



Austin Spring Boutique
March 14-15, 2020
H-E-B Center at Cedar Park
Cedar Park, TX

GEMS is proud to be your Exposition Management team for the *Home & Garden Show*. The following are important dates and information to keep at hand:

Official General Contractor
 GEMS - Gilbert Exposition Management Services
 Phone: (214) 388-5722 Fax: (214) 388-5442

Show Information:
 Back-wall Drape: **Black**
 Side-wall Drape: **Black**
 Hall Carpeted: **Tuxedo Aisle Carpet for Main Aisles Only**
****Floor covering is required for all exhibitors at this event****
 Booth Size: **10'x10'**
 Booth Includes: Pipe and drape and (1) ID sign provided

Important Dates		
Thursday	February 20, 2020	Discount Deadline GEMS orders received with payment
Wednesday	March 11, 2020	Shipments may START arriving at Show Site - DO NOT SHIP TO SHOW SITE PRIOR

**** ALL SHIPMENTS MUST BE SENT DIRECT TO SHOWSITE ****

- Show carrier on site for pickup if you would like to ship outbound freight.
- Please inform your drivers to be checked in at the loading area by **8:00 pm on Sunday, March 15, 2020**
- Freight not picked up by **10:00 pm on Sunday, March 15, 2020** will be redirected.
- All Exhibit Materials must be off the show floor by **12:00 am on Sunday, March 15, 2020**.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

During the Show:

- GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

Direct to Show Site:

Do Not Deliver Prior To
March 11, 2020

H-E-B Center at Cedar Park
 c/o GEMS

Company Name & Booth #
 Spring Boutique

2100 Avenue of the Stars
Cedar Park, TX 78613

***Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **Jillian Zinkus** Phone: (214) 388-5722 x1 Fax: (214) 388-5442 Email: jill@gemsevents.com

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SHOW HOURS

Thursday March 11, 2020

Exhibitor Move-In 9:00 am - 5:00 pm

Friday March 12, 2020

Exhibitor Move-In 8:00 am - 8:00 pm

Saturday March 14, 2020

Exhibit Hall Open 10:00 am - 8:00 pm

Sunday March 15, 2020

Exhibit Hall Open 10:00 am - 5:00 pm

Exhibitor Move-Out 5:00 pm - 12:00 am

****ALL aisles must be cleared after the show to remove aisle carpet****

**ALL EXHIBIT MATERIALS MUST BE OFF THE FLOOR BY
12:00 am on Sunday March 15, 2020**



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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard VISA American Express Personal

3/4 SEC CODE

EXPIRATION DATE

				___ / ___
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Card Holders Name (Please Print)		
Billing Address		
City	State	Zip
Phone Number	Fax Number	
Email Address		
Card Holders Signature		
Company Name	Booth #	

Calculation of Orders	Total
Material Handling	\$
Standard Furnishings & Accessories	\$
Booth Cleaning	\$
Other	\$
Processing Fee (6%)	\$
Total	\$
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	
Please list all authorized persons for credit card use at show site below.	

<p>Payment Policy</p> <p>Payment for Services</p> <p>GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.</p> <p><i>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</i></p> <p>Method of Payment</p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p>Third Party Billing</p> <p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p>Tax Exempt</p> <p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.</p> <p>Adjustments and Cancellations</p> <p>Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>
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If you have any questions regarding our payment policy, please call exhibitor services at 214-388-5722 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.

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ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$28.00	\$38.00	\$
	Basic Black Stool with Back	\$45.00	\$52.00	\$
	Literature Stand	\$40.00	\$47.00	\$
	Waste Basket	\$8.00	\$13.00	\$
	Easel, Chrome	\$20.00	\$24.00	\$
	42" High Round Café Table	\$95.00	\$120.00	\$
	Bag Rack	\$45.00	\$65.00	\$
	Pegboard 4'x8'	\$85.00	\$100.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$6.50	\$7.50	\$
	8' Drapery Installed, per linear foot	\$9.00	\$11.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$58.00	\$68.00	\$
	6' Draped	\$74.00	\$89.00	\$
	8' Draped	\$85.00	\$100.00	\$
	4th Side Draped	\$25.00	\$32.00	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$80.00	\$95.00	\$
	6' Draped	\$90.00	\$110.00	\$
	8' Draped	\$103.00	\$125.00	\$
	4th Side Draped	\$25.00	\$32.00	\$

BOOTH PACKAGES

Booth package descriptions are listed below and cannot be substituted for alternate colors.

Package "A" Includes: (1) 10' X 10' Carpet - Tuxedo, (1) 6' Table Draped Green, (2) Side Chairs and (1) Wastebasket

Quantity	Description	Discount Price	Standard Price	Total
	Package "A"	\$150.00	\$200.00	\$
	Package "B"	\$95.00	\$125.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 8.25% \$

EXHIBITING FIRM: _____ **BOOTH #:** _____ **Total** \$



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STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: ___Black ___Blue ___Grey ___Tuxedo ___Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$95.00	\$115.00	\$
	10' x 20'	\$190.00	\$230.00	\$
	10' x 30'	\$285.00	\$345.00	\$
	20' x 20'	\$380.00	\$460.00	\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.48/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	\$0.38/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$70.00 per day Indicate dates required: _____	\$
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Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

We suggest that you order cleaning service at least once prior to the exhibit opening.

Please include any specific instructions:

Exhibiting Firm:

Booth #:

Subtotal

Tax @ 8.25%

Total



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SHIPPING INSTRUCTIONS

SHIPMENTS TO SHOW SITE

**** ALL SHIPMENTS MUST BE SENT DIRECT TO SHOWSITE ****

- *All shipments arriving at the facility prior to March 11, 2020 will be refused & rerouted.*
- NOTE: Shipments will only be received at the Show site *during the move-in periods - SEE PAGE ONE OF THE SERVICE MANUAL.*
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- NOTE: Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility.* You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

Do Not Deliver Prior To
March 11, 2020

H-E-B Center at Cedar Park
c/o GEMS

Company Name & Booth #
Spring Boutique

2100 Avenue of the Stars

Cedar Park, TX 78613

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

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FOR SHOWSITE SHIPMENTS
 DO NOT DELIVER PRIOR TO
 March 11, 2020



RUSH
 EXHIBITION MATERIALS

To: _____
 EXHIBITOR NAME

H-E-B Center at Cedar Park
 c/o GEMS
 Spring Boutique
 2100 Avenue of the Stars
 Cedar Park, TX 78613

Name of Booth: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____

FOR SHOWSITE SHIPMENTS
 DO NOT DELIVER PRIOR TO
 March 11, 2020



RUSH
 EXHIBITION MATERIALS

To: _____
 EXHIBITOR NAME

H-E-B Center at Cedar Park
 c/o GEMS
 Spring Boutique
 2100 Avenue of the Stars
 Cedar Park, TX 78613

Name of Booth: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____

FOR SHOWSITE SHIPMENTS
 DO NOT DELIVER PRIOR TO
 March 11, 2020



RUSH
 EXHIBITION MATERIALS

To: _____
 EXHIBITOR NAME

H-E-B Center at Cedar Park
 c/o GEMS
 Spring Boutique
 2100 Avenue of the Stars
 Cedar Park, TX 78613

Name of Booth: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____

FOR SHOWSITE SHIPMENTS
 DO NOT DELIVER PRIOR TO
 March 11, 2020



RUSH
 EXHIBITION MATERIALS

To: _____
 EXHIBITOR NAME

H-E-B Center at Cedar Park
 c/o GEMS
 Spring Boutique
 2100 Avenue of the Stars
 Cedar Park, TX 78613

Name of Booth: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____



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MATERIAL HANDLING RECAP

Please indicate where your shipment will arrive: _____ Show Site

We will ship _____ pieces @ _____ lbs.	@ \$65.00per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$50.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$80.00per 100 lbs. (200 lb. minimum)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have

Material Handling Subtotal	\$
Overtime Subtotal	\$
Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 214.388.5442.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One:	PREPAID COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM:

BOOTH#:



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MATERIAL HANDLING RATES

- \$65.00 per hundred weight (or fraction thereof).
- Minimum of \$130.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:00pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$1.50 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap is available at \$15.00 per pallet / skid plus one-half hour labor.
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.



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MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$65.00 per CWT for straight time and \$130.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper 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 the above section.



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