



- **Conventions**
- **Special Events**
- **Trade Shows**

Dear Valued Exhibitor,

EXPO Décor **welcomes you** to the **San Francisco Flower & Garden Show**. This event will be held **April 5- 9, 2017** at the San Mateo County Event Center. EXPO Décor is your Event Decorator Specialist.

- Your **Standard Booth** will include the following:
One (1) 8' back wall drape Two (2) 3' side rail drape (except on corner booths)
- Your **High wall Booth** will include the following:
One (1) 8' back wall drape Two (2) 8' tall side drape (except on corner booths)
- **All booths** will also include the following:
One (1) ID Sign One (1) 500 watts Electrical service per exhibit space regardless of booth space size (Electrical provided by Western Event Services)

The booth drape colors for the Expo Hall and Fiesta Retail Area will be black. In the Plant Market area, drape color will be white.

Should you require any additional **tables, chairs, easels, carpeting, etc.**, please complete the enclosed **Furniture and Accessories** order form.

EXPO Décor is offering **Shipping/Handling Service**. We can receive, handle, store and then deliver your materials to your booth. If you need this service, please complete the enclosed **Shipping/Handling Service forms**. All "Advanced" freight **must be received to our warehouse no later than Friday, March 17, 2017**.

Please note that for the show site drayage options, you must fill out the Drayage forms and check off the box where it says "Show Site Freight". It is important that your delivery **MUST BE** received for our staff to sign for it then delivering it to your booth **ONLY ON THE FOLLOWING DATES AND TIMES. Please have it delivered March 31st ONLY BETWEEN 9 am- 5 pm. The venue will not sign and accept your show site freight. Expo Staff must sign for it.**

If we are bringing your materials back to our warehouse, please fill out the Return Drayage Forms, and send in with your payment. Please note, your shipping labels must already be placed on each package and your pick by your chosen courier, already scheduled for the pick up ahead of time. **Your courier must arrive at the venue for pick up no later than April 10th at 5 pm.**

If EXPO is bringing back your RETURN shipment, again please note that each package must be labeled, and the courier scheduled by you ahead of time. The RETURN shipment form must be filled out and sent back to us along with payment. Your items must be picked up from our EXPO Warehouse address, **no later than April 12th** or additional storage fees will be assessed.

Also please note, you do not need your booth number to turn in your complete forms, as our orders are linked to your show reservation by Company Name only.

The deadline for all forms and payments is March 24, 2017.

Exhibitor move-in:	For Both Expo Hall & Fiesta Halls Monday, April 3 & Tuesday, April 4 8:00 AM – 6:00 PM
Show Hours:	Wednesday- Saturday, April 5- 8, 10:00 AM - 7:00 PM Sunday, April 9, 10:00 AM - 6:00 PM
Exhibitor move-out:	Sunday, April 9, from 6:00 PM - 10:00 PM Monday, April 10, from 8:00 AM - 12:00 PM

Should you require additional information, please contact us at (559) 495-3300. We look forward to serving you.

Sincerely,

Leann Rasmussen

Event Specialist

557



P.O. Box 9321
 Fresno, CA 93791
 Tel: (559) 495-3300
 Fax: (559) 495-3305
 www.expodecor.com

#557-5-17
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PAYMENT POLICY & BILLING AUTHORIZATION

**NOTE: THIS FORM & PAYMENT MUST ACCOMPANY
 ALL ORDERS PLACED WITH EXPO**

PLEASE PRINT CLEARLY or TYPE THE PAYMENT TYPE INFORMATION

American Express Discover MasterCard Visa

Credit Card #

Exp. Code: /

Security Code:

Name on the card: _____

Authorized Signature: _____

Billing Address (of credit card): _____ Zip: _____

The Cardholder hereby authorized the following people to sign on the above account for any additional charges incurred at show site:

Please enter the *Totals* from the appropriate forms:

Furniture & Accessories Total: \$ _____	Display Labor Total: \$ <u>N/A</u>	
Carpet Total: \$ _____	Booth Cleaning Services Total: \$ _____	Grand Total Due:
Electrical Total: \$ _____	Freight Handling Services Total: \$ _____	\$ _____
Water & Utility Service Total: \$ <u>N/A</u>	Sign Hanging Services Total: \$ <u>N/A</u>	

COMPANY/EXHIBITOR: _____

ORDERED BY: _____ DATE: ____/____/____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TEL: _____ FAX: _____

E-MAIL: _____

SHOW SITE CONTACT: _____ TEL: _____



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FURNITURE & ACCESSORIES

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TABLES

Wooden display tables - 24" wide - 32" high
 Counter height tables are 24" wide - 42" high

ACCESSORIES

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	4' LONG TABLE - SKIRTED	\$67.00	\$87.00
	4' LONG TABLE - NOT SKIRTED	\$55.00	\$72.00
	6' LONG TABLE - SKIRTED	\$73.00	\$95.00
	6' LONG TABLE - NOT SKIRTED	\$61.00	\$79.00
	8' LONG TABLE - SKIRTED	\$80.00	\$104.00
	8' LONG TABLE - NOT SKIRTED	\$67.00	\$87.00
	4' LONG COUNTER - SKIRTED	\$80.00	\$104.00
	4' LONG COUNTER - NOT SKIRTED	\$67.00	\$87.00
	6' LONG COUNTER - SKIRTED	\$86.00	\$112.00
	6' LONG COUNTER - NOT SKIRTED	\$73.00	\$95.00
	8' LONG COUNTER - SKIRTED	\$92.00	\$120.00
	8' LONG COUNTER - NOT SKIRTED	\$80.00	\$104.00
	48" ROUND TABLE - PLAIN	\$55.00	\$72.00
	60" ROUND TABLE - PLAIN	\$61.00	\$79.00
	72" ROUND TABLE - PLAIN	\$67.00	\$87.00
	COCKTAIL TABLE (30" HIGH)	\$55.00	\$72.00
	COCKTAIL TABLE (42" HIGH)	\$67.00	\$87.00
	5' SERPENTINE TABLE - PLAIN	\$73.00	\$95.00
	5' SERPENTINE TABLE - SKIRTED	\$86.00	\$112.00

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	FOLDING CHAIR	\$1.00	\$2.00
	BARSTOOL	\$12.00	\$16.00
	5-GAL. WASTEBASKET	\$6.00	\$8.00
	30-GAL. TRASH CAN	\$9.00	\$12.00
	FIRE EXTINGUISHER	\$31.00	\$40.00
	TABLE RISER: <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$21.00	\$27.00
	EASEL (WOOD)	\$19.00	\$25.00

PIPE & DRAPE

ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES	
		ADVANCE	SHOW
	PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates	\$21.00	\$27.00
	3' tall drape - includes hardware	\$8.00/ft.	\$11.00/ft.
	8' tall drape - includes hardware	\$10.00/ft.	\$15.00/ft.

- Drape is available in the following colors:
- Black Blue Berry Burgundy
 - Dusty Rose Gold Hunter Green Plum
 - Red Silver Teal Violet
 - White

SKIRTING/LINEN

ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE

QTY.	DESCRIPTION	RENTAL PRICES
	32" HIGH TABLE SKIRT	\$19.00
	42" HIGH COUNTER SKIRT	\$21.00
	LINEN: 90" ROUND & 120" ROUND	\$15.00

- Skirting is available in the following colors:
- Black Blue Berry Burgundy
 - Dusty Rose Gold Hunter Green Plum
 - Red Silver Teal Violet
 - White

Company: _____ Booth #: _____

Address: _____

Contact (print): _____

Telephone: _____ Date: _____

**NO CREDITS WILL BE ISSUED
 AFTER CLOSE OF SHOW!**

"Show" order rates apply for all orders not paid in FULL by the 'Advance Payment' deadline 03/24/2017.

TOTAL DUE: _____

FOR OFFICE USE ONLY CONTRACT #: _____



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CARPETING

#557-5-17
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STANDARD CARPET

Price includes complete installation and removal.

CARPET PADDING

STANDARD SIZES

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$92.00	\$120.00
	10' X 20'	\$183.00	\$238.00
	10' X 30'	\$275.00	\$358.00
	10' X 40'	\$366.00	\$476.00

QTY.	SIZE	RENTAL PRICES	
		ADVANCE	SHOW
	10' X 10'	\$50.00	\$65.00
	10' X 20'	\$100.00	\$130.00
	10' X 30'	\$150.00	\$195.00
	10' X 40'	\$200.00	\$260.00

Standard Carpet Colors (Check One):

- Black Blue Red

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

"Show" order rates apply for all orders not paid in FULL by the 'Advance Payment' deadline of 03/24/2017.

Company: _____

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

Contact (print): _____ Signature: _____

Telephone: _____ Date: _____

PLEASE MAKE SURE TO INCLUDE THE "PAYMENT POLICY & BILLING AUTHORIZATION" FORM

Payment Policy: All invoices must be settled at time of order. **Please scan** this form with the **PAYMENT POLICY & BILLING AUTHORIZATION** form to the Expo Decor Contact listed on the cover letter. All forms are your receipt of services ordered. A credit card receipt will be faxed or emailed to you upon receiving materials to show that payment has been collected.

FOR OFFICE USE ONLY	CONTRACT #:	TOTAL DUE:	
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- **Conventions**
- **Special Events**
- **Trade Shows**

FORKLIFT & PALLET JACK/CART ORDER FORMS FOR POV'S

Company Name:		Booth Number
Contact Name:	Phone Number	Email Address
Driver License:	Issuing State:	

Exhibitors requiring forklifts to unload/reload privately owned (POV's) would need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 pounds or more.

Exhibitors shipping their materials either to special events warehouse or direct to show site via a commercial carrier may not use this form.

Please refer to the Drayage forms included in the Expo Exhibitor Bulletin for your advanced freight/show site freight needs.

Reserve forklifts/pallet jack/cart services below. Forklifts/pallet jack/cart services will be available on a first come first serve basis. Exhibitors needing this service will need to check in at the Expo Registration Desk located in the Fiesta Hall. Once your privately owned vehicle is unloaded you must remove it immediately.

Number of Forklift Loads	Round Trip	In	Out
(1) One Load	\$90.00	\$65.00	\$25.00
(2) Two Loads	\$180.00	\$130.00	\$50.00
(3-4) Three to Four Loads	\$270.00	\$195.00	\$75.00

Note: Rentals are \$30.00 and not to exceed (1) One hour	Start	Finish
Pallet Jack		
Cart		

FORKLIFT RENTAL REQUIREMENTS:

IF YOUR MATERIALS REQUIRE MORE THAN FOUR (4) FORKLIFT LOADS, YOU MAY NOT USE THIS FORM. PLEASE REFER TO THE FREIGHT HANDLING SERVICE ORDER FORMS.

ROUNDRIP PRICE INCLUDES:

- Unloading of POV and delivery of materials to your booth
- Storage of empty containers and return of empty containers
- Reloading of vehicle upon move out

PALLET JACK/CART RENTAL REQUIREMENTS:

DRIVER'S LICENSE OR CREDIT CARD TO BE LEFT WITH DECORATOR UNTIL EQUIPMENT IS RETURNED

PLEASE NOTE:

- No credit will be given for any portion of the services not used
- No personnel vehicles will be allowed on the show floor at any time
- Should you need to drive your vehicle onto the show floor, please contact the San Mateo Event Center to arrange for those services

Please contact Leann with any questions you may have regarding these forms. We look forward to working with you!



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FREIGHT HANDLING SERVICE

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Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent for show.	
Carrier:	Ship Date:		
Number of Pieces:	Largest Piece:		
Total Weight of Shipment:	Tracking (Pro) #:		
Shipped From:			
To arrive at:	<input type="checkbox"/> Advance Freight Whs.	<input type="checkbox"/> Show Site	Expected arrival date: / /
Advance Freight Total Weight:	lbs. @ \$54.00 per CWT = \$	due (\$162.00 min.)	
Show Site Freight Total Weight:	lbs. @ \$48.00 per CWT = \$	due (\$144.00 min.)	
Additional Services:	= \$	due.	
NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		TOTAL Freight Charges = \$	

REFORWARDING INSTRUCTIONS AT CLOSE OF SHOW

Exhibitor must complete an outbound bill of lading prior to close of show or freight will be returned to our warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by close of dismantle, will be sent to the Expo Decor warehouse and stored until further instruction from the Exhibitor.

Payment Policy: PAYMENT IN FULL ON ALL ADVANCE AND FLOOR ORDERS WHEN ORDER IS PLACED.
Terms: This order for goods/services constitutes a contract of rental (Contract) between EXPO Decor and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer, it supersedes customer's order form, if any.

AUTHORITY TO HANDLE

With respect to the property referred to above you are hereby authorized to pick up, deliver, store, ship out and act as shipper's agent in the handling of said property by any other authorized carrier, and to make all contracts as needed for performance, and to perform any additional services as required or necessary for reforwarding at close of show.

Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Authorized by (print): _____ Signature: _____
 Phone: _____ Date: _____ Booth # _____

SPECIAL INSTRUCTIONS:



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FREIGHT SERVICE OPTIONS & RATES

San Francisco Flower & Garden Show
 4/5/2017 - 4/9/2017
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Trade Show Freight Options & Rates		Per 100 Lbs. (CWT)
● Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 LB. MINIMUM (\$162.00).		\$54.00
● Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 LB. MINIMUM (\$144.00).		\$48.00
● Shipments consigned to our warehouse which arrive after our published advance freight cut off date (03/17/2017), or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.		\$12.00
● For handling of uncrated, padded van, or specialized equipment, additional per CWT.		\$18.00
● For delivery of shipments, at close of show, back to EXPO Decor warehouse for loading to outbound carriers. THERE IS A 500 LB. MINIMUM FOR THIS SERVICE (\$80.00).		\$16.00
Special Services	Straight Time	Overtime
● Material Handler.	\$68.00	\$112.00
● Vehicle spotting charge.	\$68.00	\$120.00
● 3,000 lb. Forklift with operator.	\$98.00	\$172.00
● Crate or pallet banding & shrink wrapping (per hour plus materials).	\$68.00	\$112.00
● Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth, and return to dock at close of show.	\$75.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.



Outbound Shipping Procedures

Necessary Outbound Paperwork

An outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper.

Exhibitor Selected Carriers

You, the Exhibitor, are responsible to make the necessary arrangements for your carrier to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, EXPO Decor reserves the right to force any shipment onto our EXPO Decor trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

Federal Express – Special Information

Should you use Federal Express, DHL or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$20.00 per destination service for delivering your materials to FedEx.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform EXPO Decor's service desk personnel of the scheduled arrangements along with your confirmation numbers and a complete Bill of Lading. There are additional charges for having us return your materials to our Warehouse for UPS pick-up.

Materials Left on Exhibit Floor at Close of Show

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will be forced on EXPO Decor trailers. Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable.

All Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.



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Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier, or method, for handling our freight at the close of this show.

- Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- Exhibitor selected carrier (Exhibitor must notify carrier required pick-up):
- _____
 (Name of Selected Carrier)

Should the Exhibitor choose to use an outbound carrier for this show, one of the following options **MUST** be selected:

Exhibitor must notify their selected carrier and request a pick-up. In the event Exhibitor selected carrier does not arrive at show site prior to the deadline for freight pick-up, or should they refuse to accept Exhibitor's freight, I hereby authorize EXPO Decor to:

- RETURN MY SHIPMENT TO EXPO DECOR'S WAREHOUSE:** The shipment(s) will be returned to our warehouse for pick-up by your designated carrier. The charges for returning the shipment(s) to our warehouse are as follows:
 - **\$54.00 per CWT** (hundred pounds) with a 500 LB. minimum (\$162.00 min.)
Please note that your shipment must be accompanied by a complete Bill of Lading.

OUTBOUND SHIPPING INFORMATION/ADDRESS

Exhibiting Company: _____

SHIP TO: _____

Address: _____

City: _____ State: _____ Zip: _____

Mark For: _____

Please Note: It is the responsibility of the Exhibitor to fill out outbound Bills of Lading at the close of show and present them to EXPO Decor's service desk personnel prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored, at Exhibitor's cost, until proper information is received.

RUSH

DO NOT DELAY

DEADLINE
DATE:

MARCH 17, 2017

#557-5-17

SAN FRANCISCO FLOWER & GARDEN SHOW

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____ of _____

C/O: **EXPO Decor**
3714 N. Valentine Ave.
Fresno, CA 93722
Tel: (559) 495-3300

WAREHOUSE

RUSH

DO NOT DELAY

DEADLINE
DATE:

MARCH 17, 2017

#557-5-17

SAN FRANCISCO FLOWER & GARDEN SHOW

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____ of _____

C/O: **EXPO Decor**
3714 N. Valentine Ave.
Fresno, CA 93722
Tel: (559) 495-3300

WAREHOUSE

RUSH

DO NOT DELAY

MUST
ARRIVE ON:

MARCH 31, 2017

#557-5-17

SAN FRANCISCO FLOWER & GARDEN SHOW

To: _____
(EXHIBITOR NAME)

No. of Pieces: _____ of _____

C/O: **EXPO Decor**
San Mateo Event Center
1346 Saratoga Drive
San Mateo, CA
94403

SHOW SITE

RUSH

DO NOT DELAY

MUST
ARRIVE ON:

MARCH 31, 2017

#557-5-17

SAN FRANCISCO FLOWER & GARDEN SHOW

To: _____
(EXHIBITOR NAME)

No. of Pieces: _____ of _____

C/O: **EXPO Decor**
San Mateo Event Center
1346 Saratoga Drive
San Mateo, CA
94403

SHOW SITE