Expo Management, service contractors, hall and the labor organizations involved.

**CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the booths, or booth contents or expo equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**ADMISSION:** Admission is open to adults affiliated with the industry served by the Exhibition. No one under 16 years of age will be admitted to WPE. Management shall have sole control over admission policies at all times.

**PHOTOGRAPHY:** The taking of photographs at WPE is strictly prohibited except for booth photography contracted through the Official Show Photographer and accredited members of the press. An Exhibitor or Attendee may not photograph or video tape the exhibits or products of other Exhibitor without their written permission. Photographs, images and photographic devices will be confiscated and those individuals in violations of this rule may be escorted from the Show and their show credentials revoked. Exhibitor wishing to make their own arrangements for photographing of their exhibit must notify Show Management in advance of the show and whose permission shall not be unreasonably withheld.

**INSURANCE:** Exhibitor shall purchase commercial general liability insurance, placed with the financial stable insurance carrier, which insures Exhibitor's operations and obligations under this agreement. Said policy shall have limits of no less than \$1,000,000 per occurrence. Exhibitor shall cause Management to be named as an Additional Insured under the foregoing policy. The foregoing insurance is a minimum requirement and shall in no way limit the liability of Exhibitor. Exhibitor shall furnish evidence satisfactory to Management that Exhibitor has secured and in maintaining the foregoing insurance policy.

**ELECTRICAL SAFETY:** All wiring for displays and fixtures must conform to the applicable standards established by various government agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and /or such other seals of official approving agencies as may be required at the site of the exhibition.

**SAFETY & FIRE LAWS:** All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Exhibitor must comply with local fire department and underwriters rules. Crowding will be restricted. Aisles and fire exits must not be blocked by exhibits. No decorations of paper, pine boughs, leafy decoration, or tree branches are allowed. Acetate and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.

**SOUND LEVEL:** Exhibitor are required to provide on request hearing protection devices to booth personnel, surroundings Exhibitors and visitors to their booth. Mechanical or electrical devices, which produce sound, must be operated in a manner to minimize any disruption to other Exhibitor. Management reserves the right to determine the acceptable sound level in all such instances and to require that corrective action be taken.

**LOTTERIES CONTESTS:** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and on the written approval from Management. No Exhibitor shall conduct any presentation of awards or prizes during the WPE that relates to competition by students, professionals, or manufactures for furniture design and/or machinery or supplies that are technically innovative, without written approval of Managements.

**ALCOHOLIC BEVERAGES:** No alcoholic beverages may be served from any exhibits space.

**OTHER REGULATIONS:** These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit. Expo Management reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.

# Exhibit Guidelines & Regulations

**Standard Booth** **DEFINITION:** Exhibit consisting of one or more standard units in a straight line.

## HEIGHT

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

**INTENT**—If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

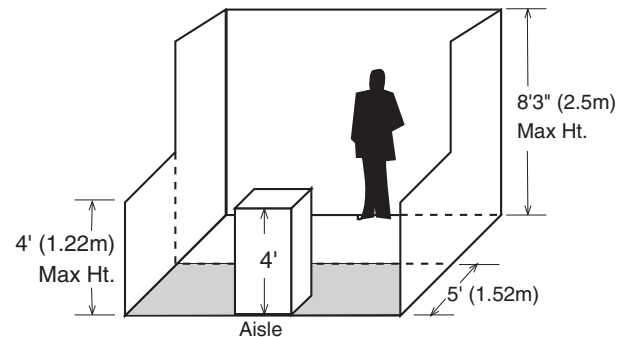
## DEPTH

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line for those exhibits with 10'0" (3.05m) depth or more.

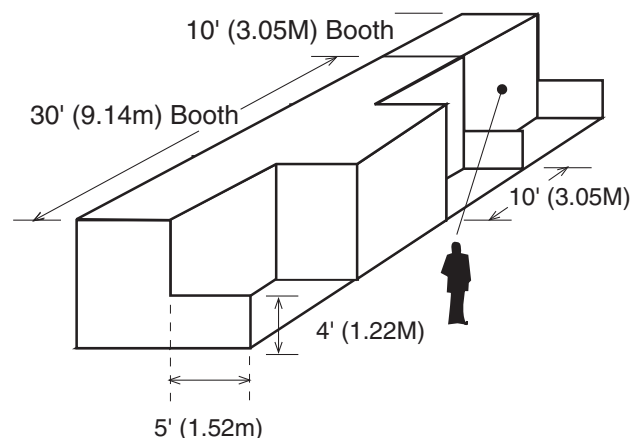
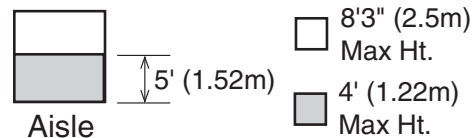
**INTENT**—Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

## IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.



Display fixtures over 4' (1.22m) must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line.



# Perimeter Booth **DEFINITION:** Standard booth located on the outer perimeter aisle of the exhibit floor.

## **HEIGHT**

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.6m).

**INTENT**—If a portion of an exhibit booth extends above 12'0" (3.6m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

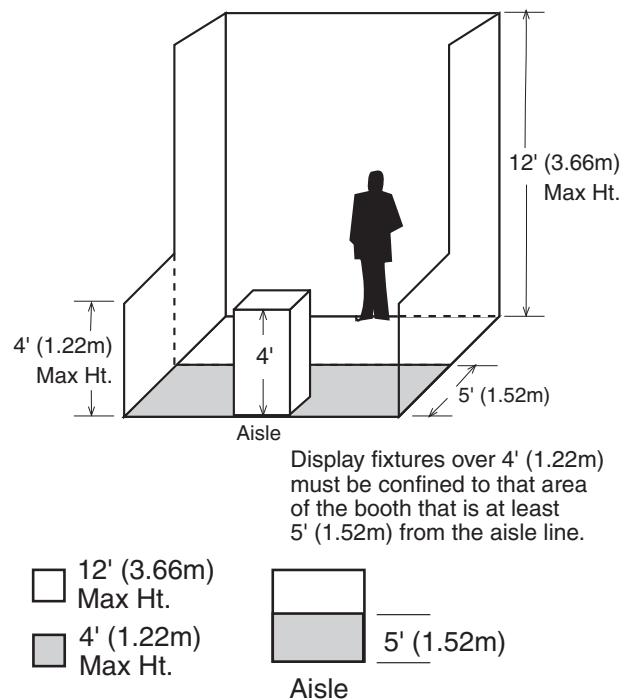
## **DEPTH**

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line for those exhibits with 10'0" (3.05m) depth or more.

**INTENT**—Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

## **IMPORTANT**

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.



# Peninsula Booth **DEFINITION:** An exhibit, of at least 15'0" x 20'0" (4.572m x 6.09m).

## **HEIGHT**

Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 22'6" (6.86m).

**INTENT**—*The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 22'6" (6.86m) height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others' efforts. Also, the 22'6" (6.86m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get maximum use of his or her exhibit.*

## **DEPTH**

Full use of the floor plan is permitted. However, do not place heavy booth material on the fiber near the edge of your booth. To avoid damage to the network fiber taped to the exhibit hall floor, point-loads must not be positioned within 18" (0.46m) inside the booth boundary along all aisle ways.

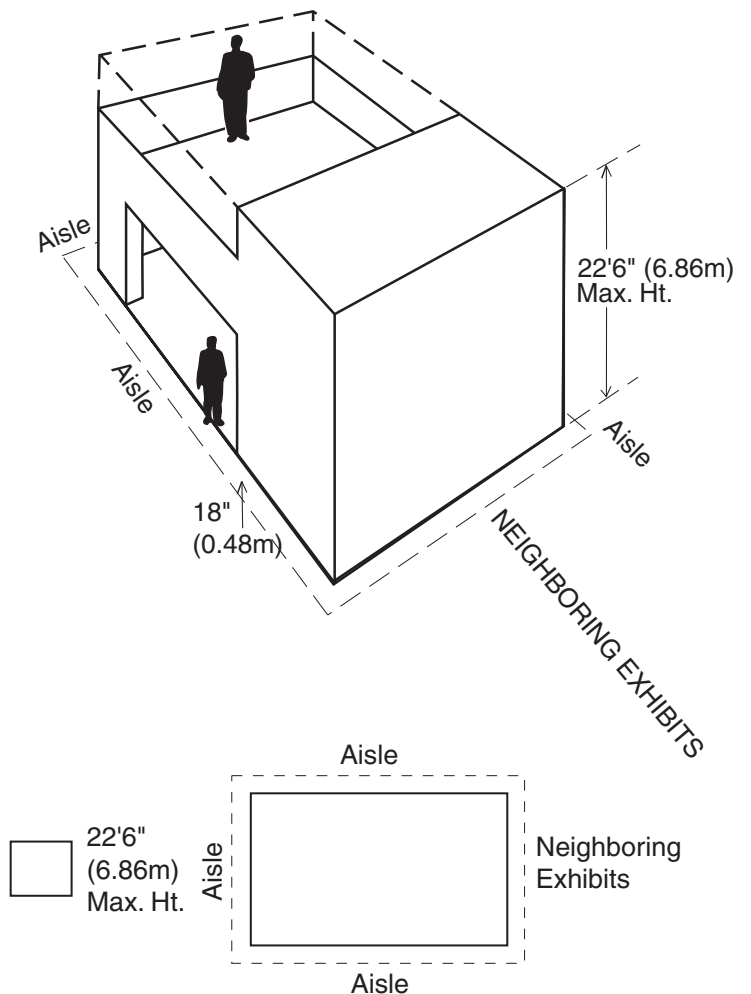
## **STRUCTURAL INTEGRITY**

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 22'6" (6.86m) in height must have drawings available for inspection by Exhibition Management; the installation and dismantling contractor; and the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

**INTENT**—*Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.*

## **IMPORTANT**

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the convention center to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.





# Island Booth **DEFINITION:** An exhibit, of at least 15'0" x 20'0" (4.572m x 6.09m), with aisles on all four sides.

## **HEIGHT**

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 22'6" (6.86m).

**INTENT**—When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 22'6" (6.86m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 22'6" (6.86m) high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

## **DEPTH**

Full use of the floor plan is permitted. However, do not place heavy booth material on the fiber near the edge of your booth. To avoid damage to the network fiber taped to the exhibit hall floor, point-loads must not be positioned within 18" (0.46m) inside the booth boundary along all aisle ways.

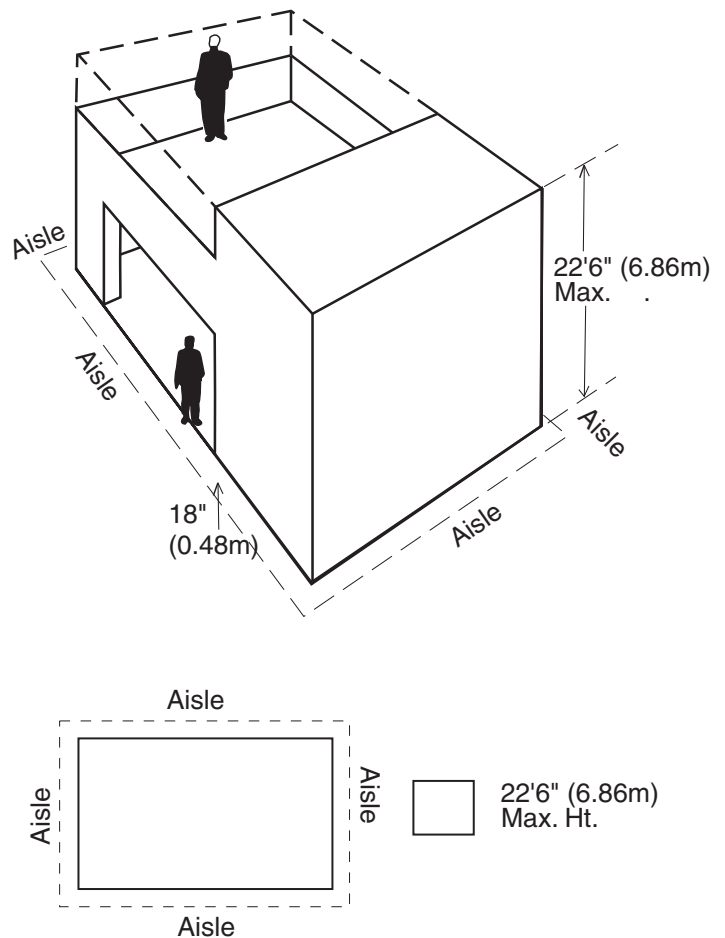
## **STRUCTURAL INTEGRITY**

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

**INTENT**—Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

## **IMPORTANT**

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the convention center to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



# Canopies and Ceilings

**DEFINITION:** Exhibit component supported over an exhibitor's space for decorative purposes

## HEIGHT

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

**INTENT**—Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

## DEPTH

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.05m) of an adjoining exhibit and not confined to the area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

**INTENT**—Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

## IMPORTANT

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the convention center to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Do not place heavy booth material on the fiber near the edge of your booth. To avoid damage to the network fiber taped to the exhibit hall floor, point-loads must not be positioned within 18" (0.46m) inside the booth boundary along all aisle ways.

