

# PACIFIC EXPOSITION DECORATING COMPANY



EXCELLENCE IN  
BUILDING CONFERENCE & EXPO  
SEPTEMBER 23- 25TH, 2014 | ST. LOUIS, MO

EEBA 2014 Excellence in Building Conference & Expo  
St. Louis Union Station Hotel • St. Louis, MO  
September 23 – 25, 2014

Dear Exhibitor,

Pacific Exposition Decorating Company is looking forward to serving you as the official service contractor for the [EEBA 2014 Excellence in Building Conference & Expo](#). Our goal is to help make sure your show participation is a success.

Show Management has provided each 8' x 10' booth with 8' high pipe and drape backwall, 3' high draped side rail dividers and (1) booth identification sign. Please review the on-line exhibitor kit carefully as it contains order forms for the many additional services offered by PEDCO (including furniture, shipping, signage and labor).

You may order Furniture and Accessories, Rental Exhibits, Graphics, Material Handling and many other services with our convenient, online, secure shopping cart. Our order forms are also available as a downloadable .pdf (Adobe Acrobat), or call 503-417-8000 and we can fax or mail a kit.

When visiting our website for Online Ordering or down-loadable forms please use the following instructions:

**Web address:** [www.pacificexposition.com](http://www.pacificexposition.com)

Select **Exhibitors** – then **Events** – choose **EEBA 2014 Conference & Expo** and log-in by entering:

**PASSWORD:** **material**

To qualify for advance pricing, full payment must be included with your orders and received on or before **September 16<sup>th</sup>**. Shipments to advance warehouse should be received no later than **September 19<sup>th</sup>**, and direct shipments to the St. Louis Union Station Hotel on **exhibitor move-in day only**.

Inbound and outbound door-to-door shipping is easy with PEDCO Logistics. Call 503-417-8000 or email [shipping@pacificexposition.com](mailto:shipping@pacificexposition.com) for an overnight, second day, third day or standard ground quote. You'll like our service and our pricing!

For all questions regarding the conference's policies, space assignments, display limitations and event schedules please contact Jackie Alexander by phone at 952-881-1128 or by email at [jackie@eeba.org](mailto:jackie@eeba.org). All questions regarding e-services, shipping, labor, furniture, carpet, signs and cleaning should be directed to PEDCO at 503-417-8000 or toll free at 866-99PEDCO or email [csr@pacificexposition.com](mailto:csr@pacificexposition.com)

We look forward to serving you.

Sincerely,

Pacific Exposition Decorating Company

**EEBA 2014**  
**Excellence in Building Conference & Expo**  
**St. Louis Union Station Hotel • St. Louis, MO**  
**September 23 – 25, 2014**

**BOOTH EQUIPMENT:**

**Size of Booth: 8' x 10'**

8' Draped Backwall  
3' Draped Siderail Divider  
(1) Booth I.D. Sign

**BOOTH COLORS:**

Booth Drape: Red & White  
Exhibit Hall Floor: Marble\*\*

\*\*The Exhibit Hall Floor is marble and is NOT CARPETED. If you would like your booth space to have carpet and carpet pad, please contact PEDCO to place your order by phone (503) 417-8000, online [www.pacificexposition.com](http://www.pacificexposition.com), or email [csr@pacificexposition.com](mailto:csr@pacificexposition.com)

**MOVE-IN DATE & HOURS:**

Tuesday, September 23<sup>rd</sup>, 12:00 noon – 4:00 pm

**EVENT DATE & HOURS:**

***Tuesday, September 23<sup>rd</sup>***

4:30 pm – 6:30 pm

***Wednesday, September 24<sup>th</sup>***

7:30 am – 8:30 am / 11:45 am – 1:15 pm / 4:30 pm – 6:30 pm

**MOVE-OUT DATE & HOURS:**

Wednesday, September 24<sup>th</sup>, 6:30 pm – 10:30 pm

**ELECTRICAL, & INTERNET CONTRACTOR:**

St. Louis Union Station Hotel  
Daniel Belmont  
Tel: 314-802-3435  
Fax: 314-923-3971

Email: [dbelmont@stlunionstationhotel.com](mailto:dbelmont@stlunionstationhotel.com)

**DEADLINE TO ORDER PEDCO SERVICES AT DISCOUNT RATES: September 16<sup>th</sup>, 2014**

We realize that exhibiting in an event can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (503) 417-8000 or email at [csr@pacificexposition.com](mailto:csr@pacificexposition.com).

**We look forward to serving you! Pacific Exposition Decorating Company**

**WAYS TO ORDER: ON-LINE at [www.pacificexposition.com](http://www.pacificexposition.com) or:**

**MAIL FORMS TO:**

Pacific Exposition Decorating Company  
330 SE Division Place  
Portland, OR 97202

**FAX FORMS TO:**

(503) 417-8001  
Our FAX line is open 24 hours

**EMAIL FORMS TO:**

[csr@pacificexposition.com](mailto:csr@pacificexposition.com)

**We can mail the order forms to you or email them .pdf format. They are also available for download. We want to make it easy for you!  
Please call if we can help: (503) 417-8000**



Please Send this form with all other pertinent order forms to PEDCO

**Exhibitor of Record**

Company Name		Booth #	
Street Address			
City	State	Zip	Country
Phone ( )	Email		
Authorized Exhibitor Printed Name		Fax ( )	
Authorized Exhibitor Signature		Date	

I have read and understand and will abide by the PEDCO Payment Policy (below) and the Limits of Liability (detailed on a separate page).

**Payment Options**

<b>Company Check</b>	Check #	Dated	Check Amount \$
<b>Credit Card</b>	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
	<input type="checkbox"/> Discover	Exp Date /	Card Amount \$
Account Number		Card Verification Value 2 (CVV2) on back of card	
Cardholder Name			
Billing Address			
City	State	Zip	Country
Printed Name			
<input type="checkbox"/> Charge this credit card for all items and services ordered in advance of the event as well as those items and services ordered at the event by the authorized users below.			
<input type="checkbox"/> Charge this credit card for all items and services ordered in advance of the event and HOLD as a guarantee for payment. I will make other payment arrangements with PEDCO prior to the last day of the event and I authorize charges to this credit card if I do not.			
Cardholder Signature			Date

**PAYMENT RECAP**

**Payment Policy**

**Payment for Services:** PEDCO requires payment in full at the time services are ordered. Unpaid balances are payable upon receipt of invoice. All representatives of your company must be aware of this policy and be prepared to render payment.

**Method of Payment:** PEDCO accepts VISA, MasterCard, American Express, Discover, and company checks. A purchase order is not considered payment. All Payments must be made in US funds drawn from a US bank.

**Discount prices:** Orders must be made and paid in full on or before the discount price deadline to qualify.

**Tax Exempt Status:** If you are tax exempt in the state in which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state with your orders. PEDCO must receive said certificate at least one week prior to the show opening; otherwise tax may appear, on your final invoice.

**Adjustments and Cancellations:** Adjustments to your invoice should be made before the close of the show. See specific order forms for cancellation/restocking fees as they may vary by item or service.

**Third Party Billing:** The Exhibitor of Record is responsible for payment of charges. You may hire a third party to handle billing on your behalf and PEDCO will invoice same provided the Third Party Billing Request form is filled out and sent to PEDCO at least two weeks prior to the event move in and a satisfactory credit rating of the agent has been verified by PEDCO.

**NOTE:** Exhibitors ordering Material Handling or Labor services must provide the credit card information above to cover additional costs (if any) as the advance payment for these services is only an estimate.



**To receive discount price, order must be in by 09/16/2014**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Chairs**

	Regular Price	Discount Price	QTY	Total Price
Plastic Side Chair (A)	60.00	40.00		
Classic Counter Stool (B)	110.00	80.00		
Contemporary Side Chair (C)	110.00	80.00		
Contemporary Arm Chair (D)	130.00	100.00		



**Skirted Tables, 30" high**

	Regular Price	Discount Price	QTY	Total Price
4' Skirted Table (E)	135.00	95.00		
6' Skirted Table (F)	165.00	125.00		
8' Skirted Table	195.00	155.00		
4th Side Table Skirting	65.00	45.00		



**Skirted Counters, 42" high**

	Regular Price	Discount Price	QTY	Total Price
4' Skirted Counter	155.00	115.00		
6' Skirted Counter	185.00	145.00		
8' Skirted Counter (G)	215.00	175.00		
4th Side Counter Skirting	65.00	45.00		



**Round Tables (all are 30" Diameter)**

	Regular Price	Discount Price	QTY	Total Price
Skirted Round Table, 30" high (H)	165.00	125.00		
Skirted Round Table, 42" high	185.00	145.00		
Formica Top Table, 30" high	192.00	150.00		
Formica Top Table, 42" high (I)	212.00	170.00		
Wood Top Table, 30" high (J)	177.00	135.00		
Wood Top Table, 42" high	197.00	155.00		

**Unskirted Tables, 30" high**

	Regular Price	Discount Price	QTY	Total Price
4' Unskirted Table	70.00	50.00		
6' Unskirted Table	100.00	80.00		
8' Unskirted Table	130.00	110.00		

**Unskirted Counters, 42" high**

	Regular Price	Discount Price	QTY	Total Price
4' Unskirted Counter	90.00	70.00		
6' Unskirted Counter	120.00	100.00		
8' Unskirted Counter	150.00	130.00		

**Please circle a skirt color for your table and/or counter**

- Black
- Blue
- Burgundy
- Gold
- Forest Green
- Beige
- Red
- Purple
- Silver
- Teal
- White

**Total of items on this page**

**Total Payment Due**

Prices include installation, rental and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Items cancelled before event will be charged 50% cancellation fee. Items cancelled after item has been delivered will be charged 50% restocking fee



To receive discount price, order must be in by 09/16/2014

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Accessories**

	Regular Price	Discount Price	QTY	Total Price
Waste Basket (K)	18.00	12.00		
Easel (L)	45.00	35.00		
Chrome Sign Holder (M)	130.00	95.00		
Coat Rack (N)	65.00	40.00		
Garment Rack (O)	120.00	90.00		
Bag Stand (P)	120.00	90.00		
Poster Board (4' x 8') (Q)	195.00	150.00		
<input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal				
Pegboard (4' x 8') (R)	195.00	150.00		
<input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal				
4' Table Top Riser	60.00	40.00		
6' Table Top Riser	65.00	45.00		
Fish Bowl	N/A	15.00		
Stanchion (S)	80.00	60.00		
8' Velour Rope (T)	45.00	30.00		
Raffle Drum (U)	N/A	65.00		
Literature Rack (V)	N/A	60.00		
Gridwall (2' x 8') (W)	N/A	30.00		
Pipe and Drape per foot (10' Minimum)	15.00	10.00		



Please circle a color for your Drape

- Black
- Red
- White
- Silver
- Forest Green
- Blue
- Purple
- Gold
- Teal
- Burgundy
- Beige

**Couches and Loveseats**

Black Leather Couch (X)	N/A	425.00			
Black Leather Loveseat (Y)	N/A	400.00			
Black Leather Chair (Z)	N/A	250.00			



**Video Package**

42" Plasma screen and DVD Player	N/A	400.00		
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**Lighted Glass Showcase Display**

4' Lighted Glass Showcase Display	N/A	350.00		
6' Lighted Glass Showcase Display	N/A	375.00		

**Total of items on this page**

**Total Payment Due**  \$

Prices include installation, rental and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Items cancelled before event will be charged 50% cancellation fee. Items cancelled after item has been delivered will be charged 50% restocking fee





**To receive discount price, order must be in by 09/16/2014**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**CARPET & PADDING**

<b>Standard Booth Carpet</b> (100 SF minimum)	<b>Regular Price</b>	<b>Discount Price</b>	<b>Quantity</b>
10' x 10' Booth Size or Under	195.00	150.00	<input type="text"/>
10' x 20'	370.00	290.00	<input type="text"/>
10' x _____ (30' min, price per 10 lineal feet)	180.00	145.00	<input type="text"/>

**Please circle a color for your carpet**

Black	Red	Silver	Forest Green	Beige
Blue	Purple	Teal	Burgundy	Tuxedo

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**Plush Booth Carpet** (200 SF minimum)

Booth Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ total sq. ft. @ \$4.55 sq/ft **or** \$3.50 sq/ft =

**Please circle a color for your carpet**

Black	Red	Royal Blue	Navy Blue	Hunter Green	Burgundy
Charcoal	Beige	Cobalt Blue	Spice Teal	Pearlized Pink	Royal Purple
Silver	White				

Luxurious deep pile carpet specifically cut for your booth space sets your booth apart from the rest.

**Plush carpet orders MUST be received by the DEADLINE date listed above to guarantee delivery.**

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**Foam Padding** (100 SF minimum)

Booth Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ total sq. ft. @ \$1.15 sq/ft **or** \$0.70 sq/ft =

Invite guests to your booth with the comfort of carpet pad under their feet.

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**Visqueen / Plastic Protective Covering** (100 SF minimum)

Booth Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ total sq. ft. @ \$0.90 sq/ft **or** \$0.45 sq/ft =

Thick, plastic covering protects your booth carpet. Rental includes one-time installation and removal.

**Important Additional Information**

Include a layout diagram for installation of your carpet if your carpet size is different from your booth size to avoid unnecessary delays or costs. If you require carpet to cover steps, skids, or display fixtures, call for a quote. Discounts are available on orders over 1,500 square feet - call for a quote.

Prices include installation, rental, necessary taping and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% (100% for plush carpet) of the original price.

<b>Total of items on this page</b>	<input type="text"/>
<b>Total Payment Due</b>	\$ <input type="text"/>



**To receive discount price, order must be in by 09/16/2014**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Regular Price	Discount Price
1000.00	500.00

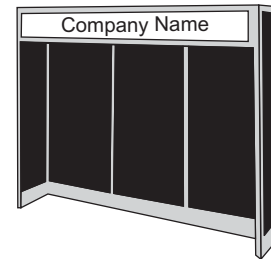
- 6' Table Top Exhibit**  
Header (12" tall x 77.5" wide)  
2 straight shelves (10" deep x 26" wide)  
2 arm lights (electrical ordered separately)  
6' skirted table



- 10' Backwall Exhibit**  
Header ( 12" tall x 117" wide)

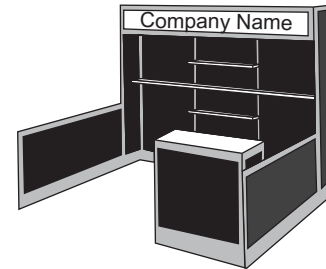
1500.00	750.00
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- 10' Booth Exhibit**  
Header ( 12" tall x 117" wide)  
5 straight shelves (10" deep x 39" wide)  
6 arm lights (electrical ordered separately)  
1 meter counter (24" deep x 42' tall x 40" wide)



↑ **If you ordered a rental exhibit above, please indicate what your header will read**

- Use standard black and white header with company name on file
- Use standard black and white header with this company name:



Custom header provided at no charge if artwork is received **10 days prior** to exhibitor move-in

**Custom Booth**

We can customize one of the basic designs above, create a 10' x 20' custom rental booth, or work with you to design a custom design to fit your island booth space and display needs. You can either rent just for the event or you can purchase the custom exhibit for use in future events. Call us for a quote, 503-417-8000 and get your custom design started!

**Accessories**

	Regular Price	Discount Price	Quantity
Arm lights (electrical ordered separately)	52.50	35.00	
Straight shelf	140.00	70.00	
Angled shelf	150.00	75.00	
1 Meter counter	380.00	190.00	
1 Meter curved counter	580.00	300.00	
2 Meter counter	680.00	360.00	

**Total of items on this page**   
**Total Payment Due**  \$

Prices include installation, rental, and removal. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% of the original price.

**RENTAL EXHIBITS**



**To receive discount price, order must be in by 09/16/2014**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Standard full color rigid signs on Foamboard ★**

Biodegradable, made from 15% recycled content

Size	Regular Price	Discount Price	Quantity
11" x 14"	26.00	16.00	<input type="text"/>
14" x 22"	36.00	26.00	<input type="text"/>
22" x 28"	46.00	36.00	<input type="text"/>
28" x 44"	66.00	56.00	<input type="text"/>
Any Size per square foot (6' Minimum, Please)	17.50	12.50	<input type="text"/>

Perfect fit in our chrome sign holder

**Total SF**



**Custom Graphics on Other Materials**

Price per square foot, 6' min

			Total SF
Heavy-duty Cardboard ★ ★ ★	15.00	9.00	<input type="text"/>
PVC	18.00	13.00	<input type="text"/>
White or Black Sintra	21.00	14.00	<input type="text"/>
Back Light Film	27.00	18.00	<input type="text"/>
Gaterfoam	CALL	CALL	<input type="text"/>

100% Recyclable, double strength  
Great for outdoor events, corrugated  
Flexible, great for curved displays  
Flexible, great for lit displays  
Thicker, minimal weight, high load capacity

**Reusable Banners**

Price per square foot, 6' min

Fiberstone ★ ★ ★	CALL	CALL	<input type="text"/>
Polypropylene ★ ★	CALL	CALL	<input type="text"/>
Canvas ★ ★	CALL	CALL	<input type="text"/>
Reinforced Vinyl ★ ★	CALL	CALL	<input type="text"/>

Made from stone, no trees, water or bleach  
100% Recyclable with soda bottles!  
Classic banner, long lasting  
Very durable, long lasting

**Display Options**

Easel Backs (up to 8" tall)	CALL	CALL	<input type="text"/>
Professional Banner Stand	CALL	CALL	<input type="text"/>
Graphic Design Services	CALL	CALL	<input type="text"/>



★ **Green Scale**

**Orders for graphics MUST be received by the DEADLINE date listed above to guarantee delivery.**

Pacific Exposition charges **NO** rip fee. We accept most major graphics applications on the windows platform. Send EPS vector art when possible to ensure quality, set up color as CMYK. Always include a hard copy. For info on how to send us artwork, please call us, 503-417-8000. We do graphic design! Let us help you create, touch up or fix graphics and logos at an additional charge. We appreciate your business!

**Total of items on this page**

**Total Payment Due**

 \$

Prices include delivery to show site. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility. Include sales/use tax as indicated. Items cancelled after the graphic has been started will be charged 100% of the original price.





Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**LABOR RATE INFORMATION:** Straight-time labor rates are in effect between 8:00am and 4:30pm weekdays. Overtime rates are in effect all other days and times as well as holidays. The starting time can only be guaranteed when labor is scheduled to start at the beginning of the work day (8:00am or the break of the show). The minimum charge for labor is one hour per worker and thereafter is charged in half-hour increments.

**Exhibit Installation & Dismantle Labor**

**PEDCO supervised installation & dismantle**

PEDCO employees can unpack and install your display before your representatives arrive at the show, then dismantle, pack and arrange for shipping at the end of the show, (Price per supervisor). Straight-Time Rate: \$130.00 per hour, Over-Time Rate: \$160.00.

	Date	Start Time	# of Workers	Hourly Rate	Hrs Per Worker	Estimated Cost
Installation						
Dismantle						

**Exhibitor supervised installation & dismantle**

Experienced laborers can coordinate or assist in the installation and dismantling of your prefabricated booth. (Exhibitor supervision required). Straight Time Rate: \$100.00 per hour, Over-Time Rate: \$130.00 per hour

	Date	Start Time	# of Workers	Hourly Rate	Hrs Per Worker	Estimated Cost
Installation						
Dismantle						

**In-Booth Forklift / Rigging Labor**

- 5,000 lb Forklift with operator      **Straight-Time Rate:** 145.00      **Over-Time Rate:** 180.00
- Rigging worker      **Straight-Time Rate:** 100.00      **Over-Time Rate:** 130.00

	Date	Start time	Hourly rate	# of Hours	Estimated Cost
Installation					
Dismantle					

**Porter Service Labor**

- Booth spaces 0 - 500 SF      **Price** 70.00
- Booth spaces 501 - 1500 SF      80.00
- Booth spaces 1501 SF and higher      90.00

Porter service is waste removal, display wipe down, and small product replenishment at two hour interval for the duration of the show (show hours only, does not include the use of material handling equipment).

**Vacuumping Service Labor**

	Price	# of Days	Total Cost
10' x 10' booth size or under	25.00	X	=
10' x 20'	50.00	X	=
Booth Dims: _____ ft. x _____ ft. = _____ sq. ft. X 00.25	00.25	X	=

**Total of items on this page**

**Total Payment Due**  \$

All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility Include sales/use tax as indicated. Items cancelled before the opening of the event will be charged 50% of the original price



Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Inbound Freight Information**

Carrier Name: \_\_\_\_\_ Shipped From: \_\_\_\_\_  
 Date Shipped: \_\_\_\_\_ City, State \_\_\_\_\_  
 Piece Counts: Wood Crates \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Cartons \_\_\_\_\_  
 Skids/Pallets \_\_\_\_\_ Loose Display \_\_\_\_\_ Other \_\_\_\_\_  
 Shipped to:  Warehouse  Showsite Arrival Date \_\_\_\_\_

**Exhibit Installation Information**

Description of work being performed: \_\_\_\_\_

Set up drawings are:  Attached to order form  With exhibit (crate # \_\_\_\_\_ )

**Please include a photo of your booth if available!**

Does your booth have:  Carpet  Carpet padding  
 Electrical under the carpet (provide electrical drawing)

**Outbound Freight Information**

Ship to: \_\_\_\_\_ Shipped From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Outbound freight charges:  Prepaid  Collect

Method:  Common carrier  Air Freight  Vanline  Other \_\_\_\_\_

Carrier name: \_\_\_\_\_ Scheduled pick up date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Cell number: \_\_\_\_\_

Hotel name: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_



**Pacific Exposition Decorating Company Request for Set-Up by  
Non-Official Contractor**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Pacific Exposition Decorating Company, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Pacific Exposition Decorating Company, in advance whenever possible. Official labor forms are included in the Exhibitor Manual.

Exceptions to the foregoing will be considered only in the cases where permission has been requested in writing by the Exhibitor and received by Pacific Exposition Decorating Company no later than **September 16, 2014**.

Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by the Management in any contact with service contractors of its lease with the **Doubletree Union Station**.

For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identifies by the official Management badge.

All agents or representatives who are performing services other then the Exhibitor's own employees must provide Pacific Exposition Decorating Company with Certificates of insurance naming Pacific Exposition Decorating Company and **EEBA** as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Pacific Exposition Decorating Company to set-up and dismantle their exhibits must fill out this form and return to us no later than the dates shown above. If this form and the certificate of insurance from the non-officail contractor are not received by **September 16, 2014**, your non-official contractor will not be allowed to supervise for installation and dismantle of the exhibit.

PLEASE MAIL OR FAX YOUR COPIES TO PACIFIC EXPOSITION DECORATING COMPANY

Event or show: **EEBA 2014 Excellence in Building Conference & Expo** \_\_\_\_\_

Name of the Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contracting Company: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Estimated Arrival at Show: \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**



**1. PEDCO and its subcontractors shall** not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage.

**2. Relative to inbound shipments,** there may be a lapse of time between the delivery of shipment(s) to the booth by PEDCO or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in booth unattended. Therefore, it is agreed that PEDCO and its subcontractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are PEDCO and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show.

Consequently, all bills of lading covering outgoing shipment(s) submitted to PEDCO or its subcontractors by Exhibitor will be checked at time of pickup from the booth and corrected where discrepancies exist.

**3. PEDCO and its subcontractors shall** not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to PEDCO in time to obtain the proper equipment.

**4. PEDCO and its subcontractors shall** not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts, or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

**5. PEDCO and its subcontractors shall** not be liable for ordinary wear and tear in handling of equipment. **6. It is understood that PEDCO and its subcontractors are not** insurers. Insurance,

if any, shall be obtained by the Exhibitor. Amounts payable by PEDCO hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that PEDCO and its subcontractors do not provide for full liability should loss or damage occur. In the event that PEDCO or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 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 in 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 PEDCO, its subcontractors, or their employees.

**7. PEDCO and its subcontractors shall** not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury, or damage to Exhibitor's material or Exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

**8. Claims for loss or damage must be** submitted to PEDCO by the close of the show. No suit or action shall be brought against PEDCO or its subcontractors more than one year after the cause of action accrues.

**9. The Exhibitor agrees, in connection** with the receipt, handling, temporary storage and reloading of its freight, that PEDCO and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of PEDCO or its

subcontractors shall sign a delivery receipt, bill of lading, or other document, the parties agree that PEDCO or its subcontractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

**10. PEDCO and its subcontractors** shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

**11. Empty container labels will be** available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and PEDCO and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12. In order to expedite removal of** freight from the show site, PEDCO shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. PEDCO assumes no liability as a result of such rerouting or handling.

**13. The Exhibitor agrees, in the event of** a dispute with PEDCO 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 PEDCO for freight handling services or any other services provided by PEDCO or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay PEDCO prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against PEDCO or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of PEDCO in its sole discretion. Upon PEDCO's [written] acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once PEDCO has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to PEDCO or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Pacific Exposition Decorating Company, LLC dba PEDCO, Pacific Exposition Drayage Company, Pacific Exposition Design Company, Pacific Exposition Display Company are governed by the Limits of Liability as set forth above.



Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**Direct Shipments to Show-Site**

Shipments sent to arrive at the exhibit site on exhibitor move-in day only. Overtime rates may apply. Shipments received after event opening are subject to a 25% late arrival surcharge. NOTE: Show-site envelopes under 1 pound are received and delivered to your booth at NO Charge. How to calculate Cwt: 345 Lbs is charged at 4 Cwt (345/100 = 3.45, rounded up to nearest 100 Lbs becomes 4).

	Rate per 100 lbs	Minimum Charge	Shipment Weight	Estimated Charge
Crated (crates, skids, cartons, cases)	70.00	140.00		
Uncrated (pad wrapped, loose materials)	110.00	220.00		
Small Package (FedEx, UPS, Messenger)	70.00	70.00		

**Advance Shipments to Warehouse**

Shipments sent to arrive at the advance receiving warehouse no later than **09/19/2014**. Delivery drivers checked-in by 2pm will be unloaded the same day. Shipments received after the above deadline date are subject to a 25% late arrival surcharge. How to calculate Cwt: 467 Lbs is charged as 5 Cwt (467/100 = 4.67, rounded up to nearest 100 Lbs becomes 5).

	Rate per 100 lbs	Minimum Charge	Shipment Weight	Estimated Charge
Crated (crates, skids, cartons, cases)	75.00	150.00		
Uncrated (pad wrapped, loose materials)	90.00	180.00		

**Shipment Details**

Freight shipped to: \_\_\_\_\_

Via carrier: \_\_\_\_\_ Arrival date: \_\_\_\_\_

Total weight: \_\_\_\_\_ Heaviest single piece: \_\_\_\_\_

Please provide largest piece details below::

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Weight: \_\_\_\_\_

I require a crane to unload one or more pieces

☆ It is VERY IMPORTANT that you fill out this information as it helps us provide the highest level of service to you and every other exhibitor at the show.

**ADVANCE SHIPMENT ADDRESS:**  
**EEBA 2014 Conference & Expo**  
 (Your Company Name & Booth # if available)  
**YRC Freight C/o Pacific Expo**  
**400 Barton**  
**St. Louis, MO 63104**

**PEDCO offers new freight handling services - PEDCO Logistics & Warehousing!** Ship your freight anywhere in the world via PEDCO Logistics. We handle common carrier (nation wide and local) as well as air carrier (next day, 2nd day, & differed) shipments. We also do local warehousing and rigging.

**Important Additional Information**

Certified weight tickets are required for each shipment. A shipment is considered uncrated if the bill of lading does not identify the weights of each item and more than 50% of the piece count falls into the uncrated category above. All shipments must be sent prepaid (PEDCO cannot accept or be responsible for collect shipments) and must be cosigned to PEDCO to avoid the possibility of your shipment being turned away. Your weight calculation is only as estimate. Invoicing will be done from the actual certified weight.

Direct to show-site and Advance Warehousing freight handling services include: unloading freight, from your carrier, delivery to space, pick-up/storing/return of your empty shipping container, and the unloading of your freight onto your outbound carrier. Advance Warehouse shipments also include free storage up to 30 days before the event opening. All orders are governed by the PEDCO Payment Policy and Limits of Liability and Responsibility Include sales/use tax as indicated.

<b>Total of items on this page</b>	
<b>Total Payment Due</b>	\$



# RUSH!

EXHIBITION MATERIAL  
DO NOT DELAY  
**WAREHOUSE**

MUST BE RECEIVED BY 09/19/2014  
**EEBA 2014**

**Excellence in Building Conference & Expo**

Exhibiting Company Name

Booth Number

YRC Freight  
C/O Pacific Exposition Decorating Company  
400 Barton  
St. Louis, MO 63104

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility

# RUSH!

EXHIBITION MATERIAL  
DO NOT DELAY  
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MUST BE RECEIVED BY 09/19/2014  
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C/O Pacific Exposition Decorating Company  
400 Barton  
St. Louis, MO 63104

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# RUSH!

EXHIBITION MATERIAL  
DO NOT DELAY  
**SHOW SITE**

**MUST ARRIVE DURING EXHIBITOR MOVE-IN ONLY**  
**EEBA 2014**

**Excellence in Building Conference & Expo**

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company  
St. Louis Union Station Hotel  
1820 Market Street  
St. Louis, MO 63103

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility

# RUSH!

EXHIBITION MATERIAL  
DO NOT DELAY  
**SHOW SITE**

**MUST ARRIVE DURING EXHIBITOR MOVE-IN ONLY**  
**EEBA 2014**

**Excellence in Building Conference & Expo**

Exhibiting Company Name

Booth Number

C/O Pacific Exposition Decorating Company  
St. Louis Union Station Hotel  
1820 Market Street  
St. Louis, MO 63103

All shipments are governed by the PEDCO Payment Policy and the Limits of Liability and Responsibility



S T . L O U I S  
UNION STATION HOTEL  
A DOUBLETREE BY HILTON

**Power to run booth equipment**

*Quantity*                      *Price*

**Single phase service- All power 60 cycle**

<i>Code</i>	<i>Description</i>	<i>Qty</i>	<i>Advance Rates</i>	<i>Floor Rates</i>
Shared	120v/20AMPs	_____	\$70.00	\$90.00
Dedicated	120v/20AMPs	_____	\$200.00	\$260.00

**Non-Dedicated Internet**

WiFi	(initial connection)	_____	\$165.00	\$214.50
Additional WiFi		_____	\$35.00	\$45.50
Wired	(1 Device)	_____	\$250.00	\$325.00
Additional Wired Lines		_____	\$75.00	\$97.50

**Other Services & Equipment**

Extension Cord	(4800)	_____	\$30.00	\$40.00
Power Strip	(4801)	_____	\$40.00	\$56.00

**Subtotal \$** \_\_\_\_\_

**Tax (8.679%)** \_\_\_\_\_

**Total \$** \_\_\_\_\_