



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

ORDER SUMMARY

**WASHINGTON D. C. HOME & GARDEN SHOW
WALTER E. WASHINGTON CONVENTION CENTER
MARCH 9 - 11, 2012**

**PLEASE PRINT LEGIBLY OR
TYPE ALL INFORMATION**

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Credit Card Authorization (will be used for Hale services only):

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept American Express, Visa, MasterCard and Discover Card

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: _____ Exp. Date: ____/____/____ V-Code: _____

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary:

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

TAXABLE ITEMS	
CARPETING, PERFBORAD, SPECIAL BACKGROUND DRAPE	\$
SPECIAL FURNITURE PACKAGE	\$
FURNITURE RENTAL	\$
RENTAL DISPLAY	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
CLEANING & PORTER SERVICE	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
	ADD 6% SALES TAX: \$
	TAXABLE SUBTOTAL: \$
	D10
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR	
SIGN HANGING	
	NON-TAXABLE SUBTOTAL: \$
	GRAND TOTAL: \$
ELECTRIC , TELEPHONE, PLUMBING , CABLE TV & VIDEO/AUDIO FORM. Payments go directly to the Walter E. Washington Conv. Ctr.	



Discount Price
Deadline Date:
2-13-12

*Exempt customers must provide an exempt certificate for the state the show takes place in.

Resale certificates will not qualify for exempt status.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

Return forms to: csr@haleexpo.com or Fax or Mail

PLEASE NOTE RECEIVING DATES FOR PROPER ADDRESSING OF YOUR FREIGHT.

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted.

CUT HERE



ADVANCED TO WAREHOUSE

Shipments arriving on or before: February 15th till March 6th

FREIGHT LABEL

SHIP TO:

Washington D.C. Home & Garden Show -2012
Attn: ABF Freight % Hale Expo
6720 Washington Blvd.
Elkridge, MD 21075

SHOW INFORMATION

Washington DC Home & Garden Show 2012
Walter E Washington Convention Center
March 9- 11, 2012

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

CUT HERE



DIRECT TO SHOW SITE

Shipments arriving on or after: March 7th

FREIGHT LABEL

SHIP TO:

Washington D.C. Home & Garden Show - 2012
Walter E. Washington Convention Center - Hall A
801 Mount Vernon Place NW
Washington, DC 20001

SHOW INFORMATION

Washington DC Home & Garden Show 2012
Walter E Washington Convention Center
March 9- 11, 2012

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



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SHIPPING / MATERIAL HANDLING

MAIL OR FAX THIS FORM TO HALE NORTHEASTERN ALONG WITH A SIGNED COPY OF "LIMITS OF LIABILITY" FORM

**WASHINGTON D. C. HOME & GARDEN SHOW
WALTER E. WASHINGTON CONVENTION CENTER
MARCH 9 - 11, 2012**

Explanation of Drayage/Material Handling Charges: *Urgent!* Please initial your understanding of these terms _____

- **Drayage is the process of accepting your freight, delivering it to your booth & storing your crates.** Charges apply for this service whether we receive your freight at the Advance Warehouse or Direct at the show-site. Hale will provide storage labels at our on-site service desk & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. **All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.**
- **Any shipment arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained,** regardless of having a credit card # on file.

Avoiding Drayage Charges: (If you are shipping to the Advance Warehouse this does not apply.)

- While on-site, you are welcome to intercept, sign for, and transport your own shipments at any time. Please be sure to have a representative on-site at the delivery point awaiting arrival. **Representatives must remain outside the Hale offices.** Please indicate your Drayage preference below.
 - YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE
 - NO, I WILL HANDLE MY OWN FREIGHT

Outbound Freight: *Urgent!* Please initial your understanding of the following terms _____

- **BECAUSE HALE NORTHEASTERN'S LEASE TO THE SHOW-FLOOR EXPIRES SHORTLY AFTER DISMANTLE, IT IS IMPERATIVE THAT ALL FREIGHT BE REMOVED FROM THE FACILITY BY THE PUBLISHED EXIT TIMES.** For this reason, if your preferred Carrier does not pick up within the time allotted for the removal of exhibits, **we reserve the right to forward such materials by the shipping method of our choice** or to remove said material to our warehouse for disposition. **HALE NORTHEASTERN, INC. SHALL HAVE AUTHORITY TO ENACT THIS POLICY WITHOUT FURTHER CLEARANCE FROM EXHIBITORS.** Hale Northeastern is not responsible for losses or overages that occur through the billing of their selected carrier. Exhibitors are responsible for all shipping costs and storage fees that may be incurred through this method.
- It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of inbound freight clearly and to complete a Hale Bill of Lading for each shipment. Hale Bills of Lading may be obtained at the on-site service desk.

Inbound Drayage / Freight Handling Costs:

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	Rates/100 lbs.		
				Less than 25 lbs	25 lbs - 200 lbs ** 200 lbs minimum **	over 200 lbs
ADVANCE WAREHOUSE On or before Feb 15 - March 6				\$25 for first item \$5 each add'l item	\$74.75 x 2 = \$149.50	Multiply by \$74.75
DIRECT SHOW SITE On or after March 7				\$25 for first item \$5 each add'l item	\$62.50 x 2 = \$125.00	Multiply by \$62.50

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ Phone #: _____ Booth #: _____

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Account#: _____ Exp. Date: ____/____/____ V-Code: _____

V-Code: MC, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Show-Site Representative: _____ Email: _____

Return forms to: csr@haleexpo.com or Fax or Mail

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale 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 cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale 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 in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

Payment Policy & Shipments

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets. (Signature) _____

Show Name Washington D. C. Home & Garden Show 2012 Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED
Return forms to: csr@haleexpo.com or Fax or Mail