



## EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Feb. 8<sup>th</sup>  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

### Capital Remodel & Garden Show

Dulles Expo Center  
February 22-24, 2019

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **2019 Capital Remodel & Garden Show** to be held at the Dulles Expo Center. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at [csr@haleexpo.com](mailto:csr@haleexpo.com) or 716-896-6170 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

#### SHOW SCHEDULE

The move-in schedule is based on the location of your booth on the show floor. Approximately, two weeks before you move in, you will receive a call from a member of our team informing you of your date and time. While there may be some exceptions, we ask that you arrive as close to your designated time as possible to keep wait times to a minimum.

#### INSTALLATION

Tuesday, February 19, 2019 12:00 PM - 5:00 PM Exhibit booths 400 sq. ft. or larger MUST move-in on Tuesday

**Please Note: If your exhibit booth is located in front of or near a loading dock door you cannot move-in until Thursday, February 21<sup>st</sup> after 1:00pm**

**You will be contacted by Show Management if this pertains to your company.**

#### MOVE-IN DATE AND TIME

Tuesday, February 19, 2019	12:00 PM - 5:00 PM
Wednesday, February 20, 2019	8:00 AM - 5:00 PM
Thursday, February 21, 2019	8:00 AM - 5:00 PM

#### SHOW DATES AND TIMES

Friday, February 22, 2019	10:00 AM - 9:00 PM
Saturday, February 23, 2019	10:00 AM - 9:00 PM
Sunday, February 24, 2019	10:00 AM - 6:00 PM

#### MOVE-OUT DATE AND TIMES

Sunday, February 24, 2019	6:05 PM - 10:00 PM
Monday, February 25, 2019	8:00 AM - 12:00 PM

#### EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BLACK** back drape with 32" tall **BLACK** dividing drape and will be identified by a booth number.

#### MATERIAL HANDLING

All shipments arriving at the advance warehouse and show site from UPS, FedEx, Common Carrier or any other over-the-road shipping provider fall under the category of Material Handling. There is a charge for this service. The charge covers the signing and handling of shipments received at the advanced warehouse or at the exhibition facility. All fees and material handling instructions are detailed on the enclosed Freight Handling Form.

## Advance Warehouse Information

### 2019 Capital Remodel & Garden Show Spring

ABF Freight / Hale Expo

7850 Wellingford Drive

Manassas, VA 20109

Exhibiting Company Name - Booth # \_\_\_\_\_

- The advance warehouse will accept freight shipments **Monday, February 4<sup>th</sup> through Friday, February 15<sup>th</sup>** except holidays. No appointment is necessary.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all shipments.
- Collect shipments will be returned to the delivery carrier.
- Shipments arriving at the advance warehouse will be delivered to the exhibit booth prior to the first day of setup.

## Show Site Shipping Information

Shipments arriving at the exhibit facility will be accepted on or after **Monday, February 18<sup>th</sup>**. Shipments arriving at the exhibit facility should be addressed as follows:

### 2019 Capital Remodel & Garden Show Spring

c/o Dulles Expo Center / Hale Expo

4320 Chantilly Shopping Center

Chantilly, VA 20151

Exhibiting Company Name - Booth # \_\_\_\_\_

- Freight will be accepted only during the scheduled exhibitor move-in hours.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all freight.
- Collect shipments will not be accepted and will be returned to the delivery carrier.

Hale will not be responsible for theft or damage of shipments received onsite prior to the arrival of a representative from the exhibiting company. However, Hale will take every precaution possible to protect your shipment.

Insurance coverage of your shipment must be effective from the time your equipment leaves its point of origin until its return to its final destination after the event. The exhibitor's public liability insurance should be in effect and adequate to protect against any claims arising out of the operation of the exhibit. Hale Northeastern, Inc.'s policy DOES NOT include any coverage for individual exhibitors and Hale Northeastern, Inc. cannot be held liable.

## DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is **February 8, 2019**.

## HALE SERVICE DESK

Hale Northeastern, Inc. will have a service desk staffed with a customer service representative to handle any last-minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com). Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE NORTHEASTERN, INC.  
Exhibitor Services Department



**PAYMENT POLICY**  
Save Time and Money! Pre-Order by Feb 8<sup>th</sup>  
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**PLEASE BECOME FAMILIAR WITH THIS POLICY  
BEFORE ORDERING ANY SERVICES**

### GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to [csr@haleexpo.com](mailto:csr@haleexpo.com).

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at [csr@haleexpo.com](mailto:csr@haleexpo.com).

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

### PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

### METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

### PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

### TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

### QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



**ORDER SUMMARY**  
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**Capital Remodel & Garden Show**  
 Dulles Expo Center  
 February 22-24, 2019

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ 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, Inc. 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:



**PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION**

Card Type:  Master Card  Visa  Discover  American Express

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite. Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE \*\*\*

BULK CARPET	\$
BOOTH FLOORING & SPECIAL BACK DRAPE	\$
DISCOUNTED FURNITURE PACKAGE	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING (Actual weights will be billed at show close)	\$
	SUBTOTAL
	ADD 6.00% SALES TAX
	TOTAL
<b>NON-TAXABLE ITEMS</b>	
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$
SIGN HANGING	\$
	NON-TAXABLE SUBTOTAL
	<b>GRAND TOTAL</b>

For Electric, Telephone, Booth Cleaning and Plumbing services, go to [www.dullesexpo.com](http://www.dullesexpo.com)

Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)



**BULK CARPET**  
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**Capital Remodel & Garden Show**

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Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Order Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**All bulk carpet orders must be received no later than Tuesday, February 12, 2019 to guarantee your order.**

Bulk area exhibit carpet will consist of multiple 10' wide carpeting that will be seamed together with double faced carpet tape on all internal seams and will be taped along perimeter edges. When ordered in advance, dye lots of the carpeting will be matched as close as possible. If ordered on show site, matching dye lots of the carpet cannot be guaranteed.

**BULK CARPET**

**Bulk Carpet pricing is for all area carpets 20'x30' and over.**

Pre-Order Deadline Date: **February 8, 2019**. Orders received after **February 8, 2019** are Standard Orders.

	<u>Pre-Order</u>			<u>Standard Order</u>			<u>Total</u>
<b>Bulk Carpet</b>	\$1.45/sq. ft.			\$3.00/sq. ft.			
Calculate Square Feet:		ft.	x		ft.	=	sq. ft. \$
	_____			_____			_____
<b>Bulk Pad</b>	\$0.85/sq. ft.			\$1.00/sq. ft.			
Calculate Square Feet:		ft.	x		ft.	=	sq. ft. \$
	_____			_____			_____

**Please check CARPET color choice**

Black                       Gray  
 Speckled Blue            Red  
 Burgundy

**SHOW COLOR: BLACK**

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: [csr@haleexpo.com](mailto:csr@haleexpo.com)



**BOOTH FLOORING & SPECIAL BACK DRAPE**  
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Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Standard Booth Carpet** (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below. **Show Color: Black**

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$129.00	\$182.00	_____	_____
9' x 20'	\$269.00	\$367.00	_____	_____
9' x 30'	\$386.50	\$478.00	_____	_____
9' x 40'	\$515.00	\$635.00	_____	_____
18' x 20'	\$515.00	\$635.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$129.00	\$182.00	_____	_____
Additional Taping	Total Feet: _____	X \$ .50/ft. =	_____	_____
<b>Standard Booth Carpet &amp; Add'l Tape Subtotal:</b>				_____

**Please check CARPET color choice**

Black  Gray  
 Speckled Blue  Red  
 Forest Green  Burgundy

**\*Addendum\*** - Only the following carpet tape is allowed on show floor: [Echo-Double Coated Carpet Tape \(DC-W188F\)](#) or [Shur-Residue Free \(DF-545\)](#). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

**Carpet Padding & Visqueen** (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$81.00	\$99.00	_____	_____
9' x 20'	\$162.00	\$198.00	_____	_____
9' x 30'	\$243.00	\$297.00	_____	_____
9' x 40'	\$324.00	\$470.50	_____	_____
18' x 20'	\$324.00	\$352.00	_____	_____
<b>Visqueen</b>	<b>Pre-Order Price</b>	<b>Standard Price</b>		
	\$1.05/sq. ft.	\$1.25/sq. ft.	_____	_____
Calculate sq. ft.:	_____ ft. x	_____ ft. =	_____	_____
<b>Carpet Padding &amp; Visqueen Subtotal:</b>				_____

**Masking Drape to Finish off Exposed Back Wall** (Show Colors Only)

Item	Pre-Order Price	Standard Price	Quantity	Total
5' of drape	\$25.00	\$25.00	_____	_____
10' of drape	\$50.00	\$50.00	_____	_____
<b>Masking Drape Subtotal:</b>				_____

**Special Back Drape** (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$7.00 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$10.00 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$17.00 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____
<b>Special Back Drape Subtotal:</b>				_____

**Please check DRAPE color choice**

Beige  Burgundy  Lime  Red  
 Black  Dusty Rose  Orange  Silver  
 Blue  Forest Green  Peach  White  
 Brown  Gold  Purple

**Booth Carpet & Special Back Drape Page Total:** \_\_\_\_\_



**DISCOUNTED FURNITURE PACKAGE**  
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Company Name: \_\_\_\_\_

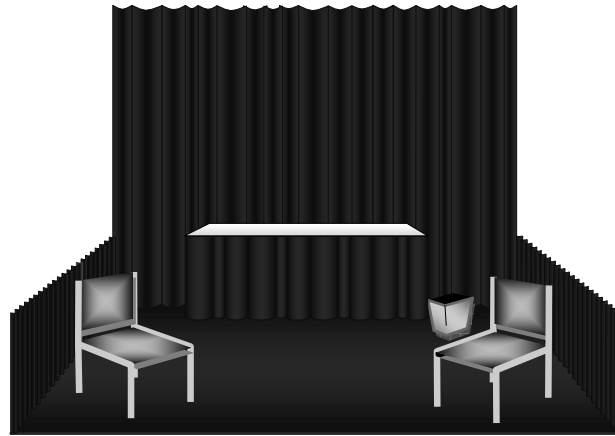
Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Hale Northeastern offers the following Discounted Furniture Packages at an additional **15% DISCOUNT** from our already discounted pre-order prices. These packages are only available if ordered and paid for by the advance deadline date **February 8, 2019**.

**DISCOUNTED FURNITURE PACKAGE**



**Package Includes**

- One 6' long x 30" tall table, draped on 3 sides in **Black**
- Two upholstered side chairs, at \$39.10 each
- One wastebasket
- One 9' x 10' **Black** carpet
- One 9' x 20' **Black** carpet

**9' x 10'  
Package**

- \$89.25
- \$78.20
- \$13.60
- \$129.00
- N/A

**9' x 20'  
Package**

- \$89.25
- \$78.20
- \$13.60
- N/A
- \$269.00

Total at Pre-Order Price Rate: **\$310.05**  
 Less 15%: **(\$46.51)**

Total at Pre-Order Price Rate: **\$450.05**  
 Less 15%: **(\$67.51)**

**Total at Discounted Furniture Package Discount Rate: \$263.54**

**Total at Discounted Furniture Package Discount Rate: \$382.54**

**Total Cost: \_\_\_\_\_**

**Total Cost: \_\_\_\_\_**

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date **February 8, 2019**. Payment must be received before the advance order deadline date in order to qualify for the Discounted Furniture Package pricing. **This package must be purchased as described.** Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

**Discounted Furniture Package Page Total \_\_\_\_\_**  
**Please enter total on the Order Summary (Applicable taxes not included)**



**TABLES, PEDESTAL TABLES &  
TABLE RISERS**  
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Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4<sup>th</sup> side draped, see 4<sup>th</sup> side draping below.)**

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 <sup>th</sup> Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
<b>Draped Table Subtotal:</b>				_____

**Please check SKIRT color choice:**

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

**Undraped Display Tables & 30" Round Pedestal Tables (Undraped)**

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
<b>Undraped Table Subtotal:</b>				_____



**Table Risers (Draped in White)**

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
<b>Table Risers Subtotal:</b>				_____

**Undraped Pedestal Tables & Spandex Covers**

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
<b>Pedestal Tables &amp; Spandex Cover Subtotal:</b>				_____

**Please check SPANDEX color choice:**

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

**Table Page Total:** \_\_\_\_\_





**CHAIRS & ACCESSORIES**  
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Company Name: \_\_\_\_\_  
 Order Contact: \_\_\_\_\_

Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**Chairs & Stools (Grey Fabric)**











<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____

**Chairs & Stools Subtotal:** \_\_\_\_\_

**Accessories**

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____

**Accessories Subtotal:** \_\_\_\_\_

Item Pictures				
Chairs & Stools	Accessories			
 Padded Side Chair	 Wastebasket	 Literature Rack	 Bag Rack	 Grid Wall Hook
 Padded Stool	 8' Post & Base & Crossbar	 Floor Easel	 22" x 28" Chrome Sign Frame	 2'x8' Grid Wall

**Chairs & Accessories Page Total:** \_\_\_\_\_



**STANDARD BOOTH SIGN**  
**7" X 44" SIGN**  
Save Time and Money! Pre-Order by Feb. 8<sup>th</sup>  
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**Capital Remodel & Garden Show**  
Dulles Expo Center  
February 22-24, 2019

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**PRE-ORDER DATE IS: February 8, 2019**

Pre-Order Price: \$25.00 each  
Standard Price: \$37.50 each

**First Line:** \_\_\_\_\_

Each line may not exceed 26 characters, including spaces.  
Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary  
(Applicable taxes not included)

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com).



**SPECIAL SIGNS**  
 Sign Orders received after Feb. 8<sup>th</sup>  
 add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Remodel & Garden Show**  
 Dulles Expo Center  
 February 22-24, 2019

Company Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Booth No.(s): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

**SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!**

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

**EXAMPLES OF STANDARD SIZES**

22" x 28"	22" x 14"	14" x 44"	4' x 8'	3' x 4'
Standard Sign Holder Size <input type="checkbox"/> \$74.20	Common Table Top Size <input type="checkbox"/> \$58.50	Double height of Standard Booth Sign <input type="checkbox"/> \$74.20	<input type="checkbox"/> \$263.70	<input type="checkbox"/> \$113.30

**Copy Color**

Color 1: \_\_\_\_\_  
 Color 2: \_\_\_\_\_

**Orientation**

Landscape  
 Portrait

**Description**

22" x 28" Sign  
 22" x 14" Sign  
 14" x 44" Sign  
 4' x 8' Sign  
 3' x 4' Sign  
 Grommets (ea.)  
 Easel Back

**Pre-Order Price**

\$74.20  
 \$58.50  
 \$74.20  
 \$263.70  
 \$113.30  
 \$2.00  
 \$2.75

**Quantity**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Material Choice**

Foamcore – Foam center with white paper surfaces  
 Coroplast – Corrugated plastic – Most durable (Colors available)  
 Poster Board – White poster board / Sign card only

**Please Indicate Sign Copy Here:**

Double Sided

**Ordered After Feb. 8<sup>th</sup>**

**Subtotal:** \_\_\_\_\_

Add 50% to Subtotal: \_\_\_\_\_

**Subtotal 2:** \_\_\_\_\_

Add 50% to Subtotal 2: \_\_\_\_\_

**Special Sign Page Total:** \_\_\_\_\_



**BANNERS**  
Banner Orders received after Feb. 8<sup>th</sup>  
add 50% to the listed Price.

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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Remodel & Garden Show**  
Dulles Expo Center  
February 22-24, 2019

Company Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth No.(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_



All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
			<b>Subtotal:</b>	_____	_____
			Double Sided	Add 50% to Subtotal:	_____
			<b>Subtotal 2:</b>	_____	_____
			<b>Ordered After Feb. 8<sup>th</sup></b>	Add 50% to Subtotal 2:	_____
			<b>Banner Page Total:</b>	_____	_____

**Acceptable File Formats For Artwork**

**Vectorized Artwork** – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

**Rasterized Artwork** – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

Please note, .eps and .pdf can also contain raster images as well (less preferred).

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

**Files Upload Info:** FTP Server: [ftp.haleexpo.com](http://ftp.haleexpo.com) User: **upload-user** Password: **upload-to-hale**

**It's our business to make your business look good!**



**SIGN & BANNER HANGING**  
 Save Time and Money! Pre-Order by Feb. 8<sup>th</sup>  
 and receive substantial discounts!

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 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
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**Capital Remodel & Garden Show**

Dulles Expo Center  
 February 22-24, 2019

Company Name: \_\_\_\_\_  
 Order Contact: \_\_\_\_\_

Booth No. (s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**SIGN & BANNER HANGING RULES & REGULATIONS**

1. Suspended signs/banners are allowed in exhibit booths 200 sq. feet or larger.
2. The sign/banner must be finished on the back side with no copy, unless your display is 20' x 20' or larger. If it is not finished, the sign/banner will not be hung.
3. Please fill in the bottom portion of this form and return it to Hale Northeastern, Inc. to schedule your sign hanging.
4. Plan on dropping off your sign/banner at the Dulles Expo Center on Monday, February 18<sup>th</sup> between the hours of 9 AM and 4 PM. **Handwritten signs/banners will not be permitted. No magic marker, grease pencil or other "homemade" signs/banners are permitted. Professionally made signs & banners ONLY will be allowed.**

Exhibit Space Size	Maximum Size of Sign/Banner	Hanging Distance from the Ground
10' x 20' = 200 sq. ft.	2' x 8'	10' from the ground
10' x 30' = 300 sq. ft.	3' x 8'	10' from the ground
20' x 20' = 400 sq. ft.	4' x 12' <b>Each Side</b>	12' from the ground
20' x 30' = 600 sq. ft.	4' x 18' <b>Each Side</b>	12' from the ground
20' x 40' = 800 sq. ft.	4' x 22' <b>Each Side</b>	12' from the ground

**Pre-Order Deadline Date: February 8, 2019. Orders received after February 8, 2019 are Standard Orders.**

Description of Service	Pre-order Price	Standard Order Price
INSTALLATION AND REMOVAL OF FIRST SIGN	\$275.00	\$350.00
INSTALLATION & REMOVAL OF EACH ADDITIONAL SIGN IN THE SAME BOOTH	\$125.00	\$155.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company is allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale one week prior to the first day of set up.

Please complete the following information:

Number of feet from floor to top of sign: \_\_\_\_\_ ft.  
 Number of feet in from left side: \_\_\_\_\_ ft.  
 Number of feet in from front aisle: \_\_\_\_\_ ft.

**Sign Hanging Page Total:** \_\_\_\_\_

Does your sign require electrical connection?  NO  YES (If YES, please complete the Dulles Expo Center Electrical form.)

**Signs & Banners will be removed on: February 25, 2019.**

Actual installation and removal will be set by Hale, per the availability of the hall and access to area under your booth.



**INSTALLATION & DISMANTLING  
LABOR & FORKLIFT SERVICE**

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**Capital Remodel & Garden Show**  
 Dulles Expo Center  
 February 22-24, 2019

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Installation & Dismantling Labor** (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Onsite Supervisor Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.38** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and **all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information.** Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours Per Person</u>	=	<u>Total Hours</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

**Add 30% For Hale Supervision (Total x 1.3):** \_\_\_\_\_

**Forklift Service** (Price includes forklift and operator)

**Straight Time Rate: \$136.50** (M-F 8 AM – 4 PM)

**Overtime Rate: \$204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

**Plastic Banding** (Per pallet and includes labor): **\$45.00**

**Shrink Wrap** (Per pallet and includes labor): **\$45.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24-hour notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

**Installation & Dismantling Labor & Forklift Service Page Total:** \_\_\_\_\_

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

These labels are provided for your shipping convenience. 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 by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

**FREIGHT LABEL**

**ADVANCE TO WAREHOUSE**

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE BETWEEN: Monday, February 4 – Friday, February 15, 2019**

**SHIP TO:**

ABF Freight  
c/o Hale Expo / Capital Remodel & Garden Show  
7850 Wellingford Drive  
Manassas, VA 20109

**SHOW INFORMATION**

2019 Capital Remodel & Garden Show  
Dulles Expo Center  
February 22-24, 2019

Booth# \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

**FREIGHT LABEL**

**DIRECT TO SHOW SITE**

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE ON OR AFTER: Monday, February 18, 2019**

**SHIP TO:**

Dulles Expo Center  
c/o Hale Expo / Capital Remodel & Garden Show  
4320 Chantilly Shopping Center  
Chantilly, VA 20151

**SHOW INFORMATION**

2019 Capital Remodel & Garden Show  
Dulles Expo Center  
February 22-24, 2019

Booth# \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone#: \_\_\_\_\_



**SHIPPING & MATERIAL HANDLING**

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[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Capital Remodel & Garden Show**

Dulles Expo Center  
 February 22-24, 2019

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**\*\*\* SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE \*\*\***

Shipments 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.

**Inbound Shipping & Material Handling**

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Advance Warehouse Rate</b> For Shipments Arriving <b>(Mon., Feb. 4 – Fri., Feb. 15, 2019)</b>				\$74.75 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$149.50</b>	(Total Weight / 100) x \$74.75 <b>Minimum Charge = \$149.50</b>
<b>Direct to Show Site Rate</b> For Shipments Arriving on or After <b>(February 18, 2019)</b> 8am-4pm only				\$68.50 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$137.00</b>	(Total Weight / 100) x \$68.50 <b>Minimum Charge = \$137.00</b>
<b>Small Package Rate</b> <b>Direct to Show Site Only</b> For Single Package 25 lbs. and Under				\$25.00 single package (Single Package Shipments Only) <b>Direct to Show Site Only</b>	<b>\$25.00 Single Package Only</b> <b>Direct to Show Site Only</b>

**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.**

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

**Only Outbound Shipping & Material Handling** (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Outbound Regular Rate</b>				\$50.00 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$100.00</b>	(Total Weight / 100) x \$50.00 <b>Minimum Charge = \$100.00</b>
<b>Small Package Rate</b> For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only)	<b>\$25.00 Single Package Only</b>
<b>Uncrated Rate</b> For any Uncrated Machinery or Material Going Outbound				\$84.00 / hundredweight <b>Min. 200 lbs. Per Shipment</b> <b>Minimum Charge = \$168.00</b>	(Total Weight) / 100 x \$84.00 <b>Minimum Charge = \$168.00</b>

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 pm on Monday, February 25, 2019**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 pm, Monday, February 25, 2019** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**Shipping & Material Handling Page Total:** \_\_\_\_\_  
 (200 lb. minimum)





MATERIAL HANDLING LIMITS OF RESPONSIBILITY

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

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.
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.
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.
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.
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.
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.

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.
All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse.
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.

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.
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.
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.

Show Name: Capital Remodel & Garden Show 2019
Print Name:
Signature:
Company Name:
Booth No.(s):
Date:

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.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



## Close of Show Guidelines & Outbound Shipping

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# Close of Show Guidelines

The Hale Northeastern Service Desk will re-open approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Northeastern Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about (1) hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

# Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 PM Monday, February 26<sup>th</sup>**. To ensure the floor is clear for the next event, shipments not picked up by **12 PM Monday, February 26<sup>th</sup>** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**UPS Shipments:** UPS has very specific rules for shipping. *If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment.* Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier. For information and shipping arrangements, ABF can be contacted at 800-654-7019.

[Here is the address your carrier needs to pick up your freight.](#)

**Dulles Expo Center  
4320 Chantilly Shopping Center  
Chantilly, VA 20151**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.  
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.  
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.