

**Georgia Bridal Shows - 2018
Payment Form**

Show Location: _____

MASTERCARD VISA AMEX DISCOVER

Date: _____

Payment by Check Payment by Cash

Company: _____

Credit Card #:

Address: _____

Phone # _____

Expiration date: / Authorization Code:

Fax _____

Email: _____

Signature: _____

Authorized By (Print): _____

Cardholder Name: _____

Signature: _____

Cardholder Address: _____

Date: _____

.....
REQUIRED FOR ALL RENTALS - Rental Furniture & Accessories Terms & Conditions Agreement
ATTACH "Rental Furniture & Accessories Order Form"

Authorized Signature: _____ Title _____ Date: _____

By signing above, you authorize Southeastern Convention Services to charge the credit card on file for any ordered equipment and/or services. Signature also indicates that you have read and accepted the Rental Furniture & Accessories Terms & Conditions, Limits of Liability, and completed the Payment Form above.

.....
REQUIRED FOR ALL MATERIAL HANDLING SERVICES - Material Handling Authorization
ATTACH "Material/Shipment Handling Form"

Inbound to SECS Warehouse

OR

Inbound to Show Location

Outbound after Show Close

of boxes/uncrated items inbound _____

of boxes/uncrated items outbound _____

of crated (pallet, etc.) items inbound _____

of crated (pallet, etc.) items outbound _____

Authorized Signature: _____ Title _____ Date: _____

By signing above, Southeastern Convention Services, Inc. is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also authorizes Southeastern Convention Services to charge the credit card on file for any shipment handling services. Signature also indicates you have read and accepted the Material/Shipment Handling Terms & Instructions, Limits of Liability, and completed the Payment Form above.

Payment Policy

1. Full payment is due in advance before delivery of rental items or services rendered.
2. To receive advanced pricing, all orders must be accompanied with full payment.
3. Orders received at show site will not be processed until full payment is received.
4. If using third party exhibit housing, etc. and require Southeastern Convention Services ("SECS") services for labor, this payment policy applies. Please contact us if you require any labor services.
5. Payment form must accompany all rental items/services ordered. Credit card authorization must be completed before any service will be performed.
6. Fees are charged to your credit card and a copy of the receipt and invoice is emailed or mailed to you, if requested in writing.
7. All checks drawn on foreign banks require a \$20 fee. International exhibitors are required to pay all fees and charges in US Dollars by the end of the show.
8. See Exhibitor Services desk at rear of show for any assistance, services, and/or rental items needed on-site.

Rental Furniture & Accessories Terms & Conditions

Complete:

- Rental Furniture & Accessories Order Form

- Payment Form

- **TERM**

The term of this agreement is for duration of the event. NO REFUND or reduction of charges will be made on any unused portion of stipulated rental period. Equipment will not be moved to any other location without written permission of SOUTHEASTERN CONVENTION SERVICES, INC. ("SECS")

- **PAYMENT**

SECS terms of payment are: Due upon Receipt. Unpaid accounts after 14 days from invoice date will accrue a **SERVICE CHARGE** of 0.5% per day.

- **COSTS OF COLLECTION**

The renter agrees to pay all cost, interest, attorney's fees and other costs incurred by SECS in protecting its rights of property under this agreement, or in suing the renter for the breach of this agreement. The renter waives all rights of exemptions under the laws of the State of Georgia or any other state as to personal property.

- **RETURN OF MATERIALS**

All materials remain the property of SECS. Prices quoted cover rental cost only. Upon the expiration or termination of this rental agreement, all materials shall be surrendered to SECS in the same condition in which they were received. The acceptance of the return of the rented equipment is not a waiver by SECS of any claims for latent or patent damage to the equipment. Materials not returned at the end of the rental period will be invoiced at replacement cost.

- **REPLACEMENT OF RENTED MATERIALS**

The renter agrees to compensate SOUTHEASTERN CONVENTION SERVICES, INC. should said equipment be lost, stolen, missing, broken, and/or damaged by any cause whatsoever, whether due to renter's fault or not. All materials lost, stolen, missing, broken, and/or damaged will be invoiced at current market replacement cost.

- **RIGHT-TO-ENTER**

It shall be lawful for SECS or its agents, at all reasonable times, to enter the premises upon which materials and/or labor are being utilized for the purpose of viewing the state and condition of said materials and/or labor.

Rental Furniture & Accessories Order Form - 2018

TO RECEIVE ADVANCE ORDER PRICES, THIS FORM MUST BE RETURNED WITH PAYMENT NO LATER THAN 10 DAYS BEFORE THE SHOW DATE.

Tables – BARE (No Skirt)

#__ 2' x 4' @ \$35 each (Advance Order Only) \$_____
#__ 2' x 6' @ \$20 each \$_____
#__ 2' x 8' @ \$45 each (Advance Order Only) \$_____
#__ 30" Round @ \$20 each (Advance Only) \$_____
#__ 60" Round @ \$90 each (Advance Only) \$_____

Counter-height 42" ADD \$ 5 PER TABLE.

Total Tables – BARE \$_____

Tables – Skirted

#__ 2' x 4' @ \$40 each (Advance Order Only) \$_____
#__ 2' x 6' @ \$25 each \$_____
#__ 2' x 8' @ \$50 each (Advance Order Only) \$_____
#__ 30" Round @ \$30 each (Advance Only) \$_____
#__ 60" Round @ \$100 each (Advance Only) \$_____

Counter-height 42" ADD \$ 5 PER TABLE.

Custom Color Skirt: _____.

(Standard: White) - ADD \$5 PER TABLE

Total Tables – Skirted \$_____

Miscellaneous Items

#__ Risers (Call for Pricing) (Advance Only) \$_____
#__ Easel @ \$10 each \$_____
#__ Wastebasket @ \$5 each \$_____

Total Miscellaneous \$_____

Pipe with Drape

#__ 8' Tall x 10' @ \$30 each \$_____
#__ 3' Tall x 10' @ \$30 each \$_____

Custom Color Drape: _____.

(Standard: White) - ADD \$20 PER SECTION

Pipe with Base – No Drape

#__ 3' Tall x 10' @ \$20 \$_____
#__ 8' Tall x 10' @ \$20 \$_____

Total Pipe, Drape, Base \$_____

Chairs

#__ Folding @ \$5 each \$_____
#__ Side @ \$20 each (Advance Only) \$_____
#__ Arm @ \$35 each (Advance Only) \$_____
#__ Barstool @ \$30 each (Advance Only) \$_____

Total Chairs \$_____

Carpet

#__ 10 FT x 10 FT @ \$65 each (Advance Only) \$_____
#__ 10 FT x 20 FT @ \$130 each (Advance Only) \$_____

Custom Cut Carpet:

____ FT. x ____ FT. @ \$2 Sq. Ft. (Advance Only) \$_____

All Carpet –Check Color:

Black Dark Blue

Total Carpet \$_____

Audio / Visual

#__ DVD Player @ \$20 (Event Duration) \$_____
#__ 23" LCD Monitor @ \$70 (Event Duration) \$_____
#__ 42" LCD Monitor @ \$90 (Event Duration) \$_____
#__ TV Stand @ \$30 (Event Duration) \$_____
#__ LCD Projector @ \$75 (Event Duration) \$_____
#__ Projector Screen @ \$50 (Event Duration) \$_____

Total Audio / Visual \$_____

TOTALS

Total from Tables – Base Section \$_____
Total from Tables – Skirted Section \$_____
Total from Miscellaneous Section \$_____
Total from Pipe, Drape, Base Section \$_____
Total from Chairs Section \$_____
Total from Carpet Section \$_____
Total from Audio / Visual Section \$_____

Total All Sections \$_____

COMPANY NAME: _____ SHOW LOCATION: _____ SHOW DATE: _____

COMPLETE AND ATTACH PAYMENT FORM
Material/Shipment Handling Terms & Instructions

Complete:

- **Material/Shipment Handling Services Form**
- **Payment Form**

- **SHIPPING CHARGES**

Please prepay all shipping charges. Southeastern Convention Services (SECS) will not accept or be responsible for collect shipments.

- **CONSIGNMENT**

All shipments must be consigned C/O Southeastern Convention Services to enable us to accept them for handling. The convention complex will not accept direct shipments for lack of facilities for receiving or storing freight.

- **BILLS OF LADING**

Bill of lading or delivery documentation should accompany all shipments. Upon shipping, send bill of lading with weight, number of pieces and content to SECS and your on-site representative. All shipments must have certified weight receipts, as handling charges are based on the weight of the shipment. If no weight is attached, charges will be based on an estimated weight and no adjustments will be made.

- **UNLOADING EQUIPMENT AND LABOR**

Labor and equipment for receiving your freight is included in the freight handling charge. Labor and equipment for uncrating, assembling, installing, dismantling and repacking is available at an additional charge. Please call us for more information and to schedule labor.

- **STORAGE**

Storage of shipments in the SECS Warehouse prior to 20 days before the event is available upon request for an additional fee. Storage of exhibiting materials on for the entire show season is also available upon request. Please call us for more details! After set-up, all empties/pallets will be picked up and stored until official close of the show.

- **SHIPPING LABELS**

Prepare and affix all prepaid shipping labels and Bills of Lading to shipment.

FOR INBOUND SHIPMENTS:

- Attach "RUSH! EXHIBITION FREIGHT - SECS Warehouse" labels (provided below) to advance shipments.
- Attach "RUSH! EXHIBITION FREIGHT - Show Location" labels (provided below) to shipments to show location.

- **UNPAID SHIPMENTS**

Shipments sent using SECS's account numbers and/or charges otherwise invoiced to SECS will result in a service fee to your account amounting to 25 percent of the carrier's total charges. Use of SECS Freight Handling services authorizes SECS to pay outbound freight charges for your shipments by any carrier using the credit card on file for your company.

Material/Shipment Handling Form - 2018
Please Send All Shipments PREPAID With Shipping Labels Attached!

Option 1 Inbound: ADVANCE Ship to SECS Warehouse before Bridal Show – Call SECS to arrange

- Shipments will be received at the SECS warehouse, stored indoors, and delivered to show location to exhibitor's booth. Our goal is to make exhibiting at the Bridal Shows as enjoyable and trouble free as possible. Shipments will be delivered to assigned exhibit space.
- Shipments to SECS Warehouse MUST arrive no later than Wednesday before the show date.
- Stored up to 20 days in advance to your show.
- Advance shipments received over 20 days before show is subject to an additional 25% fee on total inbound shipment charges. Long-term storage arrangements are available upon request. Please call us for more details.
- Ship all exhibitor freight to address below with name of company, name of event, and date of event.

ADVANCE SHIP TO:

SOUTHEASTERN CONVENTION SERVICES, INC
215 HEMBREE PARK DRIVE SUITE 150
ROSWELL, GA 30076

ATTN:

COMPANY NAME - GEORGIA BRIDAL SHOW
SHOW LOCATION, DATE

Option 2 Inbound: Ship DIRECTLY to Bridal Show Location – Call SECS to arrange

SECS will receive shipment at the show location and deliver to exhibitor's booth. Shipments will be delivered to assigned exhibit space.

Pricing – Inbound Material Handling Services

Option 1: ADVANCE Ship to SECS Warehouse

Includes transport of shipment to event location and delivered to exhibit booth.

SMALL BOXES (Less than 16" x 12" x 12"):

- \$25 for first box/container.
- Add \$15 for each additional box/container.
- Maximum 8 Total Boxes. Over 8 boxes use Crated rate.
- Maximum weight **40 lbs** per shipment, per delivery.

CRATED:

- \$50 per 100 LBS (CWT)
- 2 CWT Minimum - \$100 per shipment
- Round up to nearest CWT.

UNCRADED:

- \$60 per 100 LBS (CWT)
- 2 CWT Minimum - \$120 per shipment
- Round up to nearest CWT.

Option 2: Ship Directly to Bridal Show Location

Includes delivery of shipment to exhibit booth.

SMALL BOXES (Less than 16" x 12" x 12"):

- \$20 for first box/container.
- Add \$10 for each additional box/container.
- Maximum 8 Total Boxes. Over 8 boxes use Crated rate.
- Maximum weight **40 lbs** per shipment, per delivery.

CRATED:

- \$40 per 100 LBS (CWT)
- 2 CWT Minimum - \$80 per shipment
- Round up to nearest CWT.

UNCRADED:

- \$50 per 100 LBS (CWT)
- 2 CWT Minimum - \$100 per shipment
- Round up to nearest CWT.

Pricing – Outbound Material Handling Services

Includes transport of shipment from exhibit booth and delivered to carrier at close of show.

Each item must have a copy of prepaid shipping label / bill of lading affixed.

SMALL BOXES (Less than 16" x 12" x 12"):

- \$15 for first box/container.
- Add \$5 for each additional box/container.
- Maximum 8 Total Boxes. Over 8 boxes use Crated rate.
- Maximum weight **40 lbs** per shipment, per delivery.

CRATED:

- \$20 per 100 LBS (CWT)
- 2 CWT Minimum - \$40 per shipment
- Over 2 CWT (200 LBS), Round up to nearest CWT.

UNCRADED:

- \$30 per 100 LBS (CWT)
- 2 CWT Minimum - \$60 per shipment
- Over 2 CWT (200 LBS), Round up to nearest CWT.

SHIPMENT DETAILS – COMPLETE AND ATTACH PAYMENT FORM

Carrier (UPS, YRC, etc.): _____
Inbound Estimated Weight: _____
Inbound Estimated # of Items: _____
Inbound Estimated Arrival Date: _____
Inbound Estimated Total \$: _____

Carrier (UPS, YRC, etc.): _____
Outbound Estimated Weight: _____
Outbound Estimated # of Items: _____
Outbound Estimated Total \$: _____

COMPANY NAME: _____ **SHOW LOCATION:** _____ **SHOW DATE:** _____

RUSH! EXHIBITION FREIGHT - SECS Warehouse

Must arrive by: **WEDNESDAY**, _____ / _____ / _____

Georgia Bridal Show - Show Location: _____ **Date:** _____

From: _____ **To:**
SOUTHEASTERN CONVENTION SERVICES
215 HEMBREE PARK DRIVE SUITE 150
ROSWELL, GA 30076

Exhibiting Company: _____ Number _____ of _____ pieces.

Booth Number: _____ Carrier: _____

.....

RUSH! EXHIBITION FREIGHT - SECS Warehouse

Must arrive by: **WEDNESDAY**, _____ / _____ / _____

Georgia Bridal Show - Show Location: _____ **Date:** _____

From: _____ **To:**
SOUTHEASTERN CONVENTION SERVICES
215 HEMBREE PARK DRIVE SUITE 150
ROSWELL, GA 30076

Exhibiting Company: _____ Number _____ of _____ pieces.

Booth Number: _____ Carrier: _____

RUSH! EXHIBITION FREIGHT - SECS Warehouse

Must arrive by: **WEDNESDAY**, _____ / _____ / _____

Georgia Bridal Show - Show Location: _____ **Date:** _____

From: _____ **To:**
SOUTHEASTERN CONVENTION SERVICES
215 HEMBREE PARK DRIVE SUITE 150
ROSWELL, GA 30076

Exhibiting Company: _____ Number _____ of _____ pieces.

Booth Number: _____ Carrier: _____

RUSH! EXHIBITION FREIGHT – Show Location

Must arrive by: _____ / _____ / _____

Georgia Bridal Show - Show Location: _____ Date: _____

From: _____ To: _____

Exhibiting Company: _____ Number _____ of _____ pieces.
Booth Number: _____ Carrier: _____



RUSH! EXHIBITION FREIGHT – Show Location

Must arrive by: _____ / _____ / _____

Georgia Bridal Show - Show Location: _____ Date: _____

From: _____ To: _____

Exhibiting Company: _____ Number _____ of _____ pieces.
Booth Number: _____ Carrier: _____



RUSH! EXHIBITION FREIGHT – Show Location

Must arrive by: _____ / _____ / _____

Georgia Bridal Show - Show Location: _____ Date: _____

From: _____ To: _____

Exhibiting Company: _____ Number _____ of _____ pieces.
Booth Number: _____ Carrier: _____

LIMITS OF LIABILITY

- ***Please read carefully. As a representative of the exhibiting company, you are entering into a contract that may limit your possible recoveries in case of loss or damage. These terms and conditions set forth below become part of your contractual agreement with Southeastern Convention Services. Acceptance of said terms and conditions will be construed upon the return of an order form or an authorization form signed by the exhibitor, his agent, or representative; or by the arrival of freight shipped to the warehouse or show site by said parties.***
- **SOUTHEASTERN CONVENTION SERVICES RESPONSIBILITIES AND DEFINITIONS**

Southeastern Convention Services (hereinafter called SOUTHEASTERN CONVENTION SERVICES) and its employees, officers, agents and assigns including any subcontractors SOUTHEASTERN CONVENTION SERVICES may appoint. The term "exhibitor" refers to any party who contracts for services with SOUTHEASTERN CONVENTION SERVICES. SOUTHEASTERN CONVENTION SERVICES shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. SOUTHEASTERN CONVENTION SERVICES assumes no responsibility for any person, parties, or other contracting firms not under SOUTHEASTERN CONVENTION SERVICES's direct supervision and control. SOUTHEASTERN CONVENTION SERVICES shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond SOUTHEASTERN CONVENTION SERVICES's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, SOUTHEASTERN CONVENTION SERVICES personnel will unload all vendor materials from the loading docks to the booths.
- **INSURANCE**

It is understood that SOUTHEASTERN CONVENTION SERVICES is not an insurer. Insurance on exhibit material, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide SOUTHEASTERN CONVENTION SERVICES with a release of subrogation to the extent that any insurance settlement is received.
- **INBOUND AND OUTBOUND SHIPMENTS**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. SOUTHEASTERN CONVENTION SERVICES is not, and cannot be, responsible for loss; damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of the packing and the actual pick up of exhibitor's materials from the booth for loading onto the carrier. During such time, the materials will be left unattended.

SOUTHEASTERN CONVENTION SERVICES shall not be responsible for loss, damage, theft, or disappearance of exhibitor's material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notation of exceptions to conditions of materials, or piece counts will be made on said document. SOUTHEASTERN CONVENTION SERVICES assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show.

SOUTHEASTERN CONVENTION SERVICES loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials.

SOUTHEASTERN CONVENTION SERVICES assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, SOUTHEASTERN CONVENTION SERVICES shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.
- **PACKAGING, CRATES AND EMPTY CONTAINERS**

SOUTHEASTERN CONVENTION SERVICES shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. SOUTHEASTERN CONVENTION SERVICES shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. SOUTHEASTERN CONVENTION SERVICES shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. SOUTHEASTERN CONVENTION SERVICES assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty".
- **CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES**

Exhibitor agrees that any and all claims for loss or damage shall be submitted to SOUTHEASTERN CONVENTION SERVICES prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against SOUTHEASTERN CONVENTION SERVICES more than one year after the date that loss or damaged occurred. Payment for services may not be withheld. In the event of any dispute between SOUTHEASTERN CONVENTION SERVICES and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for SOUTHEASTERN CONVENTION SERVICES as an offset against the amount of the alleged loss or damage. Any claim against SOUTHEASTERN CONVENTION SERVICES shall be considered a separate transaction and shall be resolved on its own merit.
- **SOUTHEASTERN CONVENTION SERVICES'S LIMIT OR LIABILITY**

If found liable for any loss or damage, SOUTHEASTERN CONVENTION SERVICES's sole and maximum liability for loss or damage to exhibitor's materials to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which SOUTHEASTERN CONVENTION SERVICES specifically acknowledges receipt in writing. SOUTHEASTERN CONVENTION SERVICES shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss or sales result from, or related to, a claim for loss of or damage to material.



Telephone: 1-888-608-EXPO
Fax: 404-745-0742
www.seconvention.com

215 HEMBREE PARK
DRIVE SUITE 150
Roswell, GA 30076