

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email to: csr@greatlakeevents.com

WELCOME TO  
 NYSRPS Conference 2020

Great Lakes Events has been chosen as the official Decorator and Service Contractor for the NYSRPS Conference 2020 to be held April 27 – 28, 2020 at the Westchester Marriott in Tarrytown, New York. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.

**THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH**

- 8' HIGH BACKDRAPE
- 3' HIGH SIDERAIL
- 1 – 6' DRAPED TABLE
- 2 – FOLDING CHAIRS
- 1 - WASTEBASKET
- 1 – ONE LINE EXHIBITOR ID SIGN

**MOVE – IN DATES & TIMES**

SUNDAY	APRIL 26, 2020	5:00 P.M. – 7:00 P.M.
MONDAY	APRIL 27, 2020	6:00 A.M. – 10:00 A.M.

**SHOW DATES & TIMES**

MONDAY	APRIL 27, 2020	10:00 A.M. – 6:45 P.M.
TUESDAY	APRIL 28, 2020	8:30 A.M. – 10:45 A.M.

**MOVE – OUT DATES & TIMES**

TUESDAY	APRIL 28, 2020	11:00 A.M. – 1:30 P.M.
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The entire hall must be cleared by 1:30 P.M. on April 28, 2020 . To assure this, please notify your carrier to be checked in at the Westchester Marriott at 12:00 P.M. on April 28, 2020 to guarantee pick up. If your carrier has not checked in by 12:00 P.M., your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.

**PREFERRED CARRIER:**

Ground & Air Freight: Great Lakes Transportation  
 For rate quotes please call: 585-458-2200

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES**

Phone: 585-458-2200  
 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

**SHOW INFORMATION**

*Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email to: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)*

*NYSRPS Conference 2020  
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*Great Lakes Events LLC would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.*

*Be sure to make note of the **ADVANCE ORDER DEADLINE DATE APRIL 17, 2020** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Nationwide Expo Services by the specified date. **NO EXCEPTIONS WILL BE MADE.***

*Please use the following guidelines when placing your order:*

- ◆ *Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.*
- ◆ *Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.*
- ◆ *Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.*
- ◆ ***Cancellations:** There are NO refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.*
- ◆ *Mail, email or fax your order forms to us. Be sure to photocopy a set for your files.*
- ◆ *If your order is **tax exempt**, please forward a copy of your tax exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.*
- ◆ *All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.*
- ◆ *If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.*
- ◆ *Nationwide Expo Services is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.*

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[csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)  
Fax: 585-458-5087*

**PRE SHOW ORDER**

Great Lakes Events LLC  
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NYS Recreation and Parks Society has selected Great Lakes Events as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.

**EXHIBITING COMPANY INFORMATION**

EXHIBITING CO. NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

**SERVICE CONTRACTOR INFORMATION**

SERVICE CONTRACTOR: \_\_\_\_\_

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

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

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

**EXHIBITOR'S RESPONSIBILITIES**

- ◆ It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.
- ◆ It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.
- ◆ This form must be returned to Great Lakes Events LLC no later than **APRIL 17, 2020**.

**RETURN TO:**  
Great Lakes Events LLC  
100 Bickford Street  
Rochester, NY 14606-2298

**EXHIBITOR APPOINTED CONTRACTOR**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email to: csr@greatlakesevents.com

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**ADVANCE PRICE DEADLINE**

**APRIL 17, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**CREDIT CARD:** A Credit Card is required to be on file if you will be using any services provided by Great Lakes Events LLC or Great Lakes Transportation. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, Great Lakes Events reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

\_\_\_\_\_ AMEX                      \_\_\_\_\_ MASTERCARD                      \_\_\_\_\_ VISA  
PERSONAL CARD                      \_\_\_\_\_ COMPANY CARD \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_ CVC: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS BILLING ADDRESS: \_\_\_\_\_

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

**FORM OF PAYMENT**

**Please indicate your form of payment:**

*\*FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM*

**COMPANY CHECK**

CHECK NUMBER: \_\_\_\_\_

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

*\*Checks Must Be In US Funds.*

*\*A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.*

**CREDIT CARD**

FILL IN ABOVE INFORMATION

**PAYMENT TERMS & CONDITIONS**

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

**METHOD OF PAYMENT FORM**

Great Lakes Events LLC  
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<b>ADVANCE PRICE DEADLINE</b>
<b>APRIL 17, 2020</b>

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**THIRD PARTY TERMS**

Great Lakes Events (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.)

**EXHIBITING COMPANY INFORMATION**

EXHIBITNG CO. NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**THIRD PARTY COMPANY INFORMATION**

THIRD PARTY CO. NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

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

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

**CIRCLE ITEMS TO BE PAID BY THIRD PARTY**

FURNITURE    CARPET    MATERIAL HANDLING    LABOR    TRANSPORTATION    ALL

**THIRD PARTY CREDIT CARD INFORMATION**

\_\_\_ MASTERCARD    \_\_\_ VISA    \_\_\_ AMEX    \_\_\_ PERSONAL    \_\_\_ COMPANY

ACCOUNT#: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CVC: \_\_\_\_\_

CARDHOLDERS'S NAME: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

CARDHOLDERS'S ADDRESS: \_\_\_\_\_

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

**THIRD PARTY PAYMENT FORM & TERMS**

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<b>APRIL 17, 2020</b>

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**RECAP OF SERVICES ORDERED**  
*Payment is due upon ordering*

**Taxable Items:**

Furniture & Skirting	\$ _____
Additional Items	\$ _____
Special Signs	\$ _____
Installation Labor & Equipment	\$ _____
Dismantle Equipment Only	\$ _____
<i>Taxable Subtotal:</i>	\$ _____
<b>8.375 % NY State Sales Tax:</b>	\$ _____

◆ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.

*Taxable Total:* \$ \_\_\_\_\_

**Non-Taxable Items:**

Dismantle Labor Only	\$ _____
Material Handling	\$ _____
<i>Non-Taxable Total:</i>	\$ _____

**Grand Total:** \_\_\_\_\_

**ORDER FORM RECAP**

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COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	75.00	93.00	_____		
_____	6' Skirted	88.00	110.00	_____		
_____	8' Skirted	103.00	129.00	_____		
_____	4 <sup>TH</sup> Side Skirted	28.00	39.00	_____		

**SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	100.00	119.00	_____		
_____	6' Skirted	108.00	135.00	_____		
_____	8' Skirted	122.50	152.00	_____		
_____	4 <sup>TH</sup> Side Skirted	28.00	39.00	_____		

**CHAIRS**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	11.00	14.00	_____
_____	Straight Chair	38.00	46.00	_____
_____	Arm Chair	46.00	58.00	_____
_____	Bar Stool w/ Back	49.00	61.00	_____

**ROUND TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' Unskirted	46.00	58.00	_____
_____	4' Unskirted	54.00	66.00	_____
_____	3' Skirted	96.00	108.00	_____
_____	4' Skirted	104.00	116.00	_____
_____	42" High Cocktail w/ black spandex cover	58.00	72.00	_____

**UNSKIRTED 30" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	40.00	50.00	_____
_____	6'	47.00	58.00	_____
_____	8'	55.00	66.00	_____

**UNSKIRTED 42" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	51.00	61.00	_____
_____	6'	58.00	68.00	_____
_____	8'	66.00	79.00	_____

**TABLE SKIRTS ONLY**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	67.00	84.00	_____		
_____	42"H	67.00	84.00	_____		

**SPECIAL DRAPING**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	7.00 LF.	8.00 LF	_____
_____	8' H BACK DRAPE	10.00 LF.	11.00 LF	_____

Furniture & Skirting Total = \$ \_\_\_\_\_ Taxable Service  
 Please enter total on Order Form Recap Sheet

**FURNITURE & SKIRTING**

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**ADVANCE PRICE DEADLINE**

**APRIL 17, 2020**

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COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**ACCESSORIES**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 14.00	\$ 17.00	_____
_____	Bag stand	\$ 35.00	\$ 45.00	_____
_____	Easel	\$ 28.00	\$ 38.00	_____
_____	22" x 28" Sign Frame	\$ 48.00	\$ 58.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 60.00	_____
_____	Stackable Bookcase (27" wide x 11" deep x 37"high)	\$41.00		_____
_____	Chrome Stanchion	\$ 40.00	\$ 50.00	_____
_____	Roping (8' Sections)	\$ 40.00	\$ 50.00	_____
_____	4' Draped Table Riser	\$40.00	\$50.00	_____
_____	6' Draped Table Riser	\$45.00	\$55.00	_____

CIRCLE COLOR: **BLACK BLUE RED WHITE GREEN GRAY BURGUNDY GOLD**

**PEGBOARDS & TACKBOARDS**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' x 8' Horizontal Pegboard	\$ 136.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 136.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 167.00	_____
_____	3' x 8' Vertical Tackboard	\$ 127.00	\$ 167.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 195.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 250.00	\$ 325.00	_____

**CABINETS**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	White Locking Cabinet (22" W x 42"L x 42"H)	\$ 125.00 _____	\$ 150.00	_____

Additional Items Total = \$ \_\_\_\_\_ Taxable Service  
 Please enter total on Order Form Recap Sheet

**ADDITIONAL ITEMS**



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**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_  
**COMPANY WEBSITE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**FULL COLOR DIGITAL SIGN SIZES**

<b>QTY</b>	<b>SIZE</b>	<b>ADVANCE PRICE</b>	<b>AFTER DEADLINE</b>	<b>TOTAL</b>
_____	7" X 11"	10.00	20.00	_____
_____	7" X 44"	36.00	72.00	_____
_____	11" X 14"	15.00	30.00	_____
_____	11" X 44"	42.00	84.00	_____
_____	14" X 22"	22.00	44.00	_____
_____	14" X 44"	45.00	90.00	_____
_____	22" X 28"	45.00	90.00	_____
_____	28" X 44"	85.00	170.00	_____
Banner	Quoted on request	Sign-a-cade	Quoted on request	
Step Stake	Quoted on request	Cutouts	Quoted on request	
Retractable Banner	Quoted on request	Floor Stickers	Quoted on request	

<b>QTY</b>	<b>SERVICE</b>	<b>PRICE</b>	<b>TOTAL</b>
_____	Grommets	3.00(lots of 6)	_____
_____	Step Stake Sign Holder	2.50	_____
_____	Easel back on sign	5.25	_____
_____	Logo Sign (scanning)	75.00/hour	_____

Choose substrate (check one) Cora Plast\_\_\_\_\_ Foam Core\_\_\_\_\_

**Any orders received 10 days prior to the start of exhibitor move in  
 Are subject to applicable shipping charges**

**Special Signs Total =\$\_\_\_\_\_ Taxable Service**  
**Please enter total on Order Form Recap Sheet**

**SPECIAL SIGNS**

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To insure that Great Lakes Events accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**MATERIAL HANDLING RATES**

For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms. Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

**SHIPPING ARRANGEMENTS**

How to calculate your order:  
When recording your weight, round up to the next 100 lbs.  
Example: We will ship 265 lbs. (round up to 300 lbs.)  
300 lbs. x RATE per cwt. = \$ Dollars

**\*\*\*FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT\*\*\***

**ADVANCE SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$69.00 per cwt. (100 lbs.)=\$ \_\_\_\_\_ (minimum of \$138.00)

Our freight will arrive after **APRIL 17, 2020**: \_\_\_\_\_ lbs @ \$5.00 per cwt = \$ \_\_\_\_\_ (min charge of \$10.00 per shipment plus advanced rate)

**DIRECT SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$69.00 per cwt. (100 lbs.)=\$ \_\_\_\_\_ (minimum of \$138.00)

**FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:**

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM  
\_\_\_\_\_ lbs. @ \$50.00 per cwt. (100 lbs.)=\$ \_\_\_\_\_ (minimum of \$100.00)

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ \_\_\_\_\_ Non - Taxable Service  
Please enter total on Order Form Recap Sheet

**MATERIAL HANDLING ORDERS**

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**ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES**

**RATES INCLUDE THE FOLLOWING:**

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

**ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS**

- ◆ All shipments must arrive to the advance warehouse by **APRIL 17, 2020**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **APRIL 23, 2020** with late fee applied. Any shipments sent to the advance warehouse after **APRIL 23, 2020** will not be accepted, please follow deadline dates above.  
Shipping hours are Monday – Friday 8:00 A.M. – 4:00 P.M. (Straight Time) at the warehouse.  
No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor’s booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, “riders” to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

**ADVANCE WAREHOUSE SHIPPING INFORMATION**

**LABEL EACH CRATE OR PACKAGE AS FOLLOWS:**

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
FOR: NYSRPS CONFERENCE 2020  
C/O GREAT LAKES EVENTS  
214 MACARTHUR AVE., #400  
NEW WINDSOR, NY 12553  
845-561-0832

**ADVANCE WAREHOUSE RATES  
ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**ADVANCE CRATED SHIPMENT:** Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed.

**Rate: \$ 69.00 per cwt. (100lbs.)**  
Minimum charge of 200 lbs. totaling \$138.00

**ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF APRIL 17, 2020:**  
Advance rate plus additional \$5.00 per cwt. (100 lbs)

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS:** Advance rate plus additional \$7.50 per cwt.  
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

**FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING:** \$50.00 per cwt. (minimum \$100.00)

**\*\*FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

ADVANCE SHIPMENTS

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PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE  
\*Shipments will be refused if payment information is not sent in prior to arrival!

Deliveries must arrive on or before APRIL 17, 2020 to avoid surcharges.

ADVANCE SHIPPING LABELS

**TO:**

**BOOTH:**

**FOR:**  
NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
214 MACARTHUR AVE., #400  
NEW WINDSOR, NY 12553

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**APRIL 17, 2020**

**TO:**

**BOOTH:**

**FOR:**  
NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
214 MACARTHUR AVE., #400  
NEW WINDSOR, NY 12553

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**APRIL 17, 2020**

**TO:**

**BOOTH:**

**FOR:**  
NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
214 MACARTHUR AVE., #400  
NEW WINDSOR, NY 12553

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**APRIL 17, 2020**

**TO:**

**BOOTH:**

**FOR:**  
NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
214 MACARTHUR AVE., #400  
NEW WINDSOR, NY 12553

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**APRIL 17, 2020**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email to: csr@greatlakesevents.com

NYSRPS Conference 2020  
April 27 – 28, 2020  
Westchester Marriott

**DIRECT MATERIAL HANDLING SERVICES**

**RATES INCLUDE THE FOLLOWING:**

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

**DIRECT SHIPPING INSTRUCTIONS**

- ◆ Shipments will only be received during the move in period, **APRIL 26 - 27, 2020**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

**DIRECT SHIPPING INFORMATION**

**LABEL EACH CRATE OR PACKAGE AS FOLLOWS:**

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
FOR: NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
C/O WESTCHESTER MARRIOTT  
670 WHITE PLAINS ROAD  
TARRYTOWN, NY 10591  
914-631-2200

**DIRECT SHIPPING RATES**

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

**DIRECT SHIPMENTS:** Each shipment is considered separately. No cumulative weights will be allowed.

**Rate: \$69.00 per cwt. (100 lbs.) see below for Overtime**  
Minimum charge of 200 lbs. totaling \$138.00

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS:** Direct rate plus additional \$7.50 per cwt.  
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

**FREIGHT THAT ARRIVES AFTER THE SHOW OPENS:** Direct rate plus additional \$ 7.00 per cwt.

**FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING:** \$50.00 per cwt. (minimum of \$100.00)

**DIRECT SHIPMENTS**

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NYSRPS Conference 2020  
April 27 - 28, 2020  
Westchester Marriott

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO  
WESTCHESTER MARRIOTT**

*\*Please complete the method of payment form prior to the show as freight WILL NOT be released  
if payment information has not been completed!*

**DIRECT SHIPPING LABELS**

**TO:**

**BOOTH:**

**FOR: NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
C/O WESTCHESTER MARRIOTT  
670 WHITE PLAINS ROAD  
TARRYTOWN, NY 10591**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN**

**APRIL 26 - 27, 2020**

**TO:**

**BOOTH:**

**FOR: NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
C/O WESTCHESTER MARRIOTT  
670 WHITE PLAINS ROAD  
TARRYTOWN, NY 10591**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN**

**APRIL 26 - 27, 2020**

**TO:**

**BOOTH:**

**FOR: NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
C/O WESTCHESTER MARRIOTT  
670 WHITE PLAINS ROAD  
TARRYTOWN, NY 10591**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN**

**APRIL 26 - 27, 2020**

**TO:**

**BOOTH:**

**FOR: NYSRPS CONFERENCE 2020  
GREAT LAKES EVENTS  
C/O WESTCHESTER MARRIOTT  
670 WHITE PLAINS ROAD  
TARRYTOWN, NY 10591**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN**

**APRIL 26 - 27, 2020**

Great Lakes Events LLC

100 Bickford Street Rochester, NY 14606

Phone: 585-458-2200 Fax: 585-458-5087

Email to: csr@greatlakesevents.com

THIS FORM MUST ACCOMPANY THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

GREAT LAKES TRANSPORTATION GUIDELINES

- Please complete this form only if shipping exhibit material with Great Lakes Transportation
Credit card information must be on file prior to freight pick-up.
Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility.
Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: \_\_\_\_\_

FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE

PICK UP INFORMATION:

Pickup Date: \_\_\_\_\_ Pickup Times: \_\_\_\_\_

Shipper Name: \_\_\_\_\_

Shipper Address: \_\_\_\_\_

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

\*\*SHIPMENTS MUST BE AT LEAST 200 LBS FOR GREAT LAKES TRANSPORTATION PICKUP\*\*

Inbound Destination: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Showsite Facility

Service Type: Circle Type

Standard Ground 3-5 Business Days Speedy Ground 2-3 Business Days Next Day Next Business Day Second Day 2nd Business Day

Description of Shipment: Piece Count and Weight Required

\_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Pallet/Skid \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Pickup Location have a loading dock? YES NO

\*if NO additional charges may apply

Is an "Inside Pickup" required (typical for Suite offices w/o loading docks)? YES NO

OUTBOUND AFTER SHOW CLOSING

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

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

Service Type: Circle Type

Standard Ground 3-5 Business Days Speedy Ground 2-3 Business Days Next Day Next Business Day Second Day 2nd Business Day

Description of Shipment: Piece Count and Weight Required

\_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Pallet/Skid \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Delivery Location have a loading dock? YES NO

\*if NO additional charges may apply

Is an "Inside Delivery" required (typical for Suite offices w/o loading docks)? YES NO

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 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

NYSRPS Conference 2020  
 April 27 – 28, 2020  
 Westchester Marriott

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**LABOR FUNCTIONS & RATES**

**LABOR FUNCTIONS:** Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

**LABOR RATES:** One hour minimum charge per person

**Straight Time:** 8:00 A.M. – 4:00 P.M. Monday through Friday.....\$69.50 /hr.

**Overtime:** 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday.....\$104.25 /hr

**Double Time:** 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday.....\$139.00 /hr

**FORKLIFT:** Call with detail for quote.

**Banding Service Available @ \$35.00 per skid**

**Shrink Wrap Service Available @ \$25.00 per skid**

**For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to Exhibitor and Great Lakes Events supervision.**

**INSTALLATION & DISMANTLE WITH GREAT LAKES SUPERVISION**

Exhibits are installed prior to Exhibitor's arrival and dismantle after Exhibitor's departure under the direction of Great Lakes Event's I & D Supervisor. When requesting this service, send set-up instructions and packing list.

**Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.**

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____	x _____	= _____	x _____	= _____	x _____	= _____

EQUIPMENT TYPE: \_\_\_\_\_ COST: \_\_\_\_\_ PLUS LABOR: \_\_\_\_\_ =TOTAL: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

DISMANTLE: _____	x _____	= _____	x _____	= _____	x _____	= _____
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EQUIPMENT TYPE: \_\_\_\_\_ COST: \_\_\_\_\_ PLUS LABOR: \_\_\_\_\_ =TOTAL: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

**SUPERVISION FORM REQUIRED**

**INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION**

Supervisor must check in at the Great Lakes Events Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time in only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL: _____	x _____	= _____	x _____	= _____

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

EQUIPMENT TYPE: \_\_\_\_\_ COST: \_\_\_\_\_ PLUS LABOR: \_\_\_\_\_ =TOTAL: \_\_\_\_\_

DISMANTLE: _____	x _____	= _____	x _____	= _____
------------------	---------	---------	---------	---------

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ WORK TO BE DONE: \_\_\_\_\_

EQUIPMENT TYPE: \_\_\_\_\_ COST: \_\_\_\_\_ PLUS LABOR: \_\_\_\_\_ =TOTAL: \_\_\_\_\_

BANDING: NUMBER OF SKIDS @ 35.00 EACH: \_\_\_\_\_

SHRINK WRAP: NUMBER OF SKIDS @ 25.00 EACH \_\_\_\_\_

**Installation & Dismantle Total: \$ \_\_\_\_\_ Taxable Service with exception of:  
 Dismantle Labor is non-taxable (equipment taxable)**

**INSTALLATION & DISMANTLE LABOR**



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100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email to: csr@greatlakeevents.com

NYSRPS Conference 2020  
April 27 – 28, 2020  
Westchester Marriott

This form must be completed if using any labor services supervised by Great Lakes Events

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ WEEKEND/AFTER HOURS PHONE #: \_\_\_\_\_

**INBOUND SHIPPING INFORMATION**

Shipment 1:  
Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_  
Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Shipment 2:  
Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_  
Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Shipment 3:  
Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_  
Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

**UTILITY INFORMATION**

Did you order electrical service? \_\_\_\_\_ Should electrical lines lie under carpet? \_\_\_\_\_  
Please send electrical order forms and drawings directly to the official electrical contractor.  
Did you order telephone service? \_\_\_\_\_  
Please send telephone order forms and drawings directly to the official telephone contractor.

**SET – UP INSTRUCTIONS**

Are the set-up drawings attached? \_\_\_\_\_ Are the set-up drawings sent with exhibit? \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

Consigned to: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Method of shipping:  Air Freight  Next Day  2<sup>nd</sup> Day  Deferred  
 Motor Freight  Van Line  Other  
Number of pieces: \_\_\_\_\_ Weight: \_\_\_\_\_  
Carrier: \_\_\_\_\_

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

**LABOR SUPERVISION**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email to: csr@greatlakesevents.com

## Limits of Liability

The consignment or delivery of shipments to Great Lakes Events 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 below

### INSURANCE

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

### MANDATORY INSURANCE NOTIFICATION PLEASE RETURN TO GREAT LAKES EVENTS

COMPANY: \_\_\_\_\_ CONTACT: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHOW NAME: NYSRPS Conference 2020

WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)

SELF – INSURED (INCLUDE COMPANY NAME): \_\_\_\_\_

OTHER (INCLUDE COMPANY NAME): \_\_\_\_\_

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors 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 those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

LIMITS OF LIABILITY

**Continued... .**

10. *Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.*
11. *The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.*
12. *Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.*
13. *In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.*
14. *If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.*
15. *If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.*
16. *Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.*
17. *Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.*
18. *Great Lakes Events and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.*
19. *Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.*
20. *Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.*
21. *Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.*
22. *The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.*

**IMPORTANT SHOW CLOSING GUIDELINES**

*Carefully read the following move out procedures to allow for an organized and safe move out.*

- ◆ *All carriers must check in by 12:00 P.M. on APRIL 28, 2020*
- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx, UPS or DHL must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to check in by the designated deadline Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

**YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED**