



MAIN LINE EXPO

200 Schell Lane Ste 204
Phoenixville, PA 19460
(610) 265-6200
lisa@mainlineexpo.com

Dear Exhibitors,

Main Line Expo is proud to be the official service contractor for the **Greater Philadelphia RV Show** at the Greater Philadelphia Convention Center **February 27 – March 1, 2020**. We know that your participation this event is an important part of your firm's marketing plan, and we want to do everything possible to make it a profitable and enjoyable experience for you. Our services include everything from handling your freight to arranging your booth. Please read further for a more in depth look at how we can help!

Any questions regarding labor, furniture, signs, cleaning, shipping and storage should be directed to:

Main Line Expo, Inc.
Attn: Lisa Mooney
200 Schell Lane Ste 204, Phoenixville, PA 19460
Phone: 610-265-6200 * Fax: 610-265-4606
E-mail: lisa@mainlineexpo.com

Included, please find all the necessary forms for ordering any of the equipment or services you may need. Please fill out the forms for the equipment or services you need and return by email to our office. Please complete all applicable forms as soon as possible to ensure that your order is filled promptly.

Each booth will be an 8' high backdrop with 3' siderails. Your booth includes a skirted 6' table, 2 chairs and wastebasket. The floor is not carpeted.

All displays and equipment must be promptly removed from the Greater Phila Expo Center at the end of the show . Any equipment left on the show floor will be either discarded or returned to Main Line Expo's Warehouse. Regular drayage and storage fees will apply.



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2020 Greater Philadelphia RV Show Furniture, Accessories Order Form

Rental includes delivery to booth, use during event and removal. **Advance pricing applies only to orders received prior to February 24th.** All orders are to be accompanied by payment. Orders received after the above date or at the show site will be at regular price. Main Line Expo accepts cash, check, Master Card, Visa, and American Express. We cannot accept telephone orders.

QUANTITY	ITEM	ADVANCED PRICE	REGULAR PRICE	TOTAL
CHAIRS				
	Directors Chairs	\$50	\$75	
	Padded White Resin Chair	\$25	\$35	
	Standard Chair	\$20	\$30	
DISPLAY TABLES & RISERS				
	30" x 4' x 30"H Draped Table	\$50	\$80	
	30" x 6' x 30"H Draped Table	\$85	\$115	
	30" x 8' x 30"H Draped Table	\$90	\$120	
	Extensions to make above 42" H	\$20	\$45	
	36" High Top Table with Linen	\$65	\$95	
ACCESSORIES				
	Wastebasket with Liner	\$15	\$25	
	Tripod Easle	\$35	\$60	
	Literature Racks	\$65	\$90	
	Chrome Stanchion and Rope	\$40	\$55	
BOOTH CARPET – BLACK, GREY, RED, BURGUNDY				
	10' x 10' Booth Carpet	\$125	\$195	
	10' x 20' Booth Carpet	\$220	\$290	
	20' x 20' Booth Carpet	\$395	\$465	
TOTAL:				

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not designed to support your standing weight. Main Line Expo will not be responsible for injuries or falls caused by improper use of furniture.



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Shipping and Handling Instructions

The Greater Phila Expo Center will **NOT** accept advance shipments. All inbound freight can be shipped to Main Line Expo (see address below). Billing is based on inbound weights. Handling charged for material shipped to the booth will be the responsibility of the exhibiting company.

Shipments consigned to the warehouse must arrive no later than **2 PM on February 24, 2020.**

Please label your exhibit materials as shown below and proceed to next page for payment info:

Advanced Shipping® Warehouse Address

Name of Show

Exhibiting Company's Name / Booth #

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Freight Handling Charge Per Hundred Weight (CWT)

Advance \$150.00

There is a \$10.00/cwt surcharge for special materials uncrated, without paperwork or are not labeled properly.

- 1) **LATE ARRIVING FREIGHT:** Shipments of freight arriving after the advance receiving cut off date will be charged an additional \$25.00 fee per cwt for late delivery.
- 2) All drayage charges must be paid in advance.
- 3) **SPECIAL HANDLING:** A 50% charge will added for handling of uncrated or loose display materials or improperly labeled materials.
- 4) All paperwork **MUST** be returned to us prior to the freight arriving at our warehouse. There will be a \$75.00 service charge for any freight that arrives without paper.



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2020 Greater Philadelphia RV Show

Freight Form

SHOW NAME: **2020 Motorsports Race Car & Trade Show**

Exhibitor Name: _____

Exhibitor Address: _____

City State ZIP

Phone # _____

Ordered by _____

Please Print Name _____

PLEASE REMEMBER TO INSURE YOUR EXHIBIT MATERIALS. MAIN LINE EXPO IS NOT RESPONSIBLE FOR LOST OR STOLEN MATERIALS. MINIMUM SHIPMENT HANDLING CHARGE IS \$150.00 ONE WAY.

Shipment Weight _____@_____ per 100 lbs. (rounded to the next hundred)

Number of Cartons/Pieces _____

Total Shipment (Transfer to Recap Page) \$ _____



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2020 Greater Philadelphia RV Show Recap Form

Furniture and Accessories		Pg 2	_____
Labor Order Form		Pg 3	_____
Drayage	CWT _____	Pg 4	_____
Total			_____

CANCELLATION POLICY:

- Orders cancelled prior to decorator move-in are subject to a 50% cancellation charge.
- Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.
- On-site orders and received after the deadline are subject to availability.

DISCOUNT PRICING: To receive the discounted price, order must be received in our office with full payment no later than the specified deadline.

STANDARD PRICING: After the deadline orders will be processed at the regular price. Full payment must accompany the order.

Company _____ Booth# _____

Address _____

Ordered by _____ Phone _____

PLEASE NOTE: THERE IS A 2% ADMINISTRATIVE FEE FOR CREDIT CARD PAYMENTS

Am Ex Visa Master Card Acct # _____ Exp ____/____

Billing Address Zip Code: _____ CCV# _____

CARDHOLDER'S NAME _____



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E-Mail Address: _____

Authorization Signature: _____

LIMITATIONS OF MAIN LINE EXPO LIABILITY & RESPONSIBILITY

The consignment or delivery of a shipment to Main Line Expo by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below.

Main Line Expo shall not be responsible for damage to uncrated material, materials improperly packed or for any concealed damage.

Main Line Expo shall not be responsible for loss, theft, or disappearance of exhibitor's material after they have been delivered to exhibitor's booth.

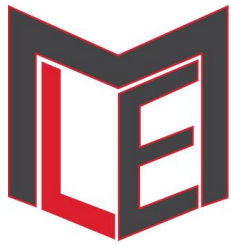
Main Line Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments that are furnished by Main Line Expo to exhibitors will be checked at the actual time of pick up from the booth and corrections will be made where discrepancies occur. The exhibitor must return the completed bill of lading to the Main Line Expo Service Desk.

Main Line Expo shall not be responsible for any loss, damage, or delay to due to fire, acts of God, strikes, lockout, or work stoppages of any kind, or any other cause beyond its control.

Main Line Expo's liability shall be limited to physical loss or damage to the specific article that is lost, or damaged. In any event, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.

Main Line Expo 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 exhibit's material which makes it impossible or impractical to exhibit same.

Relative to shipments consigned to the warehouse. Main Line Expo shall exercise ordinary diligence and care in the receiving, handling, and storage of such shipments. Main Line Expo shall not be liable for loss



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or damage by fire, acts of God, or causes beyond its control. In any case, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, while these goods are in its warehouse or in vehicles for delivery to the show site.

INSURANCE: It is suggested that you arrange for an "all risk" Insurance coverage. Adding "Riders" to existing policies, often at no extra cost can usually do this.

Empty container labels will be available at the service desk. Affixing these labels is the sole responsibility of the exhibitor or your representative. All previous labels should be removed or obliterated. Main Line Expo assumes no responsibility for errors to the aforementioned procedure, or for the removal of containers with old empty labels, or those without Main Line Expo labels or for improper information one empty labels, or for valuables stored in a container labeled empty.

It is the responsibility of the exhibitor to contract their designated carriers.

In order to ensure the removal of materials by the facility's designated time, Main Line Expo shall have the authority, without further clearance from exhibitors to change designated carriers.

Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, changes for loading out freight shipments are the responsibility of the exhibitor from whom booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Exhibitor agrees, that in the event of a dispute with Main Line Expo relative to any loss or damage to Exhibitor's material or equipment. Exhibitor will not withhold payment of any amount due to Main Line Expo for drayage or other services provided by Main Line Expo, as an offset against the amount of the alleged loss of damage. Instead Exhibitor agrees to pay Main Line Expo by show closing for all charges incurred and further agrees that any claim against Main Line Expo shall be pursued independently as a complete separate transaction to be resolved on its own merit.



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Limits of Liability and Responsibility

- 1. Main Line Expo Services and its subcontractors shall not be held responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.**
- 2. Main Line Expo Services and its subcontractors shall not be held responsible for loss, injury or damage caused by trades people or equipment furnished by Main Line Expo or its subcontractors; except when such trades people are working or operating equipment under the direct supervision of a supervisor designated by Main Line Expo or its subcontractors**
- 3. Main Line Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.**
- 4. Claims for loss, injury or damage which are not submitted to Main Line Expo within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Main Line Expo or its subcontractors more than one year after the accrual of the cause of action thereof.**
- 5. The placing of an order for the services of trades people and the use of our equipment by an exhibitor or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of the terms and conditions set forth in Paragraphs 1 through 4 above.**

Be sure your liability insurance is in effect at the exhibit site. Main Line Expo suggests you arrange all risk coverage, which can usually be done by "riders" to existing policies. Contact your insurance representatives.