

ONLINE ORDERING

Southern Sportsman's Expo

LOG ON TO:

GCEvents.biz

- Click on "Exhibitors"
- Enter **1702** for the Event ID Number
- Click "submit"
- Follow the on screen prompts
- Contact Gulf Coast Event Services if you have any problems ordering online (800-488-3836 or frontdesk@gcevents.biz)



The screenshot shows the login interface for Gulf Coast Event Services. At the top left is a red map of the Gulf Coast region with the text "Gulf Coast Event Services" next to it. Below the map are navigation links: "Exhibitors", "Promoters", "About Us", and "Contact Us". The main content area is titled "Event Login:" and includes the text "Event #1234". There are two input fields: "Email:" and "Password:". To the right of the "Email:" field is a "login" button. Below the "Password:" field is a link that says "forgot your password?". At the bottom of the login section is a link that says "New User?".



RETURN FORM TO:
 GCES
 36508 Event Rd Geismar, LA 70734
 Ph 225.673.2943 Fax 225-673-2142
 Email: frontdesk@gcevents.biz

CARPET

CARPET				CLEANING SERVICES			
Circle choice of Color: Blue Green Silver Red Black				The cleaning provided by the auditorium include only a general sweeping of the aisles. If you desire special services, please review & complete the order below. Emptying & cleaning of waste baskets are included with all cleaning services. All rates are based on gross booth area & performing the service once only. Indicate below the number of times you desire the service.			
Qty	Description	\$	Total				
	9' x 10' Carpet	96.00					
	9' x 20' Carpet	192.00					
	9' X 30' Carpet	288.00					
	9' x 40' Carpet	384.00					
Other Carpet Selections				Qty	Description	\$	Total
Circle choice of Color: Blue Green Silver Red Black					Vacuum once before initial opening (quote per booth)	30.00	
Nylon Carpet					Vacuum booth carpet once Daily (quote per booth)	25.00	
Cut to fit space (Island booths and Special areas). Pricing includes taping & complete installation.				Porter Service			
	sq ft. of Carpet @	1.74		Periodic policing of exhibit area including emptying waste baskets and cleaning table tops. Service Performed at two hour intervals			
Foam Padding					# of days	\$ a day	Total
	Padding Rental 10x10	85.00				90.00	
Southern Sportsman's Expo Order Deadline Date: Thursday, March 13, 2008				Subtotal			
				8.75% Tax			
				Total			

Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (Print) _____ Signature _____
 Phone _____ FAX _____ Email _____

Please note: "Method of Payment" form must accompany this order



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FURNITURE RENTAL

TABLES				CHAIRS & ACCESSORIES			
-Draping includes white vinyl & pleated on 3 Sides -Choose your tables size, height, and color -Circle choice of color: Black Blue Burgundy Gold Silver Green White Red				***Please do not stand on Chairs/Tables*** ***Please do not pin or punch holes thru drape***			
Tables 30" high				Chairs			
Qty.	Description	\$	Total	Qty.	Description	\$	Total
	4' long x 24" wide	68.00			Arm Chair	46.00	
	6' long x 24" wide	83.00			Side Chair	41.00	
	8' long x 30" wide	100.00			Padded Stool	51.00	
	6' long x 18" wide	88.00			Folding Chair	17.00	
	8' long x 18" wide	107.00		Accessories			
	Table skirt four sides	36.00			Wastebasket	14.00	
Tables 42" high					Chrome Easel	26.00	
	6' long x 24" wide	101.00			Stantion-42" high	34.00	
	Table skirt four sides	36.00			Rope for Stanchion	14.00	
Undraped Tables 30" high White vinyl top only					Tac Board (4'x8')	94.00	
	4' long x 24" wide	44.00			Peg Board (4'x8')	94.00	
	6' long x 24" wide	57.00		Table-Top Risers			
	8' long x 30" wide	71.00		*Risers are 12" wide, covered white *Choose your style & length			
	6' long x 18" wide	67.00		Single Step Risers			
	8' long x 18" wide	78.00			4' long x 7" high	41.00	
Undraped Tables 42" high White vinyl top only					6' long x 7" high	46.00	
	6' long x 24" wide	78.00		Double Step Risers			
Dark Oak Pedestal Tables					4' long x 14" high	49.00	
	30" high x 36" diameter	78.00			6' long x 14" high	64.00	
Formica Top Tables				Quick Tips for Easy Exhibiting			
	Cocktail Table	41.00		-Remember to order in advance to save time & money. An additional 20% will be added to all on-site orders. Some items are not available at show site.			
	Corner Table	41.00		-Rental prices are for the duration of the show and include delivery and setup. -Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.			
Top & Skirt Your Table				Total Cost			
	Standard Table	41.00		Subtotal			
Special Draping				-Attach a diagram showing drape placement -Choose height & drape color Black Blue Burgundy Gold Silver Green White Red			
Ft.	8' high drape	7.50 per ft		8.75% Tax			
Ft.	3' high drape	7.50 per ft		Total			
Southern Sportsman's Expo ORDER DEADLINE: Thursday, March 13, 2008							

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

Please note: "Method of Payment" form must accompany this order

ATTENTION

**-PLEASE DO NOT PIN, STAPLE OR
TAPE TO DRAPERY.**

**-BOOTH CARPET MUST NOT
EXTEND UNDER AISLE CARPET.**

ALSO FOR YOUR SAFETY:

**DO NOT STAND ON CHAIRS.
DO NOT SIT OR STAND ON TABLES.**



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LABOR

HOURLY RATES

Straight Time (**Two hour minimum per person**)-----\$63.00 per person/per hour
 8:00am to 5:00pm-Monday thru Friday
 Overtime (**Minimum 4 hour call out on overtime**)-----\$94.50 per person/per hour
 5:00pm to 12:00 midnight-Monday thru Friday & 8:00am to 12:00 midnight Saturday
 Double time (**Minimum 4 hour call out on double time**)-----\$126.00 per person/per hour
 12:00 midnight to 8:00am-Monday thru Saturday, all day Sunday & holidays

INSTALLATION LABOR Please complete the customer info on next page

Supervision by Gulf Coast

Exhibits are setup whenever possible prior to exhibitor arrival under the direction of Gulf Coast supervisors. The charge for this service is 25% of the total installation labor bill, with a minimum of \$100.00.

	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
Installation Estimate	_____ X _____	= _____	@\$ _____	= \$ _____	Supervision= \$ _____

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official setup time begins later in the day.

Supervisor will be: _____

Date	Time	Day of week	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
___	___	_____	_____ X _____	= _____	@\$ _____	= \$ _____	
___	___	_____	_____ X _____	= _____	@\$ _____	= \$ _____	

DISMANTLE LABOR Please complete the customer info on next page

Supervision By Gulf Coast

Exhibits are dismantled after closing under the direction of Gulf Coast Supervisors. The charge for this is 25% of the total dismantle labor bill, with a minimum of \$100.00.

	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
Installation Estimate	_____ X _____	= _____	@\$ _____	= \$ _____	Supervision= \$ _____

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. When scheduling labor, be sure to allow sufficient time for empty container to be returned to booth after show closing. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official dismantle time begins later in the day

Supervisor will be: _____

Date	Time	Day of week	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
___	___	_____	_____ X _____	= _____	@\$ _____	= \$ _____	
___	___	_____	_____ X _____	= _____	@\$ _____	= \$ _____	

Please Note: "METHOD OF PAYMENT" form must accompany this order

Southern Sportsman's Expo

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SETUP AND/OR DISMANTLED BY GULF COAST & YOU WILL BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE

INBOUND SHIPPING INFO:

Check Appropriate lines:

Carrier Name _____ Carrier Phone # _____

Shipped To: Warehouse ___ Show Site ___ From (City & State) _____ Date _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SETUP INFO:

Check Appropriate lines:

Setup Plans/Photo: Attached _____ To Be Sent _____ With Exhibit _____ In Crate # _____

Carpet: With Exhibit _____ Rented from Gulf Coast _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Elec Under Carpet _____

Additional Info/Instructions _____

Graphics: With Exhibit _____ Shipped Separately _____ Info/Instructions _____

Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFO:

Ship To:

Method (check one)

____ Common Carrier ____ Air Freight

____ Van Line ____ Other

Specify if Other _____

Freight (check one) ____ Prepaid ____ Collect

Bill to: _____

Please Note: Gulf Coast will not be responsible for product or literature that is not properly packed and labeled by Exhibitor

SPECIAL INSTRUCTIONS/COMMENTS:

Southern Sportsman's Expo

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

Emergency Contact _____ Cell Phone _____

SHIPMENT NOTICE

The following forms must be completed before any shipment will be accepted in our warehouse:

**DRAYAGE
SHIPMENT NOTIFICATION
METHOD OF PAYMENT**

Shipments received by facility personnel may be turned over to Gulf Coast Event Services for distribution.

Exhibitor material handling charges will be assessed according to the rates stated on the drayage rate form.



RETURN FORM TO:
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DRAYAGE INSTRUCTIONS
 Freight will not be accepted unless properly labeled and related forms completed

INBOUND SHIPPING	
All inbound shipments should be "prepaid."	
SHIP TO GULF COAST WAREHOUSE	SHIP DIRECTLY TO SHOW SITE
Must arrive prior to: Thurs., March 13th	Arrive on Move-In day only: Tues., March 25th
Ship To: Roadway Express / GCES Southern Sportsman's Expo Booth# _____ 3761 Louisa Street New Orleans, La. 70126 1 (800) 488-3836	Ship To: LA Superdome / GCES Southern Sportsman's Expo Booth # _____ Sugar Bowl Dr. New Orleans, La. 70112

INBOUND SHIPPING INSTRUCTIONS

All materials shipped must be marked with the name of the show, exhibitor's name and exhibitor's booth number. Inbound freight shipments may be shipped and stored thirty (30) days prior to the show date. The designated freight carrier will accept and store inbound materials up to thirty (30) days at **NO CHARGE**. Exhibitor's material handling charges will be assessed according to the rates stated on enclosed Drayage rate form. All out of town drayage shipments will be placed in the exhibitor's booth on the show move-in day. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed for shipment with the outbound freight carrier. Freight shipped directly to the auditorium must arrive at the date specified above (move-in day).

LOCAL SHIPPING INSTRUCTIONS

Local exhibitors may deliver exhibit materials directly to the show site listed above on move-in day by way of company vehicle(s). Exhibitor's may unload materials from company vehicle(s) and set up your display with company employees. The moving in of exhibitor's equipment must be accomplished by means of pallet jacks, dollies and/or hand trucks. Exhibitors will NOT be allowed to operate forklifts or any other motorized vehicle accept auto or delivery truck on show site. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed by the forklift operator for outbound shipment by way of exhibitor's vehicle. Exhibitor's material handling charges will be assessed according to the rates on enclosed drayage rate form.

LABELING MATERIALS FOR STORAGE

Labeling of empty crate(s) during the show hours is the responsibility of the exhibitor. We request all exhibitors remove previous labels prior to re-labeling the materials for storage. Exhibit materials will NOT be removed from any booths until properly tagged. Empty crate label(s) may be obtained from the service desk on show site.

OUTBOUND SHIPPING INSTRUCTIONS

Packaging, labeling and completing of outbound BILL(S) OF LADING for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.

TERMS OF LIABILITY

The liability of the freight contractor is during the process of movement to the exhibitor's booth location and during the process of movement of reloading for outbound shipments. The freight contractor suggests all exhibit materials be PROPERLY INSURED against damage of fire, theft, collision and any other hazards arising from the display and transit process.



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DRAYAGE

MATERIAL HANDLING SERVICE		Round Trip Rates	
Rates include all labor & equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to/from storage and remove from booth for reloading on to outbound carriers.			
A. CRADET OR SKIDDED FLOOR LOAD SHIPMENT		PER CWT(100 lbs)	Min. Charge Est. Cost
Includes shipments that are loaded & charged by cubic space, and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments.) Also includes shipments received without documentation, such as FedEx & UPS. Overtime and/or after deadline shipments additional, see below.	Warehouse Rate	\$78.00	200#
	Show Site (Move-In Day Only)	\$78.00	200#
Shipment Weight (Round up to next 100lbs.) _____ /100=		Total CWT @ \$	PER CWT=\$
B. SKIDDED SHIPMENT		PER CWT(100 lbs)	Min. Charge Est. Cost
For Example, skidded shipments such as literature, promotional Bags, and/or give-a-ways.		Warehouse Rate	\$72.00
	Showsite	\$65.00	200#
Shipment Weight (Round up to next 100lbs.) _____ /100=		Total CWT @ \$	PER CWT=\$
C. UNCRATED OR WRAPPED SHIPMENT		PER CWT(100lbs)	Min. Charge Est. Cost
Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Overtime and/or after deadline shipments additional, see below.		Warehouse Rate	\$85.00
	Showsite	\$80.00	200#
Shipment Weight (Round up to next 100lbs.) _____ /100=		Total CWT @ \$	PER CWT=\$
D. OVERTIME			
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of booth before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or holidays, will be charged each way in addition to the above rates.		Add <u>25%</u> if handled In <u>OR</u> Out on overtime \$ _____	
		Add <u>50%</u> if handled In <u>AND</u> Out on overtime \$ _____	
E. DELIVERY AFTER DEADLINE DATE			
Freight not received at the warehouse prior to deadline date & any shipment received at show site after show opening will be charged in addition to the above rates.		Add 25%-----\$ _____	
OTHER AVAILABLE SERVICES			
Deliver Back to Warehouse	Material Handler	Total Estimated Cost-----\$ _____	
Storage Per Month	Forklift / Operator		
Full refund if cancelled within 48 hours of move-in			

Southern Sportsman's Expo

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

Please Note: Method of Payment must accompany this order.



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SHIPMENT NOTIFICATION

INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIPMENT WILL BE RECEIVED & HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH ON THE ENCLOSED SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATES.

SHIPPING TO GULF COAST WAREHOUSE:

Must arrive prior to: **Thursday, March 13, 2008**

Shipper Name: _____ From City&State _____
How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight
Shipping Date _____ # of Pieces _____ Weight _____
Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____
Carrier (If Known): _____ Pro Number (If Known) _____
Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary

SHIPPING DIRECTLY TO SHOWSITE:

Must arrive on Move-In day only: **Tuesday, March 25, 2008**

Shipper Name: _____ From City&State _____
How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight
Shipping Date _____ # of Pieces _____ Weight _____
Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____
Carrier (If Known): _____ Pro Number (If Known) _____
Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary

Southern Sportsman's Expo

Company Name _____ Date _____
Address _____ Booth# _____
Ordered By (Print) _____ Signature _____
Phone _____ Email _____

Please Note: Method of Payment must accompany this order.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

- 1.** Gulf Coast Event Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- 3.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Gulf Coast Event Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- 4.** Gulf Coast Event Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond control.
- 5.** Gulf Coast Event Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Gulf Coast Event Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less.
- 6.** Gulf Coast Event Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7.** Claims for loss or damage must be submitted to Gulf Coast Event Services prior to the close of the Show. No suit or action shall be brought against Gulf Coast Event Services more than one year after the accrual of the cause of action.
- 8. INSURANCE** - It is understood that Gulf Coast Event Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.
- 9.** The consignment or delivery of a shipment to Gulf Coast Event Services by an exhibitor, or by any shipper to or 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.
- 10.** Empty container labels will be available at the Gulf Coast service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or eradicated
Gulf Coast Event Services assumes no responsibility for:
 - Errors to above procedure.
 - Removal of containers with old empty labels and without Gulf Coast labels.
 - Improper information on empty labels.
 - Materials stored in containers with empty labels.

Exhibitors should label &
consign shipments as follows:

Southern Sportsman's Expo

Booth: _____

Your Company Name:

C/O: Roadway Express
3761 Louisa Street
New Orleans, LA 70126

Exhibitors should label &
consign shipments as follows:

Southern Sportsman's Expo

Booth: _____

Your Company Name:

C/O: Roadway Express
3761 Louisa Street
New Orleans, LA 70126

Exhibitors should label &
consign shipments as follows:

Southern Sportsman's Expo

Booth: _____

Your Company Name:

C/O: Roadway Express
3761 Louisa Street
New Orleans, LA 70126

Exhibitors should label &
consign shipments as follows:

Southern Sportsman's Expo

Booth: _____

Your Company Name:

C/O: Roadway Express
3761 Louisa Street
New Orleans, LA 70126



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EXHIBIT DISPLAY RENTALS

EXHIBIT RENTAL PACKAGES

***ORDER DEADLINE IS *THIRTY* DAYS PRIOR TO SHOW DATE**

In order to meet your specific trade show needs, we offer a variety of exhibit packages available to rent for the upcoming show. Prices on each package are based on a **ten day** exhibit rental. Panels are available in black fabric only and custom detachable graphics are available upon request (price variation with added graphics). For special requests please call for a custom quote.

	<p>PACKAGE #1 6' Tabletop</p> <p>Four 46" tall panels feature flexible hinges. Great for inexpensive exhibiting. <i>\$300 plus freight</i></p>
	<p>PACKAGE #2 6' Curved Tabletop</p> <p>A great look for smaller spaces and budgets. 52" tall display showcases graphics, literature and product <i>\$300 plus freight</i></p>
	<p>PACKAGE #3 10' Curved Backwall</p> <p>The classic curve is great for graphic presentation and product display. <i>\$650 plus freight</i></p>

Package #	#
Subtotal	\$
Sales Tax	\$
Total	\$

Southern Sportsman Expo

Company Name _____ Event _____ Booth# _____
 Street Address _____ Phone# _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered By (Print or Type) _____ Email _____
 Signature _____ Title _____

Please Note: **"METHOD OF PAYMENT"** form must accompany this order.



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ORDER CHECKLIST

SERVICES RENDERED

ORDERED DEADLINE DATE: **Thursday, March 13, 2008**

DISCRIPTION:

TOTALS FROM ORDER FORM:

EXHIBIT DISPLAY RENTALS

\$ _____

FURNITURE RENTALS (TRADITIONAL)

\$ _____

CARPET

\$ _____

LABOR

\$ _____

DRAYAGE

\$ _____

TOTAL

\$ _____

Southern Sportsman's Expo

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

Please Note: "Method of Payment" form must accompany this order.



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**METHOD
 OF PAYMENT**

FOR YOUR ORDER TO BE PROCESSED, THIS FORM MUST BE
 COMPLETED AND RETURNED WITH PAYMENT BEFORE THE SHOW
 ORDER DEADLINE DATE: **Thursday, March 13, 2008**

Please **CIRCLE** one of the following:

CASH

COMPANY CHECK

Make checks payable to: **Gulf Coast Event Services**

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

Please complete information below:

Circle one: Visa Mastercard AmEx	Circle one: Personal Business
Account #:	Expiration Date:
Cardholder's name:	Signature:
Cardholder's Billing Address:	

Southern Sportsman's Expo

Company Name _____ Date _____

Address (if different from above) _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

Please Note: "Method of Payment" form must accompany this order.

PAYMENT TERMS, CONDITIONS & INSURANCE

PAYMENT

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

DISCOUNTS

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

RENTALS

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

CREDIT

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

CANCELLATION

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

TAX EXEMPTION

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

INSURANCE

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.