

Main Line Expo

200 Schell Lane Ste 204 Phoenixville, PA 19460
(P) 610-265-6200 (F) 610-265-4606
Email: erin@mainlineexpo.com

Exhibitor Kit - 2020 PTO Today Live Expo

Dear Exhibitor,

Main Line Expo is proud to be the official General Services Contractor for **2020 PTO Today Live Expo at the Greater Philadelphia Expo Center in Oaks, PA**. We understand your participation with this event plays an important role in your organization's marketing plan and we'll do everything possible to make it a profitable and enjoyable experience. Our services include everything from handling your freight (drayage), additional booth accessories, to arranging your booth. Please read further for an in depth look at how we can help!

Questions regarding space assignment, badges, display limitations and event schedule should be directed to:

Jenn Shelly
jshelley@ptotoday.com

Questions regarding drayage, labor, furniture, signs, shipping and storage should be directed to:

Main Line Expo, Inc.
Attn: Erin Soper or Lisa Mooney
780 Fifth Avenue, Suite 160, King of Prussia, PA 19406
Phone: (610) 265-6200
E-mail: erin@mainlineexpo.com or lisa@mainlineexpo.com

Included, please find all the necessary forms for ordering freight handling services (drayage) and additional equipment rental for the event. Please complete applicable forms below and return by scan / e-mail to us. **Important note, the Greater Philadelphia Expo Center will NOT accept shipments on your behalf and your equipment may instead be turned away.** To conveniently ship items to your booth in advance, please refer to page 3 and 4 for instructions.

If you ordered a 8' x 10' booth space, it will include, an 8' high draped backdrop with 3' draped siderails, 6' draped table, two chairs, vendor ID sign and wastebasket. .

If you ordered a tabletop booth space, it will include, a 6' draped table, vendor ID sign and wastebasket.

Additional tables, chairs, carpet, etc. can be ordered separately

This schedule is subject to change

Setup for Exhibitors:	Monday, March 23 rd Tuesday, March 24 th	4:00 pm – 6:00 pm 7:00 am – 8:30 am
Breakdown Date and Time:	Tuesday, March 24 th	2:00 pm – 5:00 pm

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Furniture & Accessories Order Form

Rentals includes delivery to booth, set-up, use during event and removal. **Advance pricing applies to orders received no later than Monday, March 9th.** Orders are to be accompanied by payment via check, Master Card, Visa, and/or American Express. Deadline for all orders **Friday, March 20th**.

Quantity	Item	Advance Price	Regular Price	Total
Chairs				
_____	Standard Chair	10.00	25.00	_____
_____	Padded Chair - white	15.00	35.00	_____
_____	Director's Chair (42" H)	35.00	65.00	_____
Tables and Risers				
_____	4' x 30" x 30"H Skirted Table	80.00	120.00	_____
_____	6' x 30" x 30"H Skirted Table	85.00	125.00	_____
_____	8' x 30" x 30"H Skirted Table	95.00	135.00	_____
_____	6' x 18" x 30"H Draped Table	85.00	125.00	_____
_____	Extensions to make any table 42"H	35.00	45.00	_____
_____	36" Round Cocktail (30"H) w/Linen	75.00	115.00	_____
_____	36" Round High Top (42"H) w/Linen	75.00	115.00	_____
Accessories				
_____	Literature Rack	45.00	80.00	_____
_____	Tripod Easel	25.00	45.00	_____
_____	Chrome Table Top Sign Holder (22"H)	20.00	35.00	_____
_____	S Hooks (5)	6.00	8.50	_____

TOTAL: _____

For specialty furniture/equipment rentals not listed above please contact Erin Soper @ erin@mainlineexpo.com.

Safety

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

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Exhibitor Material Handling and Shipping Instructions

The Greater Philadelphia Expo Center will NOT accept advance shipping of your materials free of charge. But don't fret, we can help! All inbound freight can be shipped to Main Line Expo's advance warehouse up to 21 days prior to exhibitor move in (3/2/20). Billing is based on inbound shipping weights. Pricing below includes receiving your materials, delivery to your booth on set-up day, pick-up of your materials upon conclusion of the event and return to our warehouse. If you choose to have your items picked up via carrier at the show site, carriers must check in with Main Line Expo by 4pm on Tuesday, 3/24/20 or the items will be rerouted and additional charges will apply. To order material handling services, please read below and complete the next page.

Shipments consigned to the advance warehouse must arrive no later than Friday, 3/20/20. To avoid late charges, please have items arrive by 3pm.

Please label your exhibit materials as shown below:

Main Line Expo
200 Schell Lane Ste 204
Phoenixville, PA 19460
(610) 265-6200
PTO Today

Include your Company Name and Booth # HERE

If shipping for a sponsorship insert, you must label all pieces "SPONSORSHIP"

Material Handling Pricing - Per Hundred Weight (cwt.)

Minimum 200lbs, per shipment received.

Crated / Wrapped / Skid - \$85.00 (cwt)*

Pricing includes receiving crated / wrapped materials at our warehouse, storage prior to event set-up, delivery to your booth upon set-up day and return shipping to our warehouse. Outbound shipping can be arranged for the first day immediately following breakdown.

Uncrated / Unwrapped / Loose Boxes - \$105.00 (cwt)*

Pricing includes receiving uncrated / unwrapped materials with no wheels at our warehouse, storage prior to event set-up, delivery to your booth upon set-up day and return shipping to our warehouse. Outbound shipping can be arranged for the first day immediately following breakdown.

Late Arriving Freight – additional \$20.00 (cwt)

This rate will be added to any and all shipments received / handled after 3pm on 10/18/2019.

Special Handling – additional \$25.00 (cwt)

This rate will be added to all shipments packed in such a manner that require special handling. This includes ground unloading/loading, side door unloading/loading, constricted space loading, or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

*10% discount applies to drayage orders above 1,000lbs

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*All drayage charges must be paid in advance.

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Exhibitor Material Handling Form

Exhibitor Name: _____

Exhibitor Address: _____

City _____ State _____ ZIP _____

Phone # _____

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Shipment Weight: _____ @ _____ (rate(s) from page 3) per 100lbs, **minimum of 200lbs**

Number of Cartons/Pieces: _____

Number of Shipments: _____

Please specify if your items are to be returned to Main Line Expo warehouse for return shipping starting on following business day **or** picked-up on location* via your carrier of choice upon conclusion of the event.

Total Shipment Charge (Transfer this amount to Recap Page) \$ _____

*Outbound Shipping (applies to all) – **please include pre-paid return shipping labels with your materials.** Your onsite representatives can simply affix the label to your materials and leave in the booth at the conclusion of the event. Please specify above if your materials will return to the advance warehouse or be picked-up on location at the conclusion of the event.

PLEASE REMEMBER TO INSURE YOUR EXHIBIT MATERIALS. MAIN LINE EXPO IS NOT RESPONSIBLE FOR LOST OR STOLEN MATERIALS

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Labor Order Form

Main Line Expo can assist with set up and take down your booth, load and unload vehicles, etc. with you present or not present. If you will not be present during move-in, a Supervisor is required. Please be sure to check that box below and provide detailed instructions on the scope of work to be performed. The rates for qualified labor are as follows:

Labor Rates – labor during exhibitor move in and move out.

Monday, 03/23/20	Straight time - \$79.50 per hour (minimum 2 hours, per person)
	Overtime - \$118.50 per hour Saturday / Sunday or before 8am / after 5pm Monday through Friday
Tuesday, 03/24/20	Straight time - \$79.50 per hour (minimum 4 hours, per person)
	Overtime - \$118.50 per hour Saturday / Sunday or before 8am / after 5pm Monday through Friday

Labor Needed: _____ YES _____ NO

Supervisor Needed (15% additional): _____ YES _____ NO

of skilled Laborers need: _____

of hours each: _____

Set Up Date/Time Needed: _____

Take Down Date/Time Needed: _____

Scope of Work to be Performed:

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Payment and Recap Form

Furniture and Accessories	Total from Pg 2	\$ _____
Material Handling	Total from Pg 4	\$ _____
Labor	Total from Pg 5	\$ _____
	Total	\$ _____

CANCELLATION POLICY:

- Orders cancelled prior to decorator move-in (4/23/2020) are subject to a 50% cancellation charge.
- Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.

Company _____

Address _____

Ordered by _____ Phone _____

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

Billing Address Zip Code: _____

CCV Code: _____

Cardholder's Name: _____

E-Mail Address: _____

Authorization Signature: _____

(By signing above, I authorize payment and accept Limitations on Page 7 and 8)

PLEASE NOTE: 6% SALES TAX (PENNSYLVANIA) APPLIES TO ALL ORDERS.

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LIMITATIONS OF MAIN LINE EXPO LIABILITY & RESPONSIBILITY

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

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

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

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

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

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

Main Line Expo shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibit's material which makes it impossible or impractical to exhibit same.

Relative to shipments consigned to the warehouse. Main Line Expo shall exercise ordinary diligence and care in the receiving, handling, and storage of such shipments. Main Line Expo shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. In any case, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, while these goods are in its warehouse or in vehicles for delivery to the show site.

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

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

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

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

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

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

Limits of Liability and Responsibility

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

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