



- **Conventions**
- **Special Events**
- **Trade Shows**

Dear Exhibitor:

Expo Décor **welcomes** you to the **American Trucking Show**. This event will be held **April 15-16<sup>th</sup>, 2022** at the **Fresno Fairgrounds**. Expo Décor is your Event Decorator Specialist.

**Your 10' x 10' Booth will include the following:**

- |  |                                      |
|--|--------------------------------------|
| One (1) 3' high Black/Teal/Black double-hung back wall drape | Two (2) 3' high side rail drape      |
| One (1) 8' Black OR Teal skirted table                       | Two (2) Folding chairs               |
| One (1) Wastebasket  | One (1) 11"x17" ID Sign with booth # |

**Please Note: If you are bringing in a vehicle, you must have less than a quarter tank of gas. Battery must be disconnected. No exceptions!**

Should you require any additional **tables, linens, carpeting, and much more** please complete the enclosed **Furniture and Accessories** order form.

**The cost of your booth does not include electrical service.** If you will require electrical service you must complete the enclosed electrical forms. This form must be completely filled out. **Unauthorized use of electrical services causes serious overload problems. An Expo Electrician will perform an audit on show site. If the power usage exceeds amount ordered, you will be charged accordingly. Any electrical not requested but is used on show-site will be charged substantially more for unauthorized use.**

Expo Décor is offering **shipping/handling service**. We can receive, handle, store and then deliver your materials to your booth. If you need this service, please complete the enclosed **Shipping/Handling Service forms**. All orders must be shipped to the Fresno address noted on the order form for handling and **must be received no later than Friday, March 25<sup>th</sup>, 2022**. If you need **return drayage**, please contact our office to handle this request.

Please complete the enclosed information and return it to us as soon as possible. To receive the **"Advanced"** rental price, forms & payment need to be received by **Friday, March 25<sup>th</sup>, 2022**. Any order after this date will be at regular "Show" price and must be paid for by show time.

**The deadline for all forms and payments is Friday, April 1<sup>st</sup>, 2022**

**Exhibitor move-in: Thursday, April 14<sup>th</sup> from 8:00 AM – 5:00 PM: 10x10 Booth Exhibitors**

**Show Hours: Friday, April 15<sup>th</sup> from 9:00 AM - 5:00 PM**  
**Saturday, April 16<sup>th</sup> from 9:00 AM - 4:00 PM**  
**\*\*No breaking down booths before 4:00 PM\*\***

**Exhibitor move-out: Saturday, April 16<sup>th</sup> from 4:00 PM - 6:00 PM**

Should you require additional information, please contact us **(559) 709-6261**. We look forward to serving you.

Sincerely,

*Amanda Bunch*  
Event Specialist

**P.O. Box 9321, Fresno, CA 93791 • Tel: (559) 495-3300 • Cell: (559) 709-6261**

Email: [amanda.bunch@expodecor.com](mailto:amanda.bunch@expodecor.com)



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#576-22  
 American Trucking Show  
 April 15-16, 2022  
 Fresno Fairgrounds

# PAYMENT POLICY & BILLING AUTHORIZATION

PLEASE PRINT CLEARLY or TYPE THE PAYMENT INFORMATION

EMAIL PAYMENT FORM TO [amanda.bunch@expodecor.com](mailto:amanda.bunch@expodecor.com)

American Express     Discover     MasterCard     Visa

Credit Card #

Exp. Code:  /

Security Code:

Name on the card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Billing Address (of credit card): \_\_\_\_\_ Zip: \_\_\_\_\_

The Cardholder hereby authorized the following people to sign on the above account for any additional charges incurred at show site:

\_\_\_\_\_

<b>Please enter the <i>Totals</i> from the appropriate forms:</b>		
Furniture & Accessories Total: \$ _____	Display Labor Total: \$ _____	<b>Grand Total Due:</b> \$ _____
Carpet Total: \$ _____	Booth Cleaning Services Total: \$ <u>N/A</u>	
Electrical Total: \$ _____	Freight Handling Services Total: \$ _____	
Water & Utility Service Total: \$ <u>N/A</u>	Sign Hanging Services Total: \$ _____	

COMPANY/EXHIBITOR: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ TEL: \_\_\_\_\_



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# FURNITURE & ACCESSORIES

American Trucking Show  
 April 15-16, 2022  
 Fresno Fairgrounds

## TABLES

Wooden display tables - 24" wide - 32" high  
 Counter height tables are 24" wide - 42" high

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	4' LONG TABLE - SKIRTED- DTS4SV	\$56.44	\$83.00
	4' LONG TABLE - NOT SKIRTED- DT4V	\$44.20	\$65.00
	6' LONG TABLE - SKIRTED- DTS6SV	\$63.24	\$93.00
	6' LONG TABLE - NOT SKIRTED- DTS6V	\$48.96	\$72.00
	8' LONG TABLE - SKIRTED- DTS8SV	\$68.68	\$101.00
	8' LONG TABLE - NOT SKIRTED- DTS4V	\$57.12	\$84.00
	4' LONG COUNTER - SKIRTED- DTC4SV	\$66.64	\$98.00
	4' LONG COUNTER - NOT SKIRTED- DTC4V	\$55.76	\$82.00
	6' LONG COUNTER - SKIRTED- DTC6SV	\$72.76	\$107.00
	6' LONG COUNTER - NOT SKIRTED- DTC6V	\$62.56	\$92.00
	8' LONG COUNTER - SKIRTED- DTC8SSV	\$86.36	\$127.00
	8' LONG COUNTER - NOT SKIRTED- DTC8SV	\$74.80	\$110.00
	48" ROUND TABLE - PLAIN- PT48RW	\$34.00	\$50.00
	60" ROUND TABLE - PLAIN- PT60R	\$44.20	\$65.00
	72" ROUND TABLE - PLAIN- PT72R	\$54.40	\$80.00
	COCKTAIL TABLE (30" HIGH)- PT30R30H	\$37.40	\$55.00
	COCKTAIL TABLE (42" HIGH)- PT30R42H	\$49.64	\$73.00
	5' SERPENTINE TABLE - PLAIN- DST	\$62.56	\$92.00
	5' SERPENTINE TABLE - SKIRTED- DTS5	\$76.16	\$112.00

## SKIRTING/LINEN

ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES	
	32" HIGH TABLE SKIRT- DTSW	\$19.04	\$28.00
	42" HIGH COUNTER SKIRT- DCSBK	\$21.76	\$32.00
	LINEN: 90" ROUND & 120" ROUN	\$19.04	\$28.00

Skirting is available in the following colors:

- Black
- Blue
- Berry
- Burgundy
- Dusty Rose
- Gold
- Hunter Green
- Plum
- Red
- Silver
- Teal
- Violet
- White

## ACCESSORIES

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	FOLDING CHAIR- PCW	\$2.72	\$4.00
	BARSTOOL- DBS	\$17.68	\$26.00
	5-GAL. WASTEBASKET- DWBO	\$6.12	\$9.00
	32-GAL. TRASH CAN-PCT32	\$24.48	\$36.00
	FIRE EXTINGUISHER- DFIRER	\$31.28	\$46.00
	TABLE RISER 4', 6' OR 8'- DTR8	\$21.76	\$32.00
	EASEL (METAL)- DEM	\$19.04	\$28.00

## PIPE & DRAPE

ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplate:	\$21.00	\$27.00
	3' tall drape - includes hardware	\$3.05/ft.	\$3.50/ft.
	8' tall drape - includes hardware	\$3.25/ft.	\$3.75/ft.

Company:

Address:

Contact (print):

Telephone:

## TOTAL DUE:

**NO CREDITS WILL BE ISSUED  
 AFTER CLOSE OF SHOW!**  
 "Show" order rates apply for all orders not paid in  
 FULL by the 'Advance Payment' deadline:  
**03/25/2022**



P.O. Box 9321 • Fresno, CA 93791  
Tel: 559.495.3300

Company / Exhibitor  
Name:

Booth #:

**American Trucking Show**  
**April 15-16, 2022**  
**Fresno Fairgrounds**

**ELECTRICAL OUTLETS**

Approximately 120V A.C. 60 Cycle

QTY.		QUANTITY @ 24 HRS. ADD 100%	ADVANCE PRICE	LATE ORDER	COST
<b>120 VOLT</b>					
	0-500 WATTS (5 AMPS)-E5		\$108.12	\$159.00	
	501-1000 WATTS (10 AMPS)- E10		\$140.76	\$207.00	
	1001-1500 WATTS (15 AMPS)- E15		\$172.72	\$254.00	
	1501-2000 WATTS (20 AMPS)- E20		\$206.72	\$304.00	
<b>208 VOLT / SINGLE PHASE</b>					
	5 AMPS- E5AS		\$136.00	\$200.00	
	10 AMPS- E10AS		\$188.36	\$277.00	
	15 AMPS- E15AS		\$214.88	\$316.00	
	20 AMPS- E20AS		\$268.60	\$395.00	
	30 AMPS- E30AS		\$309.40	\$455.00	
	60 AMPS- E60AS		\$429.76	\$632.00	
<b>208 VOLT / 3 PHASE</b>					
	20 AMPS- E20A3		\$374.00	\$550.00	
	30 AMPS- E30A3		\$428.40	\$630.00	
	60 AMPS- E60A3		\$510.00	\$750.00	
	100 AMPS- E100A		\$654.16	\$962.00	
	200 AMPS- E200A		\$756.84	\$1113.00	
<b>MATERIAL (POWER NOT INCLUDED)</b>					
	EXTENSION CORD- EEXC		\$22.44	\$33.00	
	MULTI-OUTLET STRIP- EPS		\$22.44	\$33.00	

**FOR ADVANCE  
PAYMENT PRICE  
TO APPLY**

payment must be received  
with order by:

**03/25/2022**

**LATE ORDER RATES** will  
apply for all orders **NOT**  
received & paid in **FULL** by  
deadline listed above!  
**NO CREDITS WILL BE  
ISSUED AFTER CLOSE OF  
SHOW!**

**Any ONSITE orders  
will incur a \$112.00  
labor fee & you will  
be charged for any  
materials used**

**IF YOU REQUIRE HIGHER  
WATTAGES OR VOLTAGES  
PLEASE CALL FOR A QUOTE.**

There is a minimum charge  
of (1) hour Labor for  
installation of 208v or  
higher services

**\*SEE CONTRACT/WORKSHEET  
FOR TERMS & CONDITIONS!**

**24 HOUR SERVICE**  
**Electricity will be turned on  
within 30 minutes of show  
opening and off within 30  
minutes of show closing,  
show days only. If you  
require power at any other  
time order 24 hour power at  
double the outlet rate.**

**TERMS & CONDITIONS**

I agree in placing this order  
that I have accepted Expo's  
payment policy and the terms  
and conditions of contract.

**For outlets that require 24 hour service, add 100% of standard rate:**

**TOTAL ELECTRICAL COSTS:**

Connections requiring additional labor for installation & dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time & materials basis. Outlets requiring 24-hour service will be billed at double the above rates. All wiring & other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. For a dedicated outlet order a 20 amps outlet. No credits will be issued for any electrical service installed as ordered and not used. EXPO is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment.

CONTACT (PRINT):

SIGNATURE:

ADDRESS:

CITY/STATE:

ZIP:

TEL:

FAX:

DATE:



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Tel: 559.495.3300

# CONTRACT & WORKSHEET

THIS AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED TO EXPO ELECTRIC

American Trucking Show  
April 15-16, 2022  
Fresno Fairgrounds

- Order (with payment) must be received prior to the deadline date for "Advance Payment" rates. Orders received less than seven (7) business days prior to the scheduled event move-in day, will be charged at the regular rate. Payment must be paid in full by the show date. If the order is placed at the event, payment must be received in full at order time. Exhibitors are NOT BILLED for services provided. Services may be interrupted if payment in full is not received.
- In event that the totals are calculated incorrectly, Expo Electric reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified, by fax, of any such corrections.
- Outlet rates listed include bringing the services to the rear location of all-in-line peninsulas booths. Some peninsulas booths and most island booths require dedicated lines or special wiring. These services will require labor and materials for distribution. See #5 regarding these charges.
- A separate outlet must be ordered for each location where electrical service is required (500 WATT minimum). Standard wall and other permanent building utility outlets are not part of the booth space and may not be used by exhibitors unless electrical service has been ordered through Expo Electric.
- Labor rates are based on current wage scales and are subject to change. A minimum of (1) hour labor will apply for installation work. The removal of this work is charged at a 1/2 hour min. or 1/2 of the installation charge.
- Expo Electric employees are authorized to cut floor coverings when necessary for installation of services unless otherwise directed.
- All material and equipment furnished by Expo Electric is done on a RENTAL BASIS ONLY and remains the property of Expo Electric and shall be removed by Expo Electric employees.
- All equipment, regardless of source of power, must comply with Federal, State and Local codes. Expo Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes for which labor charges can be incurred. Expo Electric is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes. ALL electrical equipment MUST be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. required for operation.
- Credit will not be given for service(s) installed and not used.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor, prior to the close of the event.
- Exhibitor holds Expo Electric harmless for any and all losses of power beyond Expo Electric's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure due to nature, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by the Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Expo Electric's attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 business days after the date of invoice.
- A 5% handling fee will be assessed for all refunds.
- A Cancellation Fee of 25% will be charged for any cancellation five (5) or more business days prior to Exhibitor move-in. A Cancellation Fee of 50% will be charged for orders canceled less than five (5) business days from the event.

## APPLIANCE KEY

THE FOLLOWING APPLIANCES VARY. THIS IS A GENERAL ESTIMATE OF POWER USAGE. PLEASE CHECK THE NOMENCLATURE TAG ON APPLIANCE OR SPEC SHEETS:

Heat Lamp	500W
Microwave	1500W
Convention Oven	2000W
Desktop Computer	1000W
Monitor	100W
Laptop Computer	100W
Booth	
Display Lights	500W
20" TV/VCR Combo	500W
Blender	500W
Single Burner	1000W
Double Burner	2000W
Cash Register	500W
Coffee Pot-Regular	1000W
Large Brewer	2000W
Industrial Coffee Machine	208V-SP
Crockpot	1500W
Crockpot Cooker	1500W
Electric Oven	1500W
Food Processor	500W
Fryer - Double	2000W
Deli Case	2000W
Griddle	1500W
Juicer - Small	500W
Juicer - Large	1500W
Halogen Lamp	500W
Popcorn Maker	2000W
Stereo	500W

**An Expo Electrician Will Perform An Audit On Show Site. If The Power Usage Exceeds Amount Ordered, You Will Be Charged Accordingly.**

QTY.	APPLIANCES	WATTS	AMPS

SIGNATURE:

DATE:



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# CARPETING

American Trucking Show  
 April 15-16, 2022  
 Fresno Fairgrounds

**STANDARD CARPET**  
 Price includes complete installation and removal.

**CARPET PADDING**  
 STANDARD SIZES

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$120.00	<b>\$145.00</b>
	10' X 20'	\$240.00	<b>\$290.00</b>
	10' X 30'	\$420.00	<b>\$520.00</b>
	10' X 40'	\$560.00	<b>\$710.00</b>

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$75.00	<b>\$100.00</b>
	10' X 20'	\$150.00	<b>\$200.00</b>
	10' X 30'	\$225.00	<b>\$325.00</b>
	10' X 40'	\$300.00	<b>\$450.00</b>

**Standard Carpet Colors (Check One):**

- Black       Blue       Red

**NOTE:** Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

**"Show" order rates apply for all orders not paid in FULL by the 'Advance Payment' deadline of 03/25/2022.**

Company: \_\_\_\_\_

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

Contact (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE MAKE SURE TO INCLUDE THE "PAYMENT POLICY & BILLING AUTHORIZATION" FORM**

**TOTAL DUE:**



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# FREIGHT SERVICE OPTIONS & RATES

American Trucking Show  
 April 15-16, 2022  
 Fresno Fairgrounds

Trade Show Freight Options & Rates		Per 100 Lbs. (CWT)	
1	Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 LB. MINIMUM (\$162.00).	\$54.00	
2	Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 LB. MINIMUM (\$144.00).	\$48.00	
3	Shipments consigned to our warehouse which arrive after our published advance freight cut off date ( <b>03/25/2022</b> ), or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.	\$12.00	
4	For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00	
Special Services	Straight Time	Overtime	
5	Material Handler.	\$68.00	\$112.00
6	Vehicle spotting charge.	\$68.00	\$120.00
7	3,000 lb. Forklift with operator.	\$98.00	\$172.00
8	Crate or pallet banding & shrink wrapping (per hour plus materials).	\$68.00	\$112.00
9	Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth, and return to dock at close of show.	\$75.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

**Insurance:** Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.**



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# FREIGHT HANDLING SERVICE

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Exhibitor:	
Carrier:	Ship Date:
Number of Pieces:	Largest Piece:
Total Weight of Shipment:	Tracking (Pro) #:
Shipped From:	
To arrive at:	<input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site            Expected arrival date:    /    /

## MUST SELECT EITHER ADVANCE FREIGHT OR SHOW SITE OPTION

<b>Advance Freight Total Weight:</b>	<b>lbs. @ \$54.00 per CWT = \$</b>	<b>due (\$162.00 min.)</b>
<b>Show Site Freight Total Weight:</b>	<b>lbs. @ \$48.00 per CWT = \$</b>	<b>due (\$144.00 min.)</b>
<b>Additional Services:</b>	<b>= \$</b>	<b>due.</b>
<b>NOTE:</b> Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		<b>TOTAL Freight Charges = \$</b>

## REFORWARDING INSTRUCTIONS AT CLOSE OF SHOW

Exhibitor must complete an outbound bill of lading prior to close of show or freight will be returned to our warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by close of dismantle, will be sent to the Expo Decor warehouse and stored until further instruction from the Exhibitor.

**Payment Policy:** PAYMENT IN FULL ON ALL ADVANCE AND FLOOR ORDERS WHEN ORDER IS PLACED.

**Terms:** This order for goods/services constitutes a contract of rental (Contract) between EXPO Decor and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer, it supersedes customer's order form, if any.

## REMEMBER TO SEND EXPO A COPY OF BILL OF LADING!!!

<b>SPECIAL INSTRUCTIONS:</b>
------------------------------





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## Outbound Shipping Instructions

### MUST SELECT ONE OF THE FOLLOWING OPTIONS FOR OUTBOUND SHIPPING

- RETURN MY SHIPMENT TO EXPO DECOR'S WAREHOUSE:** The shipment(s) will be returned to our warehouse for pick-up by your designated carrier. The charges for returning the shipment(s) to our warehouse are as follows:
  - **(Outbound Only) \$54.00 per CWT** (hundred pounds) with a 300 LB. minimum (\$162.00 min.)  
*Please note that your shipment must be accompanied by a complete Bill of Lading.*
- Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- Exhibitor selected carrier (Exhibitor must notify carrier required pick-up):

\_\_\_\_\_ (Name of Selected Carrier)

**Exhibitor must notify their selected carrier and request a pick-up. In the event Exhibitor selected carrier does not arrive at show site prior to the deadline for freight pick-up, or should they refuse to accept Exhibitor's freight, I hereby authorize EXPO Decor to RETURN MY FREIGHT TO THEIR WAREHOUSE.**

Total OUTBOUND Freight Charges =    \$
--

OUTBOUND SHIPPING INFORMATION/ADDRESS			
Exhibiting Company: _____			
<b>SHIP TO:</b> _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Mark For: _____			

**Please Note:** It is the responsibility of the Exhibitor to fill out outbound Bills of Lading at the close of show and present them to EXPO Decor's service desk personnel prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored, at Exhibitor's cost, until proper information is received.



## **Outbound Shipping Procedures**

### **Necessary Outbound Paperwork**

An outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper.

### **Exhibitor Selected Carriers**

You, the Exhibitor, are responsible to make the necessary arrangements for your carrier to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, EXPO Decor reserves the right to force any shipment onto our EXPO Decor trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

### **Federal Express – *Special Information***

Should you use Federal Express, DHL or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly.

### **UPS – *Special Information***

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform EXPO Decor's service desk personnel of the scheduled arrangements along with your confirmation numbers and a complete Bill of Lading. There are additional charges for having us return your materials to our Warehouse for UPS pick-up.

### **Materials Left on Exhibit Floor at Close of Show**

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will be forced on EXPO Decor trailers. Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable.

**All Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.**

# RUSH

## DO NOT DELAY

DEADLINE  
DATE:

MARCH 25, 2022

#576-22  
AMERICAN TRUCKING SHOW

To: \_\_\_\_\_  
(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**  
**3714 N. Valentine Ave.**  
**Fresno, CA 93722**  
Tel: (559) 495-3300

# WAREHOUSE

# RUSH

## DO NOT DELAY

DEADLINE  
DATE:

MARCH 25, 2022

#576-22  
AMERICAN TRUCKING SHOW

To: \_\_\_\_\_  
(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**  
**3714 N. Valentine Ave.**  
**Fresno, CA 93722**  
Tel: (559) 495-3300

# WAREHOUSE

# RUSH

## DO NOT DELAY

MUST  
ARRIVE ON:

APRIL 14, 2022

#576-22  
AMERICAN TRUCKING SHOW

To: \_\_\_\_\_  
(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**  
Fresno Fairgrounds  
1121 South Chance Ave.  
Fresno, CA  
93702

# SHOW SITE

# RUSH

## DO NOT DELAY

MUST  
ARRIVE ON:

APRIL 14, 2022

#576-22  
AMERICAN TRUCKING SHOW

To: \_\_\_\_\_  
(EXHIBITOR NAME)

No. of Pieces: \_\_\_\_\_ of \_\_\_\_\_

C/O: **EXPO Decor**  
Fresno Fairgrounds  
1121 South Chance Ave.  
Fresno, CA  
93702

# SHOW SITE



P.O. Box 9321  
 Fresno, CA 93791  
 Tel: (559) 495-3300  
 www.expodecor.com

# DISPLAY LABOR

*Skilled Labor for Installation & Dismantling of Exhibits*

**American Trucking Show**  
**April 15-16, 2022**  
**Fresno Fairgrounds**

**LABOR RATES:**

- \$72.00 per hour straight time (Minimum 1 hr. per person)
- \$98.00 per hour overtime (Minimum 1 hr. per person)
- \$120.00 per hour double-time (Minimum 1 hr. per person)

- Straight time:** All hours between 8:00 AM & 5:00 PM weekdays
- Overtime:** All hours between 5:00 PM & 10:00 PM weekdays and 8:00 AM & 12:00 PM Saturdays
- Double-time:** All other hours

## PLEASE FILL OUT INFORMATION BELOW

**O.K. TO PROCEED** - Exhibitor need not be present, please begin as soon as possible.  
 EXPO Décor will proceed with your display setup unless instructed otherwise. Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

- Plans included with this order, proceed without exhibitor.
- Plans with exhibit, proceed without exhibitor. Plans are in case/crate # \_\_\_\_\_
- Executive supervision is available on request for an additional charge of 25% of the total labor charges.

**DO NOT PROCEED** - Exhibitor will call for labor and supervise workers.  
 All work is to be performed ONLY under the supervision of the exhibitor representative.

**Authorized Representative's Name:** \_\_\_\_\_

**On-site contact # for representative:** \_\_\_\_\_

Exhibitor will check in at Service Desk at: \_\_\_\_\_:\_\_\_\_\_  AM on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for laborers.  
 PM

**PLEASE NOTE:** A minimum charge of one hour per person will apply; time will commence in accordance with exhibitor's request.

**LABOR RECAP**

Number of laborers to **install** on Straight Time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ ST

Number of laborers to **install** on Overtime: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ OT

Number of laborers to **install** on Double-Time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours at DT

Number of laborers to **dismantle** on Straight Time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ ST

Number of laborers to **dismantle** on Overtime: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ OT

Number of laborers to **dismantle** on Double-Time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours at DT

Total **ST** Hours: \_\_\_\_\_ x \$ 72.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total **OT** Hours: \_\_\_\_\_ x \$ 98.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total **DT** Hours: \_\_\_\_\_ x \$ 120.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Your final bill will be for the total hours actually provided. Hours will be in .25 hour increments after the first hour. **NO CREDITS WILL BE ISSUED AFTER CLOSE OF EVENT.**

**Total Due for Labor: \$ \_\_\_\_\_**

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Contact (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_



P.O. Box 9321  
 Fresno, CA 93791  
 Tel: (559) 495-3300  
 www.expodecor.com

# SIGN & BANNER HANGING

American Trucking Show  
 April 15-16, 2022  
 Fresno Fairgrounds

**HIGH LIFT LABOR RATES:**

\$288.00 per hour straight time (Minimum 1 hour)  
 \$330.00 per hour overtime (Minimum 1 hour)  
 \$376.00 per hour double-time (Minimum 1 hour)

**HELPER LABOR RATES:**

\$72.00 per hour straight time (Minimum 1 hr. per person)  
 \$98.00 per hour overtime (Minimum 1 hr. per person)  
 \$120.00 per hour double-time (Minimum 1 hr. per person)

**Straight time:**

All hours between 8:00 AM & 5:00 PM weekdays

**Overtime:**

All hours between 5:00 PM & 10:00 PM weekdays  
 and 8:00 AM & 12:00 PM Saturdays

**Double-time:**

All other hours

## PLEASE FILL OUT INFORMATION BELOW

**O.K. TO PROCEED** - Exhibitor need not be present. Signage sent to EXPO Decor warehouse.

EXPO Décor will proceed with your order unless instructed otherwise. Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

Plans included with this order, proceed without exhibitor.  Plans with sign, proceed without exhibitor.

**DO NOT PROCEED** - Exhibitor will bring sign and supervise hanging.

All work is to be performed ONLY under the supervision of the exhibitor representative.

**Authorized Representative's Name:** \_\_\_\_\_

**On-site contact # for representative:** \_\_\_\_\_

Exhibitor will check in at Service Desk at: \_\_\_\_\_:\_\_\_\_\_  AM  PM on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ for laborers.

**PLEASE NOTE:** A minimum charge of one hour per person will apply; time will commence in accordance with exhibitor's request.

**LABOR RECAP**

Total High Lift **ST** Hours: \_\_\_\_\_ x \$288.00 (per hour) = \$ \_\_\_\_\_

Total High Lift **OT** Hours: \_\_\_\_\_ x \$330.00 (per hour) = \$ \_\_\_\_\_

Total High Lift **DT** Hours: \_\_\_\_\_ x \$376.00 (per hour) = \$ \_\_\_\_\_

Total Helper **ST** Hours: \_\_\_\_\_ x \$ 72.00 (per hour) = \$ \_\_\_\_\_

Total Helper **OT** Hours: \_\_\_\_\_ x \$ 98.00 (per hour) = \$ \_\_\_\_\_

Total Helper **DT** Hours: \_\_\_\_\_ x \$120.00 (per hour) = \$ \_\_\_\_\_

**Total Due:**

\$ \_\_\_\_\_

**HANGING INSTRUCTIONS:** Please be sure to note any special equipment or materials required (an additional charge may apply).

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

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

Contact (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_