Welcome

To: Participating exhibitors

Re: **Downtown Raleigh Home Show**
Atlantic Union Bank Convention Center
Raleigh, NC
January 22-24, 2027

Dear Exhibitor:

We are pleased to have been selected as the official exhibition service contractor for the Downtown Raleigh Home Show. We are a full service company and look forward to meeting your many needs in Raleigh. If any questions are not answered in the enclosed literature, please feel free to contact us at any time. While you are planning your exhibit, please remember the following;

* **Booth equipment included with your rental fee:**
  8' high backdrop drape: Black
  3' high side divider drape: Black
  7" x 7" Booth Number
* **Booth Carpet:** The booths are **NOT** carpeted. Carpet is available within.
* Discount Price Deadline Date: Friday, January 8, 2027

The following items and services are available at an additional fee and will be charged directly to your company;

1) Rental furnishings including but not limited to; display tables, chairs, stools, retractable belt stanchions, and wastebaskets.
2) Booth Carpeting
3) Booth Cleaning Service
4) Freight Handling / Drayage Service
5) Labor Service
6) In-Booth Forklift Service
7) High-Lift Rigging Service

Please submit orders at your earliest convenience as preplanning is critical to our mutual success.

We look forward to working with you in January. If you have any questions or concerns, please give us a call at (919) 687-4970.

Sincerely,

Southern Exhibition Services

Important Information

Monday, January 4, 2027:	Shipments will begin to be accepted at our advance warehouse.
Friday, January 8, 2027:	**Deadline to receive 20% discount for prepayment order.**
January 9 - January 24, 2027:	Standard rates apply to all orders received.
Monday, January 11, 2027:	Deadline for shipments sent to our advance warehouse.
Tuesday, January 19, 2027:	8:00 am to 5:00 pm - Shipments will be accepted at the Exhibit Hall. 1:00 pm to 5:00 pm - **Move-in for large exhibits by permission ONLY**; no unauthorized exhibitors will be permitted to enter the building if you have not been pre-approved for Tuesday afternoon move-in.
Wednesday, January 20, 2027:	**Exhibit Hall B & C Move-In** 8:00 am to 7:00 pm - Shipments will be accepted at the Exhibit Hall. 8:00 am to 8:00 pm - General Move-In. **Drive-On Access ends at 5pm sharp**, refer to move-in schedule for your scheduled drive-in time 8:00 am to 8:00 pm - Installation Labor, Forklift, can be scheduled.
Thursday, January 21, 2027:	**Exhibit Hall B, & C Move-In** 8:00 am to 7:00 pm - Shipments will be accepted at the Exhibit Hall. 8:00 am to 8:00 pm - General Move-In. 8:00 am to 8:00 pm - Installation Labor, Forklift, can be scheduled.
Friday, January 22, 2027:	9:00 am - Exhibitors allowed into the Exhibit Hall. 10:00 am to 8:00 pm - Show Open.
Saturday, January 23, 2027:	9:00 am - Exhibitors allowed into the Exhibit Hall. 10:00 am to 8:00 pm - Show Open.
Sunday, January 24, 2027:	9:00 am - Exhibitors allowed into the Exhibit Hall. 10:00 am to 6:00 pm - Show Open. 3:00 pm to 4:00 pm - Outbound shipping arrangements should be confirmed. 6:01 pm to 10:00 pm - Exhibitor Move-Out. 6:01 pm to 10:00 pm - Dismantle Labor, Forklift, can be scheduled.
Monday, January 25, 2027:	8:00 am to 12:00 pm - Exhibitor Move-Out. 10:00 am to 12:00 pm - Outbound shipments loaded on preferred carriers. 12:01 pm - Freight will be forced (If preferred hasn't arrived).

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Credit Authorization

Payment Policies

This form must be submitted with all orders.

Please make advance order payment by check or credit card only. If your organization uses a purchase order system, a P.O. number must be included but is not considered payment. Orders will not be accepted without credit card payment.

Payment in full on all charges must be made prior to delivery of equipment or execution of service. All claims must be made prior to the end of the show. Please inform your at-show representative of these payment policies.

This form is required to be submitted by all exhibiting firms participating in the Downtown Raleigh Home Show. Charges for carpet, rental furnishings, booth cleaning, freight handling, labor, in-booth forklift, and rigging must be reserved with a credit card. If you wish to submit alternate payment, please send this completed form along with your alternate payment to Southern Exhibition Services. A credit card is still required on all orders for any additional costs that may be incurred.

By signing this form you are accepting all terms, conditions, and limits of liability as detailed on the forms contained in this document pertaining to services rendered by Southern Exhibition Services.

All of the prices listed, on the detailed order forms, are the standard rates (floor rates).
Discount rates (Standard - 20%) are available, for every item and service offered (for early order with full payment).

To qualify for the 20% discount:
1) Orders must be completed and returned to our office before close of business on Friday, January 8, 2027.
2) All completed orders must be accompanied by full payment.

Standard rates will apply to all orders received between January 9 - January 24, 2027.

Authorization

Exhibiting Firm: _____ Booth Number: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized By: _____

Signature: _____ Title: _____

Cell Phone: _____ Office Phone: _____ Fax: _____

E-Mail Address: _____

Purchase Order #: _____ Date: _____

Charge To: American Express Visa Master Card Security Code: _____

Account Number: _____ Expiration Date: _____

Cardholder Name: _____ Signature of Cardholder: _____

On-Site Rep (Set-Up): _____ On-Site Rep (Removal): _____

Rep Cell Phone: _____ Rep Cell Phone: _____

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PROCEDURE FOR MOVE-IN

Hours for Booth Install
SES will have forklift move-in services available between 8:00 AM and 5:00 PM each day of the scheduled move-in.
After 5:00 PM, exhibitors may continue to work on their exhibit space with approval from Marketplace Events. Please note, only select doors will remain open after 5:00 PM. Facility doors remain accessible until 7:00 PM. After 7pm, access will not be permitted. Once an exhibitor exits the facility after 7:00 PM, re-entry will not be permitted.

Show Management provides 20 minutes of free forklift and service to exhibitors arriving in personally owned vehicles (defined as cars, pickup trucks or minivans). Exhibitors requiring more than 20 minutes of assistance will be required to place an order with SES at the Service Desk located on the show floor.

To schedule free forklift service, exhibitors must check-in directly at the Freight Service Desk. This service can not be ordered in advance and will not be scheduled until the exhibitor and shipment have arrived onsite and are ready to be unloaded or loaded. This 20 minute forklift service will be fulfilled in the order in which they are received.

A total of 10 carts will be available to exhibitors during move-in or move-out. If a cart is required, exhibitors must have all their equipment ready to move and they must check-in with the Freight Service Desk representative to check-out a cart. There is no charge for this service, however a drivers' license or credit card will be held as collateral until the cart is returned to the Freight Service Desk.
Carts will be distributed in the order in which the requests are received. Carts will ONLY be checked out when exhibitor equipment has arrived on show site or when equipment is packed and ready to go.

Free Forklift Service does not apply to:
Shipments arriving by UPS, FedEx, Common Carrier or any other over the road shipping provider. These shipments fall into the category of Material Handling and can be ordered on the enclosed Material Handling Order forms.

Payment Tally Form

20% discount available for early order with payment

This form must be submitted with all orders.

The forms, following this page, will detail each item and service.
Please total each page individually then copy every page total to this form.
Please DO NOT apply the 20% prepayment discount before transferring subtotals to this form.

All of the prices listed, on the following forms, are the standard rates (floor rates).

Discount rates (Standard - 20%) are available, for every item and service offered (for early order with full payment).

To qualify for the 20% discount:
1) Orders must be completed and returned to our office before close of business on Friday, January 8, 2027.
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Page Heading	Page Total
Booth Carpet Rental	
Rental Furnishings	
Booth Cleaning	
Advance to Warehouse Freight	
Direct to Show-Site Freight	
Labor	
In-Booth Forklift	
High-Lift Rigging	
Other:	

Event Subtotal =	
Discount Rate (Subtract 20%)	
Total Event Charges =	

Exhibiting Firm: _____ Booth Number: _____

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Downtown Raleigh Home Show *January 22-24, 2027*

Booth Carpet Rental

20% discount available for early order with payment

Standard Booth Carpet

Standard booth carpet rate includes; delivery to booth, installation, rental, taping on the front edge, and removal. Standard booth carpet is intended to cover the entire booth area of a standard size booth. If custom-cut complete area carpet is preferred (for an odd sized booth) or required (for a large bulk space), please complete that section below.

Quantity	Size		Rate		Cost
	10' wide x 10' long	@	$175.00	=	
	10' wide x 20' long	@	$350.00	=	
	10' wide x 30' long	@	$525.00	=	
	10' wide x 40' long	@	$700.00	=	
	10' wide x 50' long	@	$875.00	=	

Please circle color choice for standard carpet

red blue green black

Complete Area Carpet

Custom-cut complete area carpet rate includes; delivery to booth, installation, trimming, seaming, wastage, rental, taping on all edges, and removal of carpet specifically cut to your exact measurements.

Width		Length		Square feet		Rate		Cost
	X		=		@	$3.60 per sq. ft.	=	
	X		=		@	$3.60 per sq. ft.	=	

Please circle color choice for custom carpet

red blue green black

Please contact us regarding additional color options (for Complete Area Only)

Carpet Accessories

Rates for items listed below include; delivery to booth, installation, rental, and removal.

Description	L x W		Square feet		Rate		Cost
Carpet Padding		=		@	$2.30 per sq. ft.	=	
Double Padding		=		@	$3.60 per sq. ft.	=	
Visqueen		=		@	$0.65 per sq. ft.	=	
Carpet Tape		=		@	$2.25 per foot	=	

Payment Computation

Subtotal of all rental items =	
7.25% NC sales and use tax =	
Page Total =	

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Please consider your needs carefully. Rental items cancelled after move-in begins will be refunded at 50% of their original price. All equipment remains the property of Southern Exhibition Services.

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Rental Furnishings

20% discount available for early order with payment

Skirted Display Tables 30" high

Skirted tables include white vinyl cover and skirting on three sides.

_____	2' x 4' skirted table	@	$111.70	_____
_____	2' x 6' skirted table	@	$130.57	_____
_____	2' x 8' skirted table	@	$149.46	_____
_____	36" round skirted table	@	$132.14	_____
_____	skirt 4th side of 30" table	@	$47.20	_____

Please circle 30" high skirt color choice

black white silver gold beige hunter green teal
kelly green royal blue red pink burgundy plum

Skirted Display Tables 40" high

Skirted tables include white vinyl cover and skirting on three sides.

_____	2' x 4' skirted table	@	$158.70	_____
_____	2' x 6' skirted table	@	$179.84	_____
_____	2' x 8' skirted table	@	$200.99	_____
_____	36" round skirted table	@	$165.74	_____
_____	skirt 4th side of 40" table	@	$55.05	_____

Please circle 40" high skirt color choice

black white silver gold beige hunter green teal
kelly green royal blue red pink burgundy plum

Unskirted Display Tables 30" high

_____	2' x 4' plain table	@	$72.61	_____
_____	2' x 6' plain table	@	$84.87	_____
_____	2' x 8' plain table	@	$97.14	_____
_____	36" round plain table	@	$85.90	_____
_____	30" wide vinyl cover / ft.	@	$2.78	_____
_____	30" high skirting / ft.	@	$5.91	_____

Unskirted Display Tables 40" high

_____	2' x 4' plain table	@	$114.92	_____
_____	2' x 6' plain table	@	$128.65	_____
_____	2' x 8' plain table	@	$142.40	_____
_____	36" round plain table	@	$129.81	_____
_____	30" wide vinyl cover / ft.	@	$2.78	_____
_____	40" high skirting / ft.	@	$8.27	_____

Table-Top Risers

Three individual risers are required to create a two-tier riser.

_____	4' x 8" x 8" riser	@	$55.94	_____
_____	6' x 8" x 8" riser	@	$47.19	_____
_____	8' x 8" x 8" riser	@	$56.62	_____

Booth Furniture

_____	plastic folding chair	@	$16.69	_____
_____	padded side chair	@	$52.30	_____
_____	upholstered stool	@	$82.58	_____
_____	wastebasket	@	$15.34	_____
_____	easel	@	$44.69	_____
_____	spotlight	@	$53.08	_____
_____	stanchion retractable belt	@	$52.64	_____
_____	garment rack	@	$117.98	_____
_____	t-style bag stand	@	$90.16	_____
_____	pegboard 4x8 horizontal	@	$126.00	_____
_____	pegboard 4' x 8' vertical	@	$126.00	_____
_____	tack board 4x8 horizontal	@	$155.05	_____
_____	tack board 4' x 8' vertical	@	$155.05	_____

Special Drapery / Booth Hardware

_____	3' high pipe & drape / ft.	@	$11.80	_____
_____	8' high pipe & drape / ft.	@	$16.52	_____
_____	12' high pipe & drape / ft.	@	$29.12	_____
_____	16' high pipe & drape / ft.	@	$42.09	_____
_____	3' upright pole & base	@	$37.38	_____
_____	8' upright pole & base	@	$52.33	_____
_____	9'-16' upright pole & base	@	$131.35	_____
_____	6'-10' drape support bar	@	$38.53	_____

Please circle drape color choice

black white silver gold beige champagne brown
hunter green teal expo green royal blue french blue
terra cotta red pink burgundy plum

Miscellaneous

_____	8' step ladder (per day)	@	$66.78	_____
_____	10' step ladder (per day)	@	$70.87	_____
_____	12' step ladder (per day)	@	$74.94	_____
_____	16' step ladder (per day)	@	$79.02	_____
_____	visqueen / sq.ft.	@	$0.65	_____
_____	carpet tape / ft.	@	$2.25	_____
_____	carpet tape / Roll (108 ft.)	@	$74.35	_____
_____	duct tape / ft.	@	$1.43	_____
_____	steel banding / ft.	@	$4.28	_____
_____	18" wide shrink wrap / ft.	@	$2.37	_____
_____	7" long sign hook	@	$0.73	_____

Payment

Subtotal of all rental items _____

7.25% NC sales and use tax _____

Page Total = _____

Exhibiting Firm:_____ Booth Number:_____

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount. Please consider your needs carefully. Rental items cancelled after move-in begins will be refunded at 50% of their original price. All equipment remains the property of Southern Exhibition Services. Prices include delivery of equipment to the booth, rental for the duration of the show (unless otherwise indicated), and removal.

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Booth Cleaning

20% discount available for early order with payment

Vacuuming

Carpets rented from SES are clean, upon installation, prior to exhibitor move-in. Booth cleaning service is recommended (at least One Time cleaning) due to the fact that carpet often becomes dirty while exhibitors set-up. Rates are based on total square footage of booth regardless of area to be cleaned (100 sq. ft. minimum). Rates include; vacuuming of carpet and emptying of wastebaskets.

Description	Booth Size (Sq. Ft.)		Rate		Cost
One Time (Prior to initial opening)		@	$0.54 per sq. ft.	=	
Two Days		@	$0.93 per sq. ft.	=	
Three Days		@	$1.29 per sq. ft.	=	
Four Days		@	$1.66 per sq. ft.	=	
Five Days		@	$1.94 per sq. ft.	=	
Please specify dates for above requested service:					

Porter Service

Rates include; emptying of wastebaskets and policing of booth area at two-hour intervals during show hours. Rates are based on total square footage of booth regardless of area to be cleaned.

Booth Size (Sq. Ft.)	Number of Days		Rate		Cost
Up to 500		@	$134.40 per day	=	
501 - 2,000		@	$190.40 per day	=	
2,001 - 4,000		@	$235.20 per day	=	
4,001 and above		@	$280.00 per day	=	
Please specify dates for above requested service:					

Shampoo Carpet

Rates are based on total square footage of booth regardless of area to be cleaned (100 sq. ft. minimum). Rates include; shampooing of carpet. Additional charges apply where SES carpet is excessively soiled (see refurbishment and replacement policies) due to circumstances including; wood or metal shavings produced in booth, landscaping, food sampling, and tire tracks.

Description	Booth Size (Sq. Ft.)		Rate		Cost
One Time (Prior to initial opening)		@	$1.68 per sq. ft.	=	
Two Days		@	$2.80 per sq. ft.	=	
Three Days		@	$4.26 per sq. ft.	=	
Four Days		@	$5.60 per sq. ft.	=	
Five Days		@	$7.28 per sq. ft.	=	
Please specify dates for above requested service:					

Payment

Page Subtotal =	
7.25% NC Sales & Use Tax =	
Page Total =	

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

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Policy Statement

It is the exhibitor's responsibility to advise the SES Service Desk immediately of any problems or discrepancies with regard to orders placed and invoices. No credits will be issued after show closing.

Tax exempt companies are required to supply a current certificate for the state in which the services will be contracted.

There will be a $35.00 fee for any returned check. Unpaid balances are subject to a finance charge of 1.5% per month or portion thereof (18% annual).

Please consider your needs carefully. Rental items cancelled after move-in begins will be refunded at 50% of their original price. All equipment remains the property of Southern Exhibition Services. Prices include delivery of equipment to the booth, rental for the duration of the show (unless otherwise indicated), and removal.

Should an exhibiting company place an order for a current event while carrying an outstanding balance from a previous event; the current order will not be processed until full payment is received to satisfy both the delinquent invoice and the recent order.

Exhibitor is responsible for rental items throughout the duration of the rental period. Lost or missing items will incur a replacement charge, in addition to the original rental cost. Replacement charge is equivalent to four times the price of one floor rate rental. Damaged, stained, or excessively soiled items (that can be restored to their original condition) will incur a refurbishment charge, in addition to the original rental cost. Refurbishment charge is equivalent to two times the price of one floor rate rental.

Rental rates cover the cost to utilize each item starting on the exhibitor move-in day and ending upon show closing. Please make all items accessible to SES staff at show close, even if you decide not to move-out until the following day, as rental items will begin to be removed from the booths immediately following the close of the show to ensure the return of all SES equipment to inventory. Any rental items that SES is unable to retrieve within four hours, after the close of the show, will incur an additional rental charge at floor rates. This policy applies to any obstacle that would make it impossible for SES to remove a rental item from a booth until after the four hour grace period, following show closing. A few examples include; vehicle left parked on a rental carpet, monitor left on a rental table, or framed picture left on a rental easel.

It is understood that acceptance of all terms and conditions stated throughout this document will be construed when an order for any rental equipment or other service is placed by the exhibitor with Southern Exhibition Services. By placing an order for this event, it is understood that you agree to all policies and terms found within this document. This agreement supersedes any and all previous agreements, or portion thereof, between the above mentioned parties.

Material Handling - Limits of Liability

1. ACCEPTANCE OF TERMS. It is understood that acceptance of the following terms and conditions will be construed when any of the following conditions are met:

- The Freight Rate Schedule is returned; or
- Exhibitors materials are delivered to either the Southern Exhibition Services (hereafter referred to as "SES") warehouse or show site for which SES is the Official General Contractor for the event; or
- When an order for any rental equipment, labor, and/or other services is placed by the exhibitor with SES

2. SES RESPONSIBILITIES. The responsibility of SES with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. For purposes of this contract, SES means their employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors SES may appoint. SES shall not be liable for loss or damage by natural elements, fire, heat, frost, damp, dust, moths, rust, leakage, deterioration, acts of God, vandalism, theft, civil disturbance, power failure, acts of terrorism or war, labor disputes, lockouts or work stoppages of any kind nor for other causes beyond SES's reasonable control.

3. SES LIABILITY. It is understood that SES and its subcontractors are not insurers. The exhibitor is responsible for obtaining the proper insurance to cover their property. SES does not provide for full liability should loss or damage occur. SES's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of SES is limited to $.50 per pound per article, with a maximum of $100.00 per item, and a maximum of $1,500 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by SES, its subcontractors or employees. This applies while these goods are in SES's warehouse, in vehicles for delivery or at show site. SES 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 material which make it impossible or impractical to

exhibit same.

4. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE COVERING YOUR MATERIALS AGAINST DAMAGE, LOSS AND ALL OTHER HAZARDS FROM THE TIME SHIPMENTS ARE MADE PRIOR TO THE SHOW UNTIL SHIPMENTS ARE RECEIVED BACK AFTER THE SHOW. THIS CAN GENERALLY BE DONE BY ADDING "EXPOSITION FLOATERS" TO EXISTING INSURANCE POLICIES. IT IS UNDERSTOOD THAT SES IS NOT AN INSURER. THAT INSURANCE, IF ANY, SHALL BE OBTAINED BY THE EXHIBITOR AND THE AMOUNTS PAYABLE BY SES HEREUNDER ARE BASED ON THE VALUE OF THE MATERIAL HANDLING SERVICES AND THE SCOPE OF SES LIABILITY AS SET FORTH ABOVE.

5. PACKAGING. SES shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, SES shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

6. INSURANCE CLAIMS. The exhibitor must report the damage or loss at the SES service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived. No suit or action shall be brought against SES more than one year after the cause of action accrues.

7. INBOUND SHIPMENTS. After the exhibit materials are placed in the booth, SES will not be responsible for condition, count or content. Please remember that there may be a lapse of time between the delivery of shipments to the booth and the arrival of the exhibitor or exhibitor's representative. SES will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to the exhibitor's booth at show site. We suggest exhibitors arrange for security services for their booth.

Material Handling - Limits of Liability

8. EQUIPMENT REQUIRING SPECIAL EQUIPMENT. Fourteen days advance notice must be provided to SES by the exhibitor in order to obtain special devices to properly load, place or reload equipment requiring such care. SES will not be liable for any damage incurred during the handling of equipment requiring special devices if this advance notice has not been received by SES.

9. EMPTY CONTAINER LABELS. The exhibitor is responsible for affixing EMPTY labels (available at the SES service desk) to containers to be stored during the show. It is understood that these labels are used for empty storage only and SES assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

10. CLASSIFYING SHIPMENTS. SES cannot be responsible for classifying shipments. After shipments are tendered to a carrier for shipment, SES cannot be responsible for delivery time or damage or loss to property.

11. OUTBOUND SHIPMENTS. All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out. All Material Handling Agreements submitted to SES by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. SES is not responsible for shipments left in booths by exhibitors. We suggest exhibitors arrange for security services for their booth. **PLEASE NOTE**: Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. In order to expedite removal of freight from the show site, SES shall have the authority to change designated carriers, if such carriers do not pick up on time or refuse to accept shipments. Exhibits not removed from the show on removal day and on which we have no shipping information will be returned to our warehouse at an additional charge to await disposition. SES assumes no liability as a result of such rerouting or handling.

12. PAYMENT OF SERVICES. The exhibitor agrees, in the event of a dispute with SES or its subcontractors relative to any loss or damage to any of the exhibitor's freight or equipment, that the exhibitor will not withhold payment in any amount due to SES for freight handling services or any other services provided by SES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay SES prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against SES or its subcontractors shall be pursued independently by the exhibitor as a complete, separate transaction to be resolved on its own merits.

13. JURISDICTION. This agreement shall be deemed to have been made in the State of North Carolina, and that any and all performance hereunder, or breach thereof, shall be interpreted, governed and construed pursuant to the laws of the State of North Carolina, and the parties to this agreement consent that the Circuit Court for Person County, North Carolina shall be the sole forum where any cause of action arising under, or in any way related to, this agreement may be instituted.

14. MISCELLANEOUS. Exhibitor, as a material part of the consideration to SES for material handling services, waives and releases all claims against SES, its employees, agents, officers and directors, with respect to all matters for which SES has disclaimed liability, pursuant to the provisions of this contract. The exhibitor acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Advance Warehouse Freight Rates

20% discount available for early order with payment

Freight Base Rate Schedule

Rates listed below include; receiving at the advance warehouse in Roxboro NC, transport to the show facility, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto your carrier. These rates are based on straight time move-in and move-out (see overtime definition on the following page of this document). Cost for freight calculated per cwt (100 lbs. or fraction). A 100 lb. (1 cwt) minimum charge, per shipment, applies.

Description of Service	100 – 5,000 LBS 1 - 50 CWT	5,001 – 10,000 LBS 51 - 100 CWT	10,001 – 20,000 LBS 101 - 200 CWT	Over 20,000 LBS 201 CWT or more
Crated or Skidded Shipments	$112.00 per CWT	$107.00 per CWT	$102.00 per CWT	$97.00 per CWT
Special Handling	$122.00 per CWT	$117.00 per CWT	$112.00 per CWT	$107.00 per CWT
Uncrated	$132.00 per CWT	$127.00 per CWT	$122.00 per CWT	$117.00 per CWT

(See definitions of above classifications on the following page of this document)

Freight Payment Computation

For each individual shipment; enter estimated total pounds below, divide the total pounds by 100, then round each total shipment weight up to the nearest cwt (for example – a 742 lb. shipment would be figured as 8 cwt.) any shipment with a total weight of less than 100 lbs. will be calculated at the 1 cwt minimum.

Total Weight (LBS)		CWT		Rate per CWT		Estimated Cost
	/ 100 =		X		=	
	/ 100 =		X		=	
	/ 100 =		X		=	
	/ 100 =		X		=	
				Subtotal of base charges =		

Surcharge	CWT		Rate per CWT		Estimated Cost
Storage - pre-show (More than 30 days in advance)		X	$17.50 per month (or portion thereof)	=	
Received late (After 01/04/27 Deadline)		X	$90.00 ($450.00 minimum)	=	
Overtime - Inbound (Load-in on overtime)		X	$29.00	=	
Overtime - Outbound (Load-out on overtime)		X	$29.00	=	
Return to Warehouse (Transported from show-site)		X	$42.00	=	
Storage - post-show (More than 3 days after show)		X	$17.50 per month (or portion thereof)	=	
			Subtotal of surcharges =		
			Page Total =		

(See definitions of above surcharges on the following page of this document)

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Advance Warehouse Shipping Info

ADVANCE shipments must be PREPAID and addressed as follows:

To:	**(Name of exhibiting firm)**
Space:	**(Booth Number)**
Event:	**Downtown Raleigh Home Show**
C/O:	**Southern Exhibition Services**
At:	**1411 Old Durham Road, Bldg. 3**
	Roxboro, NC 27573

****All shipments must be accompanied by certified weight tickets****

Freight Classification, Overtime, and Surcharge Definitions

Crated – any shipment received that is in a crated container or secured on a skid, arriving via common carrier.

Special Handling – any "crated" shipment arriving via company truck, van line, or other specialized carrier. This includes but is not limited to; Fed-Ex, Ups, or US Mail. Or any "crated" shipments that cannot be unloaded through typical means at a dock. This includes ground unloading, unstacking, or side door loading. Shipments received without paperwork will be delivered without guarantee of piece count or condition.

Uncrated – any shipment arriving loose or without containment (not in a crated container and not secured on a skid) or requiring additional handling above the considerations of "special handling". Plastic cases are classified as "uncrated".

Overtime shipping - any shipment handled (before 8:00am and after 5:00pm Monday – Friday) and (all day Saturday, Sunday, and on holidays). A $29.00 per CWT overtime charge applies, in addition to the base rate listed on the previous page of this document, for each occurrence of the following: 1) Your shipment is received or retrieved, at our warehouse or show-site, on overtime. Or 2) Your shipment is moved into or out of the exhibit facility on overtime due to scheduling conflicts beyond our control or by your choice.

Storage - A $17.50 per cwt per month (or portion) charge applies to shipments arriving at SES warehouse more than 30 days prior to show and to shipments remaining at SES warehouse for more than 3 days after show.

Received late - A $90.00 per cwt charge applies (minimum charge = $450.00) for shipments arriving after the deadline date. This deadline is created to cover separate transport of late shipments arriving after trucks / trailers are loaded for transport to show-site.

Return to Warehouse - A $42.00 per cwt charge applies for transport of shipment, after close of show, to the SES warehouse, in Roxboro NC, for loading onto outbound carriers or for post show storage.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Southern Exhibition Services warehouse or the facility. Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.

If your designated carrier fails to pick up or refuses to accept your shipment by 12:01 pm on Monday, January 25, 2027; your freight will be "forced" onto the official show carrier if space is available. If there is not adequate space available on the official show carrier; your shipment will be returned to the SES warehouse to await your carrier and the applicable surcharge will apply. No liability will be assumed by Southern Exhibition Services as a result of such rerouting and handling. Southern Exhibition Services cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Southern Exhibition Services cannot be responsible for delivery time or damage or loss to property.

All loading docks are under the control of the official drayage contractor (Southern Exhibition Services). This is necessary for the total efficient movement of freight in and out. This control will be strictly enforced. An exhibitor may use the loading dock facilities to unload their personal vehicle, please check-in at the SES service desk to schedule dock time. All freight handled by SES will be recorded on a receiving report and charged the rates reflected in this document.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carrier, service representatives will be available at the Southern Exhibition Services service desk to assist you.

Downtown Raleigh Home Show *January 22-24, 2027*

Advance Warehouse Shipment Description

Please complete and return one of these forms for each separate shipment.

Inbound carrier: _____ Contact phone: _____

Arrival date: _____ Arrival time: _____

Number of pieces: _____ Entire weight: _____

(Must be accompanied by certified weight ticket)

In the space provided below, please give a detailed description of each piece in the shipment. If more space is required, please copy this page and return all completed copies.

Encasement	Material Type	Color	Weight (LBS)	Length	Width	Height

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services

1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Advance Warehouse Shipping Labels

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**
At: 1411 Old Durham Road, Bldg. 3
Roxboro, NC 27573

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO:
Monday, January 4, 2027 @ 4:00pm

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**
At: 1411 Old Durham Road, Bldg. 3
Roxboro, NC 27573

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO:
Monday, January 4, 2027 @ 4:00pm

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**
At: 1411 Old Durham Road, Bldg. 3
Roxboro, NC 27573

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO:
Monday, January 4, 2027 @ 4:00pm

Southern Exhibition Services

RUSH
Advance to Warehouse

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**
At: 1411 Old Durham Road, Bldg. 3
Roxboro, NC 27573

Item number _____
of
Total number of items _____

SHIPMENTS TO THE ADVANCE WAREHOUSE MUST ARRIVE PRIOR TO:
Monday, January 4, 2027 @ 4:00pm

Show-Site Freight Rates

20% discount available for early order with payment

Freight Base Rate Schedule

Rates listed below include; receiving at the exhibit facility on scheduled move-in dates, delivery to the booth, storage of empty containers, return of outbound shipments to loading dock, and reloading onto your carrier. These rates are based on straight time move-in and move-out (see overtime definition on the following page of this document). Cost for freight calculated per cwt (100 lbs. or fraction). A 100 lb. (1 cwt) minimum charge, per shipment, applies.

Description of Service	100 – 5,000 LBS 1 - 50 CWT	5,001 – 10,000 LBS 51 - 100 CWT	10,001 – 20,000 LBS 101 - 200 CWT	Over 20,000 LBS 201 CWT or more
Crated or Skidded Shipments	$92.00 per CWT	$87.50 per CWT	$83.00 per CWT	$78.50 per CWT
Special Handling	$101.00 per CWT	$96.50 per CWT	$92.00 per CWT	$87.50 per CWT
Uncrated	$110.00 per CWT	$105.50 per CWT	$101.00 per CWT	$96.50 per CWT

(See definitions of above classifications on the following page of this document)

Freight Payment Computation

For each individual shipment; enter estimated total pounds below, divide the total pounds by 100, then round each total shipment weight up to the nearest cwt (for example – a 742 lb. shipment would be figured as 8 cwt.) any shipment with a total weight of less than 100 lbs. will be calculated at the 1 cwt minimum.

Total Weight (LBS)		CWT		Rate per CWT		Estimated Cost
	/ 100 =		X		=	
	/ 100 =		X		=	
	/ 100 =		X		=	
				Subtotal of base charges =		

Description	Weight Limit	Quantity		Flat Rate		
Small package shipment	Can not exceed 30 lb		X	$42.00	=	

Surcharge	CWT		Rate per CWT		Estimated Cost
Received early (Before 1/18/27 Move-In)		X	$39.50	=	
Overtime - Inbound (Load-in on overtime)		X	$29.00	=	
Overtime - Outbound (Load-out on overtime)		X	$29.00	=	
Return to Warehouse (Transported from show-site)		X	$42.00	=	
Storage - post-show (More than 3 days after show)		X	$17.50 per month (or portion thereof)	=	
			Subtotal of surcharges =		
			Page Total =		

(See definitions of above surcharges on the following page of this document)

Please copy the entire page total over to the payment form prior to applying the 20% prepayment discount.

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Show-Site Shipping Info

20% discount available for early order with payment

SHOW-SITE shipments must be PREPAID and addressed as follows:

To:	**(Name of exhibiting firm)**
Space:	**(Booth Number)**
Event:	**Downtown Raleigh Home Show**
C/O:	**Southern Exhibition Services**
At:	**Atlantic Union Bank Convention Center**
	500 S Salisbury St
	Raleigh, NC 27601

****All shipments must be accompanied by certified weight tickets****

Freight Classification, Overtime, and Surcharge Definitions

Crated – any shipment received that is in a crated container or secured on a skid, arriving via common carrier.

Special Handling – any “crated” shipment arriving via company truck, van line, or other specialized carrier. This includes but is not limited to; Fed-Ex, Ups, or US Mail. Or any “crated” shipments that cannot be unloaded through typical means at a dock. This includes ground unloading, unstacking, or side door loading. Shipments received without paperwork will be delivered without guarantee of piece count or condition.

Uncrated – any shipment arriving loose or without containment (not in a crated container and not secured on a skid) or requiring additional handling above the considerations of “special handling”. Plastic cases are classified as "uncrated".

Overtime Shipping - any shipment handled (before 8:00am and after 5:00pm Monday – Friday) and (all day Saturday, Sunday, and on holidays). A $29.00 per CWT overtime charge applies, in addition to the base rate listed on the previous page of this document, for each occurrence of the following: 1) Your shipment is received or retrieved, at our warehouse or show-site, on overtime. Or 2) Your shipment is moved into or out of the exhibit facility on overtime due to scheduling conflicts beyond our control or by your choice.

Storage - A $17.50 per cwt per month (or portion) charge applies to shipments arriving at SES warehouse more than 30 days prior to show and to shipments remaining at SES warehouse for more than 3 days after show.

Received Early - A $39.50 per cwt charge applies for shipments arriving to show-site prior to the first scheduled exhibitor move-in day.

Return to Warehouse - A $42.00 per cwt charge applies for transport of shipment, after close of show, to the SES warehouse, in Roxboro NC, for loading onto outbound carriers or for post show storage.

All shipments MUST BE PREPAID. No collect shipments will be accepted either at Southern Exhibition Services warehouse or the facility. Under no circumstances should any shipment be consigned to the facility prior to move-in dates. The facility will refuse and return all such shipments direct to consignee without notification.

If your designated carrier fails to pick up or refuses to accept your shipment by 12:01 pm on Monday, January 25, 2027; your freight will be “forced” onto the official show carrier if space is available. If there is not adequate space available on the official show carrier; your shipment will be returned to the SES warehouse to await your carrier and the applicable surcharge will apply. No liability will be assumed by Southern Exhibition Services as a result of such rerouting and handling. Southern Exhibition Services cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Southern Exhibition Services cannot be responsible for delivery time or damage or loss to property.

All loading docks are under the control of the official drayage contractor (Southern Exhibition Services). This is necessary for the total efficient movement of freight in and out. This control will be strictly enforced. An exhibitor may use the loading dock facilities to unload their personal vehicle, please check-in at the SES service desk to schedule dock time. All freight handled by SES will be recorded on a receiving report and charged the rates reflected in this document.

Be prepared for the outbound shipment. Know your destination and if you have a choice of carrier, be sure to contact them in advance. If you prefer to use the official show carrier, service representatives will be available at the Southern Exhibition Services service desk to assist you.

Downtown Raleigh Home Show *January 22-24, 2027*

Show-Site Shipment Description

Please complete and return one of these forms for each separate shipment.

Inbound carrier: _____ Contact phone: _____

Arrival date: _____ Arrival time: _____

Number of pieces: _____ Entire weight: _____

(Must be accompanied by certified weight ticket)

In the space provided below, please give a detailed description of each piece in the shipment. If more space is required, please copy this page and return all completed copies.

Encasement	Material Type	Color	Weight (LBS)	Length	Width	Height

Exhibiting Firm: _____ Booth Number: _____

Southern Exhibition Services

1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Show-Site Shipping Labels

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**

At: Atlantic Union Bank Convention Cente
500 S Salisbury St
Raleigh, NC 27601

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO
January 19th @ 9am

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**

At: Atlantic Union Bank Convention Cente
500 S Salisbury St
Raleigh, NC 27601

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO
Tuesday, January 19th @ 9am

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**

At: Atlantic Union Bank Convention Cente
500 S Salisbury St
Raleigh, NC 27601

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO
Tuesday, January 19th @ 9am

Southern Exhibition Services

RUSH
Direct To Show-Site

To: _____
(Exhibiting Firm)

Space: _____
(Booth Number)

Event: **Downtown Raleigh Home Show**

C/O: **Southern Exhibition Services**

At: Atlantic Union Bank Convention Cente
500 S Salisbury St
Raleigh, NC 27601

Item number _____
of
Total number of items _____

DO NOT SHIP TO ARRIVE PRIOR TO
Tuesday, January 19th @ 9am

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Outbound Freight Handling

Carrier (you have arranged): _____

Account Number (with your Carrier): _____

Arrival (Date and Time): _____

Remember: It is the responsibility of the exhibitor to call your carrier of choice to schedule a pick up time and date. If your designated carrier fails to pick up or refuses to accept your shipment by 12:01 pm on Monday, January 25, 2027; your freight will be "forced" onto the official show carrier if space is available. If there is not adequate space available on the official show carrier; your shipment will be returned to the SES warehouse to await your carrier and the applicable surcharge will apply. No liability will be assumed by Southern Exhibition Services as a result of such rerouting and handling. Southern Exhibition Services cannot be responsible for classifying shipments. After shipments are tendered to a common carrier for shipment, Southern Exhibition Services cannot be responsible for delivery time or damage or loss to property.

Ship To: (Destination)
To:
For:
Event:
C/O:
At:
Contact:
Phone:

Bill To: (Responsible Party)
Company:
Address:
Contact:
Phone:

Must Arrive By:

Quantity	**Description**	**Weight**

I authorize Southern Exhibition Services to handle my outbound shipment, from the show floor onto the outbound carrier. I understand that all shipping and handling charges incurred herein are the responsibility of the "BILL TO" party above.

Exhibiting Firm: _____ Booth Number: _____

Representative: _____ Signature: _____

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

Statement of Policy

Show management, acting on behalf of all exhibitors and in the best interest of the Downtown Raleigh Home Show, has appointed one Official Service Contractor (Southern Exhibition Services) to perform and provide all necessary equipment and services.

As Official Service Contractor, Southern Exhibition Services has been appointed to: Insure the orderly and efficient installation of the overall show, insure the orderly and efficient dismantle of the overall show, assure the distribution of labor to all exhibitors according to specific need, provide sufficient labor to satisfy the requirements of all exhibitors, provide sufficient labor to satisfy the requirements of the show itself, and to insure that proper types and limits of insurance are met.

The Official Service Contractor, Southern Exhibition Services will provide all usual trade show services, including; rental and delivery of furnishings, freight handling, in-booth forklift, high-lift rigging, and labor. Supervision may be provided by the exhibitor.

The show floor, aisles, loading docks, service areas, and storage areas will remain under the control of the Official Service Contractor, Southern Exhibition Services.

As the Official (General) Service Contractor; Southern Exhibition Services (SES) will provide each of the following Services exclusively to all Exhibitors and Sponsors during scheduled Exhibitor move-in and move-out dates and times. SES will charge Exhibitors directly for mentioned Services;

Drayage / Freight Handling (Advance to Warehouse and Direct to Show-Site)
High-Lift Rigging Service (Installation and Dismantle)

As the Official (General) Service Contractor; Southern Exhibition Services (SES) will provide each of the following Services to Exhibitors and Sponsors during scheduled Exhibitor move-in and move-out dates and times. SES will charge Exhibitors directly for mentioned Services;

Labor Service (Installation and Dismantle)
In-Booth Forklift Service (Installation and Dismantle)

All vehicles, machinery, and equipment (owned, leased, or rented by Southern Exhibition Services) are to be used exclusively by Southern Exhibition Services management and employees; use by anyone else is Strictly Prohibited !

Exhibitors have the option to supply their own Full-Time Labor to Install and/or Dismantle their display/booth completely or in part. Further, Exhibitors may supply their own machinery or equipment (such as a forklift) provided that mentioned machinery or equipment is operated by properly licensed and insured operators (Full-Time Employees), at all times.

Should an Exhibitor decide to supply their own Labor, Machinery, or Equipment; they must provide a current Certificate of Insurance to Southern Exhibition Services; naming Southern Exhibition Services as Additional Insured and as Loss Payee with regard to General Liability, Automobile Liability, and Workers Compensation. Additionally, (Southern Exhibition Services, 1411 Old Durham Road, Roxboro, NC 27573) must be printed as Certificate Holder. Original COI must be submitted to Southern Exhibition Services a minimum of 30 days prior to the first Show Open date. Failure to comply with stated rules and all Show Regulations will result in a forfeiture of privileges.

The term “Holiday” with regard to freight handling (drayage), installation labor, dismantle labor, installation in-booth forklift, dismantle in-booth forklift, installation high-lift rigging, and dismantle high-lift rigging; is defined as and applies to all Federal Holidays. A list of Federal Holidays follows; New Year’s Day, Birthday of Martin Luther King, Jr., Washington’s Birthday (Presidents’ Day), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

It is understood that acceptance of all terms and conditions stated throughout this document will be construed when an order for any rental equipment or other service is placed by the exhibitor with Southern Exhibition Services. By placing an order for this event, it is understood that you agree to all policies and terms found within this document. This agreement supersedes any and all previous agreements, or portion thereof, between the above mentioned parties.

I &D Labor

20% discount available for early order with payment

Labor Rate Schedule

	Monday - Friday	Saturday	Sunday and Holidays
Standard Time $88.00 per man hour	8:00 am - 5:00 pm		
Overtime $132.00 per man hour	5:00 pm - 12:00 am	8:00 am - 5:00 pm	
Double Time $176.00 per man hour	12:00 am - 8:00 am	12:00 am - 8:00 am 5:00 pm - 12:00 am	12:00 am - 12:00 am

A one hour minimum per worker applies. Labor will be billed in one hour increments thereafter.

Please check one of the following two options:

_____ (1) SES Supervised (1) SES Supervised
Your exhibit will be completed by our trained professionals at our discretion prior to show opening. The charge for this service is 30% of the total bill.

_____ (2) Exhibitor Supervised

On-Site Representative name:_____ Contact Phone:_____

I&DLabor Payment Computation

Date	Day of Week	Start Time	Number of People		Hours per Person		Total Man Hours		Hourly Rate		Total Cost
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
									Subtotal of all Labor charges		
									SES Supervision (Add 30%)		
									7.25% NC Sales & Use Tax		
									Page Total =		

Please copy the entire page total over to the payment form.

Exhibiting Firm: _____ Booth Number: _____

Please consider your needs carefully. Labor scheduled to begin at 8:00am on the designated day results in the billing clock starting at 8:00am on that day. If your representative does not arrive until 9:00am, the nonproductive hour will be charged.

In an effort to discourage overestimated labor calls; the final labor bill will be no less than 75% of the original request per worker, rounded up to the next full hour. For example; You complete this form requesting 8 men for 8 hours but work each man for only 4 hours; this scenario would result in the billing of 8 men for 6 hours or 48 total installation man hours.

All rates listed apply to scheduled services only. If you are unable to supply exact time of need, you may select Will-Call or as needed service by indicating "Will-Call" in the Start Time column on the payment chart. The additional surcharge for Will-Call service is $38.00 per man hour. Include this surcharge in the Hourly Rate column on the payment chart. For example; the rate for standard time "Will-Call" work would be $126.00 per man hour.

Cancellation of or changes to a labor order, entire call or any part, require written documentation forwarded to the Southern Exhibition Services office. To qualify for a refund, written notice of cancellation or change must be received at least 48 hours prior to the scheduled begin time.

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

In-Booth Forklift

20% discount available for early order with payment

In-Booth Forklift Rate Schedule

Rates listed include forklift with operator.

	Monday - Friday	Saturday	Sunday and Holidays
Standard Time $176.00 per hour	8:00 am - 5:00 pm		
Overtime $220.00 per hour	5:00 pm - 12:00 am	8:00 am - 5:00 pm	
Double Time $264.00 per hour	12:00 am - 8:00 am	12:00 am - 8:00 am 5:00 pm - 12:00 am	12:00 am - 12:00 am

This form is not for unloading or reloading; please see freight handling forms.

A one hour minimum per forklift applies. Forklift Service will be billed in one hour increments thereafter.

Please check one of the following two options:

_____ (1) SES Supervised Forklift
Forklift Service will be completed by our trained professionals at our discretion prior to show opening. The charge for this service is 30% of the total forklift service bill.

_____ (2) Exhibitor Supervised Forklift

On-Site Representative name:_____ Contact Phone:_____

In-Booth Forklift Payment Computation

Date	Day of Week	Start Time	Number of Forklifts		Hours per Forklift		Total Service Hours		Hourly Rate		Total Cost
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
									Subtotal of all Forklift charges		
									SES Supervision (Add 30%)		
									7.25% NC Sales & Use Tax		
									Page Total =		

Please copy the entire page total over to the payment form.

Exhibiting Firm: _____ Booth Number: _____

Please consider your needs carefully. Forklift scheduled to begin at 8:00am on the designated day results in the billing clock starting at 8:00am on that day. If your representative does not arrive until 9:00am, the nonproductive hour will be charged.

In an effort to discourage overestimated in-booth forklift calls; the final in-booth forklift bill will be no less than 75% of the original request per forklift, rounded up to the next full hour. For example; You complete this form requesting 2 forklifts for 8 hours but use each forklift for only 4 hours; this scenario would result in the billing of 2 forklifts for 6 hours or 12 total in-booth forklift hours.

All rates listed apply to scheduled services only. If you are unable to supply exact time of need, you may select Will-Call or as needed service by indicating "Will-Call" in the Start Time column on the payment chart. The additional surcharge for Will-Call service is $56.00 per service hour. Include this surcharge in the Hourly Rate column on the payment chart. For example; the rate for standard time "Will-Call" work would be $232.00 per service hour.

Cancellation of or changes to a forklift order, entire call or any part, require written documentation forwarded to the Southern Exhibition Services office. To qualify for a refund, written notice of cancellation or change must be received at least 48 hours prior to the scheduled begin time.

Southern Exhibition Services
1411 Old Durham Road, Bldg. 3, Roxboro, NC 27573 Phone: (919) 687-4970 Fax: (919) 683-3107 E-Mail: Orders@SES.COOL

High-Lift Rigging

20% discount available for early order with payment

High-Lift Rigging Rate Schedule

Rates listed include lift with operator.

	Monday - Friday	Saturday	Sunday and Holidays
Standard Time $304.00 per hour	8:00 am - 5:00 pm		
Overtime $392.00 per hour	5:00 pm - 12:00 am	8:00 am - 5:00 pm	
Double Time $480.00 per hour	12:00 am - 8:00 am	12:00 am - 8:00 am 5:00 pm - 12:00 am	12:00 am - 12:00 am

A two hour minimum per lift applies. Rigging Service will be billed in two hour increments thereafter.

Please check one of the following two options:

_____ (1) SES Supervised Rigging
Rigging Service will be completed by our trained professionals at our discretion prior to show opening. The charge for this service is 30% of the total rigging service bill.

_____ (2) Exhibitor Supervised Rigging

On-Site Representative name:_____ Contact Phone:_____

High-Lift Rigging Payment Computation

Date	Day of Week	Start Time	Number of Lifts		Hours per Lift		Total Service Hours		Hourly Rate		Total Cost
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
				X		=		@		=	
									Subtotal of all Rigging charges		
									SES Supervision (Add 30%)		
									7.25% NC Sales & Use Tax		
									Page Total =		

Please copy the entire page total over to the payment form.

Exhibiting Firm: _____ Booth Number: _____

Please consider your needs carefully. Rigging scheduled to begin at 8:00am on the designated day results in the billing clock starting at 8:00am on that day. If your representative does not arrive until 9:00am, the nonproductive hour will be charged.

In an effort to discourage overestimated high-lift rigging calls; the final high-lift rigging bill will be no less than 75% of the original request per lift, rounded up to the next full hour. For example; You complete this form requesting 2 lifts for 8 hours but use each lift for only 4 hours; this scenario would result in the billing of 2 lifts for 6 hours or 12 total high-lift rigging hours.

All rates listed apply to scheduled services only. If you are unable to supply exact time of need, you may select Will-Call or as needed service by indicating "Will-Call" in the Start Time column on the payment chart. The additional surcharge for Will-Call service is $78.00 per service hour. Include this surcharge in the Hourly Rate column on the payment chart. For example; the rate for standard time "Will-Call" work would be $382.00 per service hour.

Cancellation of or changes to a rigging order, entire call or any part, require written documentation forwarded to the Southern Exhibition Services office. To qualify for a refund, written notice of cancellation or change must be received at least 48 hours prior to the scheduled begin time.

Southern Exhibition Services
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