



## General Information

### LOCATION & DATES

Walter E. Washington Convention Center  
7<sup>th</sup> Street Concourse  
(Meeting Rooms 141-144 Corridor)  
801 Mount Vernon Place, NW  
Washington, DC 20001

Wednesday, January 25 to Friday, January 27, 2012

### EXHIBITOR SET-UP

Tuesday, January 24                      12:00 Noon to 5:00 PM

### EXHIBITOR MOVE-OUT

Friday, January 27                      12:30 PM to 2:30 PM

### STANDARD BOOTH EQUIPMENT

Each Tabletop display area includes the following (provided by the convention center):

- 1 – 6' Table
  - 2 – Chairs
  - 1 – Wastebasket
- Electrical Service; *exhibitors must supply their own extension cord/power strip*

### ADDITIONAL INFORMATION

If you require additional display furnishings or accessories, please call 301-306-4627 for rental item availability and pricing.

To secure a quote and/or arrange for shipping your display materials to this event, please contact Hargrove Shipping at 301-306-4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com).

To order Hargrove-supplied services, please follow the following steps:

1. Complete the Payment Form.
2. Complete the applicable order form(s).
3. Fax the Payment Form along with any applicable order form(s) to 301-731-5438.

Please contact Hargrove's Exhibitor Services professionals at 301-306-4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com) for assistance with your order or answers to your questions.

For additional Show Management information: [www.sae.org/events/gim/](http://www.sae.org/events/gim/)







Advance Order Deadline: **Friday, January 6, 2012**

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

## DISPLAY LABOR

- All labor is charged at a one-hour-per-man minimum. Orders placed for labor to begin at the start of the workday (usually 8:00 AM) are guaranteed. All other orders will be filled as workers become available. Labor ordered under exhibitor supervision must be signed in and out at the Hargrove, Inc. Service Center.
- Order in advance to avoid show-site surcharges! Cancellation Policy: *You must give 24-hour notice to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge per laborer.*

| PRODUCT # | DESCRIPTION  | ADVANCE PRICE<br>(by 1/6/12) | STANDARD PRICE<br>(1/7 - 1/23/12) | FLOOR PRICE<br>(1/24/12) |
|-----------|--|------------------------------|-----------------------------------|--------------------------|
| L1        | Straight Time Display Labor                                  | \$ 54.65                     | \$ 65.58                          | \$ 81.98                 |
| L2        | Overtime Display Labor                                       | \$ 86.17                     | \$ 103.40                         | \$ 129.26                |
| L5        | Hargrove-Supervised Labor Fee                                | 30%, with a 1-hour minimum   |                                   |                          |
| LS        | Shrink Wrap Skid (per skid)                                  | \$ 42.67                     | \$ 51.20                          | \$ 64.01                 |
| LB        | Band Skid or Crate (per piece)                               | \$ 53.34                     | \$ 64.01                          | \$ 80.01                 |
| L24       | Accessible Storage - per standard skid per day storage fee** | \$ 80.00                     | \$ 96.00                          | \$ 120.00                |

\*\* Accessible Storage: A ½-hour minimum labor & forklift charge applies for each trip to storage.  
Standard skid = 4' x 4' x 4'. Standard gang box may be substituted for standard skid.

| PRODUCT #   | DATE | START TIME | # OF WORKERS | # OF HOURS PER WORKER | TOTAL HOURS | HOURLY RATE   | ESTIMATED TOTAL COST |
|---|------|------------|--------------|-----------------------|-------------|---------------|----------------------|
|   |      |            |              |                       |             |               |                      |
|   |      |            |              |                       |             |               |                      |
|   |      |            |              |                       |             |               |                      |
|   |      |            |              |                       |             |               |                      |
|   |      |            |              |                       |             |               |                      |
|   |      |            |              |                       |             |               |                      |
|   |      |            |              |                       |             |               |                      |
| Will Labor be Hargrove-Supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No |      |            |              |                       |             | <b>TOTAL:</b> |                      |

If Hargrove, Inc. is to install and/or dismantle your display in your absence, please request a Hargrove-Supervised Labor Order Form. Also, remember to include the 30% (or hourly minimum) supervision fee for Hargrove-supervised labor orders. NOTE: Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision. Payment of all labor services supervised by Hargrove will be the responsibility of the exhibitor.

**DISPLAY LABOR:** Straight Time rates apply Monday-Friday 8:00 AM until 4:30 PM.  
Overtime rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday & Sunday.

**Laborer(s) needed to (please describe):**

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## Union Rules & Regulations

### WASHINGTON, DC METROPOLITAN AREA

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions:

#### **Carpenters**

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions: ① The unpacking and placing of exhibitors' products on the display may be done by exhibitors' full-time employees. ② Two (2) full-time employees of an exhibitor may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used. ③ Full-time employees of an exhibitor may work within a 10' x 10' booth without Carpenter labor provided no power tools are used.

#### **Teamsters Union**

Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts) tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).

#### **Freight Handling**

Hargrove, Inc. has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove, Inc. will not be responsible for any material we do not handle.

#### **Work Breaks & Gratuities**

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, Inc. employee, as all are paid at an appropriate wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

#### **In General**

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, Inc. manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

**A Note about Safety:** Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.



## LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove, Inc., or the placement of an order with Hargrove, Inc. 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 below.

**NOTE:** Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral material from the time it leaves your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

### Damage & Loss

**HARGROVE, INC. and its subcontractors do not insure the Exhibitor's property against loss or damage.** Further, Hargrove, Inc. and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove, Inc. or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove, Inc. and its subcontractors 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. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove, Inc. and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- 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 for the Exhibitor to exhibit its materials.

### Agreement between Hargrove, Inc. and Exhibitor

HARGROVE, INC. and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove, Inc. and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove, Inc. or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove, Inc. and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove, Inc. or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove, Inc. and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove, Inc. and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove, Inc. and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove, Inc. Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove, Inc. assumes no responsibility for containers with incorrect labels. Further, Hargrove, Inc. assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove, Inc. (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove, Inc. assumes no liability for items placed in such storage.

HARGROVE, INC. and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove, Inc. and its subcontractors choose to reroute the Exhibitor's freight. Hargrove, Inc. and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



**TO:** HARGROVE, INC.  
YRC Washington  
7600 Preston Drive  
Landover (Hyattsville), MD 20785

**SAE** *International*  
2012 Government/Industry Meeting

COMPANY NAME: \_\_\_\_\_

TABLETOP NUMBER: \_\_\_\_\_

MUST BE RECEIVED BY:  
Wednesday, January 18 at 4:00 PM  
(Warehouse Receiving Hours: Monday-Friday 10 AM – 4PM)

**ADVANCE SHIPPING LABEL**

✂PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂  
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



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Tuesday, January 24 – 8:00 AM to 5:00 PM

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