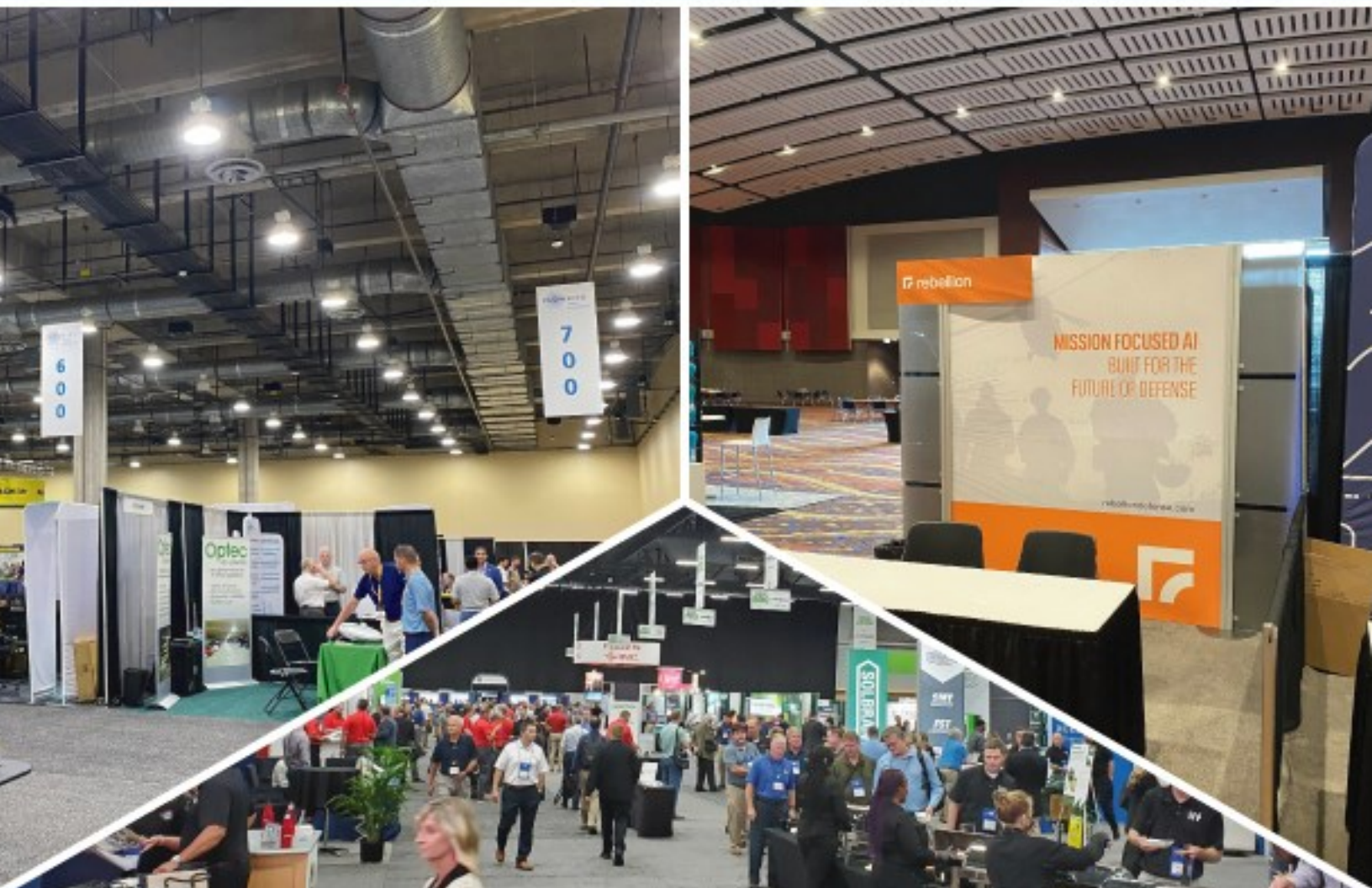


VALLEY

EXHIBITOR

SERVICES KIT



Valley Exhibitor Service Information

- 815.873.1500; press one (1) for Exhibitor Services Department
- Fax: 815.873.1544 | email: events@valleyexpodisplays.com | online ordering: www.boomer/valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)
- No telephone orders accepted. Please complete and submit your order by fax, email or through our online portal.

Show Management Information

- American Student Dental Association
- Kris Okoskey
- 708-250-8971
- kris@asdanet.org

Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard 10' x 10' booth will include:

- 8' Back Blue Drape and 3' Side Blue Drape
- (1) 6' White Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) Standard Electrical Outlet
- (1) 11" x 17" Identification Sign

Provided by Show Management

- WIFI
- One (1) 15 amp plug will be provided by Show Management, if needed

Your exhibit area is carpeted with facility carpeting.

Event Schedule Information

Exhibitor Move In:	Friday	October 20, 2023	8:00am -12:00pm
Show Hours:	Friday	October 20, 2023	1:00pm - 3:00pm
Exhibitor Move Out:	Friday	October 20, 2023	3:15pm - 5:00pm

Shipping Addresses & Receiving Dates

Advance to Warehouse

Receiving Dates:

9/19/2023 thru 10/17/2023

Receiving Hours:

Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #

FOR: 2023 ASDA National Leadership Conference - Marketplace

ABF

C/O Valley Expo & Displays

5300 w 47th Street

Chicago, IL 60638

Important Deadlines Dates

Discount Price Deadline: Friday, September 29, 2023

Orders received after discount deadline date will be processed at standard pricing, no exceptions.

Pre-Show Ordering Deadline: Sunday, October 15, 2023

First Day for Warehouse Deliveries: Tuesday, September 19, 2023

Last Day for Warehouse Deliveries: Tuesday, October 17, 2023

Freight received before or after the receiving dates above will incur an additional surcharge and may be delayed in delivery.

All carriers, including POVs, must check in at the Valley Freight Desk no later than **4:00pm** on **10/20/2023**. Freight reroutes will begin promptly **after** 4:00pm on 10/20/2023. Exhibitor freight will be rerouted to official show carrier for transportation at exhibitor's expense.

Preshow Ordering Deadline

Valley does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by **10/15/2023**. After this date orders must be placed at the Valley Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Payment Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations & Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS!

Tax Exemption

- If your company is exempt from payment of sales tax, Valley Expo & Displays requires an exemption certificate for the State in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Valley must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$25.00 Third Party Processing Fee, \$45.00 EAC Processing Fee.

Miscellaneous Items

- Rental items not ordered, yet found in booth space, are invoiced at "Standard" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public spaces are not a part of an exhibitor's booth space and must be kept clear.
- No children under the age of 18 are allowed on the show floor during move in or move out due to safety concerns.

Empty Containers

- Pick up "empty labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

The show closes at **3:00pm** on **10/20/2023**. Please do not tear down prior to the close of the show. If your event has aisle carpet, the aisle carpeting will be removed before forklift service or empty crates will be returned. Please allow time for removal. Once completed, empty crates will be brought to your booth.

Outbound Procedure

- All outbound shipments require a Valley Bill of Lading. To preorder your Valley Bill of Lading please refer to the outbound shipping information form included in this kit. All prepared Bills of Lading will be available at show site and distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Leave your shipment in your booth and return the completed Bill of Lading to the Valley Service Desk when your materials are packaged, labeled and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with any carrier you choose. Exhibitors must schedule pick ups directly with their chosen carrier as well as provide carrier specific shipping labels, if required by your carrier, for pick up. Our Exhibitor Services Representatives, at the Valley Service Desk, are available during move out to assist you in arranging shipping through the official show carrier. For peace of mind and easy set up, contact before the event for transportations services rates.

Excessive Trash & Booth Abandonment

- Any excessive trash consisting of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out, that is not labeled for an outbound shipment, will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.

Vendor Partners

Electrical Service

McCormick Place

Plumbing & Compressed Air Services

McCormick Place



For your convenience, Valley offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

Place your order or receive access to Valley's Exhibitor Portal at <https://valleyexpodisplays.boomerecommerce.com/Pages/Security/Login.aspx>. You must login or create an account and follow the simple instructions for ordering.

If you need assistance at any time during your visit to Valley's Exhibitor Portal, you can contact us using our Request for Assistance feature on the top, right side of the screen. Representatives are available Monday - Friday, 8:00AM - 4:30PM CST.



Three Ways to Login

Exhibitors will receive an email from events@valleyexpodisplays.com containing the following:

Username - Exhibitor email (provided by show management)

Temporary Password - XXXXXXXX

Link to Valley's Exhibitor Portal/Online Ordering

Click on the link and update your password to gain access to Valley's Exhibitor Portal.

Online
Ordering Email

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your updated password on Valley's Exhibitor Portal. If you have forgotten your password, press "Forgot Password" to receive a new temporary password via email.

Previous
Ordered
with Valley

To register for the first time for Valley's Exhibitor Portal, please click here. Select "Register Now" and complete your registration setup, once complete an email will be sent with your login credentials.

1st Time
Registering

Select your event by clicking "Shop Now"



Once logged in, please confirm your profile information. If you need to update your information, please contact us at events@valleyexpodisplays.com.

- To order, utilize the blue department drop-down menus to the left hand side of the screen.
- After adding your selections to the shopping cart, click the "Secured Checkout" button on the top right of the page. Then,
 - Review Your Customer Details
 - Accept the Terms and Conditions
 - Apply Payment and Secure Your Credit Card On File
 - Final Review of Your Order
 - Complete Payment (An Order Confirmation will be automatically emailed to the contact on the order.)

You may choose to pay by credit card, check payable to Valley Expo & Displays, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information for additional amounts incurred as a result of show site orders placed by your representative. This includes freight handling and any unpaid balance due for Valley services.** Refunds/credits for services will be issued after the close of the event only. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information.

Pre-Show Orders

All pre show orders **must** be received by 10/15/2023. After this date orders must be placed at the service desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Place orders online at: <https://valleyexpodisplays.boomerecommerce.com>

Email all order forms along with this form to events@valleyexpodisplays.com

Fax all order forms along with this form to 815.873.1544

Please note all orders emailed or faxed will incur a \$25.00 administrative processing fee.

Change of Payment Fee

Once a payment is processed by credit card, any changes to the payment method will be incur a Change of Payment Method Transaction Fee of 3% of the total invoice.

Discount Deadline

Orders received without payment or after the discount price deadline of **Friday, September 29, 2023** will be charged at the standard price.

ACH/Wire Transfer Information

You may choose to pay by check or ACH/wire transfer, however a credit card is required on file to process all orders. In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to events@valleyexpodisplays.com. A \$25.00 service charge will be added for processing U.S. wire transfers. A \$50.00 service charge will be added for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **2023 ASDA National Leadership Conference - Marketplace**

EVENT CODE: **2231006**

ACH Information	Account Name: Valley Exposition Services, Inc.	Bank Name: Illinois Bank and Trust	Routing Number: 071925554	Account Number: 1108596	
Wire Transfer Information	Account Name: Valley Exposition Services, Inc.	Bank Name: Dubuque Bank and Trust	Account Number: 1108596	SWIFT CODE (US): DUBTUS44	SWIFT CODE (INTL): DUBTUS44

Discount pricing deadline: September 29, 2023

Online: <https://valleyexpodisplays.boomerecommerce.com>

Email: events@valleyexpodisplays.com

Fax: (815) 873-1544

This form with your credit card information, and all applicable order forms must be forwarded to Valley. Advance prices apply **only** to orders received with payment in full by the advance price deadline date, **Friday, September 29, 2023**. All orders received afterward, or at the show site will be subject to standard rates. For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.

SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Package Order Form	\$ _____	Exhibitor Supervised - Labor Order Form
\$ _____	Booth Furniture Order Form	\$ _____	Valley Supervised - Labor Order Form
\$ _____	Booth Accessories Order Form	\$ _____	Booth Audio Visual Order Form
\$ _____	Booth Carpet Order Form	\$ _____	Processing Fee(s)
\$ _____	Advance Material Handling Order Form		

\$ _____

Subtotal

\$ _____

9 % Sales Tax

\$ _____

Total Now Due

In order to process your order, Valley requires a credit card for payment on file. Please complete the below information.

Exhibiting Company Name: _____ Booth #: _____

Contact First Name: _____ Last Name: _____

Email Address: _____

Billing Address _____

City _____ State _____ Zip Code _____

Credit Card Information

☐

AMEX

☐

MasterCard

☐

Visa

☐

Discover

Card Number

Expiration Date

CVC

Name On Card

Signature

By signing you agree to all terms and conditions. To download a copy of Valley's Terms and Conditions click [HERE](#)

Miscellaneous

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
AdminFee	Processing Fee for Orders Mailed/Faxed/Emailed	\$ 25.00	\$ 25.00		
3PartyFee	Third Party Processing Fee	\$ 25.00	\$ 25.00		
EACFee	EAC Processing Fee	\$ 45.00	\$ 45.00		

Booth Tables - Skirted, Plain, Cocktail

Please Select skirting color choice below Orders received without color selected will receive show colors

☐ Black 
☐ Blue 
☐ Burgundy 
☐ Teal 
☐ Silver 
☐ Red 
☐ Purple 
☐ White 
☐ Gold 
☐ Green 

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
F10	4' Skirted Table (30" High)	\$ 245.90	\$ 319.70		
F20	6' Skirted Table (30" High)	\$ 306.20	\$ 398.10		
F30	8' Skirted Table (30" High)	\$ 364.60	\$ 474.00		
F40	4' Skirted Table (42" High)	\$ 301.15	\$ 391.50		
F50	6' Skirted Table (42" High)	\$ 364.70	\$ 474.15		
F60	8' Skirted Table (42" High)	\$ 422.45	\$ 549.20		
F130	30" Skirting Only (4th Side)	\$ 93.20	\$ 121.20		
F140	42" Skirting Only (4th Side)	\$ 110.10	\$ 143.15		
F70	4' Plain Table (30" High)	\$ 210.20	\$ 273.30		
F80	6' Plain Table (30" High)	\$ 267.45	\$ 347.70		
F90	8' Plain Table (30" High)	\$ 292.90	\$ 380.80		
F100	4' Plain Table (42" High)	\$ 248.40	\$ 322.95		
F110	6' Plain Table (42" High)	\$ 288.65	\$ 375.25		
F120	8' Plain Table (42" High)	\$ 331.15	\$ 430.50		
F150	White Vinyl, 8' Long Table Top Covering	\$ 89.95	\$ 116.95		
F160	30" Round Cocktail Table (30" High)	\$ 392.50	\$ 510.25		
F170	30" Round Cocktail Table (42" High)	\$ 417.15	\$ 542.30		

Booth Chairs and Barstool

F180	Folding Chair	\$ 37.65	\$ 48.95		
F1901	Side Chair	\$ 207.55	\$ 269.85		
F2001	Padded Chair	\$ 268.90	\$ 349.60		
F210	Bar Stool with Back	\$ 333.20	\$ 433.20		

Booth Accessories

F220	Tripod Adjustable Easel	\$ 133.55	\$ 173.65		
F240	Garment Rack	\$ 506.20	\$ 658.10		
F250	Bag Stand	\$ 257.10	\$ 334.25		
F280	Literature Stand	\$ 362.05	\$ 470.70		
F230	Wastebasket	\$ 49.10	\$ 63.85		
F313	8' Upright with Bases	\$ 71.70	\$ 93.25		

Booth Accessories

Product ID	Item Name	Discount	Standard	Surcharges	Estimate
F314	Crossbar	\$ 47.95	\$ 62.35		
F3141	120V Stem Light	\$ 49.65	\$ 64.55		
F290	Table Riser 1' x 1' x 4' White Skirted	\$ 86.10	\$ 111.95		
F300	Posterboard 4' x 8'	\$ 279.50	\$ 363.35		
	Placement Required _____Vertical _____Horizontal				
F260	3' Drape (Side) per sq ft	\$ 35.45	\$ 46.10		
F270	8' Drape (Back) per sq ft	\$ 47.95	\$ 62.35		

Grid Wall and Accessories

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
F6201	2' w x 8' h Gridwall Panel	\$ 238.10	\$ 309.55		
F62011	2' w x 8' h Gridwall Panel with T-Base	\$ 328.55	\$ 427.15		
F640	24" Shelf w/ shelf brackets	\$ 35.85			
F650	48" Shelf w/ shelf brackets	\$ 51.10			
F660	6 Ball Waterfall Mount	\$ 79.80			
F670	Hang Rail Mount	\$ 22.20			
F680	Picture Hanger Mount	\$ 10.80			
F690	Hat Display Mount	\$ 14.55			
F700	Peg Hook	\$ 8.40			
F7001	Peg Hook Package (6 Hooks)	\$ 25.00			

Material Handling Services (200lb minimum)		Weight / 100 = CWT (Weight rounded to nearest 100)			OT =25% DT = 50%		
Product ID	Item Name	Weight	CWT	X	Price Per CWT	X	Estimate
MHS20171	Advance (Crated or Skidded)				\$ 224.20		
MHS20172	Advance (Special Handling)				\$ 291.25		
Product ID	Item Name				Rate	Quantity	Estimate
MHS20176	Lightweight Shipment Estimate - First Package				\$ 132.75		
MHS20177	Lightweight Shipment Estimate - Additional Package(s)				\$ 32.95		
Product ID	Item Name				Rate	Quantity	Total
MHS643	Banding per sq ft				\$ 1.25		
MHS622	Shrink Wrap per pallet/skid				\$ 95.00		

Labor - Installation & Dismantle							
Product ID	Item Name	Discount		Standard		Surcharges	Estimate
		How Many Laborers	X How Many Hours	Straight Time Rate	X Straight Time Rate	OT =50% DT = 100%	=
L105	Installation Labor - Exhibitor Supervision			\$ 224.95	\$ 292.45		
	Install Labor Requested Start	Date	Time				
L205	Dismantle Labor - Exhibitor Supervision			\$ 224.95	\$ 292.45		
	Dismantle Labor Requested Start	Date	Time				
L104	Installation Labor - Valley Supervision			\$ 292.45	\$ 380.20		
L204	Dismantle Labor - Valley Supervision			\$ 292.45	\$ 380.20		

Brief Description of Labor Needed:

Audio Visual				
Product ID	Item Name	Rental Rate	Quantity	Total
AV1010	75" LED Monitor	\$ 2,271.85		
AV1109	65" LED Monitor	\$ 1,703.90		
AV1011	55" LED Monitor	\$ 1,262.15		
AV1013	49" LED Monitor	\$ 978.25		
AV1015	40" LED Monitor	\$ 757.35		
AV1016	32" LED Monitor	\$ 536.50		
AV1020	24" LED Monitor	\$ 347.20		
AV1051	Dual Pole Floor Stand - 72" / 84"	\$ 220.95		
AV1055	Blu Ray Player	\$ 157.85		
AV1056	Media Player	\$ 157.85		

This form is to be used if an exhibiting company wishes to have a third party handle their display and be billed for exhibitor services. The Method of Payment Form **MUST** be completed by the third party in order to be billed for services, **however, we also must be provided with the exhibiting company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the third party. Please note a \$25.00 processing fee will be applied to order for all 3rd party forms received.

It should be understood that by signing this form or placing an order, the exhibiting company agrees it is ultimately responsible for payment of charges. **If your third party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

Exhibiting Company Name: _____ Booth #: _____

Exhibitor Name: _____

Exhibitor Signature: _____

Exhibiting
Company

Exhibiting Company's credit card information:

____ Visa ____ MC ____ Amex ____ Discover ____/____ Exp. Date ____ CVC

Account #: _____

Name On Card

Signature

Indicate which services are to be invoiced to the Third Party:

Services
to be
billed to
third party

____ ALL VALLEY SERVICES

____ RENTAL FURNITURE/CARPET/SIGNS

____ I&D LABOR/SUPERVISION

____ BOOTH CLEANING

____ MATERIAL HANDLING IN & OUT

____ OTHER: _____

Third Party Company Name: _____

Contact Name: _____

E-Mail for Invoice: _____

Third Party
Company
Information

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Submit this form if the exhibiting company intends to use a third party contractor other than Valley. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only. Please note there is a \$45.00 processing fee for all EAC's forms received.

Exhibitor appointed contractors must use labor supplied by Valley unless the following requirements are fulfilled:

Contractor Requirements

1. The exhibitor must notify American Student Dental Association and Valley of the intention to utilize an independent contractor no later than 30 days prior to the first day of move in, furnishing the name, address and telephone number of the firm.
2. The exhibitor shall provide evidence that the exhibitor appointed contractor has proper certificates of insurance with at least the minimum as described below, unless American Student Dental Association requires more.
 - a. Comprehensive General Liability not less than \$ 1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$ 2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$ 1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. Automobile Liability with a limit of not less than \$ 1,000,000 combined single limit - each accident.
 - e. Umbrella/Excess Liability with a limit of not less than \$ 1,000,000 each occurrence and {\$ 1,000,000} each aggregate.
 - f. **Valley, American Student Dental Association and the McCormick Place must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The exhibitor appointed contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Will share with Valley all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - c. Must furnish American Student Dental Association and Valley Expo with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by American Student Dental Association.
 - d. Shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
 - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
 - f. Shall provide, if requested, evidence to Valley that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
 - g. Must coordinate all of its activities with Valley.
 - h. Must comply with all reasonable rules and regulations of McCormick Place, American Student Dental Association and Valley in order to create a safe work environment. A failure to do so can result in a delay or termination of EAC's right to continue if the condition cannot be corrected.
6. All information must be received by Valley Exhibitor Services Department no later than 30 days prior to the first day of move in.

Exhibiting Company Name: _____

Booth Number: _____

Exhibitor Appointed Contractor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Contact at Show: _____

Type of Service to be performed: _____

All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Valley.

Skirted Tables

Height 30"

4' L x 24" D x 30" H

F10

\$245.90 \$319.70
Discount Standard

6' L x 24" D x 30" H

F20

\$306.20 \$398.10
Discount Standard

8' L x 24" D x 30" H

F30

\$364.60 \$474.00
Discount Standard

Bar Height 42"

4' L x 24" D x 42" H

F40

\$301.15 \$391.50
Discount Standard

6' L x 24" D x 42" H

F50

\$364.70 \$474.15
Discount Standard

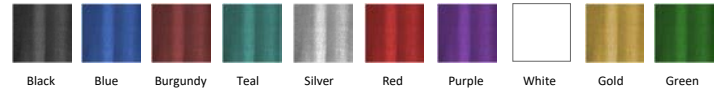
8' L x 24" D x 42" H

F60

\$422.45 \$549.20
Discount Standard



Skirting Colors Available



4th Side Skirting (available in above colors)

30" Skirting

F130

\$93.20 \$121.20
Discount Standard

42" Skirting

F140

\$110.10 \$143.15
Discount Standard

Plain Tables

Height 30"

4' L x 24" D x 30" H

F70

\$210.20 \$273.30
Discount Standard

6' L x 24" D x 30" H

F80

\$267.45 \$347.70
Discount Standard

8' L x 24" D x 30" H

F90

\$292.90 \$380.80
Discount Standard

Bar Height 42"

4' L x 24" D x 42" H

F100

\$248.40 \$322.95
Discount Standard

6' L x 24" D x 42" H

F110

\$364.70 \$375.25
Discount Standard

8' L x 24" D x 42" H

F120

\$331.15 \$430.50
Discount Standard



White Vinyl Topping

F150

\$89.95 \$116.95
Discount Standard

Cocktail Tables

Height 30"

30" Round x 30" High

F160

\$392.50 \$510.25
Discount Standard

Bar Height 42"

30" Round x 42" High

F170

\$417.15 \$542.30
Discount Standard



All orders are subject to availability of equipment. Prices include delivery to the booth and removal.
All equipment remains the property of Valley Expo & Displays.

Chairs and Barstool



Folding Chair

F180

\$37.65

Discount

\$48.95

Standard



Side Chair

F1901

\$207.55

Discount

\$269.85

Standard



Padded Chair

F2001

\$268.90

Discount

\$349.60

Standard



Bar Stool with Back

F210

\$333.20

Discount

\$433.20

Standard

Booth Accessories



Tripod Adjustable Easel

F220

\$133.55

\$173.65

\$63.85



Garment Rack

F240

\$506.20

\$658.10



Bag Stand

F250

\$257.10

\$334.25



Literature Stand

F280

\$362.05

\$470.70



Wastebasket

F230

\$49.10



8' Upright with Bases

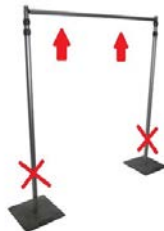
F313

\$71.70

Discount

\$93.25

Standard



Crossbar

F314

\$47.95

Discount

\$62.35

Standard



120V Stem Light

F3141

\$49.65

Discount

\$64.55

Standard



Table Riser 1' x 1' x 4'

F290

\$86.10

Discount

\$111.95

Standard



Posterboard 4' x 8'

F30

Placement: Vertical or Horizontal

\$279.50

Discount

\$363.35

Standard

Booth Accessories

All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Valley Expo & Displays.



8' Back Drape-Per Linear Foot

F270

\$47.95

Discount

\$62.35

Standard



3' Side Drape-Per Linear Foot

F260

\$35.45

Discount

\$46.10

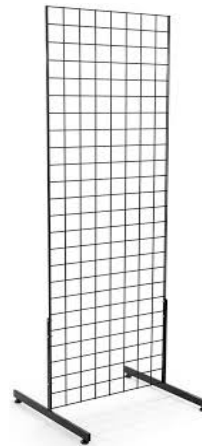
Standard

Grid Wall and Accessories



Items showcased in picture

- (2) 2' x 8' Gridwall Panel
- (2) 2' x 8' Gridwall Panel with T-Base
- (1) 24" Shelf w/shelf brackets
- (1) 48" Shelf w/shelf brackets
- (1) Hang rail Mount
- (1) Hat Display Mount
- (1) 6 Ball Waterfall Mount
- (5) Peg Hooks



2'W x 8'H Gridwall

With T-Base

F62011

\$328.55

Discount

\$427.15

Standard



2'W x 8'H Gridwall

Gridwall Panel Only

F6201

\$238.10

Discount

\$309.55

Standard



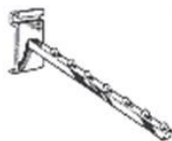
Shelf w/ shelf brackets

24" F640

\$35.85

48" F650

\$51.10



6 Ball Waterfall Mount

F660

\$79.80



Hang Rail Mount

F670

\$22.20



Picture Hanger Mount

F680

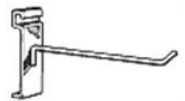
\$10.80



Hat Display Mount

F690

\$14.55



Peg Hook

Single Hook F700

\$8.40

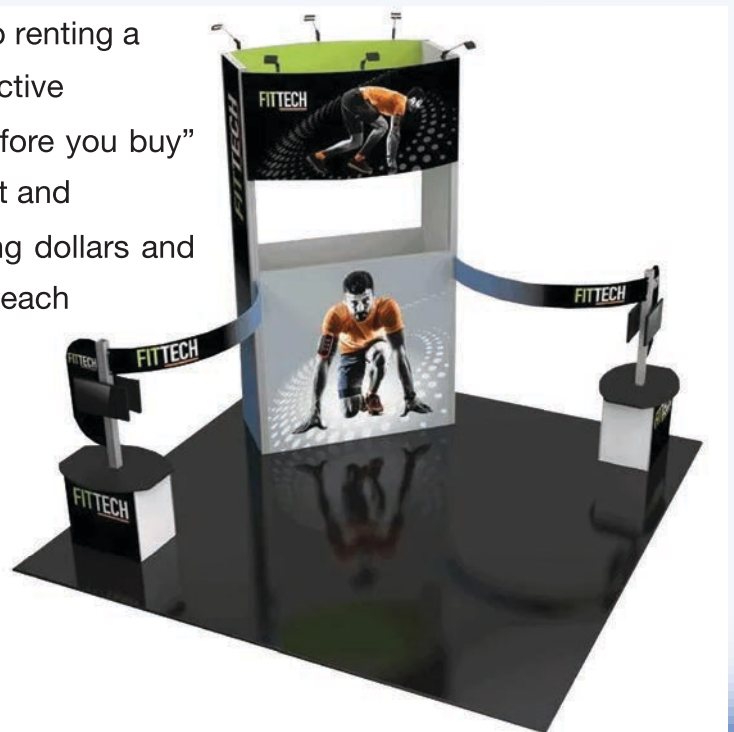
Pkg of 6 Hooks F7001
\$25.00



RENTAL EXHIBITS THAT INSPIRE

Contact Valley for a quote on these rental exhibits
at events@valleyexpodisplays.com.

Time, cost savings and flexibility are key benefits to renting a tradeshow exhibit. Renting an exhibit is a cost-effective alternative and provides the opportunity to “try before you buy” so you can evaluate what works best for your event and exhibiting needs. Renting saves precious marketing dollars and allows you the flexibility to change your display for each audience and for each show. One of the greatest benefits of renting a tradeshow booth is the time you will save!





SHIPPING vs. MATERIAL HANDLING

2023 ASDA National Leadership Conference - Marketplace

McCormick Place / October 20, 2023

What is Shipping



Shipping is the process of a carrier picking up items from your office, or any place of origin, and transporting it to the dock of either the advance warehouse or event facility. Shipping

is separate from Freight Handling. Exhibitors may use any carrier they want, including the official show carrier, ABF Freight.

<https://arcb.com/abf-freight>

What is Material Handling



Material Handling is the process of receiving a shipment from your carrier and managing on site handling of the shipment through the event cycle. It is a standard event procedure with associated costs based on shipment weight.

Valley is the sole provider of Material Handling Services. Exhibitors or their hired EAC/carriers may not deliver freight to exhibit spaces delivered by common carrier/ground services or operate any type of mechanical or powered equipment. Material handling is a billable service.

Material Handling Process:

- The unloading of freight from your carrier once it arrives at the receiving dock.
- The transporting freight from dock to your booth space.
- The removing of empty shipping containers (boxes, crates and pallets) from your booth.
- The temporary storage of your empty shipping containers during the duration of the show.
- The return of empty shipping containers to your booth at the close of event.
- The transfer of your freight back to the loading dock once your chosen carrier has arrived.
- The loading of your freight into your carrier's vehicle for return shipping.

One easy way to keep charges low?

Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

Consolidate shipments when total weight is less than 200 lbs. ***It can save you money!*** For example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. Minimum \$ 448.40
52 lbs. charged @ 200 lbs. Minimum \$ 448.40
65 lbs. charged @ 200 lbs. Minimum \$ 448.40= \$ **1,345.20**

1 Consolidated Shipment

3 pieces (1 shipment)
177 lbs. charged @ 200 lbs. Minimum = \$ **448.40**

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.



SHIPPING

Advance Warehouse Direct to Show Site

2023 ASDA National Leadership

Conference - Marketplace

McCormick Place / October 20, 2023

The official Show Carrier for this event is ABF Freight, however you can use any carrier you choose to ship your items. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable). Material handling charges will incur for shipments received at either the advance warehouse or directly to show site. To avoid delay in receiving your shipment at show site, please make sure you have a material handling order and credit card on file.

Shipping to the Advanced Warehouse

- **Advance Warehouse Address: ABF, 5300 w 47th Street, Chicago, IL 60638**
- Freight accepted: **9/19/2023 - 10/17/2023**
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date of **10/17/2023**. Your freight will still be received after the deadline date, but additional charges will be incurred and possible delay in delivery.
- The warehouse will receive shipments Monday through Friday, except holidays.
- 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 indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 815.873.1500 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- **No show site shipments allowed. All shipment must be sent to the advance warehouse.**

Prepaid or Collect Shipping Charges

- 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.

Labeling Your Freight

- The label should contain the following:
- Exhibiting Company Name
- Booth Number(s)
- Name of the Event - **2023 ASDA National Leadership Conference - Marketplace**
- For your convenience please use the advance shipping label and/or the direct to show site shipping label provided in this exhibitor kit.

Protecting Materials

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-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.

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2023 ASDA NATIONAL LEADERSHIP CONFERENCE - MARKETPLACE

SHOW NAME

BOOTH NUMBER

ABF

C/O VALLEY

5300 W 47TH STREET

CHICAGO, IL 60638

Shipment Should Arrive Between:

9/19/2023 thru 10/17/2023

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier _____

Number of pieces _____ of _____

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2023 ASDA NATIONAL LEADERSHIP CONFERENCE - MARKETPLACE

SHOW NAME

BOOTH NUMBER

ABF

C/O VALLEY

5300 W 47TH STREET

CHICAGO, IL 60638

Shipment Should Arrive Between:

9/19/2023 thru 10/17/2023

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier _____

Number of pieces _____ of _____



Special Handling Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no Bill of Lading or documentation, carpet/pad only shipments.

- **Constricted Space** Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipment Integrity** Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or Bills of Lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver to remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.
- **Padded Van Deliveries** this applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

Disposal Fee A disposal fee & minimum 1 hour of labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

Overtime/Double-time SURCHARGE: Overtime: 25% • Double Time: 50% Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a Bill of Lading is submitted to the Valley Service Desk AND the driver has checked in.

Early/Late Shipments to the Warehouse SURCHARGE: 25% A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

Reroute/Forced Freight Due to failure of exhibitor carrier to check in at the designated times, Valley will cosign exhibitor's shipment to the Official Show Carrier for transportation at exhibitor's expense.

FIB/LIB Shipment found/left in booth by exhibitor. Shipment will be rerouted to the Official Show Carrier for transportation at exhibitor's expense.

Reweigh of Shipments FEE: \$ 25.00 per forklift load An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Empty Crate Storage FEE: \$ 75.00 per piece A charge per crate, carton or skid applies when Valley handles the storage and return of empties from a shipment not received by Valley and therefore not subject to material handling charges.

Lightweight Shipments Shipment weighing 50 pounds or less will qualify for the lightweight shipment rate. Shipments exceeding 50 pounds will be billed standard material handling fees at the prevailing show rates. All shipments must have certified weight tickets.

Priority Empty Labels FEE: \$ 75.00 per label Limited quantities available on a per event basis.

Marshaling Yard FEE: \$ 45 per Shipment/Carrier Where Valley as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Valley may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

POV: Personally Operated Vehicle.

Vehicle Placement: Valley charges a round-trip fee to place a vehicle on the tradeshow floor.



MATERIAL HANDLING SERVICES

2023 ASDA National Leadership Conference - Marketplace

McCormick Place / October 20, 2023

As the official service contractor, Valley is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or Bill of Lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley for those shipments. Valley assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Straight Time : 8:00AM to 4:30PM Monday through Friday
Overtime: 4:30PM to 8:00AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays
(Overtime/double time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

Estimating Standard Material Handling Charges

⇒ Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. **(200 pounds minimum charged on all shipments weighing 51 - 200 pounds)**

- Select the category that best describes your shipment. There are two categories for advance freight and three categories for direct freight:

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.

Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.

Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates.

Surcharge Information

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

Advanced Warehouse Shipments

Single pieces over 5000 pounds cannot be accepted at warehouse.

FIRST DAY FREIGHT CAN ARRIVE: TUESDAY, SEPTEMBER 19, 2023

LAST DAY FREIGHT CAN ARRIVE: TUESDAY, OCTOBER 17, 2023

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$224.20	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$291.25	X		X		X		=	\$	X		=	\$

Example Only 623lbs Crated Freight sent to the Advance Warehouse by Common Freight Carrier - YRC

Select Freight Category		Calculate CWT				Add All Applicable Surcharges to Standard Rate									Calculate Freight Handling Estimate			
Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded	700	÷ 100 =	7	X	\$ 224.20	X	25%	X	N/A	X	N/A	=	\$ 280.25	X	7	=	\$ 1,961.75

Lightweight Shipment A lightweight shipment is a shipment totaling any number of pieces with a **combined weight not to exceed 50lbs** that is received on the same day and delivered by the same carrier. Lightweight Shipment can be sent to either the advance warehouse or directly to show site, please be aware of dates and times for each location indicated on the Show Information pages.

Item ID	Item	Total Weight Not to exceed 50lbs	Number of Packages/Cartons	X	Standard Rate	=	Totals	Add Totals together for both 1st Package/ Carton & Additional Package/Carton	=	Freight Handling Estimate
MHS20171	Lightweight - First Package/Carton		1	X	\$132.75	=				
MHS20172	Lightweight - Each Additional Package/Carton			X	\$32.95	=				\$



MATERIAL HANDLING QUESTIONNAIRE

2023 ASDA National Leadership Conference - Marketplace

McCormick Place / October 20, 2023

EXHIBITORS SHIPPING MACHINERY AND/OR FREIGHT WEIGHING OVER 2,000LBS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

_____ **Crate(s)**

Dimensions of each crate

_____ Height _____ Length _____ Width _____ Weight

_____ Height _____ Length _____ Width _____ Weight

_____ Height _____ Length _____ Width _____ Weight

_____ **Skid/Pallet(s)**

_____ Standard Pallet Size 48" x 40"

Dimensions of each skid other than standard size

_____ Length _____ Width _____ Weight

_____ Length _____ Width _____ Weight

_____ **Machinery**

Please send pictures of Machines to events@valleyexpodisplays.com

Dimensions of each Machine

_____ Height _____ Length _____ Width _____ Weight

_____ Height _____ Length _____ Width _____ Weight

_____ Height _____ Length _____ Width _____ Weight

_____ **Other**

Dimensions of each

Description of item _____

_____ Height _____ Length _____ Width _____ Weight

Description of item _____

_____ Height _____ Length _____ Width _____ Weight

Description of item _____

_____ Height _____ Length _____ Width _____ Weight

2. Shipping

_____ Advance to Warehouse

_____ Direct to Show Site

3. List carrier name(s):

4. Tracking Number(s)

5. Are there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

_____ Extended Blades _____ Slings _____ 4 Stage Lift

_____ Other, list below

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.



OUTBOUND INFORMATION

2023 ASDA National Leadership Conference - Marketplace

McCormick Place / October 20, 2023

Outbound shipping is not an automatic process. Each shipment must have material handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.**

Call your designated carrier with pick-up information. In the event your carrier fails to show by the carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley's official show carrier at the exhibitor's expense.

Tear Down

The show closes at **3:00pm on 10/20/2023**. Please do not tear down prior to the close of the show. If your event has aisle carpet, the aisle carpeting will be removed before forklift service or empty crates will be returned. Please allow time for removal. Once completed, empty crates will be brought to your booth.

Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up from McCormick Place, 2301 S. Lake Shore Dr, Chicago , IL 60616
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first come, first served basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

Outbound Bill of Lading Procedure

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bills of Lading are available at the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

Outbound Miscellaneous Services

Shrink Wrap	\$95.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$1.25 per foot + dismantle labor (please see labor order form for dismantle labor rates)

Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. A booth representative must be present during move in or out.

Labor Hours & Rate Information

Description	Discount	Standard
Straight Time - 8:00AM and 4:30PM on weekdays	\$224.95	\$292.45
Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$337.43	\$438.67
Double time - All day Sunday and holidays	\$449.90	\$584.90

Minimum Charge & Cancellation Information

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Labor Check In & Out

Exhibitor **must** check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed.

Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.

Hours of Operation

Move In Dates & Times

10/20/2023; 8:00am -12:00pm

Move Out Dates & Times

10/20/2023; 3:15pm - 5:00pm

Calculation of Estimated Charges Worksheet

Estimate of Charges				
Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$
Estimate of Charges Total must be added to Valley's Order Form				\$

Example Only

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 224.95	\$ 899.80
Dismantling	1	1	\$ 224.95	\$ 224.95

Lessen the hassle of setting up your booth or exhibit by adding Valley supervised labor. Valley will do all the heavy lifting for you. All labor is performed under the supervision of Valley personnel.

A booth representative does not need to be present during move in or out. Great for exhibitors that need to catch a flight right after the close of the event. Valley will supervise the dismantle of your exhibit space, pack and label, complete all necessary outbound documentation and once your carrier arrives, move your shipment from your booth space to docking area to be loaded onto your carrier.

**Documentation
Requirements**

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

Description	Discount	Standard
Straight Time - 8:00AM and 4:30PM on weekdays	\$292.45	\$380.20
Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$438.67	\$570.30

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

Calculation of Estimated Charges Worksheet

Estimate of Charges				
Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$
Estimate of Charges must be added to Valley's Order Form				\$

Example Only

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 292.45	\$ 1,169.80
Dismantling	1	1	\$ 292.45	\$ 292.45

Please complete the following page and forward all documentation for setup and/or tear down of exhibit to events@valleyexpodisplays.com

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.

Information must be completed and sent along with order forms before Valley supervised labor will be performed.

Inbound Shipping & Set Up Information

Exhibiting Company Name: _____ Booth No : _____

Freight will be shipped to: Advance Warehouse _____ Direct to Show Site _____

Date Shipped: _____ Inbound Carrier: _____ Tracking/PRO #: _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Skids _____ Other _____

Setup Plans/Photo: Attached to order _____ To be sent with Exhibit, in crate # _____ Sent to events@valleyexopdisplays.com _____

Flooring/Carpet: With exhibit _____ Rented from Valley _____

Electrical Placement: Electrical under carpet _____ Electrical in back of booth _____ Other, must provide floor plan _____

Graphic: With exhibit _____ Shipped separately _____ Tracking/PRO # _____

Special Tools/Hardware/Equipment Required: _____

Outbound Shipping Information

Ship to: _____

Method of shipment*: Common Carrier _____ UPS _____ FedEx _____ Show Carrier _____

**If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

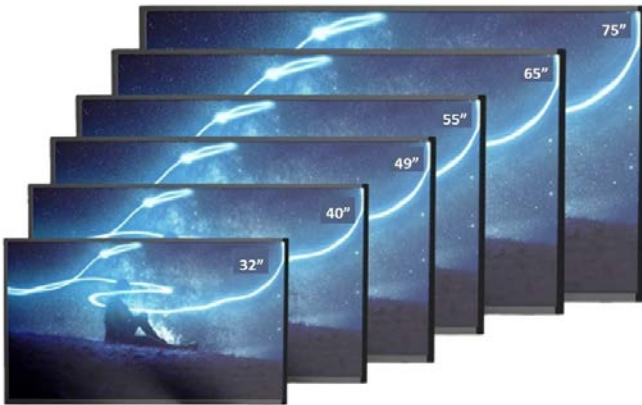
If labels are provided where will they be? _____

Freight Charges: Prepaid _____ Collect _____

Bill to: _____

All Audio Visual rental includes delivery and setup of rental equipment, HDMI cord, TV remote, power strip and pickup of equipment at close of show.

LED Monitor



<u>Product ID</u>	<u>Item Description</u>	<u>Event Rental</u>
AV1110	75" LED Monitor	\$ 2,271.85
AV1009	65" LED Monitor	\$ 1,703.90
AV1011	55" LED Monitor	\$ 1,262.15
AV1013	49" LED Monitor	\$ 978.25
AV1015	40" LED Monitor	\$ 757.35
AV1016	32" LED Monitor	\$ 536.50
AV1020	24" LED Monitor	\$ 347.20



<u>Product ID</u>	<u>Monitor Accessories</u>	<u>Event Rental</u>
AV1051	Dual Pole Floor Stand with Shelf	\$ 220.95
<u>Multi Media Solutions</u>		
AV1055	Blu Ray Player	\$ 157.85
AV1056	Media Player	\$ 157.85

Please call for quote if you are looking for other AV offerings.

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.

Labor, Installation & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge please refer to labor install and dismantle order forms located within this kit for labor rates. Valley does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.

Equipment: Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee: Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.



ASDA
October 20, 2023

CUSTOMER

COMPANY INFORMATION						
TODAY'S DATE: _____			Booth Number: _____			
Show Name: ASDA			Preferred Install Date: _____			
Company Address: _____			Preferred Dismantle Date: _____			
City, State Zip Code: _____			On-Site Contact Phone: _____			
On-Site Contact Name: _____			On-Site Contact Arrival: _____			
			E-Mail Address: _____			
ELECTRICAL SERVICE						
Equipment Description	QTY	Continuous Power Qty (Price X2)	Early Rate Before: 9/25/2023	Regular Rate	Total	
110 120 VOLT						
5 Amps			\$95.00	\$142.50	\$	
10 Amps			\$165.00	\$247.50	\$	
15 Amps			\$195.00	\$292.50	\$	
20 Amps (Exclusive Outlet)			\$210.00	\$315.00	\$	
208 VOLT SINGLE PHASE (REQUIRES LABOR)						
20 Amps			\$390.00	\$585.00	\$	
30 Amps			\$495.00	\$742.50	\$	
208 VOLT THREE PHASE (REQUIRES LABOR)						
20 Amps			\$495.00	\$742.50	\$	
30 Amps			\$520.00	\$780.00	\$	
60 Amps			\$560.00	\$840.00	\$	
100 Amps			\$875.00	\$1,312.50	\$	
LIGHTING EQUIPMENT						
Pole and Base Dual LED			\$150.00	\$225.00	\$	
Par Light general wash up to 1000 Watts (Labor & Lift additional)			\$395.00	\$592.50	\$	
RENTAL EQUIPMENT						
15' Extension Cord			\$22.00	\$33.00	\$	
Power Strip (13 Amp Max)			\$22.00	\$33.00	\$	
IN-LINE, PENINSULA BOOTHS		MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS			208 & HIGHER VOLTAGES	
All 120v power is delivered to the back of the booth at no extra cost		There is minimum labor charge of (1/2) hour to deliver power to all island booths, and (1/2) hour to remove power. All additional distribution is done by Prime Electricians on a time & materials basis.			There is a minimum labor charge of (1/2) hour installation & (1/2) hour removal of all high voltage services. Material charges may apply.	
LABOR						
Labor Description (Request a labor quote at Chicago@PrimeEES.com)		Labor Hours Qty	Early Rate	On-Site Rate	Total	
Straight Time (First 8 hours worked M-F between 7:00 AM - 4:30 PM)			\$127.00	\$127.00	\$	
Over Time (Monday-Friday after 4:30 PM, Saturday 8:00 AM - 4:30 PM)			\$183.00	\$183.00	\$	
Double Time (Saturday 4:30 PM through Monday 6:00 AM, & Holidays)			\$238.00	\$238.00	\$	
If Labor is ordered, Please specify below..... Not Sure? We will be happy to give you an estimate for Labor.						
LIGHTS		QTY	TV MONITOR		QTY	LED PANELS
ParCan/Leko			24"-40"			QTY
String Lights			42"-55"			Ground Supported Y/N
Stem			60"-90"			Wall Mounted Y/N
Light Box			Are Brackets Attached?		Y/N	Height
Hanging Signage			Ground Supported or Wall Mounted?		Y/N	
Notes:			Notes:			Notes:
EQUIPMENT TOTAL:		\$	Prices reflect rates for the duration of the event.			
Chicago Transaction TAX: 9% (EQUIPMENT ONLY)		\$	→ Prime requires credit card information on-file for any additional charges incurred after the initial payment has been made. → The undersigned has read and agree to all the terms and conditions of this rental agreement. The undersigned authorizes Prime Electrical & Exposition Services to charge the above listed credit card for the TOTAL amount of this order, and for any client approved add-ons and change orders unless another form of payment is provided at time of installation. → CANCELLATIONS: Cancellations received A) within 48 hours of the scheduled delivery date are subject to a 50% fee; or B) on the day of scheduled delivery or "no-shows" are subject to the full amount of the order.			
LABOR ESTIMATE:		\$				
(Equipment+Tax+Labor) =SUBTOTAL:		\$				
SERVICE CHARGE: 4% (OF SUBTOTAL PRICE)		\$				
GRAND TOTAL:		\$	Signature: _____			
Order online @ PrimeEES.com			PLEASE E-MAIL COMPLETED FORMS TO: chicago@Primeees.com or Fax 312-226-1201			

A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

Prime Payment Form

Show Name: ASDA

Show Dates: October 20, 2023

In addition to check payment Prime also accepts
American Express, Master Card, Visa and Discover.

Please complete below information.

☐ Check (Must be received by date noted in agreement)

☐ American Express

☐ MasterCard

☐ Visa

☐ Discover

Prime requires credit card information on file for any additional charges incurred after the initial payment has been made. Prime is authorized to apply any additional charges to this card upon completion of installation unless another form of payment is made at such time. A 4% service charge will be added to initial deposits if paid with credit card.

Credit Card Information

Credit Card Number:

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

Expiration Date: _____

SIC Code _____

Signature _____

Print Cardholder name _____

Cardholder address _____

Authorized Amount to Charge \$ _____ + 4% service charge

Contact Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Signature: _____ Date: _____

By signing above Prime is authorized to process payment to the credit card provided unless payment is made by check as outlined on this payment form and agrees to the Terms and Conditions.

Terms & Conditions

Prime Electrical & Exhibition Services LLC. (Hereinafter "Prime")

1. All orders are not complete unless accompanied with completed payment form.
2. Prime reserves the right to adjust orders if a miscalculation of charges is apparent on the order form.
3. 120V service rates include delivery to the back of the booth to a single location.
4. 208v or larger are installed based on time and material of the install and dismantle plus the cost of the service requested.
5. Any connections required beyond the finished outlet will be charged for time and material. If you have a special need please contact Prime to discuss in advance of move in.
6. Exhibitor cords must comply with city electrical codes bear a UL tag must be minimum 14-gauge, 3 wire and grounded. No two wire extension cords or lights will be allowed.
7. Refunds will not be authorized if services are installed. Any disputes must be presented before close of show. No refunds will be given after show is moved out.
8. Exhibitor holds Prime harmless for any and all losses of power beyond Primes control, including, but not limited to, losses due to utility company failure, power failure due to vandalism, permanent power distribution failure, faulty exhibitor equipment or exhibitor overload of circuits.
9. Prime electricians are the only labor allowed to distribute power in the exhibit space as well as meeting space within the facility. Except where stagehands may be designated for production applications.
10. Unless otherwise directed Prime employees will cut access points in carpet in order to complete installation of cords in an exhibit space.
11. Unless a scaled floor plan is provided electric will be installed as the electrician on duty deems necessary or not at all until direction is given.
12. We will make every attempt to install power during straight-time. But will always charge prevailing rates at time of installation.
13. All equipment must be tagged with proper manufacture specifications and be in safe working order. Prime Electricians may deem equipment unsafe and Prime reserves the right to refuse final connection where exhibitor wiring or equipment is not in accordance to local laws and codes.
14. A service charge of 1.5% will be assessed on all unpaid balances starting 15 days after date of invoice. A \$50.00 service charge will be assessed for all returned checks and credit cards. All funds U.S. currency. Exhibitor agrees to pay Prime all applicable rental or sales tax.
15. All labor canceled within 24 hours of call time will be charged in full for the first 8 hours.

20' X 20' GRID

COMPANY NAME: _____

BOOTH # _____

SHOW NAME: _____

1 Square = 1 Foot

PLEASE INDICATE THE FOLLOWING DETAILS:

1. Amount of power required at each location mark with an X and # of Amps (indicate voltage if greater than 120v)
2. Depending on Floor port locations an electrical panel may be required. The panel is about the size of a small briefcase and can be covered with accessibility required. Mark with a P a desired location. Prime will review each drawing and let you know if a panel is required.
3. Mark surrounding booth numbers for orientation

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____