

EXPO 2 TRADESHOW

Dear Exhibitor:

We are pleased to announce that **Expo 2 Tradeshow** has been selected as the official service contractor for:
2010 Georgia Wildlife Federation Atlanta Buckarama
Aug 6-8, 2010 Atlanta Expo Center
Atlanta, Ga.

Our purpose is to help you have a successful show. We have enclosed information and order forms for ordering furniture, accessories and services. Please read this information carefully, some items have changed. Order by the deadline date and receive the discount rate on furnishing, accessories and carpet. **Special Package Deal** for pre-orders only.

- Booth Information: (each booth will be supplied with the following)
Red and white 8' high back wall drape and White side rail drape
Individual booth spaces are not carpeted

Exhibitor Show Information:

Deadline date for discount rates **Friday July 23, 2010** See enclosed forms

No Advance shipments

Direct shipments ONLY Atlanta Thursday, August 5, 2010

Installation: Thursday August 5, 2010 8:00 am-8:00 pm

Friday August 6, 2010, 8:00 am-12:00 noon

Show Hours: Friday August 6, 2010, 1:00pm-7:00 pm

Saturday August 7, 2010, 9:00 am-7:00 pm

Sunday August 8, 2010, 9:00am-5:00pm

Exhibitor Dismantle Sunday August 8, 2010, 5:30pm-10:00pm

Deadline for carrier check-in Sunday August 8, 2010, 8:00pm

Sincerely,

Expo 2 Tradeshow

Customer Service (770)898-5209

145 Tamarack Trail

McDonough, GA 30252

Expo2tradeshow@bellsouth.net

EXPO 2 TRADESHOW

145 TAMARACK TRAIL

MCDONOUGH, GA 30252

(770)898-5209

FAX (770)898-3203

Payment Policy

- * Expo 2 Tradeshow requires payment for all services upon presentation of an invoice at the exhibit site. To receive discount, payment must accompany your advance order and be received prior to the deadline date on your form. Advance payment can be made by company check.**
- * All payments must be made in U.S. funds and drawn on a U.S. bank.**
- * All materials and equipment are on a rental basis, except where identified as a sale, and remain the property of Expo 2 Tradeshow.**
- * Invoices will be available at the service desk prior to the close of the Exhibit. Expo 2 Tradeshow will accept cash or company check.**
- * It is the responsibility of the exhibitor to advise the Expo 2 Tradeshow Service desk of any problems with any order, and to check the invoice for accuracy prior to the close of the exhibit. No credits will be issued after the exhibition closing.**

Special Package Deal

1- 6 foot table drape in red, blue or white.

1- Wastebasket

2- Upholstered side chairs

All delivered to booth

Value= \$120.00

Special pre-order price \$70.00

All pre-orders must be received by Expo 2 Tradeshow before **July 23, 2010. Full payment must accompany order to qualify for package price. Use furnishing and accessories order form provided.**

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Expo 2 Tradeshow

Furnishings and Accessories

45 Tamarack Trail
McDonough, GA 30252

Discount Deadline July 23, 2010 _____

(770)898-5209
Fax (770)898-3203

PERRY

Qty	Item	Discount	Floor Price	Total
Wood Table				
30" High by 2" Deep by 4', 6' or 8' Long				
Draping includes draping on three sides.				
Colors: Cray Red Blue White				
Burgundy Green Black Teal				
—	2'x4' Long Wood Table	\$30.00	\$45.00	_____
—	2'x6' Long Wood Table	\$45.00	\$60.00	_____
—	2'x8' Long Wood Table	\$55.00	\$70.00	_____
Draped				
—	2'x4' Long Wood Table	\$45.00	\$60.00	_____
—	2'x6' Long Wood Table	\$50.00	\$70.00	_____
—	2'x8' Long Wood Table	\$65.00	\$90.00	_____
—	4th side draped	\$26.25	\$35.00	_____
—	Skirt Only		\$25.00	_____
Wood Counters				
42" High by 2" Deep by 4', 6' or 8' Long				
Undraped				
—	2'x4' Long Counter	\$40.00	\$55.00	_____
—	2'x6' Long Counter	\$50.00	\$65.00	_____
—	2'x8' Long Counter	\$60.00	\$75.00	_____
Draped				
—	2'x4' Long Counter	\$55.00	\$70.00	_____
—	2'x6' Long Counter	\$65.00	\$85.00	_____
—	2'x8' Long Counter	\$75.00	\$100.00	_____
Seating				
—	Upholstered Side Chair	\$30.00	\$40.00	_____
—	Upholstered Arm Chair	\$45.00	\$55.00	_____
—	Stool with Padded Back	\$50.00	\$60.00	_____
Accessories				
—	Wastebasket	\$10.00	\$16.00	_____
—	Easel	\$15.00	\$20.00	_____
—	Bag Stand	\$37.50	\$50.00	_____
—	Literature Stand	\$60.00	\$110.00	_____

Special Package Deal

_____ # of Packages
_____ Red/White/Blue Color of 6' Tables

2 Side chairs
1 Wastebasket
Total of Package x _____ = \$ _____

Package is for Pre-orders only

Exhibitor Name _____

Telephone# _____

Booth# _____

Total All Items Ordered \$ _____

Payment Enclosed. \$ _____

Payment Policy: 100% advance payment must accompany your order to qualify for any advance prices. All orders received without payment at service desk will be charged the floor price.

Cancellation Policy: Items canceled after delivery to booth will be subject to a 50% charge of the original price.

Expo 2 Tradeshow

145 Tamarack Trail
 McDonough, Ga 30252
 (770)898-5209
 Fax (770)898-3203

Carpet
Forklift
Order Form

<u>Standard Carpet</u>	<u>QTY</u>	<u>Discount Price</u>	<u>Floor Price</u>	<u>Total</u>
10'x10' Carpeting	_____	\$90.00	\$140.00	_____
10'x20' Carpeting	_____	\$180.00	\$280.00	_____
10'x30' Carpeting	_____	\$270.00	\$420.00	_____
10'x40' Carpeting	_____	\$360.00	\$560.00	_____

Standard Carpet Color:

_ Gray _ Red _ Blue _ Teal _ Black _ Burgundy _ Green

Labor and Equipment Rates:

Exhibitors requiring forklifts to assemble displays order use uncrating, unskidding, positioning, and/or reskidding will need to estimate their equipment needs below. A forklift is required for moving equipment or materials weighing 200lbs or more. If you require a forklift, a crew will be assigned consisting of a forklift operator and one worker.

Hourly Rate	Weekdays and All Day	Forklift*	Workers/Operator
Straight Time	8:00am to 5:00pm Weekdays	\$55.00	\$40.00
Overtime	Before 8:00am and after 5:00pm weekdays and all day Sat, Sun and Holidays	\$75.00	\$70.00

*5000lbs maximum capacity. Larger forklift and crane available upon request and additional cost.

The minimum charge for labor is one (1) hour per worker.

We will need:

_____ Installation
 _____ Dismantle

Date	Time (am) (pm)	# of forklift crews	# of extra workers

Exhibitor Name _____	
Billing Address _____	State/Zip _____
Telephone _____	Fax# _____ Booth# _____
Authorized By _____	Show Name _____
_____ Atlanta	

**Expo. 2 Tradeshow
(770) 898-5209**

**Material Handling
Rates Calculation**

We plan to ship on (date) _____
 Our material should arrive on (date) _____
 Carrier _____
 Pro# _____
 Origin of shipment (city) _____
 (state) _____

Number of Pieces	Weight
_____ Carton(s)	_____
_____ Crate(s)	_____
_____ Case(s)	_____
_____ Misc.	_____
Total Weight _____	

Calculation of Order: * When recording weight, round up to the next 100lbs. (example 2651bs=300lbs)
 3x rate =dollars or minimum, whichever is greater

Payment Calculation Table

<u>Standard Service Rates</u>	<u>100 lbs Increments</u>	<u>Rate per 100 lbs</u>	<u>200lb Min Per Shipment</u>	<u>Total</u>
Direct crated shipments to exhibit site Minimum charge per 200 lbs	lbs	\$64.00	\$128.00	\$
Shipment or equipment requiring special handling at exhibit site. Minimum charge per shipment 200 lbs.	lbs	\$89.60	\$179.20	\$
Surcharge/shipments received before 8:00am and after 5:00pm Monday –Friday, all day Saturday, Sunday and Holidays	lbs	\$16.00	\$32.00	\$
<u>Small package</u> Any shipment received under 50 lbs \$ 25.00 for 1-10 cartons \$ 40.00 over 10 cartons Must be delivered in same shipment.		\$25.00 \$40.00		\$
Small packages from UPS, Fed Ex, or Mail carrier over 50lbs 45.00 per carton		\$45.00		\$
Total Payment enclosed				\$

Note: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound Bill of Lading. All shipments Are charged as a 200lb minimum per shipment. Adjustments will be made accordingly.
Atlanta Expo or its employees will not unload your tractor or trucks. Expo 2 Tradeshow will unload and deliver to your booth.

Exhibitor Name _____
 Billing Address _____ State/Zip _____
 Telephone# _____ Fax# _____
 Authorized By _____
 Show Name _____ Atlanta _____

Expo 2 Tradeshow
145 Tamarack Trail
McDonough, GA 30252
770-898-5209
Fax 770-898-3203
Cell # (770)715-4884

**Recap of Orders and
 Payment Information**

Furnishings and Accessories Order Form	
Carpet Order Form	
Signs, Graphics Order Form	
Cleaning Order Form	
Material Handling Order Form	
Installation & Dismantle Order Form	
Forklift Order Form	

Total paid in U.S. funds or drawn on a U.S. bank:
 Make all checks payable to Expo 2 Tradeshow
 To simply payment, send one check for entire amount.

Check # _____ Date _____ In the amount of----

Exhibitor Name:		
Billing Address:	City/State	
Phone#	Fax#	Authorized by
Show Name		____Atlanta

Booth Number(s)
