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EXHIBITOR MANUAL

# Panama City Beach Gift Show

OCTOBER 10-12, 2018  
BOARDWALK BEACH RESORT  
PANAMA CITY BEACH, FL





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## Quick Facts

Dear Exhibitor,  
 RPMXPO Services is pleased to have been chosen as the Official General Service Contractor for the **2018 Panama City Beach Gift Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 770-686-6512.

Included in this service kit are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the specific contractor who is providing the service. Please review these forms and submit your orders as early as possible.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Pinnacle Shows, LLC  
 12460 Crabapple Road; Suite 202-143  
 Alpharetta, GA 30004  
 Phone: (470) 306-5544  
 Email: matt@pinnacle-shows.com  
 Web: www.panamacitybeachgiftshow.com

All questions regarding shipping, storage, furniture rental, labor, and other services should be directed to:

RPMXPO Services  
 1490 Westfork Drive, Suite G  
 Lithia Springs, GA 30122  
 Phone: (770) 686-6512  
 Fax: (770) 679-8751  
 E-Mail: info@rpmxpo.com  
 Web: https://rpmxpo.boomerecommerce.com

**IN ORDER TO RECEIVE THE TABLE AND CHAIRS INCLUDED IN BOOTH PACKAGE, EXHIBITOR'S MUST COMPLETE THE FREE TABLES AND CHAIRS FORM (see page 15)**

### Your 10 ft. X 10 ft. Booth Includes:

- 8 ft. High White Draped Back Wall
- 8 ft. High White Side Rails
- (1) 6ft. Undraped Table
- (2) Side Chairs
- (1) Wastebasket
- (1) 7"x44" Booth ID Sign  
 (displays the company's name and booth number)

*NOTE: Resort is carpeted wall to wall.*

### Important Deadlines

Advance Price Discount Deadline for all RPMXPO orders.....Wednesday, September 5, 2018  
 First day on target shipments to arrive at the warehouse without a surcharge .....Friday, September 14, 2018  
 Last day on target shipments to arrive at the warehouse without a surcharge .....Friday, September 28, 2018  
 Last day off target shipments to arrive at the warehouse WITH a surcharge ..... Friday, October 5, 2018  
 First day freight can arrive at show site .....8:00 am on Monday, October 8, 2018

PLEASE NOTE:  
 All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.  
 Please do not send them to RPMXPO.



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**Quick Facts - continued**

<b>Exhibit Installation and Dismantle Schedule</b>		
<b>Exhibitor Set-Up:</b>	Monday, October 8, 2018 Tuesday, October 9, 2018	1:00 pm - 6:00 pm 9:00 am - 6:00 pm
<i>Important: Exhibits MUST be set up by 6:00 pm</i>		
<b>Exhibit Hours:</b>	Wednesday, October 10, 2018 Thursday, October 11, 2018 Friday, October 12, 2018	9:30 am - 5:00 pm 9:30 am - 5:00 pm 9:30 am - 3:00 pm
<b>Dismantle Hours:</b>	Friday, October 12, 2018	3:00 pm - 8:00 pm

**Important:** Exhibits may not be dismantled prior to 3:00 pm on Friday, October 12th. All exhibits must be dismantled and removed by Friday, October 12th at 8:00 pm. Truck drivers must sign in for pick-up before 6:00 pm or freight may be re-consigned through ABF Freight, the official carrier.

<b>Shipping Addresses</b>	
<b>Advance Shipments to Warehouse Address:</b>	<p style="text-align: center;">Panama City Beach Gift Show                      c/o RPMXPO                      ABF Freight                      206 Speigner Street                      Dothan, AL 36303                      Phone: 334-793-4838</p> <p style="text-align: center;">Booth # _____</p>
<b>Direct to Show Site Address:</b>	<p style="text-align: center;">Panama City Beach Gift Show                      c/o RPMXPO                      Boardwalk Beach Resort                      9400 S. Thomas Drive                      Panama City Beach, FL 32408</p> <p style="text-align: center;">Booth # _____</p>





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## **Ordering Options**

### **PLACING YOUR ORDER**

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

**Online Ordering** — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

**Faxed / Emailed Orders** — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
  - A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.
  - B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

**Important** — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 770-686-6512 or email us at [info@rpmxpo.com](mailto:info@rpmxpo.com).



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**User Login Request**

**RPMXPO Online Ordering**  
 Please complete this form if you:

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- Have not received the User Login Link
- Need password reset
- Had the User Login Link sent to the incorrect Representative

\*Check an option\*

In order to receive the User Login Link, the following information needs to be completed			
Company Name:	Booth #:		
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:	E-Mail:		
Signature:	Date:		

**Return completed form to RPMXPO via:**  
 Email: info@rpmxpo.com -OR- Fax: 770-679-8751



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## **Payment Policies**

### • **Payment Options**

RPMXPO, the official general service contractor for the **Panama City Beach Gift Show**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

#### • **Checks**

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO Services**.

#### • **Wire Transfer in U.S. Funds**

- Address to: WELLS FARGO - NC 112 S. Main Street Davidson, NC 28036  
Routing # 121000248 Account # 1703634335 SWIFT Code: WFBUS6S-US / WFBUS6SWFFX-Foreign Currency
- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
  - **Domestic incoming wire transfer fee: \$25.00**
  - **International incoming wire transfer fee: \$50.00**

#### • **Credit Card**

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Payment and Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO and/or ABF Freight to charge your credit card for any and all charges incurred.

### **Show Site Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance.

**For the discount prices to be in effect, your order must be received by the Return Deadline Date of Wednesday, September 5, 2018, and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

### **Payment Terms**

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site.

Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, **exhibitors will be charged for the equipment they use in their booth**. RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds only. **No telephone orders will be accepted.**

### **Cancellation Policy**

Standard rental item orders cancelled prior to delivery will be refunded at 100% of the original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Executive Furnishings cancelled 72 hours *prior* to delivery will be refunded at 100% of original price. No refunds will be issued for rental orders cancelled less than 72 hours prior to move-in.

Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

**Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of RPMXPO.



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**Payment & Credit Card Authorization Form** *Return Deadline: September 5, 2018*

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

<b>Payment Method:</b>	
<input type="checkbox"/>	Corporate Credit Card
<input type="checkbox"/>	Personal Credit Card
<input type="checkbox"/>	Check*
<input type="checkbox"/>	Wire Transfer (fee applies)*
*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.	
<b>Card Type:</b>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<b>Card Number:</b>	
_____	
<b>Expiration Date:</b>	<b>CVV2 (Security) Code:</b>
____/____	____

<b>ORDER RECAP</b>		
<b>Enter totals from each completed form</b>		
<i>* Note: Items taxable in the State of Florida</i>		
* Custom Booth Options	\$	
* Free Table and Chairs Form	\$	
* Standard and Pedestal Tables Order Form	\$	
* Chairs and Booth Accessories Order Form	\$	
* Specialty Equipment Order Form	\$	
* Booth Carpet and Padding Order Form	\$	
* Back Drape and Side Rail Order For	\$	
* Signs, Banners and Accessories Order Form	\$	
Display Labor Order Form	\$	
Forklift Labor Order Form	\$	
Booth Cleaning and Porter Service Order Form	\$	
Material Handling Service Order Form	\$	
Accessible Storage Order Form	\$	
<b>TOTAL AMOUNT DUE →</b>	<b>\$</b>	

Cardholder's Name (print or type):		
Cardholder's Billing Address:		
City:	State:	ZIP:
Cardholder's Signature:		Date:
<i>ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE</i>		
Company Name:		Booth #:
Street Address:	City:	State: ZIP:
Phone #:	Fax #:	
Ordered By:		E-Mail:
Signature:		Date:





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## **Limits of Liability and Responsibility**

1. RPMXPO Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMXPO Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO Services, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO Services 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. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.
6. RPMXPO Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMXPO Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



**Third Party Authorization Form** **Return Deadline: September 5, 2018**

You may arrange for a third party to handle your display and be billed for the services. RPMXPO Services will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

**Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.**

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

Contact Person (print or type): \_\_\_\_\_

**CHECK ITEMS TO BE BILLED TO THIRD PARTY:**

- ALL SERVICES       Booth Cleaning       Material Handling       I & D Labor       Forklift
- Booth Furnishings       Signs       Other (please specify) \_\_\_\_\_

**PAYMENT METHOD:**     Credit Card       Check       Wire

**CARD TYPE:**                            

CARD NUMBER

EXP. DATE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please enter the CVV2 (security) Code listed on your card:

**Third Party Information**

Cardholder's Name as Listed on Credit Card:			
Cardholder's Billing Address:			
City:	State:	ZIP:	
Cardholder's Signature:			
Name of Service Firm/Third Party:			
Authorized On-Site Representative:	Title:		
Address:	City:	State:	ZIP:
Telephone:	On-Site Supervisor:		
Signature:	Email:	Date:	



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**Non-Official Contractor Request Form** *Return Deadline: September 5, 2018*

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO Services, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

- Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering**

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO Services that they have contracted with a an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPM with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO Services as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPM. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO Services.

**PLEASE NOTE:** A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

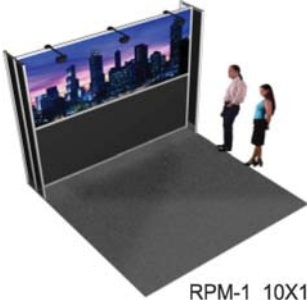
**Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.**

**Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by September 5, 2018.**

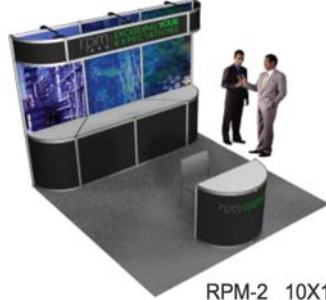
Event Name:			
Exhibiting Company Name:			Booth#:
Address:	City:	State:	Zip:
Authorized On-Site Representative:			
Name of Service Firm:			
Address:	City:	State:	Zip:
Telephone:	On-Site Supervisor:		
Signature:	Date:		



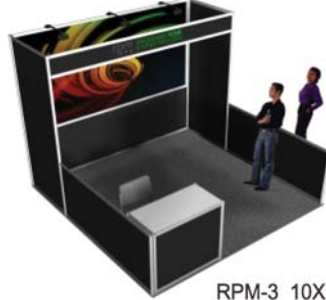
## Custom Booth Options



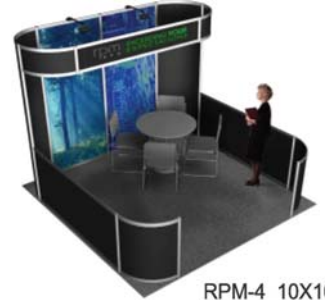
RPM-1 10X10



RPM-2 10X10



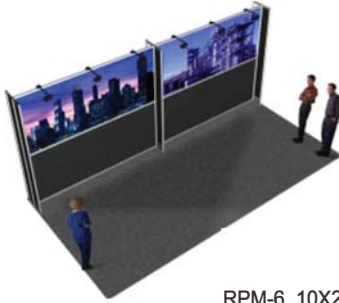
RPM-3 10X10



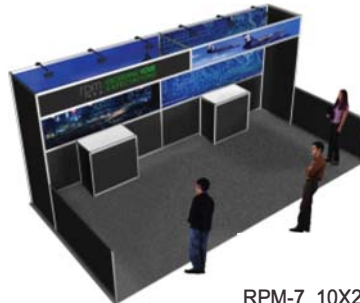
RPM-4 10X10



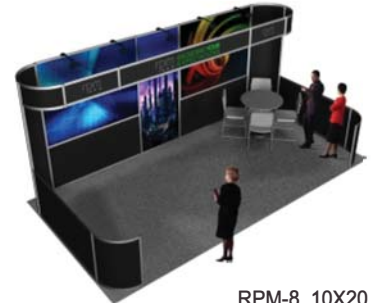
RPM-5 10X10



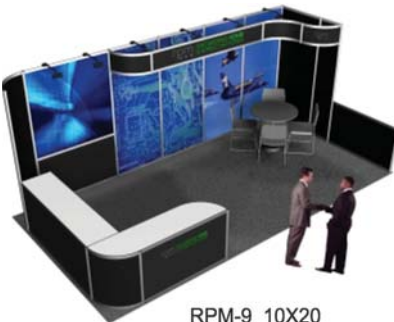
RPM-6 10X20



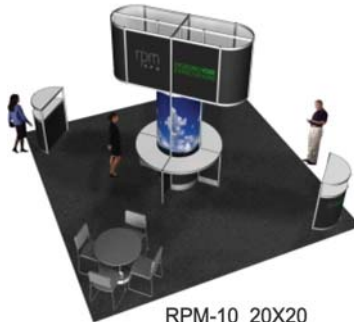
RPM-7 10X20



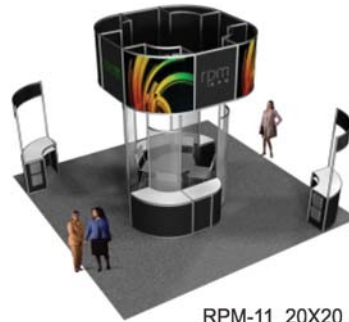
RPM-8 10X20



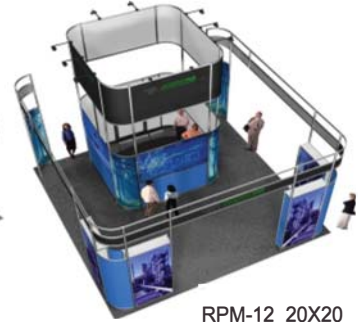
RPM-9 10X20



RPM-10 20X20



RPM-11 20X20



RPM-12 20X20

### every rental exhibit includes:

- YOUR CHOICE OF BLACK, GRAY, OR WHITE SINTRA WALL PANELS
- YOUR CHOICE OF BLACK OR GRAY VELCRO WALL PANELS
- YOUR CHOICE OF SIX CARPET COLORS
- COLOR GRAPHICS, WHEREVER SHOWN
- FURNISHINGS, AS SHOWN
- STEM LIGHTS, AS SHOWN
- ELECTRICAL DIAGRAM
- SET-UP DRAWINGS, FOR SHOW SITE
- DELIVERY TO SHOW SITE
- DRAYAGE, TO BOOTH LOCATION
- INSTALLATION/DISMANTLE LABOR

### and you can add these options:

- WALL PANELS IN PLACE OF GRAPHIC PANELS
- ADDITIONAL GRAPHICS
- ADDITIONAL RECEPTION/STORAGE COUNTERS
- COMPUTER WORK STATIONS
- LITERATURE HOLDERS
- DISPLAY SHELVES
- BACK-LIGHTED PANELS AND HEADERS
- FURNISHINGS FROM EXHIBITOR KIT

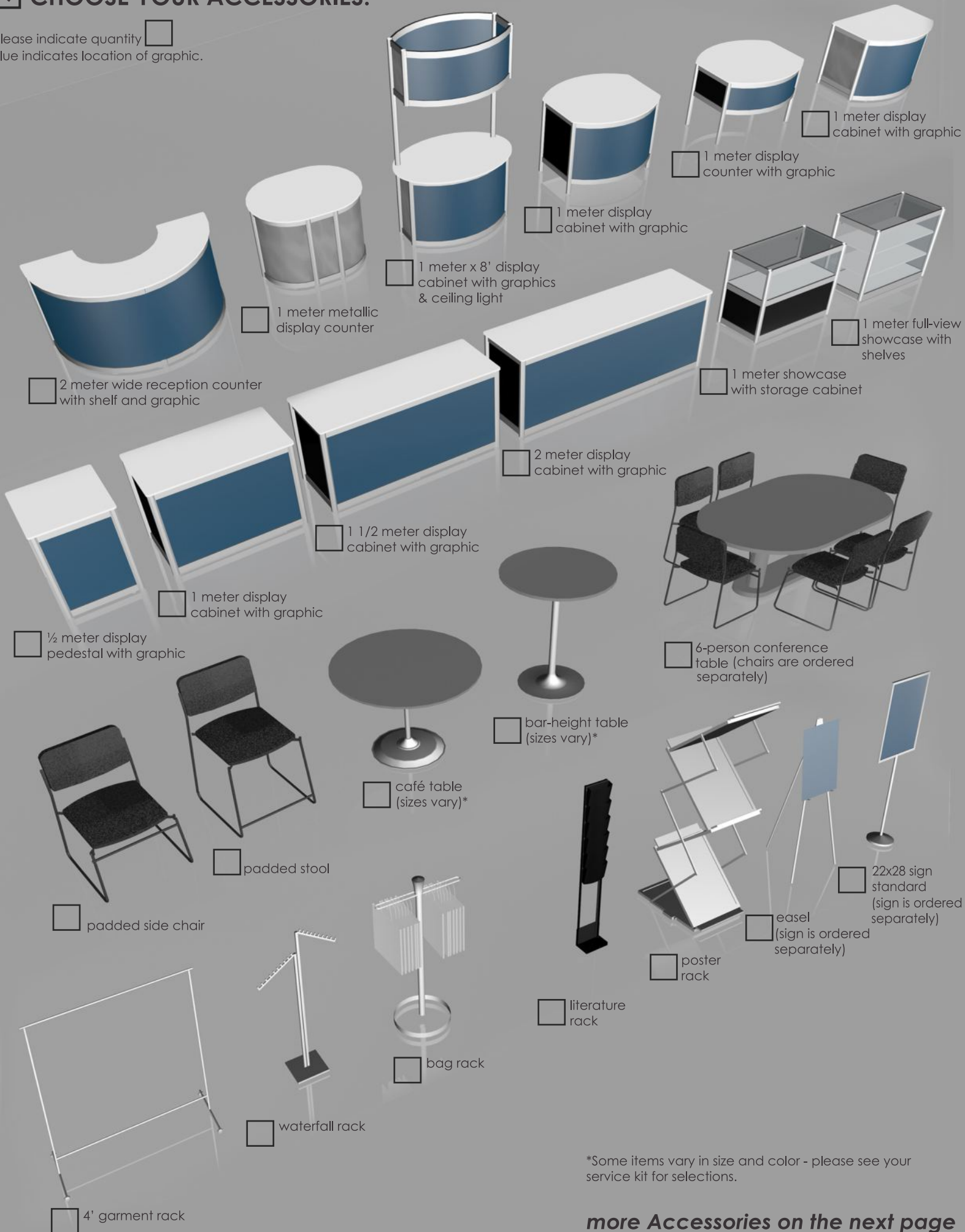
These are just some of the designs available - just tell us what you need. RPM CompleteXPO Services can build you a booth that will be remembered long after the show. Your booth package will include all services, so you can arrive, enjoy the show, and leave at closing.

for your rental quote, contact John Meyering:  
phone: 540-504-7604 mobile: 571-435-2805  
email: john@rpmxpo.com



# ✓ CHOOSE YOUR ACCESSORIES:

Please indicate quantity   
 Blue indicates location of graphic.



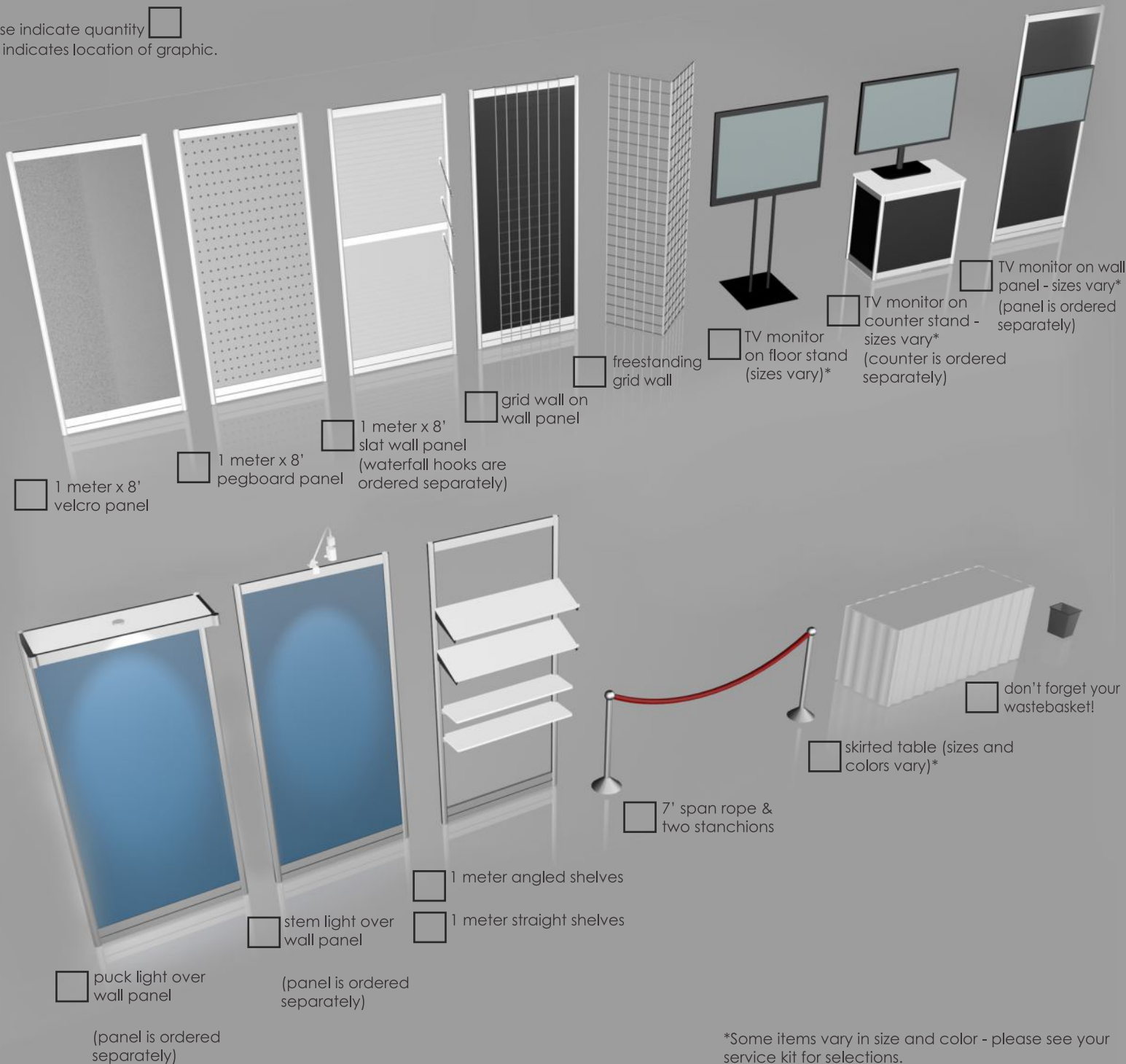
\*Some items vary in size and color - please see your service kit for selections.

**more Accessories on the next page**



# CHOOSE YOUR ACCESSORIES:

Please indicate quantity   
 Blue indicates location of graphic.



## COMPLETE YOUR ORDER: ADDITIONAL ACCESSORIES AS WELL AS OUR EXTENSIVE SHOW SERVICES ARE DESCRIBED IN YOUR SERVICE KIT. WE CAN INCLUDE THESE WITH THESE PAGES IN A SINGLE ORDER.

YOUR COMPANY & BOOTH NUMBER: \_\_\_\_\_ PLEASE ADD ANY NOTES THAT WILL HELP US UNDERSTAND YOUR ORDER:

\_\_\_\_\_

\_\_\_\_\_

SCAN AND EMAIL YOUR ORDER PAGES TO JOHN MEYERING: [john@rpmxpo.com](mailto:john@rpmxpo.com)

OR SCAN AND FAX YOUR ORDER PAGES TO JOHN MEYERING: **888-310-4805**

PLEASE BE SURE TO INCLUDE YOUR CONTACT INFORMATION; YOU WILL RECEIVE CONFIRMATION THAT YOUR ORDER HAS BEEN RECEIVED. WE WILL ADD ANY SHOW SERVICES OR ADDITIONAL ACCESSORIES TO YOUR ORDER AND SEND YOU AN AGREEMENT, ALONG WITH A METHOD OF PAYMENT FORM. ONCE YOUR ORDER IS PAID FOR, WE WILL FORWARD TO YOU YOUR EXHIBIT GRAPHIC PANEL SIZES SO YOU CAN PREPARE YOUR ARTWORK FOR PRINT. QUESTIONS? PLEASE EMAIL [john@rpmxpo.com](mailto:john@rpmxpo.com) OR PHONE 540-504-7604 OR 571-435-2805 FOR ANSWERS!

THANK YOU FOR CHOOSING **rpm** EXCEEDING YOUR EXPECTATIONS FOR YOUR EXHIBIT NEEDS!  
 X P O



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
*Panama City Beach, FL*

**Free Table and Chairs Form** **Return Deadline: September 5, 2018**

**Attention Exhibitors:**

You must return this form in order to receive the complimentary 6' undraped table and 2 chairs delivered to your booth at no charge. Please complete this form and return, completed, by Wednesday, September 5, 2018.

**No table(s) or chair(s) will be placed in your booth, unless this form is completed and returned.**

I will require \_\_\_\_\_ table(s)  
(1 undraped 6' table per 10'x10' booth space)

I will require \_\_\_\_\_ chair(s)  
(2 chairs per 10'x10' booth space)

I will NOT require any tables

I will NOT require any chairs

**NOTE: Your complimentary table is undraped. Please see options below to order table draping.**

**Choose Your Table Draping Colors**



**Please note:** The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

TABLE DRAPING				
Qty	Description	Advance Rate	Standard Rate	Amount
	30" High Table Draping	\$ 43.68	\$ 49.14	\$
	42" High Table Draping	\$ 49.14	\$ 54.60	\$
<b>Sub-Total</b>				<b>\$</b>
<b>7% FL Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>

**IMPORTANT NOTE: Exhibitors will be charged a 30 minute labor fee (\$30 minimum) for new orders or changes to existing orders received during exhibitor set-up or show hours**

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
Panama City Beach, FL

**Standard & Pedestal Tables Order Form** *Return Deadline: September 5, 2018*

DRAPED DISPLAY TABLES				
COLORS: Black, Blue, Gold, Grey, Peach, Purple, Red, Teal and White Price includes white vinyl top & 3 sides draping				
Qty	Description	Advance Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 79.96	\$ 92.56	\$
	2' X 6' X 30" High	\$ 94.90	\$ 113.56	\$
	2' X 8' X 30" High	\$ 109.04	\$ 121.59	\$
	2' X 4' X 42" High	\$ 107.21	\$ 119.96	\$
	2' X 6' X 42" High	\$ 121.59	\$ 134.51	\$
	2' X 8' X 42" High	\$ 136.40	\$ 149.54	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 36.28	\$ 43.42	\$
	2' X 6' X 30" High	\$ 50.72	\$ 64.42	\$
	2' X 8' X 30" High	\$ 65.36	\$ 72.45	\$
	2' X 4' X 42" High	\$ 58.07	\$ 65.36	\$
	2' X 6' X 42" High	\$ 72.45	\$ 79.91	\$
	2' X 8' X 42" High	\$ 87.26	\$ 94.97	\$
TABLE DRAPING - 4TH SIDE				
COLORS: Black, Blue, Gold, Grey, Peach, Purple, Red, Teal and White				
	For 30" High Table	\$ 43.68	\$ 49.14	\$
	For 42" High Table	\$ 49.14	\$ 54.60	\$



ROUND PEDESTAL TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 92.60	\$ 125.00	\$
	Round Pedestal Table (42" H X 30" D)	\$ 108.15	\$ 153.10	\$

<b>Sub-Total</b>	<b>\$</b>
<b>7% FL Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>	<b>\$</b>

**Choose Your Table Draping Colors**



**Please note:** The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.



**Payment Policy:** Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

**Cancellation Policy:** Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

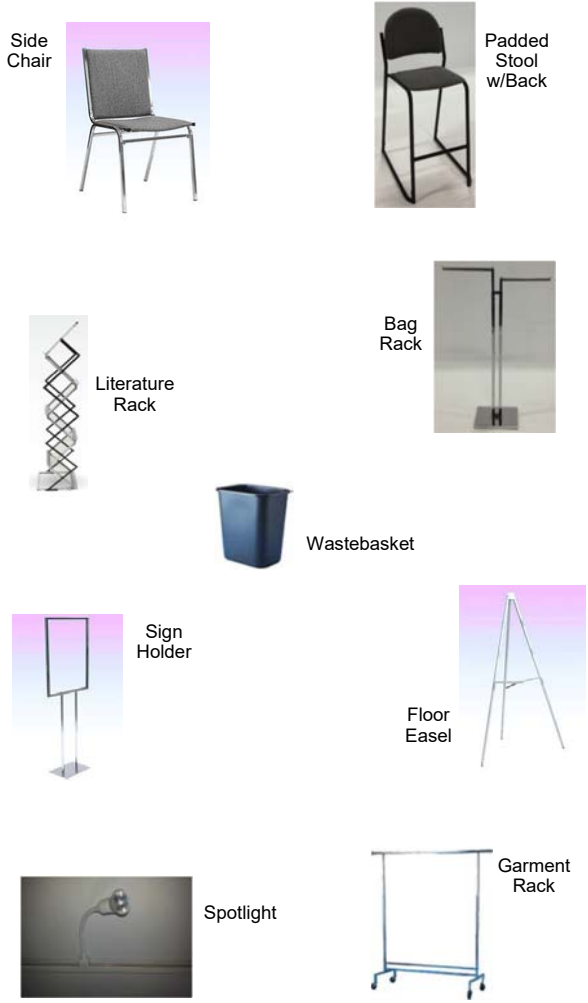
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
Panama City Beach, FL

**Chairs, Stools & Booth Accessories Order Form** **Return Deadline: September 5, 2018**

CHAIRS, STOOLS and BOOTH ACCESSORIES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Side Chair	\$ 21.79	\$ 27.56	\$
	Padded Stool w/ Back	\$ 25.20	\$ 35.54	\$
	Wastebasket	\$ 15.50	\$ 19.40	\$
	Floor Easel	\$ 28.90	\$ 3736.10	\$
	8' Upright	\$ 26.35	\$ 32.95	\$
	Crossbar	\$ 26.35	\$ 32.95	\$
	Garment Rack	\$ 65.45	\$ 81.80	\$
	Bag Rack	\$ 87.85	\$ 109.80	\$
	Literature Rack	\$ 103.10	\$ 128.90	\$
	Sign Holder	\$ 97.00	\$ 121.25	\$
	Spotlight	\$ 75.35	\$ 94.20	\$
<b>Sub-Total</b>				<b>\$</b>
<b>7% FL Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>



**Payment Policy:** Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

**Cancellation Policy:** Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
Panama City Beach, FL

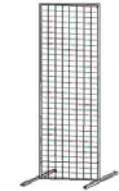
**Specialty Equipment Order Form** **Return Deadline: September 5, 2018**

SPECIALTY EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Chrome Stanchion	\$ 35.85	\$ 44.80	\$
	Mini Refrigerator	\$ 330.05	\$ 412.55	\$
	2' X 8' Grid w/o Legs	\$ 105.55	\$ 131.95	\$
	2' X 6' Grid w/ Legs	\$ 105.55	\$ 131.95	\$
	Pegboard: 1 m X 8 ft. White Panel - Vert.	\$ 133.90	\$ 167.40	\$
	Pegboard: 4 ft. X 2 m White Panel - Horiz.	\$ 147.95	\$ 184.95	\$
	Tackboard: 4 ft. X 8 ft. Gray Velcro - Horiz.	\$ 160.25	\$ 200.30	\$
	Showcase - 6' Full View	\$ 483.65	\$ 604.55	\$
	Showcase - 6' Half View	\$ 483.65	\$ 604.55	\$
<b>Sub-Total</b>				<b>\$</b>
<b>7% FL Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>

Mini Refrigerator (contents not included)



2' X 8' Grid without Legs (2 shown)



2' X 6' Grid w/Legs

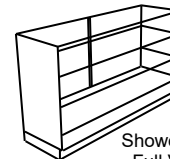
Pegboard Vertical



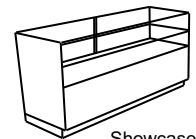
Pegboard Horizontal



Showcase - Full View



Showcase - Half View



**Payment Policy:** Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

**Cancellation Policy:** Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:





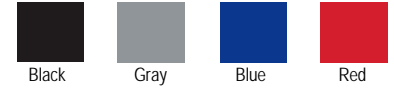
**October 10-12, 2018**  
**Boardwalk Beach Resort**  
Panama City Beach, FL

**Booth Carpet & Padding Order Form** *Return Deadline: September 5, 2018*

**STANDARD CARPET**  
Price includes installation.  
Please select your color from those at right under "Standard Carpet Colors."  
*No guarantee of color match when ordering multiple carpets.*

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	\$ 90.00	\$ 112.50	\$
		10' X 20'	\$ 180.00	\$ 287.00	\$
		10' X 30'	\$ 280.00	\$ 350.00	\$

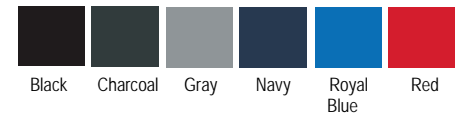
**Standard Carpet Colors**



**CUSTOM SIZE CARPET**  
Includes poly covering for protection and installation to fit booth space.  
*Note: 100 Square Foot Minimum Order*  
Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 2.54 / sq. ft.	\$ 3.66 / sq. ft.	\$

**Custom Size Carpet Colors**



**26 OZ. PLUSH CUSTOM-SIZE CARPET**  
Includes poly covering for protection and installation to fit booth space.  
*Note: 100 Square Foot Minimum Order*  
Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 3.30 / sq. ft.	\$ 4.29 / sq. ft.	\$

**26 oz. Plush Carpet Colors**



**CUSTOM PADDING**  
*Note: 100 Square Foot Minimum Order*

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 0.60 / sq. ft.	\$ 1.23 / sq. ft.	\$

**VISQUEEN**  
*Note: 100 Square Foot Minimum Order*

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ .35 / sq. ft.	\$ .47 / sq. ft.	\$

<b>Sub-Total</b>	<b>\$</b>
<b>7% FL Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>	<b>\$</b>

Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

**Payment Policy:** Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

**Cancellation Policy:** Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
 Panama City Beach, FL

**Back Drape & Side Rail Order Form**      **Return Deadline: September 5, 2018**

<b>BACK DRAPE AND SIDE RAILS</b> Price is per linear foot and includes required hardware (uprights, crossbars, etc.). AVAILABLE COLORS: Berry, Black, Blue, Burgundy, Gold, Grey, Peach, Plum, Purple, Red, Teal and White				
Drape Height	Color	# of Linear Feet Required	Rate per Linear Foot	Amount
<b>3 FEET HIGH</b>			\$ 3.70 / linear foot	\$
<b>8 FEET HIGH</b>			\$ 9.75 / linear foot	\$
<b>Sub-Total</b>				<b>\$</b>
<b>7% FL Sales Tax</b>				<b>\$</b>
<b>TOTAL AMOUNT →</b>				<b>\$</b>

**Payment Policy:** Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

**Cancellation Policy:** Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
Panama City Beach, FL

## Art Submission Guidelines

**ON-SITE ORDERING**  
Available

**If you have last minute on-site graphics or signage needs, REMEMBER, WE OFFER...**

# Full Service Graphics and Signage Capabilities

**Any type —  
from simple to complex**

**Inquire at the RPM Service Desk  
For Quotation & Same Day Delivery**

Please follow these requirements so that RPMXPO can provide the highest quality signs for your exhibit.

Please Provide the Following When Submitting Art	Acceptable File Types
<p><b>Minimum requirements for original artwork, such as logos, when RPMXPO is providing design and layout:</b></p> <ul style="list-style-type: none"> <li>300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)</li> </ul> <p><b>Minimum requirements for final artwork that RPMXPO will reproduce exactly as provided:</b></p> <ul style="list-style-type: none"> <li>150 dpi resolution at full size of actual finished product</li> </ul> <p><b>Minimum requirements for both:</b></p> <ul style="list-style-type: none"> <li>All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)</li> <li>Accurate color proof print of artwork</li> <li>Contact name, phone number and email address of art creator if applicable</li> <li>If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths</li> </ul>	<p>Files that RPMXPO can use, in order of preference, include:</p> <ul style="list-style-type: none"> <li><b>EPS</b> and <b>AI</b> (especially when submitting logos)</li> <li><b>TIF</b> (especially when submitting photos)</li> <li><b>JPG</b> (provided resolution is high enough for photo images, not recommended for logos)</li> <li><b>PSD</b> (all layers must be editable)</li> <li><b>PDF</b> (please save with illustrator editing enabled, convert all fonts to outlines, or you may also send rasterized pdf files at full scale)</li> </ul> <p>File types that RPMXPO cannot use to reproduce high quality graphics include:</p> <ul style="list-style-type: none"> <li>GIF files</li> <li>Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types</li> <li>Self-extracting files, such as ESE or SEA files</li> <li>Files pulled from websites: (logos, images, etc.) will not be accepted.</li> </ul>
Acceptable Software File Formats	Ways to Send Artwork
<p>We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference). Email attachment (4 mgs or smaller only)</p> <p style="text-align: center;"><b>Ai      Ps      Id      Adobe PDF</b></p> <p>When sending disks, please label them with the following: Exhibitor Co. Name, Booth #, Show Name, Show Date.</p>	<p>Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.</p>

**If you have any additional questions concerning file make-up, logos, resolution, etc. you may contact our graphics department at 770-686-6512 or info@rpmxpo.com**



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
Panama City Beach, FL

**Signs, Banners & Accessories Order Form** *Return Deadline: September 5, 2018*

Qty	Description	Advance Rate	Standard Rate	Amount
<b>STANDARD FOAMCORE SIGNS, SINGLE-SIDED</b>				
	Vertical, 22" X 28"	\$ 145.50	\$ 181.85	\$
	Horiz., 22" X 28"	\$ 145.50	\$ 181.85	\$
	Vertical, 28" X 44"	\$ 225.40	\$ 281.75	\$
	Horiz., 28" X 44"	\$ 225.40	\$ 281.75	\$
	Meterboard, 39" X 90.75"	\$ 448.15	\$ 560.20	\$
<b>ACCESSORIES</b>				
	Blank Foam Core 4' X 8'	\$ 39.50	\$ 49.35	\$
	Velcro, per ft. min. 5 ft.	\$ 2.60	\$ 3.30	\$
<b>VINYL BANNERS WITH DIGITAL PRINTING</b>				
	Grommets / per sq. ft. Vertical ____ x ____	\$ 18.50	\$ 23.10	\$
	Grommets / per sq. ft. Horizontal ____ x ____	\$ 18.50	\$ 23.10	\$
	Pockets / per sq. ft. Horizontal ____ x ____	\$ 19.75	\$ 24.70	\$
	Pockets / per sq. ft. Vertical ____ x ____	\$ 19.75	\$ 24.70	\$
<b>REPLACEMENT ID SIGN - CARDSTOCK</b>				
	7" x 44" Horizontal	\$ 43.40	\$ 54.25	\$

Qty	Easel Back	Size	Advance Rate	Standard Rate	Amount
<b>WHITE SHOWCARD</b> Price Based on Block Letters, Black Lettering					
		7" X 11"	\$ 35.85	\$ 44.80	\$
		7" X 44"	\$ 65.00	\$ 85.00	\$
		11" X 14"	\$ 42.30	\$ 52.90	\$
		14" X 22"	\$ 65.00	\$ 85.00	\$
		22" X 28"	\$ 85.00	\$ 110.00	\$
		28" X 44"	\$ 170.00	\$ 210.00	\$

Orientation:  Horizontal  Vertical

Please type desired copy below or attach a separate sheet:

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates.
- Over 10 words add \$2.50 per word
- Colored show card and each change in color copy will be quoted upon request.
- Easel back applied to sign add \$8.00
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.

<b>Sub-Total</b>	<b>\$</b>
<b>7% FL Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>	<b>\$</b>

*Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).*

**Payment Policy:** Payment in full for sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. Exhibitors will be charged for the equipment they use in their booth.

**Cancellation Policy:** Sign orders cancelled before the return deadline will be refunded at 100%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
*Panama City Beach, FL*

**Display Labor Order Form** **Return Deadline: September 5, 2018**

**Labor Rates**

<b>Display Labor for Installation and Dismantling of Exhibits</b> — Power Tools Are Not Supplied —	
<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday.	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.
\$ 61.55 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 89.65 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%	

**NOTE:** 8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 24 hours prior to starting time.

**PLEASE INDICATE SERVICE REQUIRED:**

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
<b>SET-UP</b>	Monday, October 8th				\$
	Tuesday, October 9th				\$
<b>DISMANTLE</b>	Friday, October 12th				\$
<b>TOTAL AMOUNT →</b>					<b>\$</b>

Name of Carrier: \_\_\_\_\_ # of Crates: \_\_\_\_\_ # Cartons: \_\_\_\_\_ # of Skids: \_\_\_\_\_

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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**PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER**

**After Dismantle Return Display to:** \_\_\_\_\_  
\_\_\_\_\_

**Payment Policy:** Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted.

**Cancellation Policy:** Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:





**October 10-12, 2018**  
*Boardwalk Beach Resort*  
Panama City Beach, FL

**Forklift Order Form** **Return Deadline: September 5, 2018**

**Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.**

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

<b>Forklift Labor Rates</b>	<b>Forklift Crew Consists of One Ground Man and One Forklift Operator</b>	
	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday, all day Saturday and Sunday
<b>Additional Worker</b>	\$ 61.55 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 89.65 per hour, one hour minimum, per worker, thereafter ½ hr. increments
<b>Fork Lift with Operator</b> Up to 5,000 lbs. Capacity	\$ 169.40 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 251.35 per hour, one hour minimum, per worker, thereafter ½ hr. increments
<b>Over 5,000 lbs.</b>	Quoted Upon Request	
<b>Standard Operating Procedure</b>	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (See additional worker prices above)	
<b>4 Stage Forklift</b>	\$195.05 per hour, one hour minimum, per worker, thereafter ½ hr. increments.	

	Dates Required	Service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
<b>SET-UP</b>	Monday, October 8th				\$
	Tuesday, October 9th				\$
<b>DISMANTLE</b>	Friday, October 12th				\$

# of Pieces to be Spotted: \_\_\_\_\_ Heaviest Pieces: \_\_\_\_\_

**TOTAL AMOUNT → \$**

**Payment Policy:** Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Forklift labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Forklift labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
Panama City Beach, FL

**Booth Cleaning & Porter Service Order** **Return Deadline: September 5, 2018**

<b>BOOTH CLEANING RATES</b>									
All carpets ordered from RPMXPO are installed clean for your use; however, you may want to order cleaning services for debris created during set-up. Please choose either <b>One-Time</b> (before initial opening) <b>Vacuuming</b> or <b>Daily Vacuuming</b> below.									
<b>VACUUMING - Once Before Initial Opening</b>	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ .35 / sq. ft.	or	\$ .43 / sq. ft.	1	\$
<b>VACUUMING - Daily</b> (Rate is all 3 days - not per ft/per day)	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ .77 / sq. ft.	or	\$ .96 / sq. ft.	3	\$
<b>MINIMUM CHARGE - 100 Sq. ft. per day</b>							<b>TOTAL AMOUNT</b>		→ \$

<b>PERIODIC PORTER SERVICE</b>									
Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily. Please choose either <b>Once</b> (before initial opening) or <b>Daily Porter Service</b> below.									
<b>PORTER SERVICE- First Day</b>	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ .23 / sq. ft.	or	\$ .29 / sq. ft.	1	\$
<b>PORTER SERVICE - Daily</b> (Rate is all 3 days - not per ft/per day)	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ .50 / sq. ft.	or	\$ .62 / sq. ft.	3	\$
<b>MINIMUM CHARGE - 100 Sq. ft. per day</b>							<b>TOTAL AMOUNT</b>		→ \$

**Payment Policy:** Payment in full for Booth Cleaning and Periodic Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Booth Cleaning and Porter Service orders cancelled 48 hours before move-in will be refunded at 100%. Booth cleaning orders cancelled less than 48 hours before move-in will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
*Panama City Beach, FL*

## **Privately Owned Vehicle (POV) Service Information**

Exhibitors who desire to unload and load out their own equipment from Privately Owned Vehicles on the show floor may do so. There is not a charge associated with POV move in and move out unless assistance is required from RPMXPO Services.

A POV (privately owned vehicle) is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. U-Hauls, cargo vans and box trucks are NOT considered a POV.

Your vehicle must unload on the receiving dock of the exhibit hall. RPMXPO Services alongside Cobb Galleria Centre personnel will direct vehicles to the appropriate loading area after you check in at the POV Desk.

Freight that is too large or heavy must be handled by RPM at the published material handling rates. No personal trucks (1 ton or over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

To take advantage of this service, exhibitors should proceed directly to the appropriate POV Check In Counter as the map on the following page shows.

**PLEASE NOTE:** *This service is reserved for exhibitors only. Third Party Contractors are not permitted to use this service and all materials and freight must be handled by RPMXPO Services. RPMXPO Services personnel will determine what constitutes as a privately owned vehicle (POV).*



**October 10-12, 2018**  
*Boardwalk Beach Resort*  
*Panama City Beach, FL*

## **F.A.Q.**

### **HOW DO I SHIP TO WAREHOUSE?**

#### **(i.e. advance shipment to warehouse)**

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

### **HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)**

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

### **WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?**

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

### **HOW SHOULD I LABEL MY FREIGHT?**

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

### **WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

### **HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

### **HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed RPM Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed RPM Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

### **DO I NEED INSURANCE?**

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
 Panama City Beach, FL

## Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments" or "Special Handling"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

### \*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

## Money Saving Tips

### Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. See example of savings below.

### Before the show...

### THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt. ....	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt. ....	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt. ....	\$176.00

**Total 185 lbs. Total Cost:..... \$528.00**

### THE MONEY SAVING WAY



— Shipped everything together as a single shipment\* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

**TOTAL SAVINGS... \$352.00!**

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

### After the show...

- 1) Obtain an RPM Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the RPM Bill of Lading form to the Service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the RPM Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

\*Failure to follow these steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.





## Material Handling Rate Schedule

**RPMXPO Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.**

<b>MATERIAL HANDLING RATES</b>			
<b>200 lb. Minimum</b>			
The following services, whether used complete or in part, are offered as a roundtrip package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.			
	<b>Crated Materials</b>	<b>Uncrated and/or Loose Shipments</b>	<b>Special Handling</b>
	<i>STANDARD RATES</i>	<i>STANDARD RATES</i>	<i>STANDARD RATES</i>
<b>WAREHOUSE ADVANCE RECEIVING</b>	<b>ST Rate: \$ 46.25 / cwt.</b> Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <b>not</b> be received at the warehouse. They must be shipped directly to the show site.	<b>ST Rate: \$ 62.45 / cwt.</b> See below*.
<b>DIRECT SHIPMENT TO SHOW SITE</b>	<b>ST Rate: \$ 46.25 / cwt.</b> Receive shipments at show site on move-in dates only.	<b>\$ 84.35 / cwt.</b> Receive shipments at show site on move-in dates only.	<b>\$ 62.45 / cwt.</b> Receive shipments at show site on move-in dates only.
*Rates for shipments or equipment requiring special handling (including non-skidded, uncrated and/or loose shipments) received at the exhibit site will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks that, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the Uncrated and Loose Material Rate, plus Special Handling Rate if applicable.			

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & RPM bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in an RPM bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMXPO Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMXPO Services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMXPO Services.



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
 Panama City Beach, FL

**Material Handling Order Form** *Return Deadline: September 5, 2018*

*\*On target shipments delivered to the Warehouse, without surcharge, MUST ARRIVE NO LATER THAN **Friday, September 28th\****  
*\*Off target shipments delivered to the Warehouse, with surcharge, MUST ARRIVE NO LATER THAN **Friday, October 5th\****  
*\*Off target shipments are subject to 25% surcharge, unless shipping via the Official Show Carrier, ABF Freight\**  
*\*Shipments to Show Site should be timed to arrive NO EARLIER THAN **8:00am on Monday, October 8th\****

*WHERE TO SHIP:*

**Shipments consigned to WAREHOUSE:**

Panama City Beach Gift Show  
 ABF Freight  
 c/o RPMXPO  
 206 Speigner Street  
 Dothan, AL 36303  
 Booth # \_\_\_\_\_

**Shipments consigned to SHOW SITE:**

Panama City Beach Gift Show  
 Boardwalk Beach Resort  
 c/o RPMXPO  
 9400 S. Thomas Drive  
 Panama City Beach, FL 32408  
 Booth # \_\_\_\_\_

*\*The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments\**

**AUTHORIZATION TO PROVIDE MATERIAL HANDLING**

We hereby authorize RPMXPO Services to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and we have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that RPMXPO Services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPMXPO Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMXPO Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving - Crated			\$ 46.25	\$	\$
Direct Shipment to Show Site - Crated			\$ 46.25	\$	\$
Direct Shipment to Show Site - Uncrated			\$ 84.35	\$	\$
Special Handling			\$ 62.45	\$	\$
Specialized Carrier Shipment (Small package shipments under 50 lbs.)			\$ 36.75 First Piece \$12.75 Additional Pieces	\$	\$
<b>NOTE: 200 LB MINIMUM PER SHIPMENT</b>				<b>TOTAL AMOUNT →</b>	<b>\$</b>

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



**October 10-12, 2018**  
**Boardwalk Beach Resort**  
Panama City Beach, FL

## **Reverse Side of Material Handling Order Form**

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMXPO Services/ABF Freight and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. **DEFINITIONS.** The name RPM shall be construed within the meaning of this contract as ABF Freight Services and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.

2. **RPM RESPONSIBILITIES.** RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond RPM reasonable control, of for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPM more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

**RPM'S LIABILITY LIMITS.** If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

*Rush to:*

**ABF Freight  
c/o RPMXPO  
206 Speigner Street  
Dothan, AL 36303**



**Panama City Beach Gift Show  
Boardwalk Beach Resort  
Panama City Beach, FL  
October 10-12, 2018**

Exhibitor \_\_\_\_\_

Booth # \_\_\_\_\_

*On target shipments, without surcharge, must arrive by:*

**September 28, 2018**

*Off target shipments, with surcharge, must arrive no later than:*

**October 5, 2018**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

*Rush to:*

**ABF Freight  
c/o RPMXPO  
206 Speigner Street  
Dothan, AL 36303**



**Panama City Beach Gift Show  
Boardwalk Beach Resort  
Panama City Beach, FL  
October 10-12, 2018**

Exhibitor \_\_\_\_\_

Booth # \_\_\_\_\_

*On target shipments, without surcharge, must arrive by:*

**September 28, 2018**

*Off target shipments, with surcharge, must arrive no later than:*

**October 5, 2018**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

**IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Boardwalk Beach Resort  
c/o RPMXPO  
9400 S. Thomas Drive  
Panama City Beach, FL 32408**



**Panama City Beach Gift Show  
Boardwalk Beach Resort  
Panama City Beach, FL  
October 10-12, 2018**

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Booth #

*Exhibitor move-in begins:  
October 8, 2018*



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Boardwalk Beach Resort  
c/o RPMXPO  
9400 S. Thomas Drive  
Panama City Beach, FL 32408**



**Panama City Beach Gift Show  
Boardwalk Beach Resort  
Panama City Beach, FL  
October 10-12, 2018**

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Booth #

*Exhibitor move-in begins:  
October 8, 2018*



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

**IMPORTANT: These labels are for Direct to Show Site Shipments ONLY.**





**Accessible Storage Order Form** **Return Deadline: September 5, 2018**

**ACCESSIBLE STORAGE ORDER FORM**

*RPMXPO Services will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.*

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — \$105.00 up 32 square feet per day  
\$155.00 32 to 64 square feet per day  
\$205.00 64 to 96 square feet per day  
\$255.00 96 to 128 square feet per day  
\$305.00 128 to 160 square feet per day
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" (\$74.05 per hour ST, \$110.10 per hour OT)

**Please complete all sections below:**

1. We will require \_\_\_\_\_ square feet of space in Accessible Storage for:
  - a. # of boxes \_\_\_\_\_
  - b. # of cases \_\_\_\_\_
  - c. # of cartons \_\_\_\_\_
  - d. # of crates \_\_\_\_\_
  - e. # of skids \_\_\_\_\_
2. Description of product we are storing: \_\_\_\_\_  
\_\_\_\_\_
3. We will need access to this product:  
\_\_\_\_\_ times a day at \_\_\_\_\_ a.m. and/or \_\_\_\_\_ times a day at \_\_\_\_\_ p.m.

<b>STORAGE CHARGE</b> (per sq ft increment)	<b>X</b>	<b># of Square Feet Required</b>	<b>X</b>	<b>Total # of Days You Will Need Access</b>	<b>=</b>	<b>Storage Charge — Estimated Amount Due</b>
\$ _____ per Day	<b>X</b>		<b>X</b>		<b>=</b>	\$ _____
<b>LABOR CHARGE — ST</b> (1/2 hr. min. labor charge — \$61.55/hr ST — per move.)	<b>X</b>	<b># of Times per Day You Will Need Access</b>	<b>X</b>	<b># of Days Required</b>	<b>=</b>	<b>ST Labor Charge — Estimated Amount Due</b>
<b>\$61.55/hr ST</b> (min. 1/2 hr)	<b>X</b>		<b>X</b>		<b>=</b>	\$ _____
<b>LABOR CHARGE — OT</b> (1/2 hr. min. labor charge — \$89.65/hr OT — per move.)	<b>X</b>	<b># of Times per Day You Will Need Access</b>	<b>X</b>	<b># of Days Required</b>	<b>=</b>	<b>OT Labor Charge — Estimated Amount Due</b>
<b>\$89.65/hr OT</b> (min. 1/2 hr)	<b>X</b>		<b>X</b>		<b>=</b>	\$ _____

**TOTAL AMOUNT → \$ \_\_\_\_\_**

**Payment Policy:** Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

# 800.654.7019

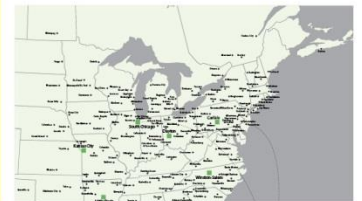
## Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

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Trust your important trade show shipment to the leader in exhibition transportation services



# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information?  Yes  No

**If you are faxing this form**, please print a copy, complete the requested information, and then fax to **479.785.8701**.

**If you are completing electronically**, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



**800-654-7019**

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903





# **SAFETY FIRST**



## **SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!**

RPMXPO Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention an RPMXPO Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

***THANK YOU FOR YOUR COOPERATION!***

### **EXHIBITOR SAFETY GUIDELINES AT SHOWSITE**

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
  - Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
  - Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
  - Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
  - Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
  - Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
  - Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
  - Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
  - If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
  - Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



## Gulf Coast Gift Show at Panama City Audio Visual Charges

The following fees are charged for vendors displaying at the Boardwalk Beach Hotel.

### Projection

QTY		QTY	
_____	\$475 per XGA LCD 450 Eiki Lumen Projector	_____	\$825 per 21" LCD/XGA Eiki 650 Lumen Projector
_____	\$60 per Kodak E-III 35mm Slide Projector	_____	\$50 per High Intensity Overhead Projector
_____	\$40 per Laser Pointer	_____	\$45 per Video/Data Wireless Mouse
_____	\$25 per Projection Cart with Drape	_____	\$125 per 12'x12' Cradle Screen
_____	\$175 per 9'x12' Professional Fastfold screen with Dress Kit	_____	\$220 per 10.5'x14' Professional Fastfold Screen with Dress Kit
_____	\$14 per linear foot Black Velour Adjustable Drape		

### Video/Data

QTY		QTY	
_____	\$35 per Camcorder Tripod	_____	\$250 per Canon GL2 Mini DV Camcorder
_____	\$60 per 1/2" VHS Player/Recorder	_____	\$60 per DVD Player
_____	\$55 per 9" Preview Monitor	_____	\$100 per 27" Monitor
_____	\$425 per 50" Plasma Monitor with Stand	_____	\$150 per Laptop Computer
_____	\$300 per FSR Seamless Switcher	_____	\$50 per VGA Distribution Amplifier
_____	\$65 per VGA Switcher	_____	\$50 per Video Distribution Amplifier
_____	\$150 per Short Throw Lens		

### Audio

QTY		QTY	
_____	\$40 per Sennheiser E-835 Wired Microphone	_____	\$55 per Countryman Slim Line Microphone
_____	\$145 per Wireless UHF Microphone System	_____	\$45 per Shure M-268 4 Channel Mixer
_____	\$100 per Mackie 1402 8 Channel Mixer	_____	\$175 per Mackie 1604 16 Channel Mixer
_____	\$75 per Mackie SRM450 Powered Speaker	_____	\$50 per Stereo Cassette Player
_____	\$65 per Sony 5 Disc CD Player	_____	\$120 per Sony CD Recorder
_____	\$85 per DVD Recorder	_____	\$45 per Stereo CD/Cassette Boom Box
_____	\$25 per Clear Com Head Set	_____	\$50 per Clear Com Base Unit
_____	\$50 per Stereo 31 Band Equalizer		

### Lighting

QTY		QTY	
_____	\$40 per ETC Source 4 Leko	_____	\$40 per ETC Source 4 Par
_____	\$60 per 2k Dimmer	_____	\$90 per 12 Channel Leprecon Control Board
_____	\$75 per Lycan Follow Spot (1000 watts)	_____	\$275 per Technobeams (Programmer Necessary)
_____	\$Call for pricing Lighting Gobos		

### Miscellaneous

QTY		QTY	
_____	\$5 per Masking Tape Roll	_____	\$40 per Flipchart with Markers
_____	\$30 per 3'x4' Whiteboard	_____	\$Call for Pricing Printer/Copier/Scanner
_____	\$75 per Teleconference Speakerphone	_____	\$55 per Telephone
_____	\$25 per Power Extension and Power Strip	_____	\$25 per VGA Cable 50'

**All Audio Visual Orders must be placed and paid for before September 25, 2018.**



Please fill out form, credit card number & credit card authorization form for billing purposes and fax to 850-230-4603 or email emma.franco@rabeachgetaways.com

Boardwalk Beach Hotel  
9600 South Thomas Drive  
Panama City Beach, FL 32408  
Attention: Emma Franco  
850-230-4630

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Card Type# \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Booth # \_\_\_\_\_

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

Jay Mabry will be your point of contact for all Audio Visual questions and any needs while at the show, he may be reached at 850-628-7200



## Panama City Gift Show Vendor Charges

The following fees are charged for vendors displaying at the Boardwalk Beach Hotel.

QTY

\_\_\_\_\_ \$50 per wireless internet connection **by** September 25, 2018

\_\_\_\_\_ \$60 per wireless internet connection **after** September 25, 2018

Electrical Service **by** September 25, 2018

QTY

\_\_\_\_\_ \$75 per 20 amps

\_\_\_\_\_ \$125 per 50 amps

Electrical Service **after** September 25, 2018

QTY

\_\_\_\_\_ \$125 per 20 amps

\_\_\_\_\_ \$175 per 50 amps

All Electrical Service Orders must be placed and paid for before September 25, 2018. All orders placed after September 25 will be subject to the after September 25th rates listed above.

Please fill out form, credit card number & credit card authorization form for billing purposes and fax to 850-235-4603 or email [emma.franco@rabeachgetaways.com](mailto:emma.franco@rabeachgetaways.com)

Boardwalk Beach Hotel  
9600 South Thomas Drive  
Panama City Beach, FL 32408  
Attention: Emma Franco  
850-230-4630

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Card Type# \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Booth # \_\_\_\_\_

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

Nicole Hurst will be your onsite point of contact, she may be reached at 850-867-8104.