

**NSPMA & LSFMA
2019 National Conference and Tradeshow Expo**

February 24-27, 2019

**L'Auberge Casino & Hotel
Baton Rouge, La.**

EXHIBITOR'S PACKET

IMPORTANT:

Please direct this packet to the
person in charge of your booth



SHOW INFO

**NSPMA & LSFMA
2019 National Conference and Tradeshow Expo
February 24-27, 2019
L'Auberge Casino & Hotel**

BOOTH SPECIFICS

Each 8x10 booth will be set with 8' backdrop and 3' side dividers. The entire exhibitor area is carpeted. Each exhibitor will be provided with (1) ID sign, (1) 6' skirted table, (2) chairs and (1) wastebasket.
Electricity is not furnished.

RENTALS & SERVICES

There is an additional charge for floor orders, so please place orders in advance of **Thursday, February 14th**. To assist you in selecting decorating needs, order forms for furniture, electrical, carpet and mechanical services have been provided.

EXHIBITOR MOVE-IN

Exhibitors should move in on:
Sunday, February 24th: 3:00 pm

EXHIBIT HOURS

Event Dates and Times:
Monday, February 25th: 1:00 pm - 3:00 pm
Tuesday, February 26th: 9:00 am - 11:00 am

EXHIBITOR MOVE-OUT

Exhibitors must remove displays:
Tuesday, February 26th: 11:00 am

Gulf Coast Event Services would like to express our appreciation for this business opportunity. We will do whatever necessary to make this a successful show for you, your organization and potential customers. For any questions or need further assistance do not hesitate to contact our home office (800-488-3836 / info@gcevents.biz).

NOTICE TO EXHIBITORS

Your booth comes equipped with...

ONE (1) ID SIGN
ONE (1) 6' SKIRTED TABLE
TWO (2) CHAIRS
ONE (1) WASTEBASKET

*****Electricity is not furnished in your booth.*****

Other items for your booth may be furnished by yourself or you may obtain them from Gulf Coast Event Services.

ORDER DEADLINE is Thursday, February 14th
Please order in advance. All floor orders will have an additional 20% handling charge.

Floor orders are accepted at the Gulf Coast service desk during exhibitor move in.

Feel free to contact us (office@gcevents.biz or 800-488-3836) with any questions or in need of info.

ATTENTION

For your convenience, **order online**
in regard to rentals/services.

Copy or click link (<http://gcevents.biz/orderonline/>)
and type the word **tigers** in the password box.

Feel free to also eMail the following forms.

The PDF Forms are fillable using
the latest Adobe Acrobat Reader.

Copy or click link (<https://get.adobe.com/reader/>)
to install.

Select "Tools" and then "Fill and Sign."

**Please enter info and send to
office@gcevents.biz.**

ATTENTION

**PLEASE DO NOT PIN, STAPLE OR
TAPE TO DRAPERY.**

ALSO FOR YOUR SAFETY:

**DO NOT STAND ON CHAIRS.
DO NOT SIT OR STAND ON TABLES.**



RETURN FORM TO:
 17257 La Hwy 44; Unit 2
 Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

FURNITURE RENTAL

| TABLES | | | | CHAIRS & ACCESSORIES | | | |
|--|-------------------------|-------------|--------------|---|--------------------|-----------|--------------|
| Skirting includes white vinyl & pleated on 3 Sides. Choose your tables size, height, and color. | | | | ***Please do not stand on Chairs/Tables.*** ***Please do not pin or punch holes thru drape.*** | | | |
| Place an "X" above color choice: | | | | Chairs | | | |
| Black Blue Burgundy Gold Silver Green White Red | | | | | | | |
| Tables 30" high | | | | Qty | Description | \$ | Total |
| Qty. | Description | \$ | Total | | | | |
| | 4' long x 24" wide | 45.00 | | | Side Chair | 25.00 | |
| | 6' long x 24" wide | 50.00 | | | Padded Stool | 42.00 | |
| | 8' long x 30" wide | 65.00 | | | Folding Chair | 12.00 | |
| | 6' long x 18" wide | 55.00 | | Accessories | | | |
| | 8' long x 18" wide | 60.00 | | | Wastebasket | 8.50 | |
| | Table skirt four sides | 25.00 | | | Chrome Easel | 24.50 | |
| Tables 42" high | | | | | Stanchion-42" high | 18.00 | |
| | 6' long x 24" wide | 78.00 | | | Rope for Stanchion | 10.00 | |
| | Table skirt four sides | 20.00 | | | Peg Board (2'x8') | 65.00 | |
| Undraped Tables 30" high White vinyl top only | | | | | Peg Board (4'x8') | 85.00 | |
| | 4' long x 24" wide | 30.00 | | Table-Top Risers | | | |
| | 6' long x 24" wide | 40.00 | | Risers are 12" wide, covered in white vinyl. Choose your style & length. | | | |
| | 8' long x 30" wide | 50.00 | | Single Step Risers | | | |
| | 6' long x 18" wide | 45.00 | | | 4' long x 7" high | 35.00 | |
| | 8' long x 18" wide | 55.00 | | | 6' long x 7" high | 45.00 | |
| Undraped Tables 42" high White vinyl top only | | | | Double Step Risers | | | |
| | 6' long x 24" wide | 55.00 | | | 4' long x 14" high | 45.00 | |
| Pedestal Table with Table Cloth | | | | | 6' long x 14" high | 65.00 | |
| | 30" high x 30" diameter | 55.00 | | Quick Tips for Easy Exhibiting | | | |
| 42" High x 30" Cocktail Tables with Table Cloth | | | | -Remember to order in advance to save time & money. An additional 20% will be added to all on-site orders. Some items are not available at show site. -Rental prices are for the duration of the show and include delivery and setup. -Orders must be cancelled within 48 hours of scheduled move-in to receive a refund. | | | |
| | 42"X30" Cocktail Table | 65.00 | | | | | |
| Top & Skirt Your Table | | | | | | | |
| | Standard Table | 35.00 | | | | | |
| Special Draping | | | | Total Cost | | | |
| Place an "X" above color choice: | | | | | | | |
| Black Blue Burgundy Gold Silver Green White Red | | | | | | | |
| Ft. | 8' high drape | 6.00 per ft | | Subtotal | | | |
| Ft. | 3' high drape | 3.00 per ft | | 10% Tax | | | |
| | | | | Total | | | |

Event NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Please note: "Method of Payment" form must accompany this order



RETURN FORM TO:
 36508 Event Rd Geismar, LA 70734
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

ELECTRIC

| STANDARD ELECTRICAL SERVICE | | | | 208 VOLT ELECTRICAL SERVICE | | | |
|---|-----------------------------------|--------|-------|--|-------------------------|--------|-------|
| Qty. | Description | \$ | Total | Qty. | Description | \$ | Total |
| | 110 Volt, 0 - 500 Watt Outlet | 85.00 | | | 208 Single Phase 15 Amp | 165.00 | |
| | 110 Volt, 500 - 1000 Watt Outlet | 100.00 | | | 208 Single Phase 25 Amp | 215.00 | |
| | 110 Volt, 1001 - 2000 Watt Outlet | 115.00 | | For 208 Volt Orders Only: Place an "X" on the below diagram to designate the general locations of booth outlets. <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;"> <p>Rear</p> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 40px; margin: 0 auto;">Standard Booth</div> <p>Aisle# _____</p> </div> <div style="text-align: center;"> <p>Aisle# _____</p> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 40px; margin: 0 auto;">Island Booth</div> <p>Aisle# _____</p> </div> </div> | | | |
| IMPORTANT: | | | | | | | |
| Special Orders not covered by the above will be charged on time and material basis . Work performed on exhibitor's equipment including repairs and special wiring will be charged in ½ hour increments (\$27.00 per ½ hr). All floors orders will be charged an additional 20%. | | | | Total | | | |

Please enter the info requested below. Advanced orders must be received with payment by below Deadline Date. Send completed forms and keep a copy for your records. Phone orders are not accepted. Full refund if cancelled within 48 hours of move-in.

Event Name NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Please note: "Method of Payment" form must accompany this order.

ELECTRICAL GUIDELINES: READ VERY CAREFULLY

IT IS VERY IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR RESPONSIBILITY AND SAFETY CONCERNING ELECTRICAL POWER. SERIOUS RISKS ARE INVOLVED, BUT CAN BE REDUCED WITH ACCURATE UNDERSTANDING OF BASIC REQUIREMENTS. SAFE WIRING INSIDE AN EXHIBIT AREA IS ESSENTIAL.

1. **Gulf Coast Event Services** is NOT responsible for power failures or voltage fluctuations on service lines.
2. All electrical equipment and materials must be grounded properly.
3. All 120 volt electrical cords must be of the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to energize, shall be grounded
4. Ripcords/Zipcords and two wire cords are not acceptable by **Gulf Coast Event Services** unless the cord is a component part of an assembly which is specifically approved
5. All equipment, regardless of source of power, must comply with National Electrical Codes as well as state and local safety codes
6. Safe wiring is top priority. **Gulf Coast Event Services** is responsible for the total electrical distribution system and the linking of all electrical items in an exhibit with the power services of the building. All electrical work must be done by **Gulf Coast Event Services** electricians (including installation of all cords under the carpet).
7. Electricity will be turned on one (1) hour prior to show opening and turned off thirty (30) minutes after show closing.

ELECTRICAL CONNECTIONS NOTE:

Rates include bringing circuits to the rear of the exhibit booth. If it becomes necessary to run lines into a booth, connect motors or panels, install ball or track lights or any other electrical illumination, and for removal of same equipment at closing of show, a labor order must be placed with **Gulf Coast Event Services** and will be assessed based on time and materials. All 480 volt service will be assessed based in time and materials, plus outlet charge. All electrical connections and disconnects must be made by **Gulf Coast Event Services'** electricians. Power of outlets ordered after installation of booth will accompany floor charges plus time and material.



Return form to:
 17257 Hwy 44; Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

LABOR

HOURLY RATES

Straight Time (**Two hour minimum per person**) -----\$42.00 per person/per hour
 8:00am to 5:00pm-Monday thru Friday
 Overtime (**Minimum 4 hour call out on overtime**) -----\$63.00 per person/per hour
 5:00pm to 12:00 midnight-Monday thru Friday & 8:00am to 12:00 midnight Saturday
 Double time (**Minimum 4 hour call out on double time**)- -----\$84.00 per person/per hour
 12:00 midnight to 8:00am-Monday thru Saturday, all day Sunday & holidays

INSTALLATION LABOR Please complete the customer info on next page

Supervision by Gulf Coast

Exhibits are setup whenever possible prior to exhibitor arrival under the direction of Gulf Coast supervisors. The charge for this service is 25% of the total installation labor bill, with a minimum of \$20.00.

| | # of People | Approx. Hours | Total hours | Hourly Rate | Total Est. Cost |
|-----------------------|---------------|---------------|-------------|------------------------|-----------------|
| Installation Estimate | _____ X _____ | = _____ | @\$ _____ | =\$ _____ | |
| | | | | Supervision = \$ _____ | |

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official setup time begins later in the day.

Supervisor will be: _____

| Date | Time | Day of week | # of People | Approx. Hours | Total hours | Hourly Rate | Total Est. Cost |
|------|------|-------------|---------------|---------------|-------------|-------------|-----------------|
| ___ | ___ | _____ | _____ X _____ | = _____ | @\$ _____ | =\$ _____ | |
| ___ | ___ | _____ | _____ X _____ | = _____ | @\$ _____ | =\$ _____ | |

DISMANTLE LABOR Please complete the customer info on next page

Supervision By Gulf Coast

Exhibits are dismantled after closing under the direction of Gulf Coast Supervisors. The charge for this is 25% of the total dismantle labor bill, with a minimum of \$20.00.

| | # of People | Approx. Hours | Total hours | Hourly Rate | Total Est. Cost |
|-----------------------|---------------|---------------|-------------|------------------------|-----------------|
| Installation Estimate | _____ X _____ | = _____ | @\$ _____ | =\$ _____ | |
| | | | | Supervision = \$ _____ | |

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. When scheduling labor, be sure to allow sufficient time for empty container to be returned to booth after show closing. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official dismantle time begins later in the day

Supervisor will be: _____

| Date | Time | Day of week | # of People | Approx. Hours | Total hours | Hourly Rate | Total Est. Cost |
|------|------|-------------|---------------|---------------|-------------|-------------|-----------------|
| ___ | ___ | _____ | _____ X _____ | = _____ | @\$ _____ | =\$ _____ | |
| ___ | ___ | _____ | _____ X _____ | = _____ | @\$ _____ | =\$ _____ | |

Please Note: "METHOD OF PAYMENT" form must accompany this order

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SETUP AND/OR DISMANTLED BY GULF COAST & YOU WILL BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE

INBOUND SHIPPING INFO:

Mark an "X" on appropriate lines:

Carrier Name _____ Carrier Phone # _____

Shipped To: Warehouse ___ Show Site ___ From (City & State) _____ Date _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SETUP INFO:

Mark an "X" appropriate lines:

Setup Plans/Photo: Attached _____ To Be Sent _____ With Exhibit _____ In Crate # _____

Carpet: With Exhibit _____ Rented from Gulf Coast _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Elec Under Carpet _____

Additional Info/Instructions _____

Graphics: With Exhibit _____ Shipped Separately _____ Info/Instructions _____

Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFO:

Ship To: _____

Method (select one)
 ___ Common Carrier ___ Air Freight
 ___ Van Line ___ Other
 Specify if other _____

Freight (select one) ___ Prepaid ___ Collect

Bill to: _____

Please Note: Gulf Coast will not be responsible for product or literature that is not properly packed and labeled by Exhibitor.

SPECIAL INSTRUCTIONS/COMMENTS:

Event Name NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Emergency Contact _____ Cell Phone _____

SHIPMENT NOTICE

The following forms must be completed before any shipment will be accepted in our warehouse:

**DRAYAGE
SHIPMENT NOTIFICATION
METHOD OF PAYMENT**

Shipments received by facility personnel may be turned over to Gulf Coast Event Services for distribution.

Exhibitor material handling charges will be assessed according to the rates stated on the drayage rate form.

No shipments received on Friday.



RETURN FORM TO:
 17257 Hwy 44; Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

DRAYAGE

| MATERIAL HANDLING SERVICE | | Round Trip Rates | | |
|---|---|--|-------------|------------------|
| Rates include all labor & equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to/from storage and remove from booth for reloading on to outbound carriers. | | | | |
| A. CRATED OR SKIDDED FLOOR LOAD SHIPMENT | | PER CWT(100 lbs) | Min. Charge | Est. Cost |
| Includes shipments that are loaded & charged by cubic space, and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments.) Also includes shipments received without documentation, such as FedEx & UPS. Overtime and/or after deadline shipments additional, see below. | | Warehouse Rate | \$79.00 | 200# |
| | | Show Site Rate | \$72.00 | 200# |
| Shipment Weight (Round up to next 100lbs.) _____ /100= _____ | | Total CWT @ \$ _____ | | PER CWT=\$ _____ |
| B. SKIDDED SHIPMENT | | PER CWT(100 lbs) | Min. Charge | Est. Cost |
| For Example, skidded shipments such as literature, promotional Bags, and/or give-a-ways. | | Warehouse Rate | \$79.00 | 200# |
| | | Show Site Rate | \$72.00 | 200# |
| Shipment Weight (Round up to next 100lbs.) _____ /100= _____ | | Total CWT @ \$ _____ | | PER CWT=\$ _____ |
| C. UNCRATED OR WRAPPED SHIPMENT | | PER CWT(100lbs) | Min. Charge | Est. Cost |
| Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Overtime and/or after deadline shipments additional, see below. | | Warehouse Rate | \$85.00 | 200# |
| | | Show Site Rate | \$80.00 | 200# |
| Shipment Weight (Round up to next 100lbs.) _____ /100= _____ | | Total CWT @ \$ _____ | | PER CWT=\$ _____ |
| D. OVERTIME | | | | |
| All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of booth before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or holidays, will be charged each way in addition to the above rates. | | Add <u>25%</u> if handled In <u>OR</u> Out on overtime \$ _____ | | |
| | | Add <u>50%</u> if handled In <u>AND</u> Out on overtime \$ _____ | | |
| E. DELIVERY AFTER DEADLINE DATE | | | | |
| Freight not received at the warehouse prior to deadline date & any shipment received at show site after show opening will be charged in addition to the above rates. | | Add 25% | \$ _____ | |
| OTHER AVAILABLE SERVICES | | | | |
| Deliver Back to Warehouse Storage Per Month | Material Handler Forklift / Operator | Total Estimated Cost \$ _____ | | |
| ***Full refund if cancelled within 48 hours of move-in*** | | | | |

Event Name NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th
 Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (please print) _____
 Phone _____ Email _____

Please Note: Method of Payment must accompany this order.



RETURN FORM TO:
 17257 Hwy; Unit 2,
 Prairieville, La 70769
 Ph 225.673.2943 Fax 225-673-2142
 Email: office@gcevents.biz

Shipment Notification

**Freight will not be
 accepted unless properly
 labeled and related forms
 are completed.**

INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIPMENT WILL BE RECEIVED & HANDLED IN ACCORDANCE WITH THE
 INFORMATION SET FORTH ON THE ENCLOSED SHIPPING INSTRUCTIONS
 AND MATERIAL HANDLING RATES.

SHIPPING TO GULF COAST WAREHOUSE ONLY:

Must arrive prior to: **Thursday, February 14, 2019**

Shipper Name: _____ From City&State _____

How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight

Shipping Date _____ # of Pieces _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known) _____

Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary

Event Name NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th

Company Name _____ Date _____

Address _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Please Note: Method of Payment must accompany this order.



RETURN FORM TO:
17257 La Hwy 44; Unit 2
Prairieville, La. 70769
Ph 225-673-2943 Fax 225-673-2142
Email: office@gcevents.biz

**DRAYAGE
INSTRUCTIONS**
Freight will not be accepted
unless properly labeled and
related forms completed.

INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIP DIRECTLY TO WAREHOUSE ONLY

Must arrive by: **Thursday, February 14, 2019**

Ship To:

Gulf Coast Event Services

C/O NSPMA & LSFMA CONFERENCE & TRADESHOW EXPO / GCES

Booth# _____

17257 Hwy 44

Prairieville, La. 70769

INBOUND SHIPPING INSTRUCTIONS

All materials shipped must be marked with the name of the show, exhibitor's name and exhibitor's booth number. Inbound freight shipments may be shipped and stored thirty (30) days prior to the show date. The designated freight carrier will accept and store inbound materials up to thirty (30) days at **NO CHARGE**. Exhibitor's material handling charges will be assessed according to the rates stated on enclosed Drayage rate form. All out of town drayage shipments will be placed in the exhibitor's booth on the show move-in day. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed for shipment with the outbound freight carrier. Freight shipped directly to the auditorium must arrive at the date specified above (move-in day).

LOCAL SHIPPING INSTRUCTIONS

Local exhibitors may deliver exhibit materials directly to the show site listed above on move-in day by way of company vehicle(s). Exhibitor's may unload materials from company vehicle(s) and set up your display with company employees. The moving in of exhibitor's equipment must be accomplished by means of pallet jacks, dollies and/or hand trucks. Exhibitors will NOT be allowed to operate forklifts or any other motorized vehicle accept auto or delivery truck on show site. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed by the forklift operator for outbound shipment by way of exhibitor's vehicle. Exhibitor's material handling charges will be assessed according to the rates on enclosed drayage rate form.

LABELING MATERIALS FOR STORAGE

Labeling of empty crate(s) during the show hours is the responsibility of the exhibitor. We request all exhibitors remove previous labels prior to re-labeling the materials for storage. Exhibit materials will NOT be removed from any booths until properly tagged. Empty crate label(s) may be obtained from the service desk on show site.

OUTBOUND SHIPPING INSTRUCTIONS

Packaging, labeling and completing of outbound BILL(S) OF LADING for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.

TERMS OF LIABILITY

The liability of the freight contractor is during the process of movement to the exhibitor's booth location and during the process of movement of reloading for outbound shipments. The freight contractor suggests all exhibit materials be PROPERLY INSURED against damage of fire, theft, collision and any other hazards arising from the display and transit process.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

- 1.** Gulf Coast Event Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- 3.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Gulf Coast Event Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- 4.** Gulf Coast Event 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 control.
- 5.** Gulf Coast Event Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Gulf Coast Event Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less.
- 6.** Gulf Coast Event 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.** Claims for loss or damage must be submitted to Gulf Coast Event Services prior to the close of the Show. No suit or action shall be brought against Gulf Coast Event Services more than one year after the accrual of the cause of action.
- 8. INSURANCE** - It is understood that Gulf Coast Event Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.
- 9.** The consignment or delivery of a shipment to Gulf Coast Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- 10.** Empty container labels will be available at the Gulf Coast service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or eradicated
Gulf Coast Event Services assumes no responsibility for:
 - Errors to above procedure.
 - Removal of containers with old empty labels and without Gulf Coast labels.
 - Improper information on empty labels.
 - Materials stored in containers with empty labels.



RETURN FORM TO:
17257 La Hwy 44; Unit 2
Prairieville, La. 70769
800-488-3836 (F) 225-673-2142
office@gcevents.biz

ORDER CHECKLIST

SERVICES RENDERED

IMPORTANT: See Order Deadline Date Below. Onsite orders will be charged an additional 20%.

| DESCRIPTION: | DATE ORDERED: | ORDER FORM TOTALS: |
|--------------|---------------|--------------------|
| FURNITURE | _____ | \$ _____ |
| ELECTRICAL | _____ | \$ _____ |
| LABOR | _____ | \$ _____ |
| DRAYAGE | _____ | \$ _____ |
| TOTAL | | \$ _____ |

Event Name NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th
Company Name _____ Date _____
Address _____ Booth# _____
Ordered By (please print) _____
Phone _____ eMail _____

Please Note: "Method of Payment" form must accompany this order.



RETURN FORM TO:
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 Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

**METHOD
 OF PAYMENT**

PLEASE NOTE: For your order to be processed, this form must be completed and returned with payment before show setup. See deadline date below. Onsite orders will be charged an additional 20%.

Mark an "X" on one of the following:

CASH

COMPANY CHECK

Make checks payable to: Gulf Coast Event Services

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

Please complete information below:

| | | |
|--|-------------------------------------|--------|
| Select one: Visa Mastercard Am Ex | Select one: Personal Business | |
| Account #: | Expiration Date: | CVV #: |
| Cardholder's name: | Signature: | |
| Cardholder's Billing Address: | | |

Event Name NSPMA & LSFMA CONFERENCE Order Deadline Thursday, February 14th
 Company Name _____ Date _____
 Address (if different from above) _____ Booth# _____
 Ordered By (please print) _____
 Phone _____ eMail _____

Please Note: "Method of Payment" form must accompany this order.

PAYMENT TERMS, CONDITIONS & INSURANCE

PAYMENT

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

DISCOUNTS

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

RENTALS

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

CREDIT

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

CANCELLATION

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

TAX EXEMPTION

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

INSURANCE

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.