



2019 Texas Auto Body Trade Show

September 20 - 21, 2019

Will Rogers Coliseum

Fort Worth, Texas



Exhibitor Service Manual

presented by



2019 Texas Auto Body Trade Show
September 20 - 21, 2019
Will Rogers Coliseum
Fort Worth, Texas

Welcome to the 2019 Texas Auto Body Trade Show!

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor for the upcoming 2019 Texas Auto Body Trade Show.

The following pages contain all of the forms necessary to aid and ensure a successful event. If you don't see what you need, or if you have questions, call us. We're here to help!

Please note: Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors' fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don't hesitate to contact your customer service representative at **(817) 337-3050**, should you have any questions.

Sincerely,

Inclusive Management Services, Inc.



Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to ensure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

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Please submit the below forms directly to the service provider.

- **Additional Services**
- [Electrical](#)
- [Lead Retrieval](#)
- [Internet](#)



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Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.
The following is important information and dates to keep at hand:

Official General Contractor

Inclusive Management Services, Inc.
12917 Royal Ascot Drive
Fort Worth, TX 76244
Phone 817-337-3050
Fax 888-301-1273
service@inclusivemanagement.com

General Exhibit Information

Show Colors - Backwall - Blue/White/Blue/White
Siderails - Black
Ceiling Height - 30'
Booth Size - 10' x 10'

Booth Includes

6ft 30in Black Skirted Table, 2 Padded Side Chairs,
Wastebasket, Pipe & Drape, and ID sign

Large Exhibitor Move-In By Appointment Only (please contact event management)

IMPORTANT DATES

Aug. 19, 2019	Shipments may begin to arrive at warehouse
Aug. 23, 2019	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Aug. 28, 2019	Discount Deadline for orders received with payment
Sept. 16, 2019	Last day for Advance Shipments to arrive at the warehouse without surcharges
Sept. 19, 2019	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM

EVENT SCHEDULE

Thursday, September 19

Exhibit Move In (LARGE BOOTHS ONLY), BY APPOINTMENT ONLY	8:00 AM - 12:00 PM
Exhibit Move In (LARGE EQUIPMENT ONLY)	12:00 PM - 5:00 PM

Friday, September 20

Exhibit Move In (SMALL EQUIPMENT)	8:00 AM - 12:59 PM
Exhibit Hours	1:00 PM - 8:00 PM

Saturday, September 21

Exhibit Hours	10:00 AM - 6:00 PM
Exhibit Move Out	6:00 PM - 10:00 PM

PLEASE NOTE:

All booth materials must be packed and ready for shipment by 9:00 PM on Saturday, September 21, 2019.
Exhibitor is responsible for contacting their carrier.

All carriers must check in by 9:00 PM on Saturday, September 21, 2019.

**IMS reserves the right to force and/or re-route any freight not removed from the floor
by 9:00 PM on Saturday, September 21, 2019**

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DISCOUNT DEADLINE DATE • AUGUST 28, 2019

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual.
Please be sure that the address below matches the address for the credit card provided
or it will be declined and we will need you to resubmit payment with a different card.

Credit Card Authorization

☐ MasterCard ☐ VISA ☐ American Express

☐ Corporate ☐ Personal

EXPIRATION DATE

ACCOUNT NUMBER

SECURITY CODE

Card Holders Name - *Please Print*

Card Holders Signature *(Required for Processing)*

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

E-Mail Address

E-Mail Address to send Invoice

EXHIBITING FIRM: _____

*** Your order will not be processed
without a credit card on file.**

**RETURN ORDERS TO ADDRESS OR FAX NUMBER
BELOW:**

IMS, Inc.
12917 Royal Ascot Drive,
Fort Worth TX 76244

Phone: 817-337-3050

Fax: 888-301-1273

*** The following Terms & Conditions page
must be completed, initialed, and
accompany this Payment Policy for any
order to be processed**

*For your convenience we will use this authorization
to charge the above credit card for your advance
order(s) and show site orders including but not
limited to material handling and labor. If you should
incur any charges due to but not limited to damage
to the hall we will use this card to cover the charges.
Please complete this form and send in with your
order.*



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DISCOUNT DEADLINE DATE • AUGUST 28, 2019

PLEASE READ CAREFULLY:

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Chargebacks—there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards—if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds—there will be a \$35.00 fee on all returned checks

Wire Transfer—Please contact our office for wire transfer information 817-337-3050 ext. 5. A \$25.00 Fee will be applied to all Wire Transfers

Third Party Billing**—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf.*** IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

*If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check or bank wire transfer; however, **we require your credit card charge authorization to be on file with IMS.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.*

IMPORTANT:

Initials of authorized signature from Payment Policy Authorization Form _____

Any unauthorized representatives wishing to place an order at show site must provide a personal credit card

Will your representative be authorized to order additional equipment and comply with above payment policy?
Yes _____ No _____

If yes state the name of the representative _____

Company Name _____

Booth # _____



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

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

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

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

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's

property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

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

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

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered

to booth without guarantee of piece count or condition.

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

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

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close of event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.



I have read and agree to this Limits of Liability:

Signature of authorized personnel

Company Name

Booth #

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A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the Show Office.

Notification Deadline Date: AUGUST 23, 2019

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

FULL NAME OF NON-OFFICIAL CONTRACTOR: _____

COMPLETE ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NON-OFFICIAL CONTRACTOR "SHOW-SITE" REPRESENTATIVE (If not the same as above): _____

DIRECT PHONE NUMBER: _____

TYPE OF SERVICE TO BE PERFORMED: _____

Please fax form to 888.301.1273 by the deadline stated on this form



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INTENT TO USE NON OFFICIAL CONTRACTOR

Notification Deadline Date: AUGUST 23, 2019

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor Is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibitor Crew" badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than AUGUST 23, 2019

- INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.) **When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.**

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO IMS BY AUGUST 23, 2019, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.



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IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER _____ EMAIL _____

ITEMS TO BE BILLED TO THIRD PARTY: _____

Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

E-Mail Address

E-Mail Address to send Invoice

All information must be provided for order to be processed.

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate ☐ Personal

Fax form to **888-301-1273** along with completed payment policy



Notification Deadline Date: AUGUST 23, 2019

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Chargebacks—there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds - there will be a \$35.00 fee on all returned checks

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions A \$25.00 Fee will be applied to all Wire Transfers

regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, we require your credit card charge authorization to be on file with IMS..

Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided _____ Date _____

Exhibiting Firm: Booth # _____



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Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

- A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order
- B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**
- C. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.
12917 Royal Ascot Dr.
Fort Worth, Texas 76244
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS

(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS

Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.



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DISCOUNT DEADLINE DATE • AUGUST 28, 2019

SEATING & ROUND TABLES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Padded Side Chair	\$71.75	\$93.25	
	Pneumatic Task Chair	\$159.50	\$207.25	
	Executive Chair	\$195.00	\$253.50	
	Padded Counter Stool	\$136.00	\$176.25	
	Round Pedestal Table 30"H	\$139.75	\$181.50	
	Round Bistro Table 40"H	\$152.50	\$198.00	

SKIRTED DISPLAY TABLES (30" - 42"High)

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red
☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$123.00	\$160.00	
	4' Long 42" High	\$135.50	\$176.00	
	6' Long 30" High	\$139.00	\$180.75	
	6' Long 42" High	\$167.25	\$217.50	
	8' Long 30" High	\$167.25	\$217.50	
	8' Long 42" High	\$193.50	\$251.50	

ACCESSORIES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	22" x 28" Sign Frame	\$82.50	\$107.25	
	2 Sided Literature Stand	\$132.00	\$171.50	
	Free Standing Poster Board	\$132.00	\$171.50	
	Bag Stand	\$105.00	\$136.50	
	Tri Pod Display Easel	\$50.00	\$65.00	
	Garment Rack	\$65.00	\$84.50	
	Wastebasket	\$25.00	\$32.50	

UNSKIRTED DISPLAY TABLES (30" - 42"High)

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$90.75	\$118.00	
	4' Long 42" High	\$109.00	\$141.75	
	6' Long 30" High	\$115.00	\$149.50	
	6' Long 42" High	\$121.00	\$157.50	
	8' Long 30" High	\$121.00	\$157.50	
	8' Long 42" High	\$139.25	\$181.00	

ADDITIONAL DRAPERY

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red
☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4th Side Draped	\$53.75	\$69.75	
	3' Linear (per foot)	\$12.95	\$16.75	
	8' Linear (per foot)	\$19.25	\$25.00	

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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Fax form to **888-301-1273** along with completed payment policy



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Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

RECEPTION COUNTERS

Check Color Choice

Standard ☐ White ☐ Black
Special Color ☐ Blue ☐ Green ☐ Red ☐ Gray

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half Round Counter Standard Color	\$500.00	\$650.00	
	Half Round Counter-Special Color	\$600.00	\$780.00	

1 METER SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$400.00	\$520.00	
	Full View	\$400.00	\$520.00	

2 METER SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$475.00	\$617.50	
	Full View	\$475.00	\$617.50	

COUNTER STORAGE UNITS (CREDENZA'S)

Check Color Choice

Standard ☐ White ☐ Black
Special Color ☐ Blue ☐ Green ☐ Red ☐ Gray

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Storage Unit Standard Color	\$450.00	\$585.00	
	Storage Unit Special Color	\$550.00	\$715.00	
	2M Storage Unit Standard Color	\$575.00	\$747.50	
	2M Storage Unit Special Color	\$675.00	\$877.50	

SYSTEM DISPLAY PEDESTALS

White ☐ Black

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30 in H x 1/2 Meter Square	\$375.00	\$487.50	
	42 in H x 1/2 Meter Square	\$425.00	\$552.50	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	9 ft. x 10 ft.	\$165.50	\$215.25	
	9 ft. x 20 ft.	\$331.00	\$430.25	
	9 ft. x 30 ft.	\$496.50	\$645.50	
	9 ft. x 40 ft.	\$662.00	\$860.00	

SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	per sq. ft. ____ x ____	\$3.25 sq.ft.	\$4.25 sq.ft.	

CUSTOM CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeftron Nylon.

Other colors may be available; please call 817.337.3050 for additional colors and prices.

☐ Cobalt ☐ Charcoal ☐ Navy ☐ Platinum ☐ Mocha ☐ Ivory ☐ Emerald
☐ Coffee ☐ Pewter ☐ Terra Cotta ☐ Sapphire ☐ Onyx ☐ Beige ☐ Red Wine

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

CUSTOM CARPET COLOR (Check color above and put square footage here)

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$4.50/per SQ.FT. \$ _____
After discount deadline @ \$5.50/per SQ.FT.

CUSTOM CARPET RENTAL PRICE order includes installation, poly covering and removal.

CARPET PADDING order includes installation and disposing of padding.

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$1.50 SQ. FT. \$ _____

CARPET VISQUEEN ORDER includes installation of Visqueen

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$1.00 SQ. FT. \$ _____

Dont forget to order foam padding for added comfort and that enticing, luxurious feel..

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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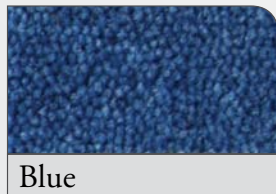
Ground Level...

Carpet Options & Colors*

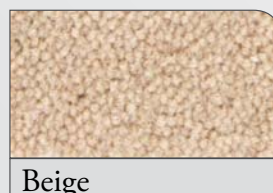
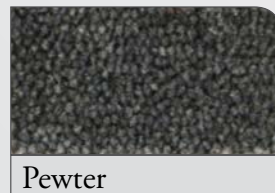
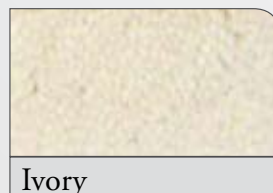
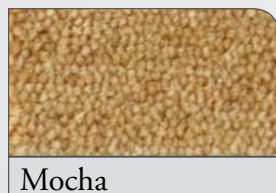
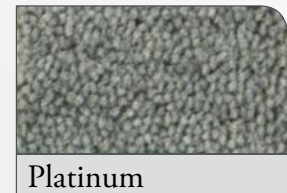


Our Classic (16oz.) & Custom (30oz.) carpet is inspected prior to shipping to show site to ensure top quality of any re-purposed carpet. Special cut sizes are available upon request. Please refer to order form for pricing, which includes delivery, installation and removal. Don't forget to order padding... attendees and staff will thank you for it!

Classic Carpet (16oz.)



Custom Carpet (30oz.)



* Actual colors may vary due to variations in computer display technology, lighting and dye lots. Swatches should not be used for exact color matching purposes. Don't see a color you are looking for? We may be able to help. Call our customer service department to see what other color options may be available.

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MODEL NUMBER	DISCOUNT PRICE	STANDARD PRICE
Model #1	\$2,390.00	\$3,100.00
Model #2	\$2,720.00	\$3,535.00
Model #3	\$3,380.00	\$4,395.00
Model #4	\$4,590.00	\$5,970.00
Model #5.	\$5,800.00	\$7540.00
Model #6	\$6,800.00	\$8,840.00

Package Includes:

- Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10' unit

Package Does Not Include:
Exhibitor is responsible for ordering electrical outlet.
This is not included in the package.
Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

Model Number: _____

Font Style: ☐ Futura ☐ Humanist ☐ PosterBodoni ☐ Times New Roman ☐ Other

Font Color: ☐ Black ☐ Blue ☐ Red ☐ Green ☐ Burgundy ☐ Teal

Carpet Color ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Green

Hardwall Panel Color: ☐ White ☐ Blue ☐ Green ☐ Gray ☐ Red

Fabric Walls check here ☐ Gray ☐ Black

Hardwall Panel Color/Fabric Choices (*back panels only*)

Panel 1 _____ Panel 2 _____ Panel 3 _____ Panel 4 _____ Panel 5 _____ Panel 6 _____

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL COST PER PANEL

Subtotal _____ + **8.25% Sales Tax** = **TOTAL** \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

Terms and Conditions *Must be signed for order to process*

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- *IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

For a specially designed unit
please contact our Customer
Service Department at:

817-337-3050



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CUSTOM RENTAL UNIT ORDER FORM

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SOFA'S/SECTIONALS/LOVESEATS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Powered Banquette (Full)	BNQ417	\$1,300.00	\$1,690.00	
	Hopi Loveseat	HOPLV	\$375.00	\$490.00	
	Baja Sofa	BSFWHT	\$905.00	\$1175.00	
	Baja Loveseat	BLVWHT	\$835.00	\$1085.00	
	Munich Sectional (3 piece)	MNCHSC	\$1875.00	\$2440.00	
	Munich Armless Loveseat	MNCHLV	\$840.00	\$1090.00	
	South Beach Sectional (3 piece)	S02	\$1690.00	\$2190.00	
	South Beach Sofa	S01	\$715.00	\$930.00	
	Fairfax Sofa	FAIRSW	\$520.00	\$675.00	
	Allegro Sofa	SFA002	\$750.00	\$975.00	
	Tangiers Sofa	TANSOF	\$815.00	\$1060.00	
	Tangiers Loveseat	TANLOV	\$715.00	\$930.00	
	Key Largo Sofa	KEYSOF	\$515.00	\$670.00	
	Key Largo Loveseat	KEYLOV	\$390.00	\$505.00	
	Naples Sofa	NPLSOF	\$910.00	\$1185.00	
	Naples Powered Sofa	NPLSOP	\$1060.00	\$1380.00	
	Naples Loveseat	NPLLOV	\$750.00	\$975.00	
	Naples Powered Loveseat	NPLLOP	\$865.00	\$1125.00	
	Roma Powered Sofa	SFAPWR	\$1075.00	\$1395.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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CLUB CHAIRS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Hopi Chair	HOPCH	\$245.00	\$320.00	
	Baja Chair	BCHWHT	\$585.00	\$760.00	
	Munich Armless Chair	MNCHCH	\$475.00	\$620.00	
	Munich Corner Chair	MNCHCC	\$575.00	\$750.00	
	Fairfax Chair	FAIRCW	\$370.00	\$480.00	
	Key Largo Chair	KEYCHR	\$335.00	\$435.00	
	Allegro Chair	CHR002	\$520.00	\$675.00	
	Tangiers Chair	TANCHR	\$440.00	\$575.00	
	Key West Tub Chair	OCB	\$430.00	\$560.00	
	Naples Chair	NPLCHR	\$625.00	\$810.00	
	Naples Powered Chair	NPLCHP	\$665.00	\$865.00	
	Roma Chair	CHR003	\$630.00	\$820.00	
	Roma Powered Chair	CHRPWR	\$670.00	\$870.00	

ACCENT & MEETING CHAIRS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Swanson Swivel Chair	SWAN	\$390.00	\$505.00	
	Madrid Chair (Black)	OCH	\$690.00	\$895.00	
	Madrid Chair (White)	BCW	\$690.00	\$895.00	
	La Brea Swivel Chair	LABREA	\$440.00	\$570.00	
	Meeting Chair (Taupe)	OMCTAU	\$300.00	\$390.00	
	Meeting Chair (Espresso)	OMCESP	\$300.00	\$390.00	
	Meeting Chair (White)	OMCWHT	\$300.00	\$390.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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GROUP SEATINGS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Rustique Chair	RSTDIN	\$120.00	\$155.00	
	Duet Chair	DUET	\$80.00	\$105.00	
	Berlin Chair (Black)	CS8	\$137.00	\$178.00	
	Berlin Chair (Red)	CS9	\$137.00	\$178.00	
	Laguna Chair (Maple)	LMCHR	\$150.00	\$195.00	
	Syntax Chair	CS4	\$215.00	\$280.00	
	Christopher Chair	XCHR	\$120.00	\$155.00	
	Razor Chair	SC10	\$90.00	\$117.00	
	Wendy Chair	CH002	\$120.00	\$155.00	
	Malba Chair (Gray)	MALGRY	\$120.00	\$155.00	
	Malba Chair (Green)	MALGRN	\$120.00	\$155.00	
	Brewer Chair (Onyx/Black)	SC3	\$182.00	\$237.00	
	Altura Guest Chair	XC6	\$330.00	\$430.00	
	Zenith Chair	ZENCHR	\$175.00	\$228.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

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OTTOMAN'S

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Ottoman Ring (White Vinyl)	BNQR17	\$1560.00	\$2025.00	
	Quarter Curve Ottoman (White Vinyl)	BNQ7	\$515.00	\$670.00	
	Endless Square Ottoman (Black)	END02B	\$385.00	\$500.00	
	Endless Square Ottoman (White)	END02W	\$385.00	\$500.00	
	Endless Curved Ottoman (Black)	END01B	\$450.00	\$585.00	
	Endless Curved Ottoman (White)	END01W	\$450.00	\$585.00	
	Sally Stool	SAL	\$80.00	\$105.00	
	Half Bench (White Vinyl)	WHT12	\$390.00	\$505.00	
	Beverly Bench (White Vinyl)	BVLYWH	\$410.00	\$523.00	
	Beverly Bench (Black Vinyl)	BVLYBK	\$410.00	\$523.00	
	Beverly Bench (Gray Fabric)	BVLYGR	\$410.00	\$523.00	
	Beverly Bench (Red Fabric)	BVLYRD	\$410.00	\$523.00	
	Beverly Bench (Ocean Blue Fabric)	BVLYOB	\$410.00	\$523.00	
	Beverly Bench (Linen Fabric)	BVLYLN	\$410.00	\$523.00	
	Beverly Bench (Brown Fabric)	BVLYBN	\$410.00	\$523.00	
	Edge LED Cube Ottoman	CUBL20	\$150.00	\$195.00	
	Vibe Cube Ottoman - Green Vinyl	VIB01	\$150.00	\$195.00	
	Vibe Cube Ottoman - Blue Vinyl	VIB02	\$150.00	\$195.00	
	Vibe Cube Ottoman - Pink Vinyl	VIB03	\$150.00	\$195.00	
	Vibe Cube Ottoman - Red Vinyl	VIB04	\$150.00	\$195.00	
	Vibe Cube Ottoman - Yellow Vinyl	VIB05	\$150.00	\$195.00	
	Vibe Cube Ottoman - Gold/Bronze Vinyl	VIB06	\$150.00	\$195.00	
	Vibe Cube Ottoman - Beige Vinyl	VIB07	\$150.00	\$195.00	
	Vibe Cube Ottoman - Orange Vinyl	VIB08	\$150.00	\$195.00	
	Vibe Cube Ottoman - White Vinyl	VIB09	\$150.00	\$195.00	
	Vibe Cube Ottoman - Black Vinyl	VIB10	\$150.00	\$195.00	
	Vibe Cube Ottoman - Steel Blue Vinyl	VIB11	\$150.00	\$195.00	
	Vibe Cube Ottoman - Silver Vinyl	VIB12	\$150.00	\$195.00	
	Vibe Cube Ottoman - Purple Vinyl	VIB13	\$150.00	\$195.00	
	South Beach Wedge Ottoman	OTS	\$340.00	\$440.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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COCKTAIL & END TABLES

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Oliver Cocktail Table	COLI	\$260.00	\$338.00	
	Silverado Cocktail Table	C1E	\$305.00	\$395.00	
	Alondra Cocktail Table (Glass/Chrome)	ALC100	\$350.00	\$455.00	
	Alondra Cocktail Table (Wood/Chrome)	ALC200	\$350.00	\$455.00	
	Geo Cocktail Table (Wood/Black)	C1FWB	\$300.00	\$390.00	
	Geo Cocktail Table (Glass/Chrome)	C1C	\$300.00	\$390.00	
	Regis Bench Table	REGBEN	\$310.00	\$400.00	
	Sydney Cocktail Table (White)	C1W	\$305.00	\$395.00	
	Sydney Cocktail Table (Black)	C1Y	\$305.00	\$395.00	
	Sydney Powered Cocktail Table (White)	C1WP	\$380.00	\$495.00	
	Sydney Powered Cocktail Table (Black)	C1YP	\$380.00	\$495.00	
	Timber End Table	TMBTBL	\$195.00	\$255.00	
	Alondra End Table (Glass/Chrome)	ALE100	\$255.00	\$330.00	
	Alondra End Table (Wood/Chrome)	ALE200	\$255.00	\$330.00	
	E End Table	ETBL	\$195.00	\$255.00	
	Aura Round Table	AURA	\$155.00	\$200.00	
	Oliver End Table	EOLI	\$220.00	\$285.00	
	Silverado End Table	E1E	\$280.00	\$365.00	
	Geo End Table (Wood/Black)	E1FWB	\$270.00	\$350.00	
	Geo End Table (Glass/Chrome)	E1C	\$270.00	\$350.00	
	Regis End Table	REGOTT	\$220.00	\$285.00	
	Sydney End Table (White)	E1W	\$265.00	\$345.00	
	Sydney End Table (Black)	E1Y	\$265.00	\$345.00	
	Edge LED Cube Table	CUBTBL	\$195.00	\$255.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

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CONFERENCE TABLES

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Atomic 36" Round Table	36ATO	\$325.00	\$425.00	
	Atomic 42" Round Table	42ATO	\$325.00	\$425.00	
	Geo Conference Table (Glass/Black)	CF2	\$480.00	\$625.00	
	Geo Conference Table (Glass/Chrome)	CE2	\$480.00	\$625.00	
	Geo Conference Table Square (Glass/Chrome)	CE1	\$345.00	\$445.00	
	Geo Conference Table Square (Glass/Black)	CF1	\$345.00	\$445.00	
	Graphite Nebula 6' Conference Table	CB2	\$495.00	\$645.00	
	Merlin Multi Use Table	MERLIN	\$370.00	\$480.00	
	Work Table (White)	WD3	\$355.00	\$460.00	
	Graphite Nebula 8' Conference Table	CB3	\$580.00	\$755.00	
	Madison Gray 5' Conference Table	MAD05	\$485.00	\$630.00	
	Madison Gray 8' Conference Table	MAD08	\$970.00	\$1260.00	
	Madison Gray 10' Conference Table	MAD10	\$970.00	\$1260.00	
	Granite 6' Conference Table	CT06GR	\$505.00	\$655.00	
	Granite 8' Conference Table	CT08GR	\$580.00	\$755.00	
	Granite 10' Conference Table	CT010GR	\$870.00	\$1130.00	
	Madison Gray 42" Round Conference Table	CB8	\$410.00	\$523.00	
	Graphite Nebula 42" Round Conference Table	CB1	\$410.00	\$523.00	
	White Laminate 42" Round Conference Table	CONF42	\$410.00	\$523.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

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EXECUTIVE CHAIRS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Pro Executive High Back Chair (White)	PROEXE	\$390.00	\$505.00	
	Pro Executive High Back Chair (Black)	PROEXB	\$390.00	\$505.00	
	Pro Executive Guest Chair (Black)	PROGB	\$275.00	\$355.00	
	Pro Executive Mid Back Chair (White)	PROMID	\$255.00	\$330.00	
	Pro Executive Mid Back Chair (Black)	PROMIDB	\$255.00	\$330.00	

COMMUNAL BAR & CAFE TABLES

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Ventura Bar Table (Black Top)	VNTBNP	\$690.00	\$895.00	
	Ventura Bar Table (Maple Top)	VNTMNP	\$690.00	\$895.00	
	Ventura Bar Table (Maple Top w/Grommets)	VNTBMW	\$690.00	\$895.00	
	Ventura Bar Table (White Top)	VNTWNP	\$690.00	\$895.00	
	Ventura Bar Table (White Top w/Grommets)	VNTBWW	\$690.00	\$895.00	
	Ventura Cafe Table (Black Top)	VNTCBN	\$545.00	\$705.00	
	Ventura Cafe Table (Maple Top)	VNTCMN	\$545.00	\$705.00	
	Ventura Cafe Table (Maple Top w/Grommets)	VNTCMW	\$545.00	\$705.00	
	Ventura Cafe Table (White Top)	VNTCWN	\$545.00	\$705.00	
	Ventura Cafe Table (White Top w/Grommets)	VNTCWW	\$545.00	\$705.00	
	Ventura Powered Bar Table (Black Top)	VNTBLK	\$800.00	\$1040.00	
	Ventura Powered Bar Table (White Top)	VNYWHT	\$800.00	\$1040.00	
	G30 Powered Cafe Table (White Top)	G30DWP	\$600.00	\$780.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

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BARSTOOLS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Apex Barstool (Black Vinyl)	APS08	\$240.00	\$310.00	
	Apex Barstool (Red Vinyl)	APS59	\$240.00	\$310.00	
	Apex Barstool (White Vinyl)	APS75	\$240.00	\$310.00	
	Apex Barstool (Blue Ultra Suede)	APS12	\$240.00	\$310.00	
	Rustique Barstool	RSTSTL	\$145.00	\$189.00	
	Christopher Barstool (White)	XBAR	\$210.00	\$270.00	
	Shark Swivel Barstool	BS001	\$345.00	\$445.00	
	Zoey Swivel Barstool (White)	BS002	\$310.00	\$400.00	
	Zoey Swivel Barstool (Black)	BS003	\$310.00	\$400.00	
	Lift Barstool (Red)	ROLLRD	\$228.00	\$295.00	
	Lift Barstool (Gray)	ROLLGY	\$228.00	\$295.00	
	Lift Barstool (White)	ROLLWH	\$228.00	\$295.00	
	Lift Barstool (Black)	ROLLBL	\$228.00	\$295.00	
	Laguna Barstool (Maple/Chrome)	LMBAR	\$189.00	\$245.00	
	Syntax Barstool (Black/Chrome))	BSR	\$235.00	\$305.00	
	Banana Barstool (White/Chrome)	BST	\$265.00	\$345.00	
	Banana Barstool (Black/Chrome)	BSS	\$265.00	\$345.00	
	Zenith Barstool (White/Chrome)	ZENBAR	\$195.00	\$255.00	
	Oslo Barstool (Blue)	BSD	\$280.00	\$365.00	
	Oslo Barstool (White)	BSC	\$280.00	\$365.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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BAR TABLES w/ STANDARD BLACK BASE

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30"Maple/Standard Base Bar Table	VTK	\$265.00	\$345.00	
	30"White Laminate/Standard Base Bar Table	30WH42	\$265.00	\$345.00	
	30"Graphite Nebula/Standard Base Bar Table	VTJ	\$265.00	\$345.00	
	30"Madison Gray/Standard Black Base Bar Table	30MHSB	\$260.00	\$315.00	
	30" Silver Textured/Standard Base Bar Table	VTG	\$265.00	\$345.00	
	30"Red/Standard Base Bar Table	VTB	\$265.00	\$345.00	
	30"Liquid Steel Blue/Standard Base Bar Table	VTH	\$265.00	\$345.00	
	36"Maple/Standard Base Bar Table	VTP	\$285.00	\$370.00	
	36"Graphite Nebula/Standard Base Bar Table	VTN	\$285.00	\$370.00	
	36' White Laminate/Standard Base Bar Table	VTW	\$285.00	\$370.00	
	Rustique Square Metal Bar Table	RSTSQT	\$278.00	\$335.00	

BAR TABLES w/ HYDRAULIC CHROME BASE

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30"Maple/Hydraulic Chrome Base Bar Table	30MTHB	\$325.00	\$425.00	
	30"Graphite Nebula/ Hydraulic Chrome Base Bar Table	30GRHB	\$325.00	\$425.00	
	30"Madison Gray/Hydraulic Chrome Base Bar Table	30MAHB	\$310.00	\$400.00	
	30" Silver Textured/ Hydraulic Chrome Base Bar Table	30STHB	\$325.00	\$425.00	
	30"Red/Hydraulic Chrome Base Bar Table	30BRHB	\$325.00	\$425.00	
	30"White Laminate/ Hydraulic Chrome Base Bar Table	30WHHB	\$325.00	\$425.00	
	30"Liquid Steel Blue/ Hydraulic Chrome Base Bar Table	30SBHB	\$325.00	\$425.00	
	36"Maple/Hydraulic Chrome Bar Table	36MTHB	\$350.00	\$455.00	
	36"Graphite Nebula/ Hydraulic Chrome Base Bar Table	36GRHB	\$350.00	\$455.00	
	36' White Laminate/ Hydraulic Chrome Base Bar Table	36WTHB	\$350.00	\$455.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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Fax form to **888-301-1273** along with completed payment policy



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DISCOUNT DEADLINE DATE • AUGUST 28, 2019

CAFE TABLES w/ STANDARD BLACK BASE

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30" Maple/Standard Base Cafe Table	ZTK	\$240.00	\$310.00	
	30" Graphite Nebula/Standard Base Cafe Table	ZTJ	\$240.00	\$310.00	
	30" Madison Gray/Standard Black Base Cafe Table	ZTA	\$235.00	\$305.00	
	30" Silver Textured/Standard Base Cafe Table	ZTG	\$240.00	\$310.00	
	30" Red/Standard Base Cafe Table	ZTB	\$240.00	\$310.00	
	30" White/Standard Base Cafe Table	30WH29	\$240.00	\$310.00	
	30" Liquid Steel Blue/Standard Base Cafe Table	ZTC	\$240.00	\$310.00	
	36" Maple/Standard Base Cafe Table	ZTP	\$260.00	\$315.00	
	36" Graphite Nebula/Standard Base Cafe Table	ZTN	\$260.00	\$315.00	
	36' White Laminate/Standard Base Cafe Table	ZTQ	\$260.00	\$315.00	

CAFE TABLES w/ HYDRAULIC CHROME BASE

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30" Maple/Hydraulic Chrome Base Cafe Table	XTK	\$325.00	\$425.00	
	30" Graphite Nebula/ Hydraulic Chrome Base Cafe Table	XTJ	\$325.00	\$425.00	
	30" Madison Gray/Hydraulic Chrome Base Cafe Table	30MAHC	\$310.00	\$400.00	
	30" Silver Textured/ Hydraulic Chrome Base Cafe Table	XTS	\$325.00	\$425.00	
	30" Red/Hydraulic Chrome Base Cafe Table	XTB	\$325.00	\$425.00	
	30" White Laminate/ Hydraulic Chrome Base Cafe Table	30WHHC	\$325.00	\$425.00	
	30" Liquid Steel Blue/ Hydraulic Chrome Base Cafe Table	30SBHC	\$325.00	\$425.00	
	36" Maple/Hydraulic Chrome Base Cafe Table	XTP	\$350.00	\$455.00	
	36" Graphite Nebula/ Hydraulic Chrome Base Cafe Table	XTN	\$350.00	\$455.00	
	36' White Laminate/ Hydraulic Chrome Base Cafe Table	XTR	\$350.00	\$455.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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DESKS & CREDENZA'S

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Tech Desk, Powered w/3 Drawer File (Black)	TECH3B	\$595.00	\$774.00	
	Tech Desk, Powered (Black)	TECH	\$488.00	\$633.00	
	Madison Gray Executive Desk	JD8	\$610.00	\$793.00	
	Madison Gray Credenza	CR8	\$525.00	\$683.00	

FILES & SHELVING

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Tech 3 Drawer File (Black)	TECH3	\$155.00	\$200.00	
	Madison Gray Bookcase	BC8	\$455.00	\$590.00	
	Posh Shelving Chrome/Acrylic	PSHCCS	\$520.00	\$675.00	

LAMPS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Mason Floor Lamp - Brushed Silver	LA15	\$235.00	\$305.00	
	Mason Table Lamp - Brushed Silver	LA14	\$155.00	\$200.00	

POWERED PEDESTALS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Powered Locking Pedestal (White) 24" Square x 36" High	PDL36W	\$540.00	\$700.00	
	Powered Locking Pedestal (White) 24" Square x 42" High	PDL42W	\$645.00	\$839.00	
	Powered Locking Pedestal (Black) 24" Square x 36" High	PDL36B	\$540.00	\$700.00	
	Powered Locking Pedestal (Black) 24" Square x 42" High	PDL42B	\$645.00	\$839.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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MOBILE TABLET STAND ACCESSORIES

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Brochure Holder (Black)	TBBCHR	\$68.00	\$88.00	
	Charging Shelf (Black)	TBSHLF	\$68.00	\$88.00	
	Wireless Printer Holder (Black)	TBPNTN	\$68.00	\$88.00	

MOBILE TABLET STANDS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Mobile Tablet Stand (White)	TBSTDW	\$145.00	\$189.00	
	Mobile Tablet Stand (Black)	TBSTND	\$145.00	\$189.00	

BARS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Midtown Bar, Unlighted (Pewter)	MTBUUL	\$1480.00	\$1925.00	

REFRIGERATORS

QTY.	DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Refrigerator (14 Cubic Feet)	R1R	\$935.00	\$1215.00	
	Refrigerator (4 Cubic Feet)	R1Q	\$325.00	\$425.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and DO NOT SEND ANYTHING VIA U.S. MAIL.
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
 - A. not advising your carrier about your target date and time.
 - B. not including an accurate description or piece count.
 - C. not reading the exhibitor manual and shipping instructions; and
 - D. not filling out the forms properly.



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**ALL FREIGHT MUST BE ACCOMPANIED BY
A CERTIFIED SCALE TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING
INFORMATION ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE
FOLLOWING CATEGORIES:**

1. CRATES(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
FREIGHT CLERK CAN ACCEPT THEM:**

WE REQUIRE A COPY OF YOUR BILLS OF LADING

**IF YOU CANNOT PROVIDE ANY
OF THE REQUESTED
INFORMATION, PLEASE
CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK**



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INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Shipping To: **ADVANCED WAREHOUSE**_____ **DIRECT TO SHOW SITE**_____

Company Name: _____ Booth # _____

Origin of Shipment: _____ Carrier: _____

Shipping Date: _____ Approximate Arrival Date: _____

Total Number of Containers: _____ Total Weight of Shipment: _____

Pro # _____

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____

Street Address: _____ City: _____

State: _____ Zip: _____

Carrier: _____ PREPAID COLLECT

Total Number of Containers: _____ Total Weight of Shjpmnts: _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____ PREPAID COLLECT

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

Carrier: _____ Total Number of Containers: _____ Total Weight of Shjpmnts: _____

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Telephone: _____

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

Attention: _____

PLEASE NOTE: To enable our tracing delayed shipments,
please fax duplicate Bills of Lading to **888-301-1273**
along with a completed payment policy.
COLLECT SHIPMENTS WILL NOT BE RECEIVED



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ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM

1. Estimate total number of pieces being shipped
____ Crated
____ Uncrated
____ Machinery
____ TOTAL

2. Are you shipping to:
Direct to Show Site ____
Advanced Warehouse ____

3. Estimate total weight of shipments:
lbs. _____

4. Indicate total number of trucks in each category that you will use:

____ Overseas Container
____ Van Line
____ Common Carrier
____ Flatbed
____ Co. Truck

5. List carrier name (s):

6. If using a Customs Broker, please print name:

7. Print name of person in charge of your move-in _____:
Their phone: _____

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display. _____

9. What date and time are you scheduling your shipment(s) to arrive on-site?

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that
The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted: _____

11. Is there any special handling equipment required to unload your exhibit materials.
i.e. extended Forklift blades, special slings, lifting bars, etc?

EXHIBITOR NAME: _____ BOOTH #: _____

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MATERIAL HANDLING SERVICES/RATES

- DIRECT/CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.
- UNCRATED:** Material that is shipped loose or pad wrapped.
- NOTE:** Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. **All late shipments will incur an additional 30% surcharge in addition to the rates listed below.** Does not include air charges for late freight received at the mainland.
- OVERTIME:** An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.
- RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:**
RECEIVING FROM: August 19 - September 16, 2019 without surcharge

DESCRIPTION	PRICE PER CWT	MINIMUM
Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday		
Direct to Warehouse	\$110.25	\$220.50
Late to Warehouse	\$141.25	\$282.50
Direct to Warehouse Inbound OT Surcharge	\$27.50	\$55.00
Special Handling to Warehouse	\$132.25	\$264.50
Late Special Handling to Warehouse	\$163.25	\$326.50
Special Handling to Warehouse Inbound OT Surcharge	\$33.00	\$66.00

DESCRIPTION	PRICE PER CWT	MINIMUM
Show Site Shipment May Begin Arriving September 19, 2018		
Direct to Convention Facility	\$103.95	\$207.90
Direct to Convention Facility Inbound/Outbound OT Surcharge	\$26.00	\$52.00
Uncrated to Convention Facility	\$134.95	\$269.90
Special Handling to Convention Facility	\$124.95	\$249.90
Special Handling Inbound/Outbound OT Surcharge	\$31.25	\$62.50

Small Package - Maximum Weight 50 lbs.....	\$40.00 each
Only applicable on SHOW DAYS	

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.



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EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$69.00 per cwt. On straight time, \$138.00 per cwt., with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are stacked Shipments?

Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.



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For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES".

COMPUTATION OF ORDERS

When recording weight, round up the next one hundred (100) pounds

SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
@ \$ 110.25 per 100 lbs. (200 lb. minimum) \$ _____
LATE CRATED SHIPMENTS TO THE WAREHOUSE \$141.25 per 100 lbs. (200 lb. minimum)

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
@ \$ 132.25 per 100 lbs. (200 lb. minimum) \$ _____

See Special Handling Rates

LATE SHIPMENTS TO THE WAREHOUSE \$163.25 per 100 lbs. (200 lb. minimum) \$ _____

DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
@ \$103.95 per 100 lbs. (200 lb. minimum) \$ _____
UNCRATED SHIPMENTS @ \$ 134.95 per 100 lbs. (200 lb. minimum) \$ _____

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
@ \$124.95 per 100 lbs. (200 lb. minimum) \$ _____

ESTIMATED MATERIAL HANDLING \$ _____

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed [Payment Policy Form](#) to be faxed to the number provided on the Payment Policy Form no later than AUGUST 28, 2019 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

EXHIBITOR NAME: _____ BOOTH #: _____

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IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on August 19, 2019, last date for warehouse shipments being September 16, 2019. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com. Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: TABT 2019
To: Your Company Name & Booth
IMS, Inc./ABF Freight System
1414 Baurline St.
Fort Worth, TX 76111



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

TABT 2019

IMS, Inc. /ABF Freight System
1414 Baurline St.
Fort Worth, TX 76111

SHIPMENTS SHOULD ARRIVE BETWEEN
August 19 - September 16, 2019

EVENT: TABT 2019

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

TABT 2019

IMS, Inc. /ABF Freight System
1414 Baurline St.
Fort Worth, TX 76111

SHIPMENTS SHOULD ARRIVE BETWEEN
August 19 - September 16, 2019

EVENT: TABT 2019

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

HANGING SIGN

FROM:

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

TABT 2019

IMS, Inc. /ABF Freight System
1414 Baurline St.
Fort Worth, TX 76111

SHIPMENTS SHOULD ARRIVE BETWEEN
August 19 - September 16, 2019

EVENT: TABT 2019

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

HANGING SIGN

FROM:

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

TABT 2019

IMS, Inc. /ABF Freight System
1414 Baurline St.
Fort Worth, TX 76111

SHIPMENTS SHOULD ARRIVE BETWEEN
August 19 - September 16, 2019

EVENT: TABT 2019

CARRIER: _____

NUMBER OF PIECES: _____

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- All shipments arriving to the facility prior to September 19, 2019 will be refused and returned to the local trucking terminal.
- Shipments will only be received at the show during the move-in periods indicated on the Fast Facts page of this manual.
- As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.
- Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: TABT 2019
To: Your Company Name & Booth #
c/o: IMS, Inc.
Will Rogers Coliseum
3401 W. Lancaster Ave.
Fort Worth, TX 76107

**DO NOT deliver prior to September 19, 2019
Facility will refuse shipment**



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

TABT 2019
C/O IMS, INC.
Will Roers Coliseum
3401 W. Lancaster Ave.
Fort Worth, TX 76107

SHIPMENTS MAY BEGIN TO ARRIVE
September 19, 2019

EVENT: TABT 2019

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

TABT 2019
C/O IMS, INC.
Will Roers Coliseum
3401 W. Lancaster Ave.
Fort Worth, TX 76107

SHIPMENTS MAY BEGIN TO ARRIVE
September 19, 2019

EVENT: TABT 2019

CARRIER: _____

NUMBER OF PIECES: _____

2019 Texas Auto Body Trade Show
September 20 - 21, 2019
Will Rogers Coliseum
Fort Worth, Texas

Need Outbound Shipping Labels?

IMS strives to make your event as smooth as possible. This includes Move Out day where it is very easy to forget seemingly unimportant details such as addresses and labels for outbound shipping needs. Please take a moment to complete this form and fax to the number below.

Please Note: If you are using FedEx as your carrier we regret that we will be unable to print labels for your shipment(s).

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____
Total Number of Containers: _____
of Labels Needed _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____
Total Number of Containers: _____
of Labels Needed _____

EXHIBITOR NAME: _____ BOOTH #: _____

Official Transportation Provider *via the ABF Freight® Network*

Texas Auto Body Tradeshow 2019

September 20-21, 2019
Will Rogers Coliseum
Fort Worth, TX

Let ArcBest® make your next trade show the easiest you have ever attended!

For personalized quotes, please call

800-654-7019

Our Services Include:

*Priority
handling of
your inbound
and outbound
shipments*

*Guaranteed
expedited air
and ground
services*

*LTL Ground
Transportation*

*International
Transportation*

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact 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 (844) 718-7620.

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.

SUBMIT

800-654-7019
tradeshow@arcb.com | arcb.com

2019 Texas Auto Body Trade Show
September 20 - 21, 2019
Will Rogers Coliseum
Fort Worth, Texas

Installation and Dismantle Labor Rates

Straight time - 8:00 a.m. - 5:00 p.m. Monday through Friday

Over time - 5:00 p.m. - 8:00 a.m. Monday through Friday. All Day Saturday & Sunday

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.

One hour minimum charge on all labor. Cancellations must be in writing.

PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR

Straight Time - \$109.00 per personnel hour | Overtime - \$170.00 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and Dismantling of display under the supervision of IMS

Straight Time - \$147.00 per personnel hour | Overtime - \$229.50 per personnel hour

DESCRIPTION	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Installation				
Dismantling				
Dismantling				

Please note the following:

- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____



2019 Texas Auto Body Trade Show
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Fort Worth, Texas

1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.
3. Inclusive Management Services, Inc. (IMS) and its subcontractors 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, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.
5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.



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Will Rogers Coliseum
Fort Worth, Texas

Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address _____

IMS SUPERVISED LABOR

In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.

Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing with Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

Outbound Shipping Information

Ship To: _____

In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.

IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Method of Shipment

☐ Exhibit Transportation ☐ Common Carrier ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

☐ Other Carrier: Please indicate the carrier's name

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

Freight Charges ☐ Prepaid Bill To ☐ Collect

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Fort Worth, Texas

Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to IMS Service Desk and approve the work order.

FORKLIFT W/OPERATOR:

DESCRIPTION	DATE	TIME	# OF FORKLIFTS	STANDARD PRICE	OVERTIME PRICE	DOUBLE TIME PRICE	TOTAL
Installation				\$198.00	\$235.75	N/A	
Installation				\$198.00	\$235.75	N/A	
Dismantling				\$198.00	\$235.75	N/A	
Dismantling				\$198.00	\$235.75	N/A	

ADDITIONAL LABOR:

DESCRIPTION	DATE	TIME	# OF LABORERS	STANDARD PRICE	OVERTIME PRICE	DOUBLE TIME PRICE	TOTAL
Installation				\$119.25	\$217.00	N/A	
Installation				\$119.25	\$217.00	N/A	
Dismantling				\$119.25	\$217.00	N/A	
Dismantling				\$119.25	\$217.00	N/A	

Describe work to be done:

LABOR RATES

Straight Time

8:00 AM to 5:00 PM Monday through Friday

Overtime

Before 8:00 AM and after 5:00 PM Monday through Friday. All Day Saturday & Sunday.

Double Time

N/A

ESTIMATED TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____



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Exhibiting Name: _____	Booth # _____
Contact Name: _____	Booth Size _____ x _____
Email Address _____	

INSTRUCTIONS:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by IMS. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble our hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify IMS immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior **to the first exhibitor move-in day**. If these procedures are not followed, IMS cannot guarantee the hanging of your sign.

Equipment With Crew

- Rates are per lift and crew per hour
- One hour minimum per lift and crew
- Straight Time cannot be guaranteed

	Straight Time	Overtime	Double Time
<u>Condor</u>			
Condor With Crew	\$ 445.25	\$ 572.75	N/A
<u>Scissorlift</u>			
Scissorlift With Crew	\$ 370.25	\$ 497.75	N/A
Supervision for assembly and disassembly of overhead hanging can be provided by IMS, Inc. at an additional cost, or by your company representative, display house, independent or lighting contractor.			
<ul style="list-style-type: none"> Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged 			

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 AM to 5:00 PM Monday through Friday

Overtime

Before 8:00 AM and after 5:00 PM Monday through Friday.
All Day Saturday & Sunday

Double Time

N/A

Materials

Cable, clamps, etc. additional and charged accordingly.

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Fort Worth, Texas

DISCOUNT DEADLINE DATE • AUGUST 28, 2019

Exhibiting Name: _____ Booth # _____
Contact Name: _____ Booth Size _____ x _____
Email Address _____

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____
Metal or Wood _____
Other _____

Shape: Square _____
Triangle _____
Rectangle _____
Other _____

Size: Height _____
Length _____
Width _____
Weight of Sign _____

Does Your Sign Require:
Electricity _____
Assembly _____

PLACEMENT OF DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back aisle# _____

_____ Feet in
from the left
aisle# _____



_____ Feet in
from the right
aisle# _____

_____ Feet in from the front aisle# _____

Installation Estimate

_____ Condor _____ Scissorlift
Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by IMS at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required

_____ IMS I & D

_____ Exhibitor Personnel*

_____ Display House*

***For Exhibitor or Display House Supervised please indicate**

Install Date _____ Install Time _____

Dismantle Date _____ Dismantle Time _____

** Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

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Hanging Sign Location Diagram

If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.

PLEASE CLEARLY MARK THE FRONT OF YOUR BOOTH

Your Booth # _____

Adjacent Booth# _____

Adjacent Booth# _____

Adjacent Booth# _____

EXHIBITOR NAME: _____

BOOTH #: _____



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CLEANING ORDER FORM

CARPET SERVICE (Check One):

Vacuum Booth Carpet - **One Time** (before Show Opens)

- ☐ Booth Sq. Ft. _____ x \$ 0.38 = \$ _____
☐ Booth Sq. Ft. _____ x \$ 0.42 = \$ _____

Vacuum Booth Carpet—**Daily** (before Show Opens) - 2 days

- ☐ Booth Sq. Ft. _____ x 2 = _____ Sq. Ft. x \$0.32 = \$ _____
☐ Booth Sq. Ft. _____ x 2 = _____ Sq. Ft. x \$0.35 = \$ _____

Calculate 2 times the square footage of booth space for daily

Shampoo Booth Carpet—One Time

- ☐ Booth Sq. Ft. _____ x \$ 0.46 = \$ _____
☐ Booth Sq. Ft. _____ x \$ 0.50 = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE Empty wastebaskets, police floor at two-hour intervals (Check one)

- ☐ \$ 65.00 per day 1-400 Sq. Ft. _____ specify days _____
☐ \$ 75.00 per day 1-400 Sq. Ft. _____ specify days _____
☐ \$ 95.00 per day 401-up Sq. Ft. _____ specify days _____
☐ \$ 110.00 per day 401-up Sq. Ft. _____ specify days _____

EXHIBIT CLEANING SERVICE (Check One)

Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show

- ☐ @ \$65.00 per 10' foot booth space \$ _____
☐ @ \$75.00 per 10' foot booth space \$ _____

Cleaning and dusting of display background and furnishings **DAILY** during show

- ☐ @ \$55.00 per day per 10' booth space \$ _____
☐ @ \$65.00 per day per 10' booth space \$ _____

Prices in blue reflect POST deadline date prices.

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

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Fax form to 888-301-1273 along with completed payment policy



CLEANING ORDER FORM

2019 Texas Auto Body Trade Show
September 20 - 21, 2019
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Fort Worth, Texas

DISCOUNT DEADLINE DATE • AUGUST 28, 2019

FLORAL

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Small Flower Arrangement	\$75.00	\$90.00	
	Large Flower Arrangement	\$100.00	\$125.00	
	Azaleas (if available)	\$50.00	\$65.00	
	Fern	\$50.00	\$65.00	
	18" Tropical Plant	\$40.00	\$55.00	
	2 ft. Green Plant	\$55.00	\$70.00	
	3 ft. Green Plant	\$65.00	\$80.00	
	4 ft. Green Plant	\$75.00	\$90.00	
	5 ft. Green Plant	\$85.00	\$100.00	
	6 ft. Green Plant	\$95.00	\$105.00	
	7 ft. Green Plant	\$115.00	\$130.00	

Container Style

- ☐ Black Plastic
☐ Terra Cotta Plastic

Floral Arrangements

Please specify what you would like and the size and we will email you a quote.

Flower(s) _____

Greenery *circle one* yes no

Height _____ Width _____

Container Type/Color _____

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax to **888-301-1273** along with completed payment policy



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FLORAL ORDER FORM

2019 Texas Auto Body Trade Show
September 20 - 21, 2019
Will Rogers Coliseum
Fort Worth, Texas

DISCOUNT DEADLINE DATE • AUGUST 28, 2019

We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with you logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	22" x 28" Single Sided	\$96.50	\$125.50	
	22" x 28" Double Sided	\$125.50	\$163.00	
	28" x 44" Single Sided	\$136.75	\$177.75	
	28" x 44" Double Sided	\$177.75	\$231.00	
	20" x 60" Single Sided	\$231.00	\$300.50	
	24" x 87" Single Sided	\$295.00	\$383.50	
	24" x 87" Double Sided	\$383.50	\$498.50	
	38" x 84" Single Sided Meter Board	\$350.00	\$455.00	
	38" x 84" Double Sided Meter Board	\$455.00	\$591.50	
	3' x 6' Single Sided Banner	\$300.00	\$390.00	
	3' x 6' Double Sided Banner	\$390.00	\$507.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

SIGN COPY: (Use additional sheet of paper if more space is needed.)



Vertical



Horizontal

Background Color: _____

Lettering Color: _____

ADDITIONAL SERVICES INCLUDE:

Foam core signs, Special Graphics, Art Work,, Silk-Screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



Preferred Format(s) for Incoming Graphics

Logos: Vector-based files always work best to create large-format graphics and signage.

Graphics Supplied by Client: PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic MUST be scaled to proper size and dimension for final output/printing.

Other file formats are accepted:	Software	Type of file
	Adobe Photoshop:	EPS (Raster Based), PSD, TIFF (PC/MAC)
	Adobe Illustrator:	EPS (Vector based), .AI (PC/MAC)

File Format

Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics.

Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to "create outlines" or "convert to paths" this will eliminate the need to download the fonts for outputting.

Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

Resolution

Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

Color

All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

Fonts

Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

Size

Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

Proof

Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

Accepted Media and Transfer Methods

CD-ROM

E-Mail for files 1mg. and smaller

1.44 MB floppy disks: Mac or PC format

Please submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

2019 Texas Auto Body Trade Show
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Fort Worth, Texas

DISCOUNT DEADLINE DATE • AUGUST 28, 2019

All Visual Displays are LCD/LED depending on availability

THIS ORDER FORM REFLECTS ONLY A PORTION OF INVENTORY AVAILABLE

If you have any questions regarding equipment, pricing, or would like some assistance completing your order please contact your Customer Service Representative

QTY	COMPUTER SIGNAL DISPLAY EQUIPMENT DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	20" Flat Monitor with Table Stand (no speakers)	\$295.00	\$398.25	
	32" Flat Monitor with Table Stand (no speakers)	\$470.00	\$634.50	
	42" Flat Monitor with Floor Stand (no speakers)	\$595.00	\$803.25	
	50" Flat Monitor with Floor Stand (no speakers)	\$845.00	\$1,140.75	
	Set of Speakers	\$75.00	\$101.25	

QTY	VIDEO SIGNAL DISPLAY EQUIPMENT DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	32" Flat Monitor with Table Stand w/ DVD and Set of Speakers	\$585.00	\$789.75	
	42" Flat Monitor with Floor Stand w/ DVD and Set of Speakers	\$785.00	\$1,059.75	
	50" Flat Monitor with Floor Stand w/ DVD and Set of Speakers	\$970.00	\$1,309.50	

QTY	COMPUTERS DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Laptop Computer	\$525.00	\$682.50	
	Laser Printer (B/W)	\$275.00	\$371.25	
	Multi-Function Printer/Fax/Scanner	\$275.00	\$371.25	

QTY	Audio/Visual Accessories DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6ft VGA Cable	\$20.00	\$26.00	
	6ft HDMI Cable	\$40.00	\$52.00	

Subtotal _____ + 8.25% Sales Tax = TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

- Items selected will be charged for the show days of the exhibition.
- To guarantee equipment availability please be sure to submit your order 30 days prior to delivery date.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- NO equipment charges for set-up day is required.

CANCELLATIONS:

- A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a 1 day minimum charge.
B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.





ELECTRICAL EXHIBITION SERVICES
 1201 Houston Street, Fort Worth, TX 76102
 Phone: (817) 698-4687 Fax: (817) 698-4689
 fortworth@edlen.com

Advance Payment Deadline Date: 08/30/19

EXHIBITOR:		BTH #	
EVENT:	Texas Auto Body Trade Show		
FACILITY:	WILL ROGERS MEMORIAL CENTER		
DATES:	September 20-22, 2019	EVENT #099012FW	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

EXHIBITOR:		BTH #	
EVENT:	Texas Auto Body Trade Show		
FACILITY:	WILL ROGERS MEMORIAL CENTER		
DATES:	September 20-22, 2019	EVENT #099012FW	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
-----------------	--------------	------------	-------------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. PLUMBING ORDER	
SUBTOTAL	
Sales tax is due unless exemption is provided	8.25% SALES TAX
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 08/30/19

EXHIBITOR:		BTH #	
EVENT:	Texas Auto Body Trade Show		
FACILITY:	WILL ROGERS MEMORIAL CENTER		
DATES:	September 20-22, 2019	EVENT #099012FW	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	Add 8.25% Tax 120 VOLT 1000 WATTS (10 AMPS) _____ 2000 WATTS (20 AMPS) _____	QTY Show Hours Only 24hrs/day Double	ADVANCE PAYMENT PRICE 98.00 122.00	REGULAR PAYMENT PRICE 147.00 183.00	TOTAL COST _____ _____
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	RV OUTLETS 120 VOLT 30 AMP _____ 208 VOLT 50 AMP _____	Additional labor charges apply for RV outlets—call for estimate			
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	208 VOLT SINGLE PHASE 20 AMPS _____ 30 AMPS _____ 50 AMPS _____	176.00 183.00 331.00	264.00 275.00 497.00	_____ _____ _____	
	208 VOLT THREE PHASE 20 AMPS _____ 30 AMPS _____ 50 AMPS _____ 100 AMPS _____	248.00 298.00 426.00 882.00	372.00 447.00 639.00 1323.00	_____ _____ _____ _____	
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.	TRANSFORMER(S) Boost 208 Volt to 230 Volt Transformer (20 amp minimum charge) Total Amps: _____ x 5.50 = _____				
MOTOR POWER Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.	LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove) 1000 WATT PAR CAN _____ 68.00 102.00 _____ 8' POLE LIGHT—1 FIXTURE _____ 74.00 111.00 _____ 8' POLE LIGHT—2 FIXTURES _____ 87.00 131.00 _____				
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center) 15' EXTENSION CORD _____ 27.00 _____ POWER STRIP _____ 27.00 _____				
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.	TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.				
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM			TOTAL		
PRINT NAME:					
EMAIL:			PHONE:		

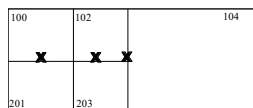
Please call for information on any services you require that are not listed here

TERMS & CONDITIONS

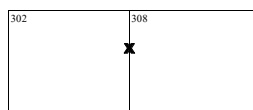
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 10 amps or 1000 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
11. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis **ONLY** and remains the property of Edlen. It shall be removed only by Edlen employees.
14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
15. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
16. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
17. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
18. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
19. Payment in full must be rendered during the event. Exhibitors **ARE NOT** billed for services provided. Services may be interrupted if payment is not received.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
21. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
22. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
23. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
24. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
25. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

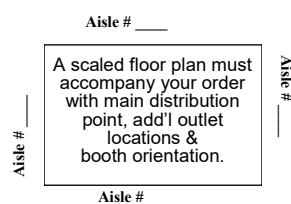
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



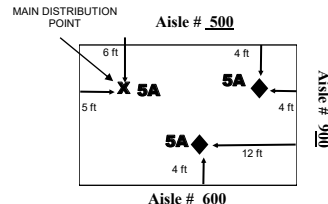
(IN-LINE BTHS) (PENINSULA)



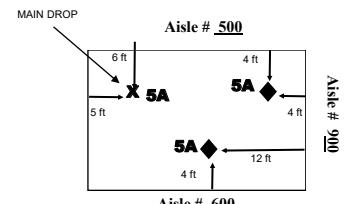
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 08/30/19



ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Texas Auto Body Trade Show		
FACILITY:	WILL ROGERS MEMORIAL CENTER		
DATES:	September 20-22, 2019	EVENT #099012FW	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 08/30/19



ELECTRICAL EXHIBITION SERVICES
1201 Houston Street, Fort Worth, TX 76102
Phone: (817) 698-4687 Fax: (817) 698-4689
fortworth@edlen.com

EXHIBITOR:		BTH #	
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ELECTRICAL DISTRIBUTION

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- A. Describe flooring: _____
- B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$90.00	
		OT	\$180.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM.	SCISSOR LIFT RENTAL		
Over Time	Monday - Friday 4:30 PM - 8:00 AM. Saturday, Sunday & Holidays	HOURS	RATE	TOTAL
			\$155.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL	
AUTHORIZATION			
PRINT NAME:		DATE:	



ELECTRICAL EXHIBITION SERVICES

1201 Houston Street, Fort Worth, TX 76102

Phone: (817) 698-4687 Fax: (817) 698-4689

fortworth@edlen.com

Advance Payment Deadline Date: 08/30/19

EXHIBITOR:		BTH #	
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Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 3 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	◆ = 10amp/1000 watt
Peninsula _____	Total Square Footage = _____	● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

[illegible]



Lead Retrieval Order Form

Company Name: _____
 Billing Address: _____
 City: _____ State: _____
 Zip/Postal Code: _____ Country: _____
 Booth Number: _____ Ordered By (OB): _____
 Ordered Date: _____ OB Email: _____
 OB Phone: _____ On-site Contact (OS): _____
 OS Cell: _____ OS Email: _____

Name and email to send log-in information to

Name: _____ Email: _____

Products

Products	Orders Before 8/15/19	Orders after 8/15/19	QTY	Total
mLeads Lead Capture Software. One order per booth needed. Works on IOS or Android phones and Tablets. You provide the equipment to run the application on.	\$225.00	\$300.00		
Swiftium Lead Capture Device. This is an all in one solution to capture leads. No additional equipment required	\$150.00	\$225.00		
Paper Lead form. No computer needed, just a pencil. Leads will be returned in 3 to 4 days after the event.	\$75.00	\$150.00		
		Sub Total		
		Sales Tax		NA
		Order Total		

Please scan both pages and submit this order form to orders@ibk.nyc.

Show Code: TAB2019



Terms and Conditions

An email confirmation, rental agreement and credit card receipt will be emailed within 2 business days of the submission of this form.

All equipment must be returned to IBK.NYC within 1 hour of the close of the event/show. Failure to return equipment will result in your credit card being billed a equipment replacement fee of \$3,000.00.

No refunds will be made to any order canceled with in seven days of the event.

Credit Card Payment Information

Card Number: _____

Card Holder's Name: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Card Holder Signature: _____

Please scan both pages and submit this order form to orders@ibk.nyc.

Show Code: TAB2019

2019 Texas Auto Body Trade Show
September 20 - 21, 2019
Will Rogers Coliseum
Fort Worth, Texas

TABT will be providing internet service in the hall during the event.
If you have additional needs please contact the service provider below

INTERNET
BelWave Communications

Jack Belton
BelWave Communications
4100 International Plaza, Suite 115
Fort Worth, Texas 76109
817-737-3124 x103