



EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Feb. 6th
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

2026 Capital Remodel & Garden Show

Dulles Expo Center
February 20-22, 2026

Hale Expo Services, LLC. is pleased to have been selected as the official service contractor for the **2026 Capital Remodel & Garden Show** to be held at the Dulles Expo Center. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 716-896-6170 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

The move-in schedule is based on the location of your booth on the show floor. Approximately, two weeks before you move in, you will receive a call from a member of our team informing you of your date and time. While there may be some exceptions, we ask that you arrive as close to your designated time as possible to keep wait times to a minimum.

MOVE-IN DATE AND TIME

Tuesday, February 17, 2026	12:00 PM - 5:00 PM
Wednesday, February 18, 2026	8:00 AM - 5:00 PM
Thursday, February 19, 2026	8:00 AM - 5:00 PM

SHOW DATES AND TIMES

Friday, February 20, 2026	10:00 AM - 9:00 PM
Saturday, February 21, 2026	10:00 AM - 9:00 PM
Sunday, February 22, 2026	10:00 AM - 6:00 PM

MOVE-OUT DATE AND TIMES

Sunday, February 22, 2026	6:01 PM - 11:00 PM
Monday, February 23, 2026	8:00 AM - 12:00 PM

EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BLACK** back drape with 32" tall **BLACK** dividing drape and will be identified by a booth number.

MATERIAL HANDLING

All shipments arriving at the advance warehouse and show site from UPS, FedEx, Common Carrier, or any other over-the-road shipping provider fall under the category of Material Handling. There is a charge for this service. The charge covers the signing and handling of shipments received at the advanced warehouse or at the exhibition facility. All fees and material handling instructions are detailed on the enclosed Freight Handling Form.

Advance Warehouse Information

Capital Remodel & Garden Show 2026

ABF Freight / Hale Expo
7850 Wellingford Drive
Manassas, VA 20109
Exhibiting Company Name - Booth # _____

- The advance warehouse will accept freight shipments **Friday, January 30th through Friday, February 13th** except holidays. No appointment is necessary.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all shipments.
- Collect shipments will be returned to the delivery carrier.
- Shipments arriving at the advance warehouse will be delivered to the exhibit booth prior to the first day of setup.

Show Site Shipping Information

Shipments arriving at the exhibit facility will be accepted on or after **Tuesday, February 17th**. Shipments arriving at the exhibit facility should be addressed as follows:

Capital Remodel & Garden Show 2026

c/o Dulles Expo Center / Hale Expo

4320 Chantilly Shopping Center

Chantilly, VA 20151

Exhibiting Company Name - Booth # _____

- Freight will be accepted only during the scheduled exhibitor move-in hours.
- Shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and total weight.
- Certified weight tickets must accompany all freight.
- Collect shipments will not be accepted and will be returned to the delivery carrier.

Hale will not be responsible for theft or damage of shipments received onsite prior to the arrival of a representative from the exhibiting company. However, Hale will take every precaution possible to protect your shipment.

Insurance coverage of your shipment must be effective from the time your equipment leaves its point of origin until its return to its final destination after the event. The exhibitor's public liability insurance should be in effect and adequate to protect against any claims arising out of the operation of the exhibit. Hale Expo Services, LLC. policy DOES NOT include any coverage for individual exhibitors and Hale Expo Services, LLC. cannot be held liable.

DISCOUNT PRICE DEADLINE DATE

Ordering in advance enables you to take advantage of special discounted pricing. The deadline for the pre-order discount pricing is **February 6, 2026**.

HALE SERVICE DESK

Hale Expo Services, LLC. will have a service desk staffed with a customer service representative to handle any last-minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE EXPO SERVICES, LLC.

Exhibitor Services Department



PAYMENT POLICY

**Save Time and Money! Pre-Order by Feb 6th
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Capital Remodel & Garden Show

Dulles Expo Center
February 20 – 22, 2026

**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Expo Services, LLC. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Expo Services, LLC. accepts company checks, Visa, MasterCard, American Express and Discover. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



ORDER SUMMARY

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February 20 – 22, 2026

Company Name: _____ Booth No.(s): _____
Phone No.: _____ Cell: _____ Booth Dimensions: _____
Order Contact: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Expo Services, LLC. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: ☐ Master Card ☐ Visa ☐ Discover ☐ American Express

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card Number: _____ Exp. Date: _____ V-Code: _____

Name on Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Expo Services, LLC. Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Expo Services, LLC. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.

There is a 4% credit card processing fee for any charges and/or services paid with a credit card. Any charges made to your credit card by Hale Expo Services, LLC. will appear on your credit card statement as a charge from Hale Expo Services, LLC.

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE ***

BULK CARPET	\$
BOOTH FLOORING & SPECIAL BACK DRAPE	\$
DISCOUNTED FURNITURE PACKAGE	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
	SUBTOTAL \$
	ADD 6.00% SALES TAX \$
	TOTAL \$
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$
SIGN HANGING	\$
	NON-TAXABLE SUBTOTAL \$
	GRAND TOTAL \$
For Electric, Telephone, Booth Cleaning and Plumbing services, go to www.dullesexpo.com	

Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.



DISCOUNTED FURNITURE PACKAGE
Save Time and Money! Pre-Order by Feb. 6th
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Company Name: _____

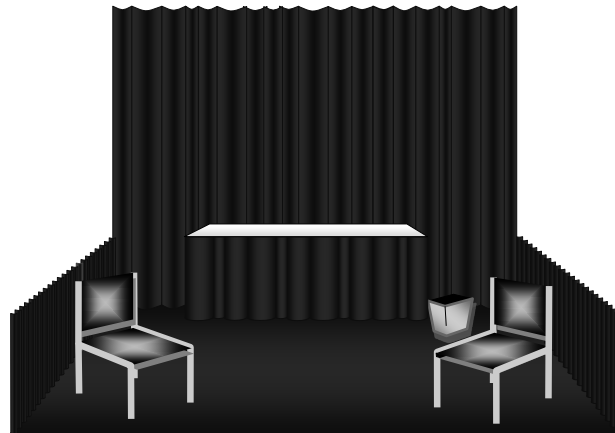
Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Hale Expo Services, LLC. offers the following Discounted Furniture Packages at an additional **15% DISCOUNT** from our already discounted pre-order prices. These packages are only available if ordered and paid for by the advance deadline date **February 6, 2026**.

DISCOUNTED FURNITURE PACKAGE



Package Includes

One 6' long x 30" tall table, draped on 3 sides in **Black**
Two upholstered side chairs, at \$39.10 each
One wastebasket
One 9' x 10' **Black** carpet
One 9' x 20' **Black** carpet

9' x 10' Package

\$89.25
\$78.20
\$13.60
\$129.00
N/A

9' x 20' Package

\$89.25
\$78.20
\$13.60
N/A
\$269.00

Total at Pre-Order Price Rate: \$310.05

Less 15%: (\$46.51)

Total at Discounted Furniture Package Discount Rate: \$263.54

Total Cost: _____

\$450.05

(\$67.51)

\$382.54

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date **February 6, 2026**. Payment must be received before the advance order deadline date in order to qualify for the Discounted Furniture Package pricing. This package must be purchased as described. Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance pricing deadline date.

Discounted Furniture Package Page Total _____

Please enter total on the Order Summary (Applicable taxes not included)



BULK CARPET
Save Money and Time! Pre-order by Feb. 6th
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Company Name: _____ Booth No.: _____

Order Contact: _____ Cell Phone: _____

All bulk carpet orders must be received no later than Friday, January 30, 2026, to guarantee your order.

Bulk area exhibit carpet will consist of multiple 10' wide carpeting that will be seamed together with double faced carpet tape on all internal seams and will be taped along perimeter edges. When ordered in advance, dye lots of the carpeting will be matched as close as possible. If ordered on show site, matching dye lots of the carpet cannot be guaranteed.

BULK CARPET

Bulk Carpet pricing is for all area carpets 20'x30' and over.

Pre-Order Deadline Date: **February 6, 2026**. Orders received after **February 6, 2026** are Standard Orders.

	<u>Pre-Order</u>	<u>Standard Order</u>	<u>Total</u>
Bulk Carpet	\$1.45/sq. ft.	\$3.00/sq. ft.	
Calculate Square Feet: _____ ft. x _____ ft. = _____ sq. ft.			\$ _____
Bulk Pad	\$0.85/sq. ft.	\$1.00/sq. ft.	
Calculate Square Feet: _____ ft. x _____ ft. = _____ sq. ft.			\$ _____

Please check CARPET color choice

- ☐ Red
☐ Speckled Blue
☐ Burgundy

SHOW COLOR: BLACK

Bulk Carpet Page Total: _____

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: csr@haleexpo.com



BOOTH FLOORING & SPECIAL BACK DRAPE
Save Time and Money! Pre-Order by Feb. 6th
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Company Name: _____

Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Price	Quantity	Total
6' x 10'	\$86.00	N/A	_____	_____
8' x 10'	\$114.00	N/A	_____	_____
9' x 10'	\$129.00	\$199.00	_____	_____
9' x 20'	\$269.00	\$389.00	_____	_____
9' x 30'	\$399.50	\$599.00	_____	_____
9' x 40'	\$515.00	\$635.00	_____	_____
18' x 20'	\$515.00	\$635.00	_____	_____
Additional Taping	Total Feet: _____	X \$.45/ft. =	_____	_____
Standard Booth Carpet & Add'l Tape Subtotal:				_____

Please check CARPET color choice

<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Black
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Gray
<input type="checkbox"/> Red	<input type="checkbox"/> Burgundy

Aisles will be carpeted in TUXEDO BLACK

Addendum - Only the following carpet tape is allowed on show floor: Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

Carpet Padding & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
6' x 10'	\$38.00	N/A	_____	_____
8' x 10'	\$66.00	N/A	_____	_____
9' x 10'	\$81.00	\$99.00	_____	_____
9' x 20'	\$162.00	\$198.00	_____	_____
9' x 30'	\$243.00	\$297.00	_____	_____
9' x 40'	\$324.00	\$352.00	_____	_____
18' x 20'	\$324.00	\$352.00	_____	_____
<u>Visqueen</u>	<u>Pre-Order Price</u>	<u>Standard Price</u>		
	\$1.05/sq. ft.	\$1.25/sq. ft.		
Calculate sq. ft.:	_____ ft. x	_____ ft. =	_____	_____
Carpet Padding & Visqueen Subtotal:				_____

Masking Drape to Finish Off Exposed Back Wall (Show Colors Only)

Item	Pre-Order Price	Standard Price	Quantity	Total
5' of 8'H Drape	\$25.00	\$25.00	_____	_____
10' of 8'H Drape	\$50.00	\$50.00	_____	_____
Masking Drape Subtotal:				_____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$7.00 per Ln. ft.	\$8.50 per Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$10.00 per Ln. ft.	\$11.50 per Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$17.00 per Ln. ft.	\$19.50 per Ln. ft.	_____ Ln. ft.	_____
Special Back Drape Subtotal:				_____

Please check DRAPE color choice

<input type="checkbox"/> Beige	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Orange	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Peach	<input type="checkbox"/> White
<input type="checkbox"/> Brown	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	

Booth Carpet & Special Back Drape Page Total: _____



**TABLES, PEDESTAL TABLES &
TABLE RISERS**
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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 th Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
Draped Table Subtotal:				_____

Please check SKIRT color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

Undraped Display Tables

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
Undraped Table Subtotal:				_____

Table Risers (Draped in White)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
Table Risers Subtotal:				_____

Undraped Pedestal Tables & Spandex Covers

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
Pedestal Tables & Spandex Cover Subtotal:				_____



Please check SPANDEX color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

Table Page Total: _____



CHAIRS & ACCESSORIES
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Company Name: _____
Order Contact: _____

Booth No.(s): _____
Phone No.: _____

Chairs & Stools (Grey Fabric)











<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Black Folding Chair	\$8.00	\$11.00	_____	_____
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____

Chairs & Stools Subtotal: _____

Accessories

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____

Accessories Subtotal: _____

Item Pictures				
Chairs & Stools	Accessories			
				
Padded Side Chair				
				
Padded Stool	8' Post & Base & Crossbar	Floor Easel	22" x 28" Chrome Sign Frame	2'x8' Grid Wall

Chairs & Accessories Page Total: _____



STANDARD BOOTH SIGN

7" X 44" SIGN

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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

PRE-ORDER DATE IS: February 6, 2026

Pre-Order Price: \$25.00 each

Standard Price: \$37.50 each

First Line: _____

Each line may not exceed 26 characters, including spaces.
Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary
(Applicable taxes not included)

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to csr@haleexpo.com.



SPECIAL SIGNS
Sign Orders received after Feb. 6th
add 50% to the listed Price.

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Company Name: _____ Booth No.(s): _____
Email Address: _____ Contact Name: _____

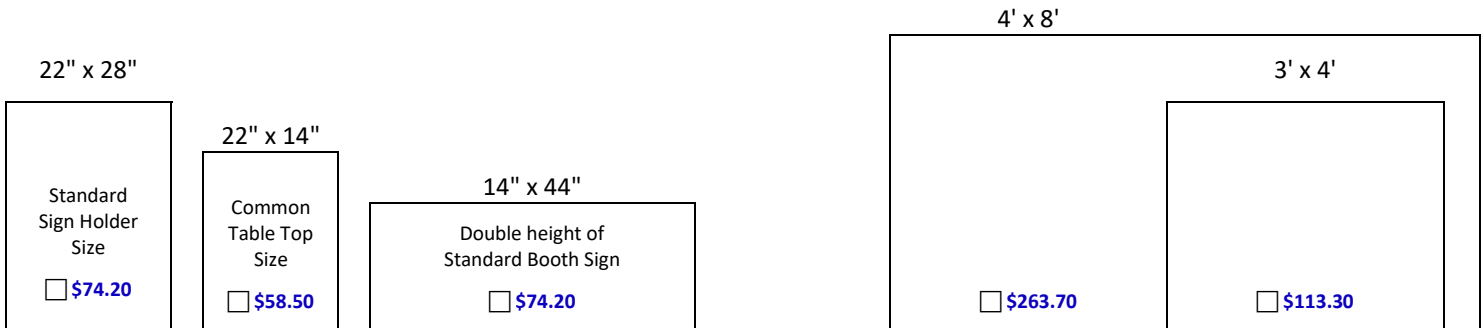
SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES



Copy Color

Color 1: _____

Color 2: _____

Orientation

☐ Landscape

☐ Portrait

Description

Pre-Order Price

Quantity

Total

Material Choice

- ☐ Foamcore – Foam center with white paper surfaces
☐ Coroplast – Corrugated plastic – Most durable (Colors available)
☐ Poster Board – White poster board / Sign card only

22" x 28" Sign

\$74.20

22" x 14" Sign

\$58.50

14" x 44" Sign

\$74.20

4' x 8' Sign

\$263.70

3' x 4' Sign

\$113.30

Grommets (ea.)

\$2.00

Easel Back

\$2.75

Subtotal: _____

Please Indicate Sign Copy Here:

Double Sided

Add 75% to Subtotal: _____

Subtotal 2: _____

Ordered After Feb. 6th

Add 50% to Subtotal 2: _____

Special Sign Page Total: _____



BANNERS

Banner Orders received after Feb. 6th
add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Capital Remodel & Garden Show

Dulles Expo Center
February 20 – 22, 2026

Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

Your Company Name Goes Here!

All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color

Color 1: _____

Orientation

☐ Horizontal

Color 2: _____

☐ Vertical

Banner Background Material Color

☐ White

☐ Blue

☐ Yellow

☐ Red

☐ Green

☐ No Grommets or Pockets

☐ I Want Grommets ☐ I Want Pockets

Please Indicate Banner Copy Here:

Description

2' x 8' Banner

Pre-Order Price

\$144.72

Quantity

Total

3' x 8' Banner

\$198.28

Custom Size

Call For Pricing

Add Logo

Call For Pricing

Grommets Every 2'

Standard

Add'l Grommets (ea.)

\$2.00

Background Color
Other Than White

\$25.00

Subtotal:

Double Sided

Add 75% to Subtotal:

Subtotal 2:

Ordered After Feb. 6th

Add 50% to Subtotal 2:

Banner Page Total:

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. [To prevent unsatisfactory results, Hale Expo Services, LLC. will not use web images for reproduction on signage.](#) Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

Files Upload Info: FTP Server: [ftp.haleexpo.com](ftp://ftp.haleexpo.com) User: **upload-user** Password: **upload-to-hale**

It's our business to make your business look good!



SIGN HANGING
Save Time and Money! Pre-Order by Feb. 6th
and receive substantial discounts!

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Capital Remodel & Garden Show
Dulles Expo Center
February 20 – 22, 2026

Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY:

Monday, February 16, 2026

Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.

HANGING SIGN RATES & RESTRICTIONS

Pre-Order Deadline Date: February 6th. Orders received after February 6th are Standard Orders.

PRE-ORDER PRICE: \$325.00

Circular & Box Signs \$75 Additional

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN

***Circular Signs & Box Signs – Additional \$75 Per Sign.**

EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$100.00

STANDARD ORDER PRICE: \$375.00

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN

EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$130.00

Hale Expo Services, LLC. is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of setup.

All signs to be hung from the ceiling must be delivered to show site on the first day of setup, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Expo Services, LLC.

Please complete the following information:

Number of feet from floor to top of sign : _____ ft.

Number of feet in from left side: _____ ft.

Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection?: ☐ NO ☐ YES
(If YES, please complete the Electrical form included in this packet.)

PAGE SUMMARY

Total Services: \$ _____

Please enter the total on the
Order Summary

(Applicable taxes not included)

Restrictions

Installation and removal times will be established by Hale Expo Services, LLC. per the availability of the hall and access to area under the location of the sign to be hung.



INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Capital Remodel & Garden Show

Dulles Expo Center

February 20 – 22, 2026

Company Name: _____

Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$75.00 (M-F 8 AM – 4 PM)

Overtime Rate: \$112.50 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	X	_____ = _____ @ _____ = _____		
Installation	_____	_____	X	_____ = _____ @ _____ = _____		
Dismantle	_____	_____	X	_____ = _____ @ _____ = _____		
Dismantle	_____	_____	X	_____ = _____ @ _____ = _____		

Onsite Supervisor Name: _____

Cell Number: _____

Straight Time Rate: \$75.00 (M-F 8 AM – 4 PM)

Overtime Rate: \$112.50 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY HALE EXPO SERVICES, LLC. PERSONNEL** – Supervision will be provided by Hale Expo Services, LLC. and **all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information.** Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	X	_____ = _____ @ _____ = _____		
Installation	_____	_____	X	_____ = _____ @ _____ = _____		
Dismantle	_____	_____	X	_____ = _____ @ _____ = _____		
Dismantle	_____	_____	X	_____ = _____ @ _____ = _____		

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$136.50 (M-F 8 AM – 4 PM)

Overtime Rate: \$204.75 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Expo Services, LLC. will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Expo Services, LLC. employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

Date of Service	Start Time	No. of Workers	Approx. Hours	Total Hours Per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	X	_____ = _____ @ _____ = _____		
Installation	_____	_____	X	_____ = _____ @ _____ = _____		
Dismantle	_____	_____	X	_____ = _____ @ _____ = _____		
Dismantle	_____	_____	X	_____ = _____ @ _____ = _____		

Plastic Banding (Per pallet and includes labor): **\$45.00**

Shrink Wrap (Per pallet and includes labor): **\$45.00**

If Labor must be cancelled, Hale Expo Services, LLC. requires 24-hour notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Expo Services, LLC. at the Advance Warehouse or on Show Site.

Please do not return label to Hale Expo Services, LLC.

FREIGHT LABEL

ADVANCE TO WAREHOUSE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE
BETWEEN: FRIDAY, JANUARY 30 – FRIDAY, FEBRUARY 13, 2026**

SHIP TO:

ABF Freight
c/o Hale Expo /Capital Remodel & Garden Show 2026
7850 Wellingford Drive
Manassas, VA 20109

SHOW INFORMATION

Capital Remodel & Garden Show
Dulles Expo Center
February 20-22, 2026

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

FREIGHT LABEL

DIRECT TO SHOW SITE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS
SCHEDULED TO ARRIVE ON OR AFTER: TUESDAY, FEBRUARY 17, 2026**

SHIP TO:

Dulles Expo Center
c/o Hale Expo /Capital Remodel & Garden Show 2026
4320 Chantilly Shopping Center
Chantilly, VA 20151

SHOW INFORMATION

Capital Remodel & Garden Show
Dulles Expo Center
February 20-22, 2026

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



SHIPPING & MATERIAL HANDLING

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Capital Remodel & Garden Show

Dulles Expo Center
February 20 – 22, 2026

Company Name: _____ Booth No.(s): _____

Order Contact: _____ Phone No.: _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (January 30 – February 13, 2026)				\$90.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$180.00	(Total Weight / 100) x \$90.00 Minimum Charge = \$180.00
Direct to Show Site Rate For Shipments Arriving on or After (February 17, 2026) 8am-4pm only				\$75.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$150.00	(Total Weight / 100) x \$75.00 Minimum Charge = \$150.00
Small Package Rate Direct to Show Site Only For Single Package 25 lbs. and Under				\$35.00 single package (Single Package Shipments Only) Direct to Show Site Only	\$35.00 Single Package Only Direct to Show Site Only

BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Only Outbound Shipping & Material Handling (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$75.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$150.00	(Total Weight / 100) x \$75.00 Minimum Charge = \$150.00
Small Package Rate For Single Packages 25 lbs. or less				\$35.00 / per package (Single Package Shipments Only)	\$35.00 Single Package Only
Uncrated Rate For any Uncrated Machinery or Material Going Outbound				\$95.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$190.00	(Total Weight) / 100 x \$95.00 Minimum Charge = \$190.00

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 pm on Monday, February 23, 2026**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 pm, Monday, February 23, 2026**, will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____
(200 lb. minimum)



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Expo Services, LLC.. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Expo Services, LLC. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Expo Services, LLC. for such shipments.
4. Hale shall not be responsible for loss, damage, 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 Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale 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.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **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 "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Expo Services, LLC. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Expo Services, LLC. are based on the value of the material handling services and the scope of Hale Expo Services, LLC. liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Expo Services, LLC. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- **Hale Expo Services, LLC. must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit.** Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- **BILLED WEIGHT** is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Expo Services, LLC. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility, therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: Capital Remodel & Garden Show 2026

Company Name: _____

Print Name: _____

Booth No.(s): _____

Signature: _____

Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE EXPO SERVICES, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



Close of Show Guidelines & Outbound Shipping

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
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Close of Show Guidelines

The Hale Expo Services, LLC. Service Desk will reopen approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Expo Services, LLC. Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about (1) hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 PM Monday, February 23rd**. To ensure the floor is clear for the next event, shipments not picked up by **12 PM Monday, February 23rd** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

You must arrange pick up of your shipment with the Common Carrier of your choice. You may choose ANY carrier as long as they pick up your materials on time.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. **FED EX / UPS Shipments** have very specific rules for shipping. If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.

FEDEX: 1-800-GO-FEDEX UPS: 1-800-742-5877

[Here is the address your carrier needs to pick up your freight.](#)

**Dulles Expo Center
4320 Chantilly Shopping Center
Chantilly, VA 20151**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.



PRO
TRANSPORTATION

Your Tradeshow. Our Priority.

PRO Transportation is the exclusive logistics partner for **Hale Expo Services**.

PRO Delivers Priority. Seamless. Reliable. Efficient.

As the exclusive logistics partner for Hale Expo Services, PRO Transportation ensures a seamless, stress-free experience for exhibitors. We handle every step of the shipping process, so you can focus on your event—not the logistics.

Pre-Event Coordination

We work closely with exhibitors to schedule shipments, provide tracking updates, and ensure on-time arrivals.

Streamlined Delivery

Our experienced team seamlessly manages all the logistics to and from an event.

Hassle-Free Load-Out

Post-show, we coordinate pick-ups, handle tight move-out windows, and guarantee smooth departures.

Preferred Status Advantage

As the official logistics partner, we provide priority service and exclusive handling to and from the event.

How It Works

Before the Event

- Enter your freight details online, and we'll handle the scheduling and paperwork.
- We'll keep you informed through advanced tracking and real-time updates.
- And we guarantee on-time delivery to the venue!

During the Event

- Priority unloading dock space and placement of materials/displays.
- On-site support to handle last-minute changes.
- Efficient, organized logistics to minimize wait times.

After the Event

- Quick and efficient load-out process.
- Coordinated pick-ups and return shipping options.
- No-stress logistics so exhibitors can focus on future opportunities.

Book with PRO and Save 10%

On your freight handling fee with Hale Expo Services!

PROTransportation.com

Scan to schedule your next trade show shipment with PRO.

ProTransportation.com/trade-show

