

**Northeast Apparel and Footwear Materials Show
Shriners Auditorium
Wilmington, MA
February 15-16, 2017**

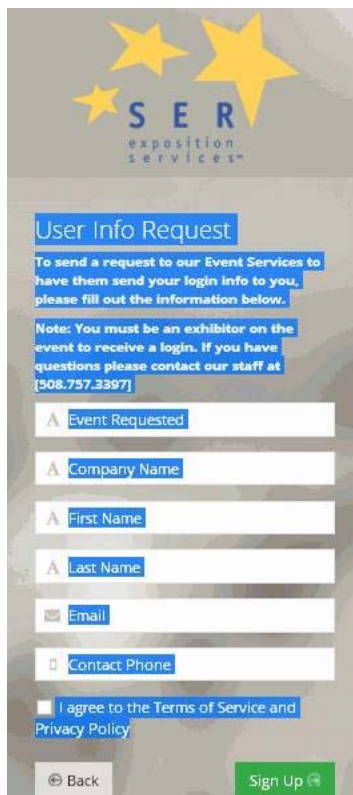
TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by **Northeast Apparel and Footwear Materials Show** to serve as your Official Service Contractor.

To use the new *SER exposition services'* online ordering platform for **Northeast Apparel and Footwear Materials Show** [CLICK HERE](https://ser.goshowonline.com/ecommerce/auth/index/userinforequest) or sign-up at <https://ser.goshowonline.com/ecommerce/auth/index/userinforequest>.

Fill in the form then click "Sign Up".

SER exposition services will ask for the following information: Event Name (**Northeast Apparel and Footwear Materials Show**), your company name, email address and contact phone number.



The image shows a mobile application interface for 'SER exposition services'. At the top, there is a logo with three yellow stars and the text 'SER exposition services'. Below the logo is a section titled 'User Info Request'. The text in this section reads: 'To send a request to our Event Services to have them send your login info to you, please fill out the information below.' A note follows: 'Note: You must be an exhibitor on the event to receive a login. If you have questions please contact our staff at [908.757.3397]'. The form contains several input fields: 'Event Requested', 'Company Name', 'First Name', 'Last Name', 'Email', and 'Contact Phone'. At the bottom of the form, there is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy'. Below the checkbox are two buttons: a grey 'Back' button and a green 'Sign Up' button.

If you are having trouble or have any questions, please contact *SER exposition services* at 508-757-3397 or email us at serinfo@serexpo.com

ALL ORDERS AND PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017

SER exposition services

35B New Street
Worcester, MA 01605
(508) 757-3397
(508) 757-9136 (Fax)
exhibitorservices@serexpo.com

Northeast Apparel and Footwear Materials Show
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TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by Northeast Apparel and Footwear Materials Show to serve as your Official Service Contractor.

BOOTH EQUIPMENT: Each booth will be set with an 8' high back wall, 3' high side rails, booth carpet, one 6' skirted table, four chairs, one wastebasket with liner and one 7" x 44" Exhibitor ID sign with booth number.

SHOW COLORS: **Black and White – Drape**
Grey – Booth Carpet

BOOTH SIZE: 10' x 10'

EXHIBIT HALL CARPETED: No

EXHIBITOR MOVE-IN: Tuesday, February 14, 2017, from 2:00 PM to 7:00 PM
Wednesday, February 15, 2017, from 7:00 AM to 9:00 AM

SHOW HOURS: Wednesday, February 15, 2017, from 9:00 AM to 5:00 PM
Thursday, February 16, 2017, from 9:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT: Thursday, February 16, 2017, from 4:00 PM to 9:00 PM
ALL CARRIERS MUST CHECK IN BY 5:00 PM

SHIPPING: ADVANCE RECEIVING AT THE WAREHOUSE:
SER exposition services will accept crated, boxed or skidded materials beginning thirty (30) days prior to show set-up date.

DIRECT SHIPMENTS TO EXHIBIT FACILITY:
SER exposition services will receive shipments at the exhibit facility beginning on move-in day only. Shipments sent directly to the Shriners Auditorium earlier than move-in day **will be refused**.

For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

SAFETY: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. *SER exposition services* cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **ALL ORDERS AND PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017. A credit card on file with *SER exposition services* is required for all exhibitor orders.** Please include 6.25% MA Sales and Use Tax.

If you need assistance, additional information or special services, please contact us at (508)757-3397 or fax (508)757-9136. **You may also find answers to your questions by visiting our website at serexpo.com.**

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Dear Exhibitor:

We are pleased to announce that *SER logistics* is now available to assist you with all of your tradeshow transportation needs!

SER logistics can arrange to move all of your tradeshow materials into and out of your next event. From Same Day to Truckload to everything in between, we can provide hassle free options to get your materials where they need to be, when they need to be there!

For assistance with quoting your tradeshow shipment, you may contact *SER logistics* by emailing logistics@serexpo.com, or call our helpful specialist at 508-757-3397. We look forward to exceeding your expectations regarding your tradeshow needs.



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RECAP OF SERVICES ORDERED

This form must be returned to SER exposition services with your completed order forms and payment in full by FEBRUARY 7, 2017.

FURNITURE AND BOOTH ACCESSORIES ORDER.....	\$ _____
ADVANCE LABOR ORDER.....	\$ _____
ESTIMATED MATERIAL HANDLING ORDER (two cwt minimum).....	\$ _____
CUSTOM GRAPHICS ORDER.....	\$ _____
SHOW CASES/MODULAR EXHIBIT ORDER.....	\$ _____
MISCELLANEOUS/OTHER.....	\$ _____
TOTAL ESTIMATED CHARGES.....	\$ _____

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: SER EXPOSITION SERVICES

Payment by company check: Checks must be drawn on a US bank, in US funds only. Please reference Northeast Apparel and Footwear Materials Show. Purchase orders are not considered payment. **Tax Exempt:** If you are exempt from paying sales tax, you must forward a tax exemption certificate from the state the services are to be rendered.

Check number _____ dated _____ in the amount of \$ _____

A CREDIT CARD ON FILE IS REQUIRED FOR ALL EXHIBITOR ORDERS.

I authorize SER exposition services to charge any additional amounts incurred by either my show representative or myself, including material handling and labor charges. If credit card is declined, a \$25.00 service charge will be added.

Please print clearly the following information:

Cardholder Name _____ Cardholder signature _____

Billing Address _____ City _____ State _____ Zip _____

American Express Discover Visa MasterCard

													Exp Date:	Sec. Code*
--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	------------

*Amex 4 digit, MC/Visa/Disc 3 digit

Orders received without full payment or credit card information will NOT be processed. All adjustments to charges are to be made at Shriners Auditorium, NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. **If requesting a receipt, please allow seven (7) business days after the close of the show.**

The following information is required for all orders: Email your order to: **exhibitorservices@serexpo.com**

Company Name _____ Booth # _____

Contact name _____ Signature _____

Address _____ City/State _____ Zip _____

Phone _____ Fax _____

Email Address _____ Date _____

By signing this form, exhibitor agrees to all terms and conditions set forth within this Exhibitor Services Manual.

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THIRD PARTY AUTHORIZATION/BILLING

Exhibiting Company Name _____ Booth No. _____
 Address _____ Telephone _____
 City / State _____ Zip _____ Date _____
 Authorized By _____ Signature _____
 (Print Name)

ITEMS TO BE BILLED TO THIRD PARTY: (MUST BE COMPLETED)

"WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES AND AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS AS DESCRIBED IN THE TERMS AND CONDITIONS SECTION OF THIS SERVICES MANUAL. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT BACK TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY. THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE THIRD PARTY."

- _____ All Services
- _____ Drayage/Material Handling/In & Out
- _____ Booth Cleaning
- _____ Signs
- _____ Furniture Rental and Carpet
- _____ Floral
- _____ Installation & Dismantle Labor/Supervision
- _____ Other (Specify)

Your signature below denotes acceptance of all terms and conditions included in this Exhibitor Services Manual.

THIRD PARTY AGENT INFORMATION

Company Name _____
 Date _____

THIRD PARTY:

Charge to: American Express Discover Visa MasterCard

	Exp Date:	Sec. Code*
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*Amex 4 digit, MC/Visa/Disc 3 digit

Cardholder Name _____ Cardholder Signature _____
 Billing Address _____ City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email address _____

FURNITURE & BOOTH ACCESSORIES ORDER FORM

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RENTAL of special booth furnishings listed below are for use during the show and include delivery to and removal from the booth.

ALL ORDERS & PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017

TABLES

UNSKIRTED 30" HIGH Qty	Discount Price	Regular Price	Subtotal
2' x 4'	35.50	46.15	
2' x 6'	43.40	56.40	
2' x 8'	51.30	66.70	
30" Round x 30" H Finished Top	84.45	109.80	
30" Round x 40" H Finished Top	84.45	109.80	
40" Extension Legs Set	21.00	27.30	
Ln ft of white Vinyl Covering	1.60	2.10	

SKIRTED TABLE 30" HIGH - VINYL TOP - SKIRT 3 SIDES

2' x 4' Skirted on four sides	78.25	101.75	
2' x 6'	94.60	123.00	
2' x 8'	113.50	147.55	
30" Round Table	114.00	171.00	

SKIRTED TABLE 40" HIGH - VINYL TOP - SKIRT 3 SIDES

2' x 4' Skirted on four sides	92.90	120.75	
2' x 6'	111.95	145.55	
2' x 8'	134.30	174.60	
30" Round Table	135.05	175.55	

SPECIAL DRAPERY/SKIRTING

Ft of 8' high drape per linear foot	11.55	15.00	
Ft of 3' high drape per linear foot	9.45	12.30	
Table skirt/4 th Side skirting	42.05	54.65	

Circle Skirt/Drapery Color: Beige – Black – Blue – Burgundy – Dusty Rose – Gold – Green – Navy Blue – Plum – Red – Silver – Teal – Terracotta – Violet – White

TABLE TOP RISERS VINYL TOP - SKIRT 3 SIDES

One Step 10" x 4'	42.05	54.65	
Two Step 20" x 4'	63.05	81.95	
One Step 10" x 6'	52.55	68.30	
Two Step 20" x 6'	73.55	95.60	
4 th Side skirting	26.30	34.20	

Circle Skirt Color: Blue – Red – White

FURNITURE & ACCESSORIES

QTY	Discount Price	Regular Price	Subtotal
Folding Chair	15.75	20.50	
Upholstered Arm Chair	57.80	75.15	
Upholstered Side Chair	50.45	65.60	
Upholstered Stool with back	72.25	93.95	
Wastebasket (7 Gallon)	15.25	19.85	
8' High Upright Pipe with base	13.15	17.10	
Top Arm	13.15	17.10	
Tripod Display Easel	31.55	41.00	
22" x 28" Chrome Sign Holder	60.70	78.90	
8.5" x 11" Black Sign Holder	51.25	66.65	
Chrome Stanchion Post	31.55	41.00	
Velour Cord 8' Length	31.55	41.00	
Garment Rack	57.80		
Bag Rack	52.55		
Literature Rack	89.35		
4' x 8' Posterboard Double Sided	178.65		
Park Bench	168.15		

Advance Only

STANDARD CARPET

9' x 10' Carpet	124.00	161.50	
9' x 20' Carpet	248.00	322.50	
9' x 30' Carpet	372.00	482.00	
9' x 40' Carpet	496.00	644.00	
Custom Size Carpet* Enter Size _____ x _____	2.85 Per sq ft	3.70 Per sq ft	
Carpet Padding Enter Size _____ x _____	1.15 Per sq ft	1.50 Per sq ft	
Front Rug Taping Enter Booth Width _____	0.95 Per lin ft	1.25 Per lin ft	

*Price includes cutting, laying and taping seams and front edges.

Circle Carpet Color:

Black – Blue – Gray – Green – Plum – Red – Teal – Tuxedo – Violet

TOTAL ORDER:

Subtotal \$ _____
 6.25% MA Tax \$ _____
 Total Due \$ _____

**ALL ORDERS & PAYMENT MUST BE RECEIVED
 BY FEBRUARY 7, 2017**

Company Name _____ Booth number _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____ Fax _____

Signature _____ Date _____


CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at Shriners Auditorium. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before February 7, 2017. Sales tax must be included. To guarantee item or color, orders must be received 14 days prior to event. Equipment is on a rental basis and remains the property of SER exposition services. SER124 2-2015

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LED SPOTLIGHT ORDER FORM

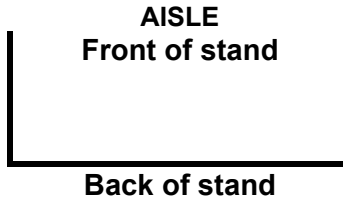
**All orders subject to availability of equipment.
 All equipment remains the property of SER exposition services.
ELECTRICITY IS NOT INCLUDED AND MUST BE ORDERED SEPARATELY.**

	<ul style="list-style-type: none"> •Designed to deliver wall washing, even illumination, without hot spots •Draws approximately 17.5 watts of power •Light output of generation 3 LED board is equivalent to a 200-watt linear halogen lamp •Fixture is listed to both UL and CSA standards •Custom heat sink to properly cool the LED's •15' CORD •CONSISTENT COLOR TEMPERATURE - The clean output of our fixtures provides a consistent quality of neutral white light 												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Watts</th> <th style="text-align: center;">AMPS</th> <th style="text-align: center;">Volts</th> <th style="text-align: center;">Lumens</th> <th style="text-align: center;">Weight</th> <th style="text-align: center;">Color Temp</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">.625</td> <td style="text-align: center;">24</td> <td style="text-align: center;">1980</td> <td style="text-align: center;">.85 lbs</td> <td style="text-align: center;">Neutral White 4100K</td> </tr> </tbody> </table>		Watts	AMPS	Volts	Lumens	Weight	Color Temp	15	.625	24	1980	.85 lbs	Neutral White 4100K
Watts	AMPS	Volts	Lumens	Weight	Color Temp								
15	.625	24	1980	.85 lbs	Neutral White 4100K								

This form must be returned to SER exposition services with your completed order forms and payment in full by FEBRUARY 7, 2017. Please add 30% to all late and floor orders.

Number of lights	_____	at \$50.45 each	_____
8' high upright pipe with base	_____	at \$13.15 each	_____
Top Arm	_____	at \$13.15 each	_____
		6.25% MA Sales tax	_____
		Total Due	_____

Below is a stand diagram. Please draw where you want your lights are to be mounted.



Company Name _____ Stand number _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____ Fax _____

Signature _____ Date _____

CANCELLATION POLICY: Items ordered and delivered to stand but subsequently canceled will be charged at 100% of the above rates to cover the labor involved. ■ Discount prices are only available before February 7, 2017. ■ Sales tax must be included. ■ Equipment is on a rental basis and remains the property of SER exposition services.

SER124

SER exposition services

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Grid Walls and Accessories

Grid wall has become one of the industries most popular and versatile ways to utilize both the wall mounted application and the free standing display. It is a lightweight, durable fixture, constructed of 1/4 inch thick wire spaced 3 inches on center. Grid wall is available in chrome.

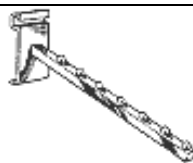
Cost includes delivery, set-up and tear down of selected rental unit.

RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY FEBRUARY 7, 2017 TO QUALIFY FOR DISCOUNT PRICING. LATE ORDERS...ADD 30% and are subject to availability.

	<p>2' x 8' Grid Sections</p> <p>Grid connectors included with each attached section.</p> <p>Please include total number of connectors needed</p> <p>\$41.00 each</p>	<p>ORDER TOTAL</p> <p>Grid Sections _____ @ \$41.00 each \$ _____</p> <p>Grid Connectors 3 per 2 sections @ No Charge _____</p> <p>T-Base legs _____ @ \$31.00 per set \$ _____</p> <p>Square 12" Face Out _____ @ \$7.00 each \$ _____</p> <p>Waterfall Ball Hooks _____ @ \$7.00 each \$ _____</p> <p style="text-align: right;">Sub Total \$ _____</p> <p style="text-align: right;">6.25% MA Tax \$ _____</p> <p style="text-align: right;">Order Total \$ _____</p> <p>RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY FEBRUARY 7, 2017 TO QUALIFY FOR ABOVE PRICING. LATE ORDERS...ADD 30% and are subject to availability.</p>
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T-Base legs
Set of Two \$31.00 per set



Waterfall Ball Hooks
\$7.00 each



Square 12" Face Out
\$7.00 each

COMPANY		BOOTH NUMBER	
ADDRESS	CITY	STATE	ZIP
AUTHORIZED NAME	TELEPHONE NUMBER	FAX NUMBER	

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 100% of price. All adjustments to charges are to be made at Shriners Auditorium. **NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.** ■ Discount prices are only available or before **FEBRUARY 7, 2017.** ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.

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CUSTOM GRAPHICS ORDER FORM

PRICING/ORDER FORM

All pricing based on single side

_____ 7" x 11"	\$28.60	\$ _____
_____ 7" x 44"	\$33.70	\$ _____
_____ 9" x 44"	\$36.75	\$ _____
_____ 11" x 14"	\$38.80	\$ _____
_____ 14" x 44"	\$42.85	\$ _____
_____ 22" x 28"	\$66.30	\$ _____
_____ 28" x 44"	\$86.70	\$ _____
_____ 24" x 36"	\$88.75	\$ _____
_____ 36" x 48"	\$95.90	\$ _____
_____ Cardboard Easels	\$6.15 each	\$ _____
_____ Step Stakes	\$6.00 each	\$ _____
_____ Directional Arrow	\$4.35 each	\$ _____
_____ (Velcro)		
_____ Logo*	\$51.00	\$ _____

One time set-up fee applies if logo is not in usable format

*Logo must be provided by exhibitor

SUBTOTAL \$ _____
6.25% MA Tax \$ _____
TOTAL \$ _____

ORDERS PROCESSED AFTER **FEBRUARY 7, 2017** WILL BE CHARGED AN ADDITIONAL 50% OF ABOVE PRICES.

ANY ORDERS RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO SHOW DATE CANNOT BE GUARANTEED. PLEASE CALL FOR DETAILS.

OPTIONS

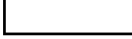

Substrate

Coroplast Foamcore

Text Color

 Use SER judgment to choose color

Layout

Horizontal Vertical  

Use SER judgment to choose layout

SIGN COPY

(attach separate sheet if you prefer)

Our full service Graphics Department can assist you with all your graphic needs, making your exhibit stand out from the crowd!

Call or email Customer Service at exhibitorservices@serexpo.com with your questions and comments.

We will be happy to work with you!

Email your graphics files to graphics@serexpo.com. We accept PC based files formatted as: High Res *.pdf, *.eps, Ai. Questions? Please call 508-757-3397.

Company Name _____ Booth # _____

Address _____ City/State _____ Zip _____

Signature _____ Date _____

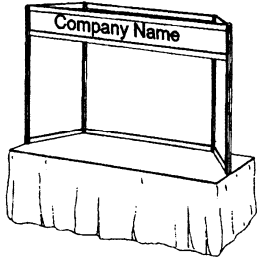
Phone _____ Fax _____

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TABLETOP

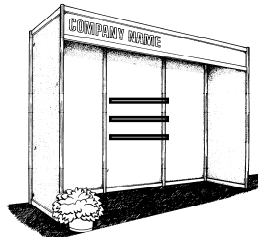


\$525.00

INCLUDES

- Labor to install and dismantle
 - 6' skirted table
 - Header with your company name
 - Choice of backwall panels
- Lighting not included**

10' BACKWALL

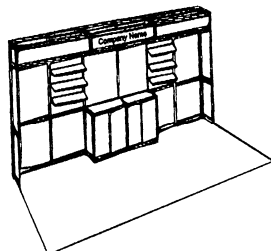


\$1250.00

INCLUDES

- Labor to install and dismantle
 - Header with your company name
 - Choice of backwall panels
 - Three 39" shelves
 - Choice of carpet color
- Lighting not included**

20' BACKWALL



\$2500.00

INCLUDES

- Labor to install and dismantle
 - Header with your company name
 - Choice of backwall panels
 - Six 39" shelves, plus two display counters
 - Choice of carpet color
- Lighting not included**

MODULAR RENTAL EXHIBITS

CHOOSE YOUR BACKWALL

Blue Velcro____White Hardwall____Pegboard____

CHOOSE YOUR CARPET COLOR

(10' & 20' EXHIBITS ONLY)

Blue____Red____Green____Teal____

Grey____Plum____Violet____

INDICATE YOUR HEADER COPY

Includes text in black block lettering. Special graphics and logos available-please send us your specifications for a price quote.

ADDITIONAL SHELVES (39") _____ @ \$21.00 each

ADDITIONAL DISPLAY COUNTERS

(39"X40"X18") _____ @ \$250.00 each

LIGHTING FIXTURES

_____ \$100.00 (TABLETOP)

_____ \$100.00 (10' DISPLAY)

_____ \$200.00 (20' DISPLAY)

(NOTE! Above prices are for fixtures only, electrical power must be ordered separately.)

RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY
FEBRUARY 7, 2017 TO QUALIFY FOR ABOVE PRICING.
LATE ORDERS...ADD 30%.

EXHIBIT COST	\$ _____
OPTIONS	\$ _____
6.25% MA TAX	\$ _____
TOTAL	\$ _____

COMPANY _____ Booth # _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE _____

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Show Cases

Alterations or custom colors may also be provided at an additional cost.

Where stated, lighting is included but electrical service is not.

This form must be returned to SER exposition services with your completed order form and payment in full by **FEBRUARY 7, 2017**.

Check box next to the appropriate option. Graphics not included but available at an additional cost.

 <p><input type="checkbox"/> Price \$525.00</p> <p>80" L x 21" D x 42" H 1/2 View</p> <ul style="list-style-type: none"> • Sliding doors in rear • White laminate counter top • Sliding doors in rear • 1 glass shelf • Lighting included • Delivery, set-up and tear down 	 <p><input type="checkbox"/> Price \$425.00</p> <p>80" L x 21" D x 42" H 3/4 View</p> <ul style="list-style-type: none"> • White laminate counter top • Sliding doors in rear • 2 shelves • Delivery, set-up and tear down 	 <p><input type="checkbox"/> Price \$1950.00</p> <p>96" L x 21" D x 96" H</p> <ul style="list-style-type: none"> • White laminate counter top • 3 full length glass shelves • Storage at base • Lighting included • Delivery, set-up and tear down
 <p><input type="checkbox"/> Price \$415.00</p> <p>21" L x 21" D x 78" H</p> <ul style="list-style-type: none"> • White laminate counter top • 2 shelves • Attractive wrap around design • Lighting included • Delivery, set-up and tear down 	 <p><input type="checkbox"/> Price \$475.00</p> <p>40" L x 21" D x 78" H</p> <ul style="list-style-type: none"> • White laminate counter top • 2 shelves • Storage at base • Lighting included • Delivery, set-up and tear down 	
 <p><input type="checkbox"/> Price \$1600.00</p> <p>108" L x 15" D x 72" H</p> <ul style="list-style-type: none"> • White laminate counter top • 7 glass shelves • Storage at base • Delivery, set-up and tear down 	 <p><input type="checkbox"/> Price \$350.00</p> <p>40" L x 21" D x 42" 1/4 View</p> <ul style="list-style-type: none"> • Lighting included • White laminate counter top • Storage at base • Delivery, set-up and tear down 	

EXHIBIT COST \$ _____
 6.25% MA TAX \$ _____
 TOTAL \$ _____

This form must be returned to SER exposition services with your completed order forms and payment in full by FEBRUARY 7, 2017. LATE ORDERS ADD 30%. Floor orders will not be available.

COMPANY		BOOTH NUMBER	
ADDRESS	CITY	STATE	ZIP
AUTHORIZED NAME	TELEPHONE NUMBER	FAX NUMBER	

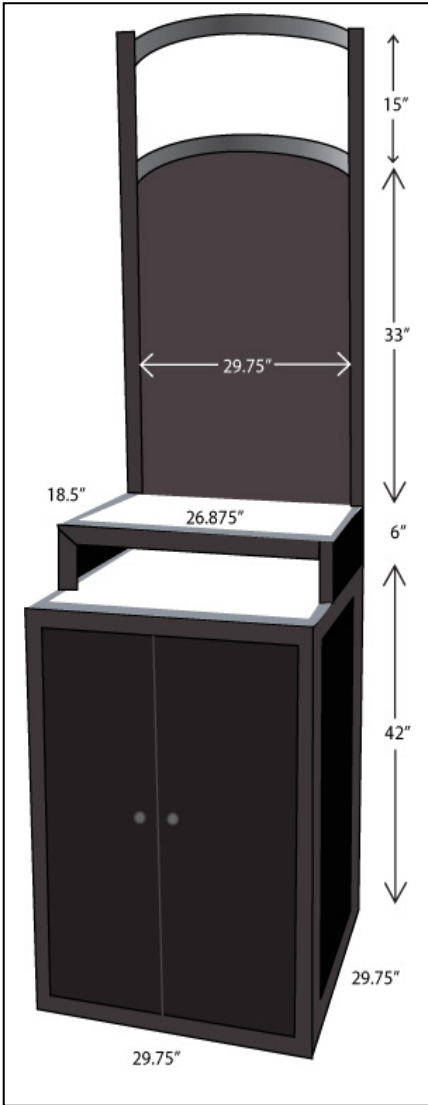
CANCELLATION POLICY: Items ordered and delivered to booth but subsequently canceled will be charged at 100% of the above rates to cover the labor involved. Equipment is on a rental basis and remains the property of SER exposition services. Electrical service is not included.

SER exposition services

35B New Street
 Worcester, MA 01605
 (508) 757-3397
 (508) 757-9136 (Fax)
 exhibitorservices@serexpo.com

Northeast Apparel and Footwear Materials Show
 Shriners Auditorium
 Wilmington, MA
 February 15-16, 2017

COMPUTER KIOSK ORDER FORM



\$450.00 each

Includes custom graphic header and labor to install and dismantle.

Computers and electrical services NOT included.

Dimensions of Custom Graphic Header is 15" x 29.75"

**Email your graphics files to *graphics@serexpo.com*.
 We accept PC based files formatted as:
 *.eps, AI, or hi res *.pdf.**

Questions? Please call 508-757-3397.

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY
 FEBRUARY 7, 2017**

**LATE ORDERS...ADD 30% and are subject to availability.
 NO FLOOR ORDERS.**

TOTAL ORDER:

___ # Kiosks at \$450.00 each \$ _____
 6.25% MA Tax \$ _____
 Total Due\$ _____

Company Name _____ **Booth number** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Contact Person _____ **Phone** _____ **Fax** _____

Signature _____ **Date** _____

CANCELLATION POLICY: Items ordered and delivered to booth but subsequently canceled will be charged at 100% of the above rates to cover the labor involved. ■ Discount prices are only available before February 7, 2017. ■ Sales tax must be included. ■ Equipment is on a rental basis and remains the property of SER exposition services.

SER exposition services

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Northeast Apparel and Footwear Materials Show
Shriners Auditorium
Wilmington, MA
February 15-16, 2017

FLORAL ORDER FORM

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017
LATE ORDERS ADD 30%**

LIVE TROPICAL PLANTS (RENTAL)

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
_____	2' - 3' Green Plant	\$65.00	\$ _____
_____	4' - 5' Green Plant	\$85.00	\$ _____
_____	6' Green Plant	\$100.00	\$ _____

FRESH FLOWERS PURCHASE

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
_____	Potted Seasonal Plant	\$45.00	\$ _____
_____	Cut Flower Arrangement	\$66.00 Small	\$ _____
_____	Cut Flower Arrangement	\$86.00 Medium	\$ _____
_____	Cut Flower Arrangement	\$110.00 Large	\$ _____

ALL PLANTS INCLUDE BASKETS

Total Plants and Flowers	\$ _____
6.25% MA Tax	\$ _____
Total	\$ _____

**Rental items missing from booth at close of show are the responsibility of the exhibitor.
Plants not in booth at close of show will be charged at twice the rental price.**

On site orders dependent upon availability. All prices include delivery, maintenance, and pick-up.
Payment must accompany order. A delivery charge of \$15.00 will apply on all orders of \$100.00 or less.

Company Name _____ Stand number _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____ Fax _____

Signature _____ Date _____

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 Worcester, MA 01605
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Northeast Apparel and Footwear Materials Show
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MATERIAL HANDLING INFORMATION/RATE SCHEDULE

- CRATED/SKIDDED** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING** Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category** due to their delivery procedures.
- LATE DELIVERY** Shipments received at the advance warehouse after **FEBRUARY 7, 2017** will be charged an additional 30%. Deliveries made to the warehouse after exhibitor move-in has started will be billed an additional charge for delivery to Shriners Auditorium.
- RETURN TO WAREHOUSE** Shipments returned to SER warehouse at close of show for reforwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$75.00
- OVERTIME (OT)** Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

ADVANCE SHIPMENTS TO WAREHOUSE Shipments may arrive on or before: **FEBRUARY 7, 2017**
 Advance shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

DIRECT SHIPMENTS TO SHRINERS AUDITORIUM Shipments may only arrive only on: **FEBRUARY 14, 2017**
 Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

<u>ADVANCE SHIPMENTS TO WAREHOUSE</u>	<u>DIRECT SHIPMENTS TO SHRINERS AUDITORIUM</u>
COMPANY NAME AND BOOTH # NORTHEAST APPAREL AND FOOTWEAR MATERIALS SHOW: <i>c/o SER exposition services</i> 35B New Street Worcester, MA 01605	COMPANY NAME AND BOOTH # NORTHEAST APPAREL AND FOOTWEAR MATERIALS SHOW: <i>c/o SER exposition services</i> Shriners Auditorium 99 Fordham Road Wilmington, MA 01887

200 lbs. min per shipment	<u>ADVANCE SHIPMENTS CRATED/SKIDDED</u>		<u>ADVANCE SHIPMENTS SPECIAL HANDLING</u>		<u>DIRECT SHIPMENTS CRATED/SKIDDED</u>		<u>DIRECT SHIPMENTS SPECIAL HANDLING</u>	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$69.00	\$138.00	\$89.70	\$179.40	\$65.00	\$130.00	\$84.50	\$169.00
ST/OT	\$89.70	\$179.40	\$110.40	\$220.80	\$84.50	\$169.00	\$104.00	\$208.00
OT/OT	\$110.40	\$220.80	\$131.10	\$262.20	\$104.00	\$208.00	\$123.50	\$247.00

SMALL SHIPMENTS

(Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. **If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.**

	Warehouse	Shriners Auditorium
Small Shipment Flat Rate	\$65.00	\$65.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: Advance WH Shriners Auditorium Estimate = \$ _____
 We are shipping _____ lbs. @ \$ _____ per 100 lbs Late Arrival Surcharge add 30% = \$ _____
 200 lbs. minimum per shipment Total Due = \$ _____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

COMPANY NAME	BOOTH#
CONTACT NAME	PHONE

SER exposition services
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Worcester, MA 01605
(508) 757-3397
(508) 757-9136 (Fax)
exhibitorservices@serexpo.com

Northeast Apparel and Footwear Materials Show
Shriners Auditorium
Wilmington, MA
February 15-16, 2017

MATERIAL HANDLING ORDER FORM

Complete this order form and return promptly to *SER exposition services*. **All shipments must be prepaid** and should be shipped to arrive at our warehouse no later than one week prior to the initial installation date to avoid late delivery charges. **Late shipments** are subject to additional handling and delivery charges. **Direct shipments** sent to **Shriners Auditorium** prior to exhibitor set up **will be refused**.

ALL MATERIAL HANDLING CHARGES MUST BE PREPAID PRIOR TO SHOW OPENING
Collect Shipments will not be accepted
ALL ORDERS & PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017

INBOUND SHIPMENTS

We will be shipping to warehouse

We will be shipping direct to Shriners Auditorium
(must arrive only on the official exhibitor move in day)

Shipped from: _____ Date Shipped: _____

Carrier*: _____ PRO#/Tracking #: _____
(*FedEx, UPS & DHL additional charges apply)

Description: _____ Arrival Date: _____

of pieces: _____ Estimated total weight: _____

*All orders are subject to the Liability and Insurance Bulletin and the Terms and Conditions as set forth on page 2 of the Material handling Information/Rate Schedule.

OUTBOUND SHIPMENTS – AFTER THE SHOW: All freight will be shipped third party, prepaid at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier **MUST BE** picked up at break of show during the specified times.

CHECK appropriate arrangement:

- Will not ship out at the end of the show.
 Freight arrangements will be handled by exhibitor. Van Line Air Freight Other _____
 Freight arrangements will be handled by *SER Logistics*. (fill in below, freight charges will be added to your invoice)

Ship To (consignee Name) _____

Address _____ City _____

State _____ Zip _____ Attention/Phone _____

/ type of pieces _____ Estimated total weight _____

- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM
 Shrink wrap at \$25.25 per skid _____ # x \$25.25 = _____

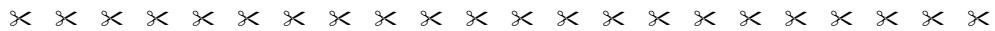
Company Name: _____ **Booth #** _____

IMPORTANT: Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to the *SER exposition services*. Also, please have all freight properly secured and **LABELED**.

100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER

ADVANCE SHIPPING TO WAREHOUSE LABELS

ADVANCE TO WAREHOUSE	<p align="center">EXHIBIT MATERIAL</p> <p align="center"><i>Rush to:</i></p> <p align="center">NORTHEAST APPAREL AND FOOTWEAR MATERIALS SHOW SHRINERS AUDITORIUM WILMINGTON, MA FEBRUARY 15-16, 2017</p>	<p align="center">SER exposition services <i>"Where every great show begins."</i></p> <hr/> <p>Exhibitor _____</p> <p>Booth # _____ of _____ # of Pieces</p> <p align="center">SER exposition services 35B New Street Worcester, MA 01605</p> <p align="right"><i>Late to warehouse charges apply after:</i> FEBRUARY 7, 2017</p>
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ADVANCE TO WAREHOUSE	<p align="center">EXHIBIT MATERIAL</p> <p align="center"><i>Rush to:</i></p> <p align="center">NORTHEAST APPAREL AND FOOTWEAR MATERIALS SHOW SHRINERS AUDITORIUM WILMINGTON, MA FEBRUARY 15-16, 2017</p>	<p align="center">SER exposition services <i>"Where every great show begins."</i></p> <hr/> <p>Exhibitor _____</p> <p>Booth # _____ of _____ # of Pieces</p> <p align="center">SER exposition services 35B New Street Worcester, MA 01605</p> <p align="right"><i>Late to warehouse charges apply after:</i> FEBRUARY 7, 2017</p>
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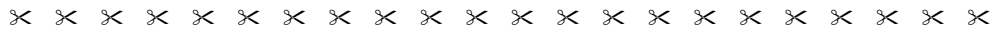
- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut where indicated and affix one to each piece of your shipment.
- Please make additional copies of these labels as needed.
- Note the warehouse is not temperature controlled.

DIRECT SHIPMENTS TO SHRINERS AUDITORIUM LABELS

DIRECT TO SHOW SITE	<p align="center">EXHIBIT MATERIAL</p> <p align="center"><i>Rush to:</i></p> <p align="center">NORTHEAST APPAREL AND FOOTWEAR MATERIALS SHOW SHRINERS AUDITORIUM WILMINGTON, MA FEBRUARY 15-16, 2017</p>	<p align="center"><i>SER exposition services</i> <i>"Where every great show begins."</i></p> <hr/> <p>Exhibitor _____</p> <p>Booth # _____ of _____ # of Pieces</p> <p>c/o <i>SER exposition services</i> Shriners Auditorium 99 Fordham Road Wilmington, MA 01887</p> <p align="right"><i>Exhibitor move-in begins:</i> FEBRUARY 14, 2017</p>
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DIRECT TO SHOW SITE	<p align="center">EXHIBIT MATERIAL</p> <p align="center"><i>Rush to:</i></p> <p align="center">NORTHEAST APPAREL AND FOOTWEAR MATERIALS SHOW SHRINERS AUDITORIUM WILMINGTON, MA FEBRUARY 15-16, 2017</p>	<p align="center"><i>SER exposition services</i> <i>"Where every great show begins."</i></p> <hr/> <p>Exhibitor _____</p> <p>Booth # _____ of _____ # of Pieces</p> <p>c/o <i>SER exposition services</i> Shriners Auditorium 99 Fordham Road Wilmington, MA 01887</p> <p align="right"><i>Exhibitor move-in begins:</i> FEBRUARY 14, 2017</p>
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- These shipping labels are provided for your convenience to assist in preparing shipments direct to Shriners Auditorium.
- Please cut where indicated and affix one to each piece of your shipment.
- Please make additional copies of these labels as needed.

MATERIAL HANDLING INFORMATION

LIABILITIES: The terms and conditions of *SER exposition services* Liability and Insurance Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

SHIPMENTS ARRIVING WITHOUT ADVANCE WRITTEN ORDER will automatically be handled and charged as described herein and the consignment or delivery of a shipment to *SER exposition services* by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

END OF SHOW Outbound material handling agreement must be filled out and returned to the Exhibitor Service Desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to arrive at Shriners Auditorium during the required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

ABANDONED EXHIBIT MATERIALS AT CLOSE OF SHOW left without reforwarding instructions will be shipped out or returned to our warehouse at the discretion of *SER exposition services*. Exhibitors whose freight is returned to the warehouse will be contacted by *SER exposition services*. NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.

LIABILITY AND INSURANCE BULLETIN

SER exposition services shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

SER exposition services shall not be responsible for loss, theft or disappearance of exhibitor's material after same have been delivered to the exhibitor's booth.

SER exposition services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to *SER exposition services* by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

SER exposition services shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

SER exposition services is not a motor carrier or broker and does not perform transportation or brokerage services. With respect to any request for transportation by the exhibitor, *SER exposition services* will refer exhibitor's request to a transportation broker, who will arrange for the transportation of exhibitor's booth via duly registered motor carriers. *SER exposition services* is not a party to any bills of lading issued by motor carriers to exhibitor for the transportation of exhibitor's booth or goods, and the terms of any bills of lading shall be determined as between the motor carrier and exhibitor. Under no circumstances will *SER exposition services* have any liability for loss, damage, or delay to any shipment caused by or resulting from the transportation services of a motor carrier.

DAMAGE TO SHIPMENTS: *SER exposition services* liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event *SER exposition services*' maximum liability shall be limited to \$0.30 per pound, maximum \$50.00 per claim. *SER exposition services* 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.

INSURANCE

It is understood that *SER exposition services* is not an insurer, that insurance, if any, should be obtained by the exhibitor. 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 that they leave their firm until they are returned after the close of the Show. The consignment or delivery of a shipment to *SER exposition services* by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this Bulletin.

SER exposition services

35B New Street
Worcester, MA 01605
(508) 757-3397
(508) 757-9136 (Fax)

Northeast Apparel and Footwear Materials Show
Shriners Auditorium
Wilmington, MA
February 15-16, 2017

Shipping Definitions

CRATED SHIPMENTS

• Containerized freight, items shipped in protective containers.

UNCRATED SHIPMENTS

• Items shipped outside of protective containers, typically shipped either loosely loaded and/or pad wrapped in trailers.

VAN LINE SHIPMENTS

• Shipment of exhibit properties via van lines, often consisting of large pieces, crated or uncrated, such as furniture or exhibit materials.

SPECIAL HANDLING

• Applies to exhibit shipments requiring extra labor, equipment, or time for delivery to exhibit space.
• Shipments via **Non Standard Carriers** such as FedEx, UPS and DHL are included in this category due to their delivery procedures.

OVERTIME (OT)

• Monday - Friday prior to 8:00 AM and after 4:30 PM. Also, all day Saturday, Sunday and observed holidays.
• Additionally, shipments are subject to overtime if moved into or out of Shriners Auditorium during overtime hours.

The Material Handling charge from *SER exposition services* for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.

See EXAMPLE of savings below.

*****Prices are example prices only, not actual MH pricing*****

Before the show...



— Shipped as three separate shipments —

RECEIVED (example):

54 lb charged @ 200 lb min x \$88.00/cwt.....\$176.00
59 lb charged @ 200 lb min x \$88.00/cwt.....\$176.00
72 lb charged @ 200 lb min x \$88.00/cwt.....\$176.00
185 lb TOTAL COST:\$528.00



-Shipped everything together as a single shipment-

RECEIVED (example):

3 pieces totaling 185 lb @ 200 lb min x \$88.00/cwt = \$176.00
185 lb TOTAL COST...\$176.00

TOTAL SAVINGS...\$352.00

After the show...

- 1) Obtain a Bill of Lading from the *SER exposition services* Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the *SER exposition services* Service Desk.
- 3) If not using *SER Logistics*, you must make and confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through *SER Logistics* and assessed additional shipping or handling charges.

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February 15-16, 2017

FAQ's (frequently asked questions)

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials for the show, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHRINERS AUDITORIUM?

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading prepaid.
- Prepaid designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address is located on the Material Handling Information page.
- We have also included in your service manual labels for you to copy and attach to pieces as needed.
- Try to label every piece that is skidded with at least your name and booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "STORAGE" labels at the *SER exposition services* Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. *SER exposition services* will not be responsible or liable for any loss, damage, theft or disappearance of exhibitor's material after it has been delivered to the booth. We recommend that you hire security services from the facility or Show Management

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, *SER Logistics* will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the *SER exposition services* Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the *SER exposition services* Service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information.
- Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific dates and times. In the event that your selected carrier fails to show on final move-out day your shipment will be rerouted through *SER Logistics*.
- You must notify your carrier of the dates and times of pick-up if you are not using *SER Logistics*.

DO I NEED INSURANCE?

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing policies.

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Northeast Apparel and Footwear Materials Show
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Wilmington, MA
February 15-16, 2017

ADVANCE LABOR ORDER FORM

STRAIGHT TIME RATES: \$71.50 per man-hour
8:00 AM to 4:30 PM weekdays
OVERTIME RATES: \$107.25 per man-hour
Before 8:00 AM and after 4:30 PM weekdays and all hours Saturday,
Sunday and Holidays

ALL ORDERS & PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017
ONE-HOUR MINIMUM CHARGE PER MAN. LABOR THEREAFTER IS CHARGED IN 1/2 HOUR
INCREMENTS. LATE AND FLOOR ORDERS ADD 30%

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, 8:00 AM. One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time.

Advance Labor Order	Date	Time	#Laborers Requested	# of Hours per man
Labor to Set Up _____				
Labor to Dismantle _____				
Special Requirements _____				

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

Plan A - Exhibitor Supervision

All work is performed under the supervision of the Exhibitor. **The exhibitor representative must CHECK-IN at the SER exposition services service desk to pick-up labor ordered and must CHECK OUT labor at the SER exposition services service desk upon completion of the work. SER exposition services is not allowed to proceed without exhibitor representative.**

Name _____ Company _____

Plan B - SER exposition services Installation and Dismantle Supervision without exhibitor present.

All work is done under the direction of SER exposition services personnel. Our charge for this service is 30% of your total labor bill. (\$45.00 minimum).

SER exposition services is authorized to set-up exhibit. SER exposition services is authorized to dismantle exhibit.

***** In order to complete the work without your representative present, we must have set-up instructions! We must also have a outbound bill of lading provided and/or turned into the SER exposition services Exhibitor Service Desk.**

BOOTH NO. _____

COMPANY NAME _____ TELEPHONE: _____

COMPANY ADDRESS _____ FAX: _____

CITY/STATE _____ ZIP _____ DATE _____

AUTHORIZED BY _____ SIGNATURE _____

100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER

SER exposition services

35B New Street
Worcester, MA 01605
(508) 757-3397
(508) 757-9136 (Fax)
exhibitorservices@serexpo.com

Northeast Apparel and Footwear Materials Show
Shriners Auditorium
Wilmington, MA
February 15-16, 2017

CLEANING

Cleaning your booth, vacuuming, emptying of wastebaskets, etc., is not included in your space rental for this convention. If you require booth cleaning, you must contract for it by using this form.

There is a minimum requirement of 100 square feet.

	RATE
Vacuuming and general cleaning - one time, beginning of show only	\$0.25 per sq. ft. _____
_____ sq. ft. at \$0.25 = _____	

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY FEBRUARY 7, 2017
LATE ORDERS AND FLOOR ORDERS ADD 30%**

LIABILITY: The terms and conditions of *SER exposition services* Insurance and Liability form apply to all labor and services.

COMPANY NAME _____ BOOTH # _____

COMPANY ADDRESS _____

CITY/STATE _____ ZIP _____

AUTHORIZED BY _____

TELEPHONE # _____

FULL PAYMENT MUST BE INCLUDED WITH ORDER

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**NOTIFICATION OF INTENT TO USE
NON-OFFICIAL SERVICE CONTRACTOR**

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed below.

Company Name: _____ Booth No. _____

Authorized by: _____ Phone No. _____

Contact at show: _____

“Non-Official” Contractor: _____

Address of Service Contractor: _____

Telephone number of Contractor: _____

Type of Service to be performed: _____

The “Non-Official” Service Contractor MUST send a copy of the required Insurance Certificate, with a minimum \$1,000,000 liability coverage, no later than 30 days prior to February 15-16, 2017 or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

This form must be received no later than: JANUARY 15, 2017

**Send to: SER exposition services
35B New Street
Worcester, MA 01605**