

**TEXAS AUTO BODY / ABAT**  
**Friday & Saturday, July 12-13, 2024**  
**Irving Convention Center**  
**Las Calinas, Texas**

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

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**Official General Contractor**

SMG Exposition Services  
355 Plaza Drive  
Secaucus, NJ 07094  
Phone 201-330-7773

**General Exhibit Information**

Expo Hall is NOT carpeted

**Booth Includes**

Pipe and Drape  
6' Draped Table  
(2) Chairs  
(1) Wastebasket  
I. D. Sign

**IMPORTANT DATES**

Friday, June 7, 2024 Shipments may begin to arrive at warehouse.  
All Non-Official/Intent to Use Non official Contractor Forms due along with  
Insurance certificate. or  
email to: Exhibitorservices@mecexpo.com

Friday, July 5, 2024 Discount Deadline for orders received with payment.  
Last day for Advance Shipments to arrive at the warehouse without surcharges.  
Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM.

**EVENT SCHEDULE**

<b><u>Thursday, July 11, 2024</u></b> Exhibit Move in	12:00 Noon to 8:00 pm
<b><u>Friday, July 12, 2024</u></b> Exhibit Move in	8:00 am to 12:00 Noon
<b><u>Friday, July 12, 2024</u></b> Exhibit Hours	1:00 pm to 8:00 pm
<b><u>Saturday, July 13, 2024</u></b> Exhibit Hours	10:00 am to 6:00 pm
<b><u>Saturday, July 13, 2024</u></b> Exhibit Move Out	6:00 pm to 10:00 pm

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**PLEASE NOTE:**

All booth materials must be packed and ready for shipment by 8:00 pm, Saturday, July 13, 2024.  
*Exhibitor is responsible or contacting their carrier.*

All carriers must check in by 7:00 pm, Saturday, July 13, 2024.

SMG Exposition Services reserves the right to force and/or re-route any freight not removed from the floor  
by 10:00 pm, Saturday, July 13, 2024.





# Payment and Order Order Form

Please mail Completed Form to: SMG Exposition Services  
 355 Plaza Drive, Secaucus, NJ 07094  
 PHONE (201) 330-8227

Show Name: **TEXAS AUTO BODY / ABAT**  
 Show Dates: **FRIDAY & SATURDAY, JULY 12-13, 2024**  
 Show Location: **IRVING CONVENTION CENTER, LAS COLINAS TX**  
 Deadline Date to Receive Discounted Rates: **JULY 5, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.  
**NO company or personal checks will be accepted on site.**

## Summary of Services and Rental Items Ordered

Material Handling Information/Rate ( <b>credit card on file is required</b> ) .....	\$ _____
Labor Order Form .....	\$ _____
Carpet Rental Order Form .....	\$ _____
Furniture/Accessories Rental Order Form .....	\$ _____
Booth Cleaning Order Form .....	\$ _____
Sign Order Form .....	\$ _____
<b>Sub-Total</b>	\$ _____
(If Tax Exempt Please Include Certificate) <b>Sales Tax 6.625%</b>	\$ _____
<b>Total</b>	\$ _____

### Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. ***On site orders payable by credit card ONLY!***

**Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.**

Charge To: (circle card type)      MasterCard      Visa      American Express      CCV CODE

Account Number:	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																					<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td></tr> </table>				Expiration Date: _____

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

### Please Print or Type

Company Name _____	Booth # _____
Address _____	
City _____	State _____ Zip _____
Ordered By _____	Title _____
Signature _____	Phone # (_____) _____
Fax # (_____) _____	Email _____

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.  
**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



# Material Handling Information Rate Schedule

Show Name: **TEXAS AUTO BODY / ABAT**  
Show Dates: **FRIDAY & SATURDAY, JULY 12-13, 2024**  
Show Location: **IRVING CONVENTION CENTER, LAS COLINAS TX**  
Deadline Date to Receive Discounted Rates: **JULY 5, 2024**

SMG Exposition Services has been designated the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

**SHIPMENTS: All shipments must be PREPAID. Collect shipments will not be accepted.** All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to SMG Exposition Services, detailing handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse as the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by SMG Exposition freight handlers upon arrival.

## Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

Shipments will not be accepted before exhibitors move-in date.

## Advance Warehouse Shipments:

**Deadline Date: July 5, 2024**

### \*\*NOTE\*\*

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)\*

\*A Charge Authorization must be completed for freight to be accepted.

## Direct Shipments:

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG EXPO @ IMS Inc.  
ABF Freight System  
4242 Irving Boulevard  
Dallas, TX 75247

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG Exposition Services  
Irving Convention Center  
500 W. Las Colinas Blvd.  
Las Colinas, TX 75039

## Crated Shipments CWT=per 100 lbs.

### Advance Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	\$150.00
1001-over	\$135.50

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

### Direct Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	\$146.00
1001-over	\$115.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

### Special Shipping Rates/Uncrated or Van Lines:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	\$135.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

## Rate Schedule:

Advance shipping rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

Direct Shipping Rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

## Penalty Charges:

Late arriving shipments after show opens . . . . . \$7.00/cwt

Off Target Charges . . . . . \$2.00/cwt

**Overtime:** Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. **In and out rates are based on incoming weight only.**

**Please see next page for further information on Material Handling.**

## Material Handling Information/Limits of Liability

### Small Package Shipments:

Shipments received without individual/carrier receipts of freight bills such as UPS, Federal Express, Express Mail, etc., will be delivered to the booth without guarantee of piece count or condition. **NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.**

Shipments under 15 lbs. will be charged **\$25.00 per shipment.**

**Insurance:** The exhibitor is responsible for insuring all shipments from the time it leaves the company until it is returned from the show. SMG Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage to exhibit materials. SMG Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been checked into the booth or before they have been picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to SMG Exposition Services by exhibitors will be checked at actual time of pick-up from booth and corrections made where discrepancies occur. SMG Exposition Services shall not be responsible for loss, damage or delay due to fire, acts of God, Strikes, lock-outs, or work stoppages of any kind, or to any causes beyond its control. SMG liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment whichever is less. All claims must be filed by the exhibitor **before the close of the show.**

**Empty Crate Storage:** Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. SMG Exposition Services will remove all properly labeled empties for storage, but is not liable for valuables in storage.

**Outbound Shipments:** At the close of the show, SMG Exposition Services will have a representative available to assist exhibitors in preparing all outbound shipping forms. Bills of lading and shipping labels will be available at the Service Desk. All outgoing bills of lading should be returned to the Service Desk at the conclusion of the show. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse. Shipments returned to the warehouse at close of show for reforwarding or a storage will be charged an additional \$10.00 per CWT, \$50.00 minimum. No liability will be assumed as a result of such re-routing or handling. If the exhibitor's specified carrier fails to pickup or refuses shipments, SMG Exposition Services will be authorized to divert the shipment to another carrier at its discretion. SMG Exposition Services will assume no liability in such instances.

**Note: ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

Shipping Instructions at close of show.\*

Ship to: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Type of Carrier:      Air       Common Carrier       Company Truck       Padded Van

***SMG DOES NOT make arrangements with outside carriers for freight pickup.***

***\*Exhibitors must return a bill of lading with the above information to the***

***SMG Exposition Services Service Desk prior to the end of the show.***

**All exhibitors must complete the information below, sign this form indicating acceptance and compliance, and return this form to SMG Exposition Services.**

Charge To: (circle card type)      MasterCard      Visa      American Express      V CODE 

--	--	--	--

Account Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--

      Expiration Date: \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

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

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

We hereby authorize SMG Exposition Services to handle outbound shipments in accordance with the information above and on the reverse of this form, and have read and accept all terms and conditions herein stated.

To eliminate any misunderstanding regarding invoicing for all show services and equipment, it is the responsibility of the exhibitor to report any discrepancies concerning your invoice at show site. **NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



# Labor Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

## Labor Rates and Hours (minimum of one hour):

**Straight time hours** - All hours between 8:00 AM and 4:30 PM Monday through Friday

**Overtime** - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$100.00/labor hour	\$150.00/labor hour
Aerial Lift Crew:	\$300.00/hr.	\$425.00/hr.
Forklift Crew:	\$300.00/hr.	\$400.00/hr.

**WORK AUTHORIZATION** - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

## PLEASE INDICATE SERVICE DESIRED:

**SUPERVISION BY SMG EXPOSITION SERVICES**

**SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)**

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$30.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number ( ) \_\_\_\_\_ Contact Name: \_\_\_\_\_

Return Shipping Instructions are as follows:

**Ship To:**

Name: \_\_\_\_\_ Address \_\_\_\_\_

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

Via: \_\_\_\_\_ Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED.**

**EXHIBITOR SUPERVISOR WILL BE:** \_\_\_\_\_

**Banding Service:** \$55.00 per pallet straight time and

**Shrink Wrap Service:** \$80.00 per pallet OT for either service.

**Please Print or Type**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Set-Up = \$ \_\_\_\_\_

Dismantle =\$ \_\_\_\_\_

Supervision =\$ \_\_\_\_\_

Forklift =\$ \_\_\_\_\_

Other =\$ \_\_\_\_\_

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

**Please enter total on Order Summary Form.**





# Carpet Rental Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **TEXAS AUTO BODY / ABAT**

Show Dates: **FRIDAY & SATURDAY, JULY 12-13, 2024**

Show Location: **IRVING CONVENTION CENTER, LAS COLINAS TX**

Deadline Date to Receive Discounted Rates: **JULY 5, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## Cut and Lay Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

<i>Size</i>	<i>Quantity</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____ ft. x _____ ft. = _____ sq. ft.		x \$3.90/sq. ft. = \$ _____	x \$4.90/sq. ft. = \$ _____

### Check color choice:

- Blue     
  Teal     
  Burgundy     
  Red     
  Grey     
  Black

## Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

<i>Quantity</i>	<i>Size</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____	10' x 10' .....	\$235.00	\$ _____
_____	10' x 20' .....	\$470.00	\$ _____
_____	10' x 30' .....	\$702.00	\$ _____
_____	10' x 40' .....	\$877.00	\$ _____

Note: Variation in dye lot may occur when ordering more than one of the above.

### Check color choice:

- Blue     
  Teal     
  Burgundy     
  Red     
  Grey     
  Black

## Basic Booth Price

### Item

- Carpet Tape..... \_\_\_\_\_ lin. ft. x \$0.97/sq. ft. = \$ \_\_\_\_\_  
 Carpet Padding..... \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$1.75/sq. ft. = \$ \_\_\_\_\_  
 Plastic Covering..... \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$1.35/sq. ft. = \$ \_\_\_\_\_  
 Logo Carpeting..... Price Quoted upon Request

### Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.  
**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

### Summary of Services

Cut and Lay Carpet = \$ \_\_\_\_\_  
 Basic Booth Carpet = \$ \_\_\_\_\_  
 Carpet Accessories = \$ \_\_\_\_\_  
**Total = \$ \_\_\_\_\_**

**Please enter total on  
 Order Summary Form.**



# Furniture/Accessories Rental Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **TEXAS AUTO BODY / ABAT**

Show Dates: **FRIDAY & SATURDAY, JULY 12-13, 2024**

Show Location: **IRVING CONVENTION CENTER, LAS COLINAS TX**

Deadline Date to Receive Discounted Rates: **JULY 5, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

**Note:** Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$125.00	\$128.75	_____
_____	2' x 6' x 30" high	\$145.00	\$163.15	_____
_____	2' x 8' x 30" high	\$155.00	\$184.80	_____
_____	2' x 4' x 42" high	\$142.00	\$175.10	_____
_____	2' x 6' x 42" high	\$176.00	\$192.35	_____
_____	2' x 8' x 42" high	\$185.00	\$207.80	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

### Drape Fourth Side of Table

\_\_\_\_\_ 6' = \$22.70 \_\_\_\_\_ 8' = \$25.75

## Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$48.45	\$58.75	_____
_____	2' x 6' x 30" high	\$53.60	\$63.90	_____
_____	2' x 8' x 30" high	\$60.80	\$75.20	_____
_____	2' x 4' x 42" high	\$60.80	\$73.15	_____
_____	2' x 6' x 42" high	\$70.05	\$80.35	_____
_____	2' x 8' x 42" high	\$75.20	\$90.65	_____

## Special Booth Draping

Show Mgmt. provides only standard drape for booth

Qty.	Size	Advanced Price	Onsite Price	Total
_____	3' high drape	\$ 8.25/lin. ft.	\$16.50/lin. ft.	_____
_____	8' high drape	\$11.35/lin. ft.	\$22.70/lin. ft.	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

## Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65		_____
_____	36" Pedestal x 30" high	\$150.00	\$175.00 (black)	_____
_____	36" Pedestal x 40" high	\$175.00	\$200.00 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$195.00		_____
_____	Bag Rack (adv. only)	\$125.00		_____
_____	Showcase (adv. only)	\$650.00		_____

## Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$90.00	\$105.00	_____

## Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	6'x12" high	\$38.15	\$62.85	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

## Additional Special Draping

_____	ft x \$5.15/lin. ft. = _____, plus labor (see labor form)			
_____	4' \$39.15 _____ 6' \$39.15 _____ 8' \$39.15 _____			

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

## Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

## Summary of Services

Total = \$ \_\_\_\_\_

**Please enter total on Order Summary Form.**



# Booth Cleaning Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **TEXAS AUTO BODY / ABAT**  
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Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY.** You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

**CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA.** The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

### VACUUMING BOOTH CARPET

#### *Advanced Price*

#### *Onsite Price*

Under 500 sq. ft.	\$0.40/sq. ft.	\$0.45/sq. ft.	(see below)
Over 500 sq. ft.	\$0.35/sq. ft.	\$0.40/sq. ft.	(see below)

**Number of days required:** \_\_\_\_\_ Once \_\_\_\_\_ Daily

**Booth Size\*:** \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = sq. ft. @ \$ \_\_\_\_\_ ft. = \$ \_\_\_\_\_ /day x \_\_\_\_\_ days = \$ \_\_\_\_\_ Total

\*gross exhibit area.

### PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M.	\$41.20/hr. (one hour minimum)
Monday-Friday after 4:30 P.M.	\$49.50/hr. (one hour minimum)
Saturdays, Sundays and Holidays	\$55.65/hr. (one hour minimum)

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$41.20/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$49.50/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$55.65/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

### Special Instructions:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

### **Please Print or Type**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

### **Summary of Services**

Vacuuming	= \$ _____
Mopping	= \$ _____
Porter Service	= \$ _____
<b>Total</b>	<b>= \$ _____</b>

**Please enter total on Order Summary Form.**



FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**SMG  
Exposition Services**

ADDRESS: **SMG EXPO @ IMS Inc./ABAT Freight System**  
4242 Irving Boulevard, Dallas TX 75247

**ADVANCED FREIGHT**

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**SMG  
Exposition Services**

ADDRESS: **SMG EXPO @ IMS Inc./ABAT Freight System**  
4242 Irving Boulevard, Dallas TX 75247

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

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4242 Irving Boulevard, Dallas TX 75247

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**Exposition Services**

ADDRESS: IRVING CONVENTION CENTER \_\_\_\_\_  
500 W. Las Colinas Blvd. \_\_\_\_\_  
Las Colinas, TX 75039 \_\_\_\_\_

DIRECT FREIGHT

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**Exposition Services**

ADDRESS: IRVING CONVENTION CENTER \_\_\_\_\_  
500 W. Las Colinas Blvd. \_\_\_\_\_  
Las Colinas, TX 75039 \_\_\_\_\_

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**Exposition Services**

ADDRESS: IRVING CONVENTION CENTER \_\_\_\_\_  
500 W. Las Colinas Blvd. \_\_\_\_\_  
Las Colinas, TX 75039 \_\_\_\_\_

DIRECT FREIGHT

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW TEXAS AUTO BODY/ABAT BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**Exposition Services**

ADDRESS: IRVING CONVENTION CENTER \_\_\_\_\_  
500 W. Las Colinas Blvd. \_\_\_\_\_  
Las Colinas, TX 75039 \_\_\_\_\_