

GRAND STRAND GIFT & RESORT MERCHANDISE SHOW

BEST BEACH SHOW FOR YOUR BOTTOM LINE

December 3-6, 2023

MYRTLE BEACH CONVENTION CENTER • MYRTLE BEACH, SC
GRANDSTRANDGIFTSHOW.COM

EXHIBITOR MANUAL

rpm | EXCEEDING YOUR
X P O EXPECTATIONS



#GSGIFTSHOW



GIFT &
SOUVENIR GROUP

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Quick Facts

Dear Exhibitor,

RPMXPO Services is pleased to have been chosen as the Official General Service Contractor for the **2023 Grand Strand Gift & Resort Merchandise Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 678-742-7310.

Included in this service kit are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the specific contractor who is providing the service. Please review these forms and submit your orders as early as possible.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Clarion Events
 Show Director : Christina Bell
Christina.bell@clarionevents.com
 678-370-0335

Exhibitor Services Manager : Tabitha Pazzali
GrandStrandGift.ES@clarionevents.com
GrandStrandGiftShow.com

All questions regarding shipping, storage, furniture rental, labor, and other services should be directed to:

RPMXPO Services
 242 Westfork Court, Suite A
 Lithia Springs, GA 30122
 Phone: (678) 742-7310
 Fax: (770) 679-8751
 E-Mail: info@rpmxpo.com
 Web: <https://rpmxpo.boomerecommerce.com>

Your 9 ft. X 10 ft. Booth Includes:

- 8 ft. High Black Draped Back Wall
- 8 ft. High Black Side Rails
- Unlimited choice of 4ft. 6ft. or 8ft. Undraped Table
- Unlimited choice of 4ft. 6ft. or 8ft. Undraped Riser
- (2) Folding Chairs - Delivery after 4pm on Dec 2nd
- (1) Wastebasket- Delivery after 4pm on Dec 2nd
- (1) 7"x44" Booth ID Sign
(displays the company's name and booth number)

Aisle Carpet: Tuxedo

Note: Corner booths only come with one side drape (unless requested)

IN ORDER TO RECEIVE THE TABLES, RISERS AND CHAIRS INCLUDED IN YOUR BOOTH PACKAGE, EXHIBITOR'S MUST COMPLETE THE COMPLIMENTARY ORDER FORM (PG 5)

Important Deadlines

Advance Price Discount Deadline for all RPMXPO ordersFriday, November 3, 2023
 First day on target shipments to arrive at the warehouse without a surcharge.....Friday, November 3, 2023
 Last day on target shipments to arrive at the warehouse without a surcharge Friday, November 17, 2023
 Last day off target shipments to arrive at the warehouse WITH a surcharge Friday, November 24, 2023
 First day freight can arrive at show site 8:00 am on Friday, December 1, 2023

PLEASE NOTE:

All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.
 Please do not send them to RPMXPO.

Quick Facts - continued

Exhibit Installation and Dismantle Schedule

Exhibitor Set-Up: Main Hall, Meeting Room Areas (Booths 100-1500) AND Corridor Area (Booths A-K)	Friday, December 1, 2023 Saturday, December 2, 2023	8:00 am - 6:00 pm 8:00 am - 6:00 pm
Lobby Booths L-Z Set-Up:	Saturday, December 2, 2023	10:00 am - 6:00 pm
Ballroom Booths 1600-2215 Set-Up	Saturday, December 2, 2023	10:00 am - 6:00 pm
Important: Exhibits MUST be set up by 8:00 pm December 2nd		
Exhibit Hours:	Sunday, December 3, 2023 Monday, December 4, 2023 Tuesday, December 5, 2023 Wednesday, December 6, 2023	9:00 am - 5:00 pm 9:00 am - 5:00 pm 9:00 am - 5:00 pm 9:00 am - 2:00 pm
Ballroom Dismantle Hours:	Wednesday, December 6, 2023	2:00 pm - 8:00 pm
Exhibitor Move-Out: Main Hall, Meeting Room Areas (Booths 100-1500) AND Corridor Area (Booths A-K) Lobby Booths L-Z	Wednesday, December 6, 2023	2:00 pm - 11:00 pm

Exhibits may not be dismantled prior to 2:00 pm on Wednesday, December 6th.

All Ballroom exhibits must be dismantled and removed by Wednesday, December 6th at 8pm.

All Convention exhibits must be dismantled and removed by Wednesday, December 6th at 11pm.

For Ballroom pick-ups, Carriers must sign in before 6pm.

For Convention pick-ups, Carriers must sign in before 9pm.

Check in failure will subject freight to be re-consigned through the Official Show Carrier, ABF Freight.

Shipping Addresses

Shipments to Advance Warehouse:	Direct to Show Site:
To avoid an off target surcharge: Shipments must arrive no later than 11/17/23 . Shipments received after 11/17/23 are subject to a 25% surcharge, unless shipping via ABF Freight. Shipments will not be accepted if delivered after 11/24/23	Shipments will not be accepted if delivered before 12/1/23
Grand Strand ABF Freight c/o RPMXPO Services 308 W Freight Road Florence, SC 29501 (Exhibiting Name and Booth Location)	Grand Strand Myrtle Beach Convention Center c/o RPMXPO Services 2101 N Oak Street Myrtle Beach, SC 29577 (Exhibiting Name and Booth Location)

Complimentary Tables and Risers

Deadline: 11/3/23

Attention Exhibitors:

You must return this form to have the complimentary tables, risers and chairs delivered to your booth at no charge. Please complete and return this form by Friday, November 3, 2023.

No table(s) riser(s) or chair(s) will be placed in your booth, unless this form is completed and returned.

- | | |
|---|---|
| <input type="checkbox"/> I will require _____ 4' table(s) | <input type="checkbox"/> I will require _____ 4' riser(s) |
| <input type="checkbox"/> I will require _____ 6' table(s) | <input type="checkbox"/> I will require _____ 6' riser(s) |
| <input type="checkbox"/> I will require _____ 8' table(s) | <input type="checkbox"/> I will require _____ 8' riser(s) |
| <input type="checkbox"/> I will NOT require and tables | <input type="checkbox"/> I will NOT require any risers |

I will require _____ folding chairs.
(2 per 9x10 booth)

Choose Your Table Draping Colors



Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

TABLE DRAPING				
Qty	Description	Advance Rate	Standard Rate	Amount
	30" High Table Draping	\$ 49.61	\$ 62.01	\$
Sub-Total				\$
9% SC Sales Tax				\$
TOTAL AMOUNT →				\$

NOTES:

Your complimentary table is undraped. Please see options below to order table draping.
2 Chairs per 9x10 booth space
Chairs and wastebaskets will be delivered on Saturday, December 2nd after 4:00pm

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



IMPORTANT SHOW INFORMATION

SHOW SCHEDULE

Exhibitor Move-in

Friday, December 1, 2023	8:00 am - 6:00 pm
Saturday, December 2, 2023	8:00 am - 6:00 pm

Event Dates and Times

Sunday, December 3, 2023	9:00 am - 5:00 pm
Monday, December 4, 2023	9:00 am - 5:00 pm
Tuesday, December 5, 2023	9:00 am - 5:00 pm
Wednesday, December 6, 2023	9:00 am - 2:00 pm

Exhibitor Move-out

Wednesday, December 6, 2023	2:00 pm - 8:00 pm – BALLROOM**
Wednesday, December 6, 2023	2:00 pm - 11:00 pm – MAIN HALL, MEETING ROOMS & LOBBIES***

**Packing materials, boxes, cartons, carts, ladders, etc. will not be allowed to be brought into the Myrtle Beach Convention Center until 2pm.*

** Ballroom pick-ups, Carriers must sign in before 6pm.

***Main Hall, Meeting Room & Lobby pick-ups, Carriers must sign in before 9pm.

FREIGHT HANDLING

FREIGHT MOVING EXHIBITORS MAY PERFORM (Hand Carry Policy)

- Exhibitors may park in the lot behind the main exhibit hall and use the designated back doors to move-in and move-out merchandise.
- **No merchandise will be allowed in or out the front glass doors** of the convention center.
- Exhibitors may use hand carts and dollies to unload & load their merchandise through the back doors of the convention center.
- *Packing materials, boxes, cartons, carts, ladders, etc. will not be allowed to be brought into the Myrtle Beach Convention Center until 2pm on Wednesday, December 6.*

FREIGHT MOVING WITH ASSISTANCE (Dock Space for POV's & COV's) See Material Handling & Shipping Section of the Exhibitor Manual for rates.

- POV's (Personally Owned Vehicles) are limited to cars, station wagons, vans & pick-ups (up to 1/2 ton)
- COV's (Company Owned Vehicles) are limited to straight trucks that are owned by said company.
- This service is for POV's and COV's who intend to utilize dock space for loading and unloading freight.
- Workers equipped with a flat cart and/or forklift will assist with loading and unloading freight.
- Flat Rate - \$100.00 per round trip.

FREIGHT MOVING WITH ASSISTANCE (Material Handling) See Material Handling & Shipping Section of the Exhibitor Manual for rates and more details.

- To avoid off target surcharges, freight must be received at the advance warehouse from **November 3-17, 2023**, between 8am - 4pm Monday - Friday. Rates include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes, and skids.
- Direct to show site shipments will be accepted starting on **December 1, 2023**. Shipments will not be accepted if they are delivered before this date.

WHAT COMES WITH MY 9' x 10' BOOTH?

- **8' high Black Back & Side Drape**
- **One (1) Wastebasket**
- **One (1) ID Sign**
- **Unlimited undraped table 24" deep x 30" high x 4', 6', or 8'** – Exhibitors must complete the Complimentary Tables & Risers order form in the exhibitor manual for tables to be delivered to your booth.
- **Unlimited undraped risers of 4', 6' or 8'** – Exhibitors must complete the Complimentary Tables & Risers order form in the exhibitor manual for risers to be delivered to your booth.
- **Folding chairs – 2 per 9x10 booth** - – Exhibitors must complete the Complimentary Tables & Risers order form in the exhibitor manual for chairs to be delivered to your booth.
- Folding chairs and wastebasket will be delivered to your booth after 4:00pm on December 2, 2023.

DEADLINES

Lead Retrieval	October 6, 2023
Certificate of Insurance	November 3, 2023
Warehouse Receiving - Begins	November 3, 2023
Non-Official Contractor Request Form (EAC)	November 3, 2023
Complimentary Tables and Risers	November 3, 2023
Exhibit Furnishings	November 3, 2023
Booth Cleaning	November 3, 2023
Sign Hanging	November 3, 2023
Electric Orders	November 3, 2023
Internet Orders	November 3, 2023
Warehouse Receiving - Last Day (Without Surcharge)	November 17, 2023
Warehouse Receiving - Last Day (With Surcharge)	November 24, 2023



Show Site Exhibitor Information

Please complete this form in case we need to contact you before or during set up and show days.

Return to Tabitha Pazzali:

GrandStrand.ES@clarionevents.com

Company: _____

Booth # _____

Contact Name _____

Phone _____ **Cell #** _____

Hotel Staying _____

Alt. Contact Name _____

Phone _____ **Cell #** _____

What day will you arrive to set up? (Please select one)

☐ **Friday, December 1st from 8:00am-6:00pm.- ABC Hall and Meeting Room Areas-** ABC Hall Booths 100-1500 AND Corridor Area Booths A-K

☐ **Saturday, December 2nd BEFORE 12PM– As above as well as Ballroom & Lobby Booths-** Booths 1600-2215, AND Lobby Booths L-Z

☐ **Will be arriving after 12pm on Saturday, December 2nd - (Late Set Up)**

• **Estimated time of Arrival:** _____

☐ **Will be arriving on Sunday, December 3rd- (Early Set up – from 7:30am-9:00am ONLY)**

• **Please note that your booth(s) must be set up before the opening of the Show on Sunday, December 3rd at 9:00 am.**

• **Estimated time of Arrival:** _____

For Late set up- on Saturday and early set up on Sunday- you must notify Show Management as soon as possible with the expected time of arrival.

*Move in for Friday and Saturday is scheduled from 8:00AM-6:00PM

**Please return this completed form as soon as possible.

***Show management has the right to release booth(s) if not notified in advance.

HELP OUR EVENTS BECOME MORE SUSTAINABLE





Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, December 2-6, 2023, naming Clarion Events, Inc. (6 Research Drive Shelton, CT 06484) as the certificate holder. The following must be named as additional insured: Clarion Events, Inc. and Myrtle Beach Convention Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance

Pricing starts at \$91 and runs to \$108.72 depending on the state your company is domiciled:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=0940db0b7f04>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.

Please use the following: Address - 2101 N. Oak St, Myrtle Beach, SC 29579

Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then upload a copy to your exhibitor portal.

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



CERTIFICATE OF INSURANCE & EAC POLICY

Certificate of Insurance

A **requirement** of exhibiting at **Grand Strand Gift and Resort Show** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **Friday, November 3rd**. Even if Exhibitor hires an EAC, Exhibitor still must supply its own Certificate of Liability Insurance. ALL EAC's must submit an application form with a certificate of insurance prior to deadline to be approved by show management. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. A sample insurance form can be found in the exhibitor manual. To ensure that the Certificate of Liability Insurance has the correct information required, please make sure your certificate includes the following information.

AMOUNT SUGGESTED: One (1) Million Dollars

Under the ***Certificate Holder***, please include:

Clarion Events, Inc. / Grand Strand Gift and Resort Show 6
Research Drive
Shelton, CT 06484

Under ***Description of Operations***, please include:

All activities related to Grand Strand Gift and Resort Show (December 3-6,2023) Myrtle Beach Convention Center
Myrtle Beach, South Carolina, USA

Complete Certificates of Liability Insurance must be uploaded to the exhibitor portal. Certificates of Liability Insurance will not be accepted via email or mail. Please [click here](#) to access your exhibitor portal. Your company password to access the portal can be found in your confirmation letter. Please contact your Exhibit Services Manager, Tabitha Pazzali with any questions at GrandStrandGift.ES@clarionevents.com

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online starting at \$91. [Please click here for more information.](#)

Exhibitor Appointed Contractors (EAC)

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor listed in the Exhibitor Manual) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. If you hire an EAC, you must complete and return the Request for Set Up by Non-Official Contractor Form (EAC) in RMPexpo portion of the manual. The EAC will also have to provide a Certificate of Liability Insurance as described above.

Any questions related to the Certificates of Liability Insurance or an EAC should be directed to your Exhibit Services Manager, Tabitha Pazzali at GrandStrandGift.ES@clarionevents.com

Grand Strand Gift and Resort Merchandise Show - Sample Insurance Form

CERTIFICATE OF INSURANCE					DATE (MM/DD/YY)
PRODUCER YOUR INSURANCE COMPANY NAME/PHONE NUMBER OF CONTACT PERSON			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. This CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
CODE SUB-CODE INSURED YOUR COMPANY NAME AND ADDRESS			COMPANIES AFFORDING COVERAGE		
			COMPANY LETTER A		
			COMPANY LETTER B SAMPLE		
			COMPANY LETTER C		
			COMPANY LETTER D		
			COMPANY LETTER E		
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THIS INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INST LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY	SAMPLE	December 3-6, 2023		GENERAL AGGREGATE \$1,000
X	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COM-OPS AGGREGATE \$1,000
	CLAIMS MADE X OCCUR.				PERSONAL & ADVERTISING INJURY \$1,000
	OWNERS' & CONTRACTORS' PROT.				EACH OCCURRENCE \$1,000
					FIRE & DAMAGE (Any one fire) \$50
					MEDICAL EXPENSE (Any one person) \$5
	AUTOMOBILE LIABILITY	SAMPLE			COMBINED SINGLE LIMIT \$1,000
	ANY AUTO				BODILY INJURY (Per person) \$
X	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE \$
X	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA FORM				
	OTHER THAN UMBRELLA FORM				
X	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	SAMPLE			STATUTORY \$ 1,000 (EACH ACCIDENT) \$ (DISEASE - POLICY LIMIT) \$ (DISEASE - EACH EMPLOYEE))
	OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS ADDITIONAL INSURED: (Grand Strand Gift and Resort Merchandise Show) OCCURRING IN (2023).					

CERTIFICATE HOLDER

CANCELLATION

Grand Strand Gift and Resort Merchandise Show 2023 6 Research Drive, Shelton, CT 06484	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEROF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OR ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES
	AUTHORIZED REPRESENTATIVE

Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
 - A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.
 - B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 678-742-7310 or email us at info@rpmxpo.com.

User Login Request

RPMXPO Online Ordering

Please complete this form if you:

- ☐ Have not received the User Login Link
- ☐ Need password reset
- ☐ Had the User Login Link sent to the incorrect Representative

Check an option

In order to receive the User Login Link, the following information needs to be completed

Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

Return completed form to RPMXPO via:
Email: info@rpmxpo.com -OR- Fax: 770-679-8751

ATTENTION: Caravan Shipments

All Caravan Shipments **must** be shipped direct to show site. See address listed below:

Grand Strand
Myrtle Beach Convention Center
c/o RPMXPO Services
2101 N Oak Street
Myrtle Beach, SC 29577
(Exhibiting Name and Booth Location)

Any and all Caravan Shipments **will not** be accepted at show site prior to December 1, 2023

Any and all Caravan Shipments that arrive at the advance warehouse will be refused.
It is very important to arrange this with your Caravan Carrier prior to **shipping**

Payment Policies

• Payment Options

RPMXPO is the official general service contractor for **Grand Strand Gift & Resort Merchandise Show**, and is pleased to offer you three convenient ways to pay for any and all show services provided by RPMXPO.

• Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO to charge your credit card for any and all charges incurred.

• Wire Transfer in U.S. Funds

- To avoid fraudulent activity, wire transfers must only be sent to the account listed below:
- Please call rpmXPO for wire transfer information

*ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMXPO ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.

- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
 - **Domestic incoming wire transfer fee: \$25.00**
 - **International incoming wire transfer fee: \$50.00**

• Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO**. Absolutely no check payments will be taken on site.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, November 3, 2023 and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, please stop by the Exhibitor Service Desk. No charges will be disputed after the close of the event.

Additionally, **exhibitors will be charged for the equipment they use in their booth.** RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds drawn on a U.S. Bank. **No telephone orders will be accepted.**

• Cancellation Policy

- Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
- Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
- Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.





- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMXPO.

Credit Card Authorization Form

Deadline: 11/3/23

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

NOTE: Tax exemption certificate will need to be submitted in order to have the tax withheld.

Payment Method:	
<input type="checkbox"/>	Corporate Credit Card
<input type="checkbox"/>	Personal Credit Card
<input type="checkbox"/>	Check
<input type="checkbox"/>	Wire Transfer (fee applies)*
*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.	
Card Type:	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Card Number:	

Expiration Date:	
____/____	
CVV2 (Security) Code:	

ORDER RECAP		
Enter totals from each completed form		
<i>* Note: Items taxable in the State of South Carolina</i>		
* Tables Order Form	\$	
*Booth Accessories Order Form	\$	
* Booth Carpet and Padding Order Form	\$	
* Pegboard Order Form	\$	
* Grid Wall Order Form	\$	
* Modular Hardwall Accessories Order Form	\$	
* Signs, Banners and Accessories Order Form	\$	
Material Handling Order Form	\$	
Dock Space Service Form	\$	
Display Labor Order Form	\$	
Forklift Order Form	\$	
Booth Cleaning & Porter Service Order Form	\$	
TOTAL AMOUNT DUE →	\$	

By my signature below and as representative of _____, we hereby forever release and waive any right to bring suit against RPMXPO and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of ALL COVID-19 related to, utilizing RPMXPO's services. We understand that this waiver means we give up any rights to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim we may have to seek damages, whether known or unknown, foreseen or unforeseen. I understand and agree that the laws of the state of South Carolina will apply to this waiver.
I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE OUR RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE			
Company Name:		Booth #:	
Name on Card:			
Street Address:	City:	State:	Zip:
Phone #:	Fax #:		
Ordered By:		Email:	
Signature:		Date:	

Limits of Liability and Responsibility

1. RPMXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO 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 causes beyond its control.
5. RPMXPO liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event RPMXPO maximum liability shall be limited to \$0.50 per pound CWT with a maximum liability of \$50.00 per shipment, whichever is less.
6. RPMXPO 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 materials to RPMXPO by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

Non-Official Contractor Request Form

Deadline: 11/3/23

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPMXPO with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMXPO. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO.

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by November 3, 2023.

Event Name:			
Exhibiting Company Name:			Booth#:
Address:	City:	State:	Zip:
Authorized On-Site Representative:			
Name of Service Firm:			
Address:	City:	State:	Zip:
Telephone:		On-Site Supervisor:	
Signature:			Date:

Custom Booth Rental

Deadline: 11/3/23

☒ CHOOSE YOUR RENTAL MODEL:

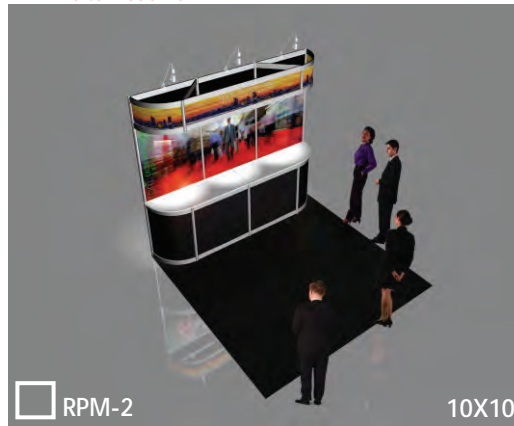
DEADLINE FOR DISCOUNT RATES (as priced below):
DEADLINE for prices below + 15%: Up to 7 days after Deadline
DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline
DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline

DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline
DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline



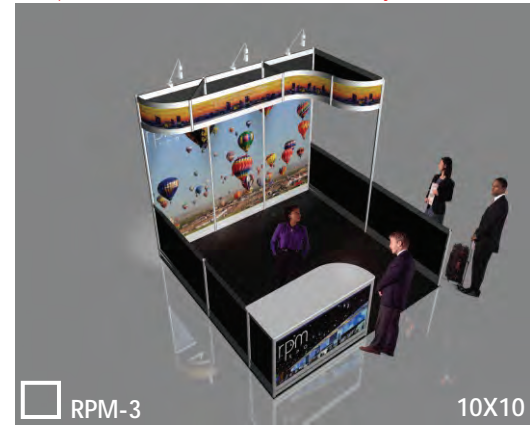
☐ RPM-1 10X10

\$2,520 - includes full-wall lighted banner graphic



☐ RPM-2 10X10

\$3,450 - includes 3 lighted graphic panels, graphic header, and storage/display cabinet



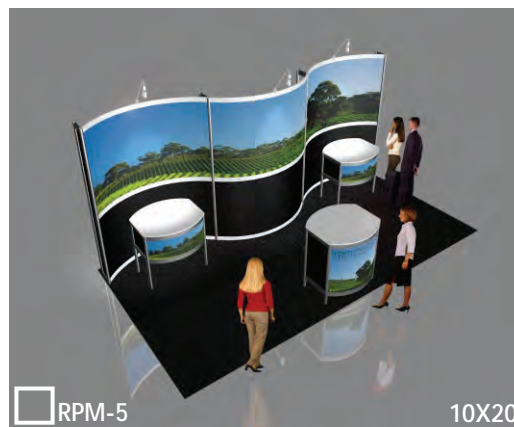
☐ RPM-3 10X10

\$3,875 - includes 3 lighted graphic panels, graphic header, storage/display cabinet with graphic, and side rails



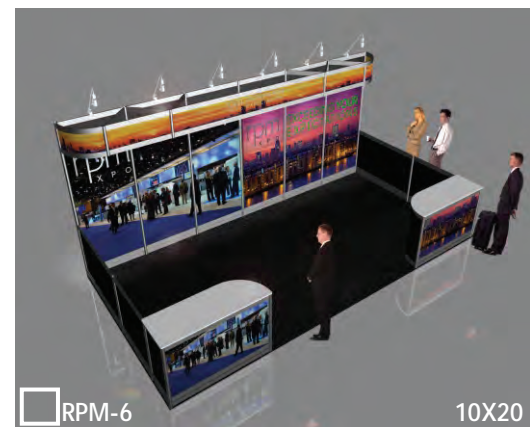
☐ RPM-4 10X20

\$4,985 - includes full-wall lighted banner graphic



☐ RPM-5 10X20

\$5,975 - includes 3 curved, lighted graphic panels, 2 display counters with graphics, and reception storage/display counter with graphic



☐ RPM-6 10X20

\$7,654 - includes 6 lighted graphic panels, graphic header, 2 storage/display cabinets with graphics, and side rails

In-line Models include standard carpet (choice of 4 colors); 20'x20' Models include custom carpet (choice of 6 colors). All models include daily carpet cleaning, delivery to show site, drayage (material handling) from loading dock to your booth space, and installation/dismantle labor. All Models include your choice of black, white, or gray for your blank (non-graphic) panels.

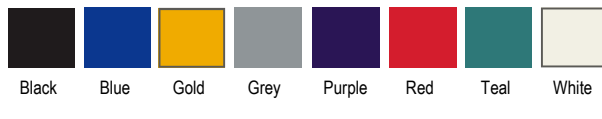
Please inquire regarding the numerous accessories available for all Models.

Tables Order Form

Deadline: 11/3/23

DRAPED DISPLAY TABLES COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White <i>Price includes white vinyl top & 3 sides draping</i>				
Qty	Description	Advance Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 110.81	\$ 138.52	\$
	2' X 6' X 30" High	\$ 155.14	\$ 193.94	\$
	2' X 8' X 30" High	\$ 170.82	\$ 213.52	\$
	2' X 4' X 42" High	\$ 141.05	\$ 176.32	\$
	2' X 6' X 42" High	\$ 183.51	\$ 229.38	\$
	2' X 8' X 42" High	\$ 196.84	\$ 246.06	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 41.92	\$ 52.41	\$
	2' X 6' X 30" High	\$ 67.88	\$ 84.86	\$
	2' X 8' X 30" High	\$ 61.62	\$ 77.04	\$
	2' X 4' X 42" High	\$ 55.68	\$ 69.14	\$
	2' X 6' X 42" High	\$ 77.83	\$ 97.28	\$
	2' X 8' X 42" High	\$ 78.00	\$ 97.50	\$
TABLE DRAPING - 4TH SIDE COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White				
	For 30" High Table	\$ 48.66	\$ 60.82	\$
	For 42" High Table	\$ 54.74	\$ 68.42	\$

Choose Your Table Draping Colors



Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

ROUND PEDESTAL TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 74.72	\$ 93.40	\$
	Round Pedestal Table (42" H X 30" D)	\$ 85.85	\$ 107.31	\$
Sub-Total				\$
9% SC Sales Tax				\$
TOTAL AMOUNT →				\$



Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Accessories Order Form

Deadline: 11/3/23

BOOTH ACCESSORIES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Side Chair	\$ 45.06	\$ 56.31	\$
	Padded Stool	\$ 41.21	\$ 51.51	\$
	Wastebasket	\$ 17.21	\$ 21.51	\$
	Floor Easel	\$ 28.69	\$ 29.54	\$
	Sign Holder	\$ 83.55	\$ 104.43	\$
	Waterfall Rack	\$ 47.65	\$ 59.56	\$
	Z Rack	\$ 62.45	\$ 78.07	\$
	Bag Rack	\$ 66.90	\$ 83.61	\$
	Literature Rack	\$ 126.60	\$ 158.26	\$
	8' Upright and base	\$ 20.55	\$ 25.68	\$
	Crossbar	\$ 20.55	\$ 25.68	\$
	Stem Light	\$ 88.12	\$ 110.16	\$
Sub-Total				\$
9% SC Sales Tax				\$
TOTAL AMOUNT →				\$



Side Chair



Padded Stool



Wastebasket



Floor Easel



Sign Holder



Waterfall Rack



Z Rack



Bag Rack



Literature Rack



8' Upright and base



Crossbar



Stem Light

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Carpet & Padding Order Form

Deadline: 11/3/23

Ballroom, Corridors & Lobby areas have standard convention center carpet

STANDARD CARPET

Price includes installation.

Please select your color from those at right under "Standard Carpet Colors."

No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		9' X 10'	\$ 139.90	\$ 174.89	\$
		9' X 20'	\$ 257.20	\$ 321.51	\$
		9' X 30'	\$ 407.53	\$ 509.42	\$

CUSTOM SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 4.00 / sq. ft.	\$ 5.01 / sq. ft.	\$

26 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 4.40 / sq. ft.	\$ 5.50 / sq. ft.	\$

CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 1.70 / sq. ft.	\$ 1.80 / sq. ft.	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$.69 / sq. ft.	\$..87 / sq. ft.	\$

Sub-Total \$

9% SC Sales Tax \$

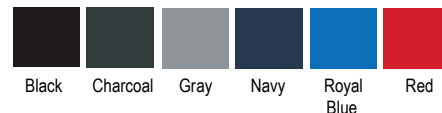
TOTAL AMOUNT → \$

Standard Carpet Colors



Black Gray Blue Red

Custom Size Carpet Colors



Black Charcoal Gray Navy Royal Blue Red

26 oz. Plush Carpet Colors



Black Lt Gray Lt Beige Dark Beige Berry
Navy White Red Forest Green Purple

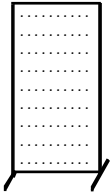
Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

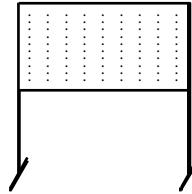
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Pegboard Order Form

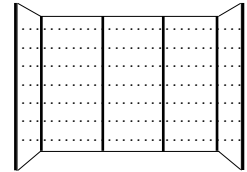
Deadline: 11/3/23



Vertical



Horizontal



Complete Coverage
10' Wide Booth Space w/2' Side Wings
Requires: 5 – 39.37" X 8' Panels

PEGBOARD

Rental price includes delivery to booth space, installation only where specified, and removal at close of show. Pegboards are 3/16" thick, holes are 1/4" in diameter and are spaced 1" on center. Hooks are not included.

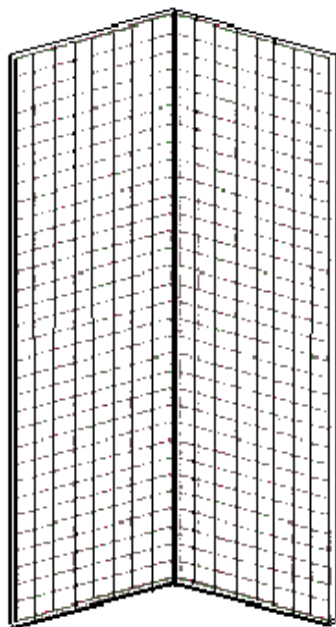
Quantity	Vertical or Horizontal	Style	Advanced Rate	Standard Rate	Amount
	Vertical	39.37in. X 8ft. White Panel	\$ 111.11	\$ 138.88	\$
	Horizontal	8ft X 46in. White Panel	\$ 190.77	\$ 238.48	\$
	Vertical	Pegboard Shelving 8 in. Wide, 39.37in. Long Hardware Supplied	\$ 38.18	\$ 47.71	\$
Sub-Total					\$
9% SC Sales Tax					\$
TOTAL AMOUNT →					\$

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Grid Wall Order Form

Deadline: 11/3/23



NOTE:
Minimum order: 2 grids

*HOOKS TO BE SUPPLIED
BY EXHIBITOR.*

Quantity	Description	Advanced Rate	Standard Rate	Amount
	2' X 8' Grid (2 Grids Shown)	\$ 69.07 each	\$ 86.32 each	\$
Sub-Total				\$
9% SC Sales Tax				\$
TOTAL AMOUNT →				\$

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Modular Hardwall Accessories Order Form **Deadline: 11/3/23**

MODULAR HARDWALL ACCESSORIES				
Quantity	Description	Advanced Rate	Standard Rate	Amount
	Velcro Panel Inserts	\$ 233.33	\$ 240.33	\$
	Hanging Rod (attached to walls)	\$ 170.88	\$ 214.08	\$
	Extra White PVC Panel	\$ 284.56	\$ 355.71	\$
	Extra Velcro Panel	\$ 327.66	\$ 409.57	\$
	1 Meter Counter (36"x42"x18")	\$ 445.33	\$ 556.66	\$
	2 Meter Counter (72"x36"x18")	\$ 624.24	\$ 780.28	\$
	Side Rail	\$ 175.96	\$ 219.95	\$
	Locks for Counters	\$ 107.84	\$ 134.80	\$
	1 Straight Shelf & 2 Brackets	\$ 76.72	\$ 95.91	\$
	1 Angled Shelf & 2 Brackets	\$ 96.61	\$ 120.76	\$
Sub-Total				\$
9% SC Sales Tax				\$
TOTAL AMOUNT →				\$

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

rpmXPO GUIDELINES FOR PRINTED ARTWORK

So that we can provide for you our best possible image results, please observe the following when setting up your graphic files for print:

- 150 dpi minimum resolution - 300 dpi is preferred
- CMYK color format
- .PDF file format, only
- 100% file size (full print size)*
- Exact image size and name as shown in our extracts
- Minimum 1/8" (.125") bleed all sides, with crop marks
- Or, *for single-sided images, only*, you have the option of surrounding the image with cut lines in any spot color named "Thru_cut". No bleed is then required.

*For very large images, half-size or quarter-size files may be submitted. In such cases, please indicate '1/2 size file' or '1/4 size file.' Your images will be printed full size.

Thank you.

Signs & Banners Order Form

Deadline: 11/3/23

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).
In order to receive the discount rate, graphics must be received by Friday, November 3, 2023.

Qty	Description	Discount Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical 22" X 28"	\$ 69.22	\$ 86.52	\$
	Horizontal 28" X 28"	\$ 69.22	\$ 86.52	\$
	Vertical 28" X 44"	\$ 138.43	\$ 173.04	\$
	Horizontal 44" X 28"	\$ 138.43	\$ 173.04	\$
	Meterboard 34" X 74"	\$ 283.35	\$ 353.65	\$
ACCESSORIES				
	Foamcore 4' X 8'	\$ 71.38	\$ 88.68	\$
	Velcro	\$ 16.22	\$ 19.47	\$
Qty	Description	Discount Rate	Standard Rate	Amount
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horizontal	\$ 34.61	\$ 43.26	\$
Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING Grommets Included				
	Vertical / sq. ft. _____ x _____	\$ 17.30 per sq. ft.	\$ 21.63 per sq. ft.	\$
	Horizontal / sq. ft. _____ x _____	\$ 17.30 per sq. ft.	\$ 21.63 per sq. ft.	\$

Qty	Size	Discount Rate	Standard Rate	Amount
WHITE SHOWCARD with EASEL BACK Price Based on Block Letters, Black Lettering				
	8 1/2" X 11"	\$ 43.26	\$ 54.08	\$
Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical <ul style="list-style-type: none"> Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates. Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.) All advance order signs will be available for customer pick-up at the show site service desk. NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK. 				

Sub-Total	\$
9% SC Sales Tax	\$
TOTAL AMOUNT →	\$

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Display Labor Order Form

Deadline: 11/3/23

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —	
Straight Time 8:00 am to 5:00 pm Monday through Friday.	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.
\$ 82.22 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 123.32 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%	

NOTE:

8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available.
All labor must be signed in and out at the Service Desk.

PLEASE INDICATE SERVICE REQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
☐ RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Friday, December 1st (Standard)				\$
	Saturday, December 2nd (Overtime)				\$
DISMANTLE	Wednesday, December 6th (Standard)				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Forklift Order Form

Deadline: 11/3/23

Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Forklift Labor Rates

Forklift Crew Consists of One Ground Man and One Forklift Operator

Straight Time
8:00 am to 5:00 pm
Monday through Friday

Overtime
After 5:00 pm until 8:00 am
Monday through Friday,
all day Saturday and Sunday

Additional Worker	\$ 82.22 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 123.32 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 124.37 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 186.56 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs. 4 Stage Forklift	Quoted Upon Request	
Standard Operating Procedure	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (See additional worker prices above)	

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Friday, December 1st (Standard)				\$
	Saturday, December 2nd (Overtime)				\$
DISMANTLE	Wednesday, December 6th (Standard)				\$

of Pieces to be Spotted: _____ Heaviest Pieces: _____

TOTAL AMOUNT → \$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Cleaning & Porter Service

Deadline: 11/3/23

BOOTH CLEANING RATES

All carpets ordered from RPMXPO are installed clean for your use;
however, you may want to order cleaning services for debris created during set-up.
Please choose either **One-Time** (before initial opening) **Vacuuming** or **Daily Vacuuming** below.

VACUUMING -
Once Before
Initial Opening

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	\$.37 / sq. ft.	or	\$.45 / sq. ft.	1	\$

VACUUMING -
Daily
(Rate is all
4 days - not
per ft/per day)

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	\$.81 / sq. ft.	or	\$ 1.01 / sq. ft.	4	\$

MINIMUM CHARGE - 100 Sq. ft.

TOTAL AMOUNT

→ \$

PERIODIC PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show.
It may be ordered once for the first day of the show only or daily.

Please choose either **Once** (before initial opening) or **Daily Porter Service** below.

PORTER
SERVICE--
First Day

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	\$.24 / sq. ft.	or	\$.30 / sq. ft.	1	\$

PORTER
SERVICE -
Daily
(Rate is all
4 days - not
per ft/per day)

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	\$.43 / sq. ft.	or	\$.65 / sq. ft.	4	\$

MINIMUM CHARGE - 100 Sq. ft.

TOTAL AMOUNT

→ \$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGES - Referred to as a package, carton or envelope.

- Any **single package** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM's control.
- If "move-in" and "move-out" are both on overtime they will be billed separately on your invoice.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.
See example of savings below.

Before the show...

THE WAY

— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY

— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.

F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the RPMXPO Service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.

Dock Space Service Order Form

Deadline: 11/3/23

Dock Space Service is offered to POV's & COV's only.

POV's (Personally Owned Vehicles) are limited to cars, station wagons, vans & pick-ups (up to 1/2 ton)

COV's (Company Owned Vehicles) are limited to straight trucks that are owned by said company

This service is for POV's and COV's who intend to utilize dock space for loading and unloading freight.

Workers equipped with a flat cart and/or forklift will assist with loading and unloading freight.

Dock Space Service Flat Rate: \$105.00 per Round Trip.		
SCHEDULE		
Move-In	Move-Out	
Fri. December 1, 2023 8:00 am - 6:00 pm Sat. December 2, 2023 8:00 am - 8:00 pm	Wed. December 6, 2023 2:00 pm - 11:00 pm	
PLEASE COME TO THE RPMXPO SERVICE DESK WHEN YOU ARE READY FOR YOUR SERVICE.		
Estimated # of Trips	X \$ 100.00 / Per Round Trip	Estimated Total
	X \$ 105.00 / Per Round Trip	\$
TOTAL AMOUNT DUE →		\$

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Material Handling Rate Schedule

RPMXPO has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

MATERIAL HANDLING RATES

200 lb. Minimum

The following services, whether used complete or in part, are offered as a roundtrip package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials	Uncrated and/or Loose Shipments	Special Handling
	STANDARD RATES	STANDARD RATES	STANDARD RATES
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$ 59.48 / cwt. Receive crated materials only at our warehouse 30 days prior to show. ** If "move -in" or "move-out" is during OT hours an additional 25% will be applied	Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site.	ST Rate: \$ 74.34 / cwt. See below*.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 56.23 / cwt. Receive shipments at show site on move-in dates only. ** If "move -in" or "move-out" is during OT hours an additional 25% will be applied	\$ 70.30 / cwt. Receive shipments at show site on move-in dates only.	\$ 70.30 / cwt. Receive shipments at show site on move-in dates only.

*Rates for shipments or equipment requiring special handling (including non-skidded, uncrated and/or loose shipments) received at the exhibit site will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks that, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the Uncrated and Loose Material Rate, plus Special Handling Rate if applicable.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is 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.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMXPO will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMXPO reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by RPMXPO.

Material Handling Order Form

Deadline: 11/3/23

To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **11/17/23**

Shipments received after **11/17/23** are subject to a 25% surcharge, unless shipping via ABF Freight.

Shipments consigned to the warehouse will not be accepted if delivered after **11/24/23**

Shipments consigned to show site will not be accepted if delivered before **12/1/23**

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

Grand Strand Gift Show
ABF Freight
c/o RPMXPO
308 W Freight Road
Florence, SC 29501
(Exhibiting Name and Booth Location)

Shipments consigned to SHOW SITE:

Grand Strand Gift Show
Myrtle Beach Convention Center
c/o RPMXPO
2101 N Oak Street
Myrtle Beach, SC 29577
(Exhibiting Name and Booth Location)

— The Show Name, Your Company Name and Booth Number **MUST** be referenced on all shipments —

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMXPO to handle our shipment(s) in accordance with the information above and have read this order and agreed to the terms and provisions. We agree that RPMXPO will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor. We agree, in the event of a dispute with RPMXPO relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMXPO as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO shall be pursued independently as a separate transaction to be resolved on its own merits.

RPMXPO shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT	ST Charges	Estimated Amount
Warehouse Advance Receiving-Crated			\$ 59.48	\$	\$
Warehouse Advance Receiving-Special Handling			\$ 74.34		
Direct Shipment to Show Site-Crated			\$ 56.23	\$	\$
Direct Shipment to Show Site-Special Handling			\$ 70.30	\$	\$
Small Package (Up to 30 lbs) Per Shipment			\$ 43.26		

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT → \$

Description: _____

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Reverse Side of Material Handling

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMXPO/ABF Freight and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent-no exceptions.

1. **DEFINITIONS.** The name RPM shall be construed within the meaning of this contract as ABF Freight and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.

2. **RPM RESPONSIBILITIES.** RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond RPM reasonable control, of for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPM more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially

assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

RPM'S LIABILITY LIMITS. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

ABF Freight
c/o RPMXPO
308 W Freight Road
Florence, SC 29501



Grand Strand Gift &
Resort Merchandise Show
Myrtle Beach Convention Center
Myrtle Beach, SC
December 3-6, 2023

Exhibitor

Booth #

Late to warehouse charges apply after:
November 17, 2023

Late to warehouse charges with a surcharge apply until:
November 24, 2023

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

ABF Freight
c/o RPMXPO
308 W Freight Road
Florence, SC 29501



Grand Strand Gift &
Resort Merchandise Show
Myrtle Beach Convention Center
Myrtle Beach, SC
December 3-6, 2023

Exhibitor

Booth #

Late to warehouse charges apply after:
November 17, 2023

Late to warehouse charges with a surcharge apply until:
November 24, 2023

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.

***Important note: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at show site.***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Myrtle Beach Convention Center
c/o RPMXPO
2101 N Oak Street
Myrtle Beach, SC 29577**



**Grand Strand Gift &
Resort Merchandise Show
Myrtle Beach Convention Center
Myrtle Beach, SC
December 3-6, 2023**

Exhibitor

Booth #

***Exhibitor move-in begins:
December 1, 2023***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Myrtle Beach Convention Center
c/o RPMXPO
2101 N Oak Street
Myrtle Beach, SC 29577**



**Grand Strand Gift &
Resort Merchandise Show
Myrtle Beach Convention Center
Myrtle Beach, SC
December 3-6, 2023**

Exhibitor

Booth #

***Exhibitor move-in begins:
December 1, 2023***

- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

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REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMXPO is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention an RPMXPO supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!



December 3-6, 2023
Myrtle Beach Convention Center
Myrtle Beach, SC

GRAND STRAND
GIFT & RESORT
MERCHANDISE SHOW
BEST BEACH SHOW FOR YOUR BOTTOM LINE

- **Electricity**
- **Telecommunications**
- **Security**
- **Catering**
- **Internet**
- **Audio Visual**

The above services must be ordered from the Myrtle Beach Convention Center. Please click here to complete that order online:

https://www.myrtlebeachconventioncenter.com/services_utility.php



Show Name: _____

Dates: _____

Location: _____



N•A•T•I•O•N•A•L
convention • plant • services

(770) 507-6777
FAX (770) 474-4676
order@tlc-florist.com
www.tlc-florist.com

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____ Ex Date _____
Billing Address: _____ CVV# _____ **Pay via ACH to avoid cc proc fee, email req to order@tlc-florist.com**
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: RPM _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$30.00/\$40.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
page for
green plants.*

Ferns



Ferns
\$40.00/\$50.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$40.00/\$50.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$40.00/\$50.00 each

Qty ____

3' Green Plants



\$50/\$60.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$60/\$70 each Qty ____

5' @ \$70/\$80 each Qty ____

6' @ \$80/\$96 each Qty ____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability



Planters are 2 1/2' long.

Top-dressed with greenery & seasonal color.

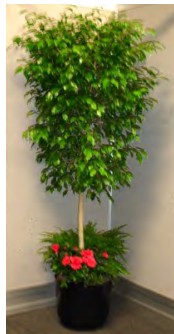
4' @ \$150/\$180 each, Qty ____

5' @ \$160/\$190 each, Qty ____

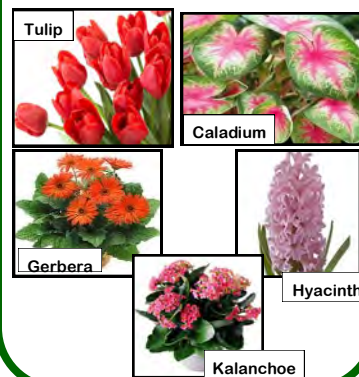
6' @ \$170/\$206 each, Qty ____

Please choose requested
seasonal color below.

___ white,
___ pink,
___ red
___ white,
___ yellow,



Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container:
Included in rental cost

___ Black ___ White

Chrome, Brass, Terra Cotta, & Other
Containers are available.

Please call 770-507-6777 for pricing.

Subtotal ____

9% Sales Tax ____

3% CC Proc Fee ____
Request ACH pmt invoice when
emailing this order to avoid 3% fee

Total ____

FLORAL ORDER FORM