

GENERAL SERVICES CONTRACTOR

*Hargrove*  
from **encore**



**SAE Government / Industry Meeting 2024  
January 16 – 18, 2024**

EXHIBITOR SERVICE MANUAL

**WE BELIEVE IN THE POWER OF HUMAN CONNECTION.**

## Table of Contents

### CRITICAL DATES

Advance Shipping Begins:	<b>Thursday, December 14, 2023</b>
Graphics Submission Deadline:	<b>Thursday, December 21, 2023</b>
Advance Order Deadline:	<b>Friday, December 29, 2023</b>
Advance Shipping Ends:	<b>Wednesday, January 10, 2024</b>
Exhibitor Move-in Begins:	<b>Tuesday, January 16, 2024</b>
Show Days:	<b>Tuesday, January 16, 2024 – Thursday, January 18, 2024</b>
Exhibitor Move-out:	<b>Thursday, January 18, 2024</b>

### HARGROVE SERVICES

#### General Information

General Information – show schedules, booth equipment and shipping information  
Guidelines for Submitting Artwork  
Union Rules & Regulations  
Exhibitor Terms and Conditions

#### Material Handling & Labor Services

Hargrove Ordering & Payment Guide  
Payment & Order Recap Forms – Advance Order Deadline: **Friday, December 29, 2023**  
Material Handling Information  
Material Handling Hints  
Forms:

- Material Handling Estimate
- Display Labor

#### Shipping Information

[Request a Hargrove Shipping Quote](#)  
Advance Shipping Labels

### ADDITIONAL SHOW SERVICES

Audio Visual & Computer Equipment – **AV One**  
Contact Sylvia Polletta at [spolletta@audiovisualone.com](mailto:spolletta@audiovisualone.com) or 224.629.7264  
Electrical Order Form – **Hi-Tech**  
Internet Order Form – **SmartCity**

## General Information

### LOCATION & DATES

Walter E. Washington Convention Center  
Level 1 (Street Level)  
801 Allen Y. Lew Pl NW  
Washington, DC 20001

Tuesday, January 16 to Thursday, January 18, 2024

### EXHIBITOR MOVE-IN

Tuesday, January 16 12:00 PM to 3:00 PM

NOTE: Exhibitors must be show-ready by 3:00 PM for welcome reception in show area.

### SHOW HOURS

Tuesday, January 16 5:00 PM to 6:00 PM  
Wednesday, January 17 8:00 AM to 6:00 PM  
Thursday, January 18 8:00 AM to 3:00 PM

### EXHIBITOR MOVE-OUT

Thursday, January 18 3:00 PM to 6:00 PM

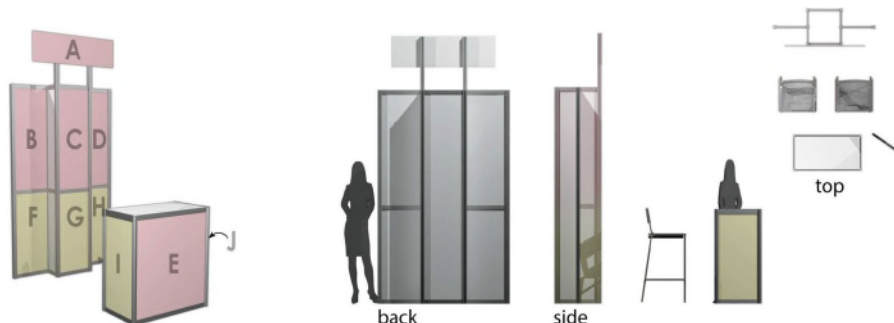
NOTE: After 4:30 PM, overtime rates will be in effect.

Outside carriers must be checked in by **Thursday, January 18 at 5:00 PM**. Material Handling Agreements must be turned into Hargrove by **6:00 PM**. Outbound shipping arrangements can be made with [Hargrove](#).

### STANDARD BOOTH EQUIPMENT

Each **Custom Kiosk** includes the following standard equipment:

- 1 – Custom Kiosk (as pictured with custom color graphics submitted by Exhibitor.)
- 2 – Barstools
- 1 – Wastebasket



Graphic panels A through E are included with this unit. Panels F through J may be purchased for an additional \$60 per panel. See Guidelines for Submitting Artwork for more details.

## General Information (cont.)

### IMPORTANT NOTES FROM SHOW MANAGEMENT

- No tapes, adhesives, or any items are to be used to hang or attach signs or display materials to the facility walls.
- There is no security guard service provided with this event. Please do not leave anything of extreme value in your display area such as laptops, briefcases, camera's, giveaways, etc.

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

### ADVANCE SHIPPING

Advance shipping begins **Thursday, December 14** at **8:00 AM** and ends **Wednesday, January 10** at **3:00 PM**.

Advance shipping address:  
(Your Company Name & Booth Number)  
SAE GI Meeting 2024  
c/o Hargrove  
TForce Freight  
6571 Washington Boulevard  
Elkridge, MD 21075

NOTE: December 25 and January 1 are holidays and the advance warehouse will be closed.

### DIRECT SHIPPING

There is **NO DIRECT SHIPPING** for this event. Please use advance warehouse above.

### ADDITIONAL INFORMATION

If you require additional display furnishings or accessories, please call 301.306.4627 for rental item availability and pricing. Advance Order Deadline: **Friday, December 29, 2023**

- Orders can be placed online at: <https://hargrove.boomerecommerce.com>
- Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order labor and material handling services, request shipping quotes, and more. The exhibitor service manual for your event is also available here for reference.

For your convenience, shipping labels are included in this manual.

- To secure a quote or arrange for shipping your display materials to this event, please contact [Hargrove Shipping](mailto:shipping@hargroveinc.com) at 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com).

### NEED HELP? WE'RE HERE FOR YOU!



**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

## Guidelines for Submitting Artwork

Specifications for artwork used in large/grand format printing can be very different than the requirements for traditional or offset print applications. The guidelines below are a helpful tool in providing your in house design team, third party agency or any other team involved with graphics and signage in achieving the best possible print output.

### GRAPHIC APPLICATIONS AND FORMATS

- Adobe InDesign (INDD)
- Adobe Illustrator (AI with PDF Compatibility)
- Adobe Photoshop (PSD, PSB, TIFF)
- Adobe Acrobat (PDF *\*see requirements*)

### GENERAL REQUIREMENTS/NOTES

- Vector art is preferred when possible
- Include/package all links, avoid embedding images
- Include/package all fonts – open type preferred

### PRINT READY PDF REQUIREMENTS

- Set art to page and final output size
  - If scaled, use simple proportions (1:1, 1:2, 1:4, 1:10, or 1:12)
- Save/export from native software to PDF – Do not print to PDF
- **Bleed must be included** in the exported output PDF
- Use Acrobat 6 (PDF 1.5 or higher) with edit capabilities and layered
- PDF export settings:
  - Do not convert to destination, include all profiles
  - Do not re-sample (unless it is down to requested DPI), or use a lossy compression
- View exported PDFs at final output size to review print quality

### RASTER ART – NATIVE OR LINKED

- RGB color space is preferred for best output, but not required
- DPI at final size (Based on viewing distance of 2 ft):
  - **Direct Substrate Prints:** Min. 75 DPI/Max. 200 DPI
  - **Banner Prints:** Min. 50 DPI/Max. 100 DPI
- For optimum results, do not interpolate artwork more than 300% of original image capture to meet minimum DPI requirements
- View artwork at full size to confirm image quality
- Composited artwork must be layered if any editing is required

## Guidelines for Submitting Artwork (cont.)

### COLOR MATCHING

We use GRACoL as our target output standard for all our large and grand format printed graphics. In order to provide the best possible match across all printed materials:

- Set PANTONE color swatches to book color definitions – not 4 color process
- Leave RGB images in native color space with tagged ICC profile
  - Avoid converting to CMYK color space
  - Untagged RGB images will be assigned sRGB
- Undefined color builds will convert to destination
- If there is an intended match for any build and/or graphic please provide a hard copy of color proof

Our color matching system will properly convert all out of gamut colors to output space as accurately as possible, but clipping may occur. Color proof prints or end device print samples are available upon request (*subject to additional cost.*)

### LOGO SUBMISSIONS

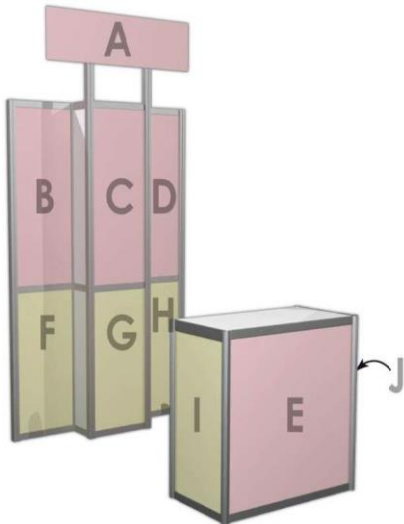
Please submit all logos in a **vector (line art)** format to ensure proper output quality.

### FINISHING

- **Direct substrate prints:** ¼" graphic bleed required
- **Directional w/ base (hooper):** bottom 6" will be covered by base
- **Standard HMS:** ¼" of graphic perimeter will be covered by channel
  - 1 ¼" standard gap adjustment between paneled graphics
- **Banner (wrapped on frame):** 6" of graphic bleed required
- **Banner (pocketed):** No graphic bleed needed
  - Avoid placing logos or text in pocket area (pole pocket size + 1")
- **Banner (grommated):** No graphic bleed needed
  - Avoid placing logos or text 2" from grommated edge
- **Banner (SEG/pillowcase):** 2" of graphic bleed required
  - Avoid placing logos or text 2" from perimeter edge

Kiosk panel dimensions are on the following page.

## Guidelines for Submitting Artwork (cont.)



### PANEL SIZES

- Panel A – 34" W x 12" H
- Panel B – 18 3/8" W x 53 1/2" H
- Panel C – 18 3/8" W x 53 1/2" H
- Panel D – 18 3/8" W x 53 1/2" H
- Panel E – 38 1/8" W x 38 1/8" H
- Panel F – 18 3/8" W x 38 1/8" H
- Panel G – 18 3/8" W x 38 1/8" H
- Panel H – 18 3/8" W x 38 1/8" H
- Panel I – 18 1/2" W x 38 1/8" H
- Panel J – 18 1/2" W x 38 1/8" H

**NOTE:** Graphic panels A through E are included with this unit. Panels F through J may be purchased for an additional \$60 per panel.

Exhibitors need to upload artwork to Hargrove's FTP site in one of the above formats by **Friday, December 29**. If artwork is not received by Friday, December 29, exhibitors will incur a late fee.

To access Hargrove's FTP site please go to:

<http://filemanager.hargroveinc.com>

Login – your email address

Password – 5045271

Files should be named: CompanyName-Panel#.xxx (example: ABCCorp-PanelH.ai)

Costs for Additional Panel Printing			
Description	Price	Copy Color	Total
Panel F	\$ 60		
Panel G	\$ 60		
Panel H	\$ 60		
Panel I	\$ 60		
Panel J	\$ 60		
<b>Subtotal:</b>			
<b>Tax 6%:</b>			
<b>TOTAL:</b>			

Please contact Hargrove Exhibitor Services at 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com) for more information on submitting graphic files or ordering additional graphic panels.

# Hargrove Ordering & Payment Guide

## ONLINE ORDERING

<https://hargrove.boomerecommerce.com>

Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more. The exhibitor service manual for your event is also available here for reference.

## LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. First time users will receive a temporary password for their initial login. If you have not received the email containing your login information, please contact Hargrove Exhibitor Services at [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com) or 301.306.4627.

## PAYMENT INFORMATION

Hargrove is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 to provide payment information over the phone.

## PAYMENT POLICIES

Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.

Please note: We will use this form or payment submitted online as authorization to charge your credit/debit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.

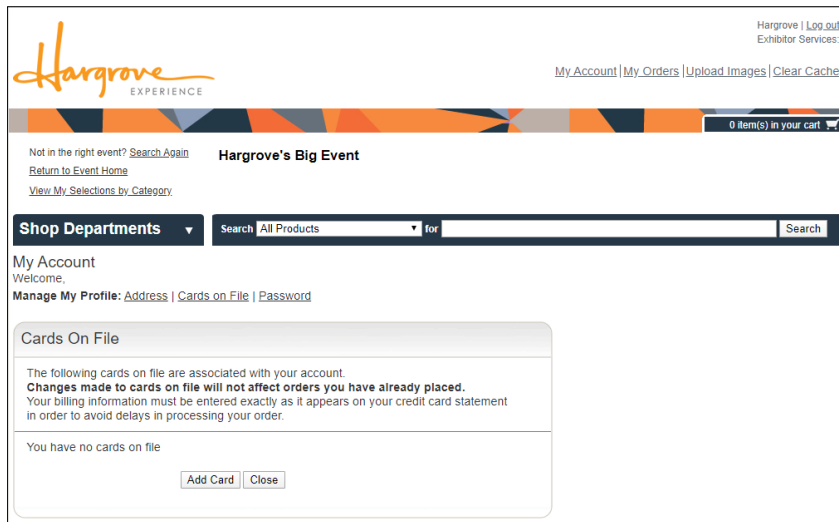


# Hargrove Ordering & Payment Guide (cont.)

You can upload credit card payment information to your Hargrove account two ways.

Login to your Hargrove account at: <https://hargrove.boomerecommerce.com>

## ADD A CREDIT CARD TO YOUR ACCOUNT

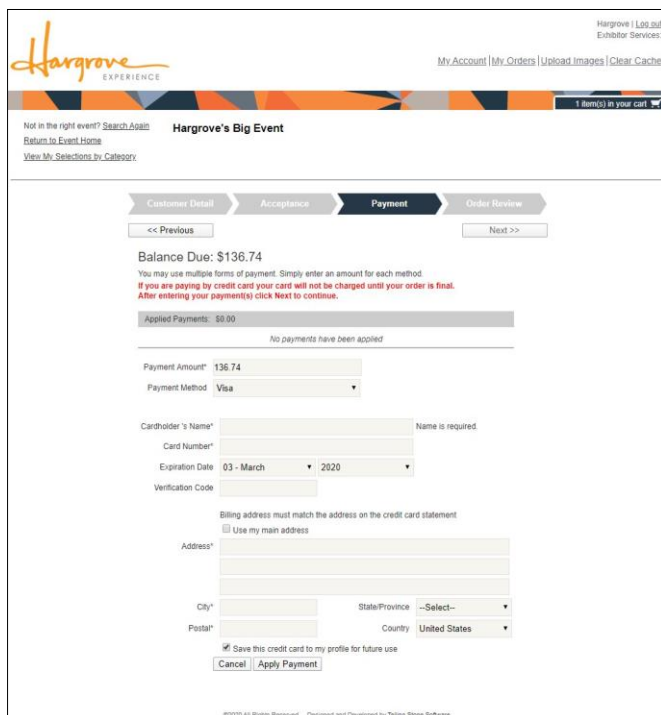


Select My Account.

Under Manage My Profile, select Cards On File.

Here you can add a credit card to your Hargrove account. A credit card will need to be on file in order to process your orders.

## ADD A CREDIT CARD WHEN PLACING ORDERS



When you are done ordering, check out by clicking on your Cart.

Review your order & customer details.

After reviewing and accepting the Terms & Conditions, add your credit card under the Payment section.

Complete the credit card information fields.

Select **Save this credit card to my profile for future use.** – This saves the card to your account for future orders, material handling charges, and any potential refunds.

Apply payment & finalize your order.

# PAYMENT FORM

Advance Order Deadline: **Friday, December 29, 2023**

**BY SUBMITTING THIS FORM TO HARGROVE, LLC, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "SERVICE MANUAL," INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS."**

### Payment Policy:

Online payment in full must accompany your order. Discounted rates will not apply to orders submitted without payment.

Please note: We will use the payment submitted online as authorization to charge your credit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, ACH and wire transfer\*. For tax-exempt status, please submit a current Federal Tax Exempt certificate or a current tax exempt certificate for the state in which the show is held.

### Order Payment Method:

NOTE: Online ordering rates are not available if you pay by check, wire transfer or ACH payment. Advance rates may be available.

Credit Card – Credit card information must be submitted online at <https://hargrove.boomerecommerce.com/>  
**For your protection and ours, Hargrove will only accept credit card information online via Boomer.**  
In the event that you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 for assistance. A service fee may apply.

Check Enclosed # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (Ref: 50-45271)

ACH payment\* on \_\_\_\_\_  
(Date)

Wire Transfer\* on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_  
(Date) (Bank) (Country)

\* Send **wire transfers** or **ACH payments** to:

Hargrove, LLC  
c/o JPM Chase  
270 Park Avenue  
New York, New York 10017-2014  
USA

ABA #021000021, Account #389918399, SWIFT Code: CHASUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

# Order Recap Form

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

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

**Calculation of Orders** (totals from Hargrove's order forms):

<b>Material Handling Estimate</b> .....	\$
<b>Labor</b> .....	\$
<b>Shipping</b> .....	\$
<b>Other Hargrove Services:</b> _____	\$
<b>TOTAL DUE TO HARGROVE, LLC</b>	\$

**Order Payment Method:**

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (Ref: 50-45271)
- Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_  
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

# 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 Two (2) full-time employees of the exhibiting company 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.

② Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. ③ Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

### **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 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 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 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 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 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.

# Exhibitor Terms and Conditions

**PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.**

## 1. GENERAL PROVISIONS.

(a) **Definitions.** As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "Hargrove" means, collectively, Hargrove, LLC, a Maryland limited liability company, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which Hargrove may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from Hargrove, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which Hargrove serves as the general service contractor or for which Hargrove otherwise delivers or makes available a Service Manual to the Exhibitor; and (iv) "Service Manual" means, collectively, the service manual, manual package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool manuals, information, order forms, and other documentation which Hargrove provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.

(b) **Acceptance.** All of the terms and conditions set forth in this Agreement and each Service Manual (collectively, "Terms and Conditions") constitute a part of the contractual relationship between Hargrove and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Manual, upon the occurrence of any of the following: (i) the Exhibitor's execution of Hargrove's Payment Form; (ii) the Exhibitor's placement of any order with Hargrove, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which Hargrove serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services Hargrove provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

## 2. PAYMENT TERMS.

(a) **Payment.** Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. Hargrove will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30<sup>th</sup>) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes Hargrove to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

(b) **Disputed Charges.** Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the Hargrove Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify Hargrove in writing prior to the close of the Show of the dispute and the basis therefor. If Hargrove does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. No adjustments will be made to items appearing on the Exhibitor Account Statement after the close of the Show. For any charges appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify Hargrove in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.

## Exhibitor Terms and Conditions (con't)

**(c) Collection of Unpaid Charges.** If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between Hargrove and the Exhibitor, Hargrove may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by Hargrove.

**(d) No Right Of Offset.** In the event of any dispute between the Exhibitor and Hargrove regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to Hargrove as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to Hargrove for services rendered.

**(e) Cancellation or Postponement.** If the Show is cancelled (or postponed) five or more business days prior to commencement of installation because of reasons beyond Hargrove's control, the Exhibitor will be refunded 100% of the charges for Standard Furnishings (Tables & Drapery, Chairs & Accessories), Standard Carpet and Padding ordered from Hargrove. If the Show is cancelled (or postponed) less than five business days prior to the commencement of installation, the Exhibitor remains responsible for all charges. If the Show is cancelled (or postponed) because of reasons beyond Hargrove's control, the Exhibitor remains responsible for all other charges for services and equipment not listed above ordered from Hargrove up to and including the date of cancellation/postponement. Cancellation fees, including fees to cover any costs incurred by Hargrove, will be due immediately upon any such cancellation or postponement by Exhibitor. EXHIBITOR EXPRESSLY AGREES THAT IT HAS READ, AND AGREES TO, THIS CANCELLATION POLICY, AND THAT THE CANCELLATION CHARGES DESCRIBED IN THIS PARAGRAPH ARE REASONABLE AND APPROPRIATE UNDER THE CIRCUMSTANCES STATED, AND THAT SUCH CANCELLATION CHARGES ARE NOT A PENALTY. EXHIBITOR FURTHER ACKNOWLEDGES AND AGREES THAT THIS POLICY SHALL APPLY IN THE EVENT OF ANY CANCELLATION/POSTPONEMENT BY EXHIBITOR IRRESPECTIVE OF THE REASON FOR SUCH ORDER CANCELLATION/POSTPONEMENT AND SHALL ALSO APPLY IN THE EVENT OF THE CANCELLATION OR POSTPONEMENT OF THE SHOW FOR ANY REASON BEYOND HARGROVE'S CONTROL.

**(f) Payment for Advanced Costs.** The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that Hargrove may be obligated to pay on behalf of the Exhibitor and all such charges that Hargrove reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.

**(g) Third-Party Billing.** In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.

**(h) Additional Fees and Other Charges.** The Exhibitor shall have thirty (30) days from the date of the Final Invoice:

- i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;
- ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
- iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.



## Exhibitor Terms and Conditions (con't)

### 3. MATERIAL HANDLING.

**(a) Responsibility for Exhibitor Materials.** The protection of all of the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. **HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.**

**(b) Delivery.** If the Exhibitor elects to have Hargrove store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to Hargrove's warehouse prior to the published deadline date. Hargrove reserves the right to charge, and the Exhibitor agrees to pay, in addition to the initial material handling charges for shipments to the advance warehouse, an additional charge in an amount equal to fifty percent (50%) of the advanced crated rate per cwt if the Exhibitor Materials are delivered to the warehouse after the published deadline. If the Exhibitor elects to ship deliveries direct to the Show venue, the Exhibitor agrees to deliver Exhibitor Materials beginning on the date as published in the Service Manual in respect of direct to Show venue deliveries. Hargrove also reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the DIRECT crated rate per cwt if the Exhibitor Materials are delivered to the Show venue before the published date for direct to Show venue deliveries.

**(c) Packaging.** The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by Hargrove utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. Hargrove shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Hargrove does not accept for handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. Hargrove shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage

**(d) Empty Containers.** Hargrove shall make available empty container labels at the Hargrove Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that Hargrove: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.

**(e) Carriers and Loading.** In no event shall Hargrove or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that Hargrove and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of Hargrove or if any of Hargrove's subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Hargrove assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.

## Exhibitor Terms and Conditions (con't)

**(f) Unattended Materials.** The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. Hargrove assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. Hargrove recommends the securing of security services from the facility or Show management.

**(g) Material Handling Adjustments.** All Material Handling Agreements submitted to Hargrove by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Hargrove and the actual count of such items in the booth at the time of pick-up. Hargrove is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.

**(h) Materials Left Behind.** If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through Hargrove or otherwise, the Exhibitor agrees that Hargrove shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to Hargrove's warehouse. Hargrove 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. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that Hargrove and its subcontractors utilize. Hargrove and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse Hargrove for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and Hargrove shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.

**(i) Limitation of Liability for Material Handling.** If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to the negligence of Hargrove, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "Hargrove Material Handling Liability Circumstances"), Hargrove and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("Hargrove Material Handling Liability Cap"): (i) \$.30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which Hargrove could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, Hargrove's obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the Hargrove Material Handling Liability Circumstances and in an amount not to exceed the Hargrove Material Handling Liability Cap.

**(j) Declarations of Declared Value.** Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove's maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.



## Exhibitor Terms and Conditions (con't)

**(k) Claims for Damage to Exhibitor Materials.** The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.

**(l) Lien.** The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, "Obligations"). Hargrove shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Hargrove is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Hargrove shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

#### 4. LIMITATIONS ON LIABILITY.

**(a) Remedy Limitation.** Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by Hargrove of this Agreement or any other agreement between Hargrove and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.

**(b) Limitation on Consequential Damages.** In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.

**(c) Indemnification.** Exhibitor hereby agrees that it shall indemnify, defend and hold harmless Hargrove and each of its affiliated entities, directors, members, managers, directors, officers, employees, agents, representatives, attorneys and consultants (collectively, "Hargrove Indemnitees") from and against any and all claims, demands, settlements, judgments, liabilities, obligations, losses, penalties, damages, charges, costs, expenses, attorneys' fees and court costs (collectively, "Losses"), including but not limited to Losses arising from property damage, personal injuries or death, which may be imposed upon, incurred by, or asserted against, the Hargrove Indemnitees in any matter arising out of or related to the Exhibitor's use of, or otherwise associated with, the Show premises and/or any of the services, materials, labor or goods rendered or provided by Hargrove in connection with the Show, as the case may be, even if such Losses were caused by the Hargrove Indemnitees' own negligence. Notwithstanding the terms of the preceding sentence to the contrary, the Exhibitor shall not be obligated to indemnify, defend or hold harmless the Hargrove Indemnitees: (i) to the extent such Losses are caused by the fraud, gross negligence or willful misconduct of the Hargrove Indemnitees; or (ii) from or against any of the Hargrove Indemnitees' lost profits or indirect, special, consequential, exemplary or punitive damages.

**(d) Waiver and Release.** As consideration for the various services rendered by Hargrove to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the Hargrove Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which Hargrove has disclaimed liability for under this Agreement.

## Exhibitor Terms and Conditions (con't)

**(e) DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF HARGROVE PERMITTING ENTRANCE TO THE SHOW PREMISES, THE EXHIBITOR AND ANY DRIVER ACTING ON BEHALF OF THE EXHIBITOR OR AT THE REQUEST OF THE EXHIBITOR, THE DRIVER'S EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT THE DRIVER IS OPERATING ("TRUCKOWNER"), AND ANY AGENT OF THE DRIVER'S EMPLOYER OR THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO THE DRIVER AND OTHERS AND DAMAGE TO THE DRIVER'S PROPERTY AND PROPERTY BELONGING TO THE DRIVER'S EMPLOYER OR OTHERS ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. THE DRIVER AGREES TO ENTER AT THE DRIVER'S OWN RISK. THE DRIVER HAS FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. THE DRIVER RECOGNIZES THE HAZARDS AND IS AWARE OF ALL THE RULES FOR SAFE OPERATION. THE EXHIBITOR, THE DRIVER, THE DRIVER'S EMPLOYER, THE TRUCKOWNER, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, JOINTLY AND SEVERALLY, AGREE TO INDEMNIFY AND HOLD HARGROVE HARMLESS AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

### 5. MISCELLANEOUS.

**(a) Labor Under Supervision of Exhibitors.** If the Exhibitor elects to secure labor directly from Hargrove to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.

**(b) Liability for Actions of Labor Secured From Hargrove.** The Exhibitor acknowledges and agrees that, if the Exhibitor secures labor from a Hargrove employee to perform work for the Exhibitor (whether under the direction of Hargrove or the Exhibitor), such employee shall act on behalf of and as an agent for the Exhibitor at all times the employee is rendering services on behalf of the Exhibitor. Consistent with the foregoing, Hargrove shall have no liability for any damages caused by such employee while rendering services on behalf of the Exhibitor.

**(c) Choice of Law/Consent to Jurisdiction.** Any dispute arising under or related to this Agreement or the services rendered by Hargrove in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Maryland, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Maryland for the purposes of any suit related to such a dispute.

**(d) Force Majeure.** Hargrove shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of Hargrove's obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond Hargrove's control, or any other occurrence which would make it illegal or impossible for Hargrove to perform its obligations under this Agreement.

**(e) Headings.** The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.



**TO:** HARGROVE  
TForce Freight  
6571 Washington Boulevard  
Elkridge, MD 21075

## SAE Government / Industry Meeting 2024

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

BOOTH NUMBER: \_\_\_\_\_

MUST BE RECEIVED BY:  
**Wednesday, January 10 at 3:00 PM**

**ADVANCE SHIPPING LABEL**

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



**TO:** HARGROVE  
TForce Freight  
6571 Washington Boulevard  
Elkridge, MD 21075

## SAE Government / Industry Meeting 2024

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

BOOTH NUMBER: \_\_\_\_\_

MUST BE RECEIVED BY:  
**Wednesday, January 10 at 3:00 PM**

**ADVANCE SHIPPING LABEL**

## Material Handling Information

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, LLC ("Hargrove") will schedule the moving in and out of all Exhibitor Material. All shipments, if it is possible, should be received at Hargrove's warehouse prior to the published deadline date. Shipments received at Hargrove's warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove's "General Information" pages for the address and specific dates and times for warehouse freight receiving for this Event / Show.

If permitted, you may ship directly to the exhibit hall provided delivery is scheduled for published move-in or show dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this Event / Show.

When shipping your materials, please include the name of the Event / Show, your company name and your booth number on each piece. For your convenience, sample labels are provided in the Service Manual. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, [request a quote](#) or contact Hargrove Shipping at 301.306.4620 or [Shipping@hargroveinc.com](mailto:Shipping@hargroveinc.com).

### Material Handling includes:

- Receiving and unloading your shipments at Hargrove's warehouse (30 days of free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds.

Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

### Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to the Event / Show site on overtime due to scheduling.
- Your shipment is moved to or out of Event / Show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at Event / Show site outside of the exhibitor move-in schedule.

### Special Handling:

Special handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling such as:

- No weight tickets
- Loose or uncrated shipments
- Ground or side door loading
- Mixed shipments
- Stacked shipments

### Outbound Instructions

At the close of the Event / Show, each Exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for its Exhibitor Materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. If any shipment is left in a booth for which no disposition is provided, or if a requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to Hargrove's warehouse at the Exhibitor's expense.

## Material Handling Hints

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

### **Tips that can save you money:**

Read the shipping and material handling section of your service manual carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

### **What is “Material Handling/Drayage?”**

The term “drayage” is the moving of exhibit materials from one location to another. Whether you ship to Hargrove’s advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

### **Can I carry my own materials to my booth?**

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

### **How are rates determined?**

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

### **How is the weight of my shipment determined?**

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for special handling.

### **Small shipments vs. large shipments:**

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor’s warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

### **Advance shipments vs. direct (to show site) shipments:**

In general, it is best to ship your materials to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

### **Should I insure my exhibit?**

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

### **Finally:**

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

# Material Handling Estimate

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

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates. Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, un-skidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Any freight received at the Advance Warehouse or Direct to Show Site will be subject to 100% of Material Handling Fees outlined in this manual.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

<b>NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday will be assessed a 35% overtime surcharge.</b>						
Description	Product #	Price – per CWT unless noted otherwise	Minimum			
<b>WAREHOUSE (ADVANCE) SHIPMENT</b>						
Crated or Skidded Shipment	MH1	\$54.59	\$109.18			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$65.51				
Small Package - each additional	MH3	\$41.34				
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3AOT	\$20.67				
Special Handling/Uncrated Shipment (0.35 surcharge)	MH4	\$76.43	\$152.86			
Overtime Surcharge - Crated or Skidded Shipment (0.35 surcharge)	MH5	\$21.84	\$43.68			
Overtime Surcharge - Special Handling/Uncrated Shipment (0.35 surcharge)	MH6	\$30.57	\$61.14			
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	50% surcharge				
* <b>NOTE:</b> Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.						
<b>SHOW SITE (DIRECT) SHIPMENT</b>						
There is <b>NO DIRECT SHIPPING</b> to show site. Please use advance warehouse.						
<b>MISCELLANEOUS SERVICE</b>						
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00			
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00			
** <b>Hold Period:</b> Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.						
Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total
<b>TOTAL:</b>						

# Labor

Advance Order Deadline: **Friday, December 29, 2023**

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

Description – per hour, unless noted otherwise	Product #	Advance Price (by 12/26/23)	Standard Price (by 12/27 - 01/15/24)	Floor Order Price (begins 1/16/24)
<b>DISPLAY LABOR</b>				
Straight Time	L1	\$81.75	\$98.10	\$114.45
Overtime	L2	\$128.90	\$154.68	\$180.46
Double Time / Holiday	L3	\$163.51	\$196.21	\$228.91
Supervision Fee	L4	30%, with \$50 minimum		
Shrink Wrap Skid (per skid)	LS	\$40.00	\$48.00	\$56.00
Band Skid or Crate (per piece)	LB	\$50.00	\$60.00	\$70.00

Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost

**Subtotal:**

**Will Labor be Hargrove-supervised?**  Yes  No

**Supervision Fee** (if applicable):

If yes, complete the Hargrove-Supervised Labor Instruction Form.

**TOTAL:**

- **Straight Time:** Rates apply Monday-Friday 8:00 AM- 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and anytime Saturday or Sunday..
- **Double Time:** Rates apply on select holidays.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **Cancellations:** Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a cancellation fee of up to 100% of the total order. If Exhibitor fails to use the workers at the time confirmed, a minimum of a four (4) hour "No Show" charge per worker will apply.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only pre-ordered labor for the START of the workday is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
- **Dismantle:** Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center



# Exhibitor Appointed Contractors (EAC) and Third Parties

## What is an exhibitor appointed contractor (EAC)?

An Exhibitor Appointed Contractor (EAC) is an Install and Dismantle Company (I&D) used by exhibitors to set up and dismantle booth properties and submit Material Handling Agreements at the close of the show.

The Notice of Intent to Use an EAC form (NOI) contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The NOI must include the exhibitor's signature and is due 30 days prior to Exhibitor Move-In. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The NOI is not to be sent to the contractor.

In some cases, Show Management will include an EAC form of their own in the service manual. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

## What is a Third Party?

An exhibitor may arrange for an exhibit house or such other third party to handle their billing by choosing that option in the Notice of Intent to Hire form. As the exhibitor, you are responsible for all charges incurred at the show should your third party fail to meet the required payment terms.

**This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include: Hargrove's EAC process can be completed entirely online at: <https://hargrove.boomerecommerce.com/>**

**Below are the steps to Hargrove's EAC process, to be completed by the Exhibitor and EAC (as noted):**

### STEP 1: Submit NOI - Exhibitor

Exhibitor must complete this Notice of Intent ("NOI") to Use EAC form and submit 30 days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form.

### STEP 2: Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between Hargrove, LLC. and EAC. The document has a link at the bottom which allows the EAC to follow to access Hargrove's vendor, CERTFOCUS BY VERTIKAL' website to register, pay a \$21 fee and upload a valid COI.

### STEP 3: Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI, no later than 14 days prior to move-in. CertFocus by Vertikal will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

EACs with multiple booths on shows: If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between Hargrove, LLC. and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

**Master National Agreement:** Hargrove offers a program for EACs to apply for a Master National Agreement. This Agreement, should the EAC be approved, would allow for EACs to only submit one COI annually for all booths on Hargrove shows. For more information, please email [HRCV-MasterEAC\\_COIProgram@hargroveinc.com](mailto:HRCV-MasterEAC_COIProgram@hargroveinc.com)

\*\*\*\*Please note that a COI must be submitted to CertFocus by Vertikal no later than 14 prior to move-in. If COIs are not submitted within 14 days of move-in, EACs will be required to submit late COIs directly to Hargrove and will be assessed an additional \$100 administrative fee.

All Certificates of Insurance must be uploaded through CertFocus by Vertikal here: <https://hargroveportal.vertikalrms.com/>

## Certificate of Insurance (COI) Guidelines

All Exhibitor Appointed Contractors (EACs) are required to submit a Certificate of Insurance (COI). Access to the show floor can be denied without a valid certificate on file and must include but not limited to the following:

- The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
- General Liability coverage of \$1 Million dollars
- Evidence of Auto and Workers Compensation Liability Insurance
- Additional Insured must include: Hargrove, the show Venue, show management, and the event.
- The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr, Lanham, MD 20706
- Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.

If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.



# Exhibitor Appointed Contractors (EAC) Rules & Regulations

1. The EAC/Service Firm must submit a separate EAC form to Hargrove for all exhibiting companies they will be installing/dismantling.
2. EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.
3. All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition 14 days before Exhibitor Move-In begins. EAC has uploaded certificates of insurance through CertFocus by Vertikal, confirming the following required insurance: Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
  - a. The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
  - b. General Liability coverage of \$1 Million dollars
  - c. Evidence of Auto and Workers Compensation Liability Insurance
  - d. Additional Insured must include: Hargrove, the show Venue, show management, and the event.
  - e. The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr., Lanham, MD 20706
  - f. Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
  - g. If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.
4. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
5. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including, but not limited to, overtime pay for stewards, restoration of exhibit space to its initial condition, freight receipt and delivery, equipment rentals, cleaning, booth property abandonment disposal and all labor costs.
6. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All EAC personnel are required to wear an ESCA badge and company identification at all times. Anyone without proper ID will be asked to leave the show floor.
7. The EAC may not, under any circumstances solicit business on the show floor.
8. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
9. The Official Contractor has total control of all areas of the exhibit hall (including, but not limited to aisles, loading docks, storage areas). The EAC must coordinate all of its activities with Hargrove.
10. The Official Contractor has total control over such services including, but not limited to, electrical, plumbing, cleaning, telecommunications, drayage. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

## ADDITIONAL SHOW SERVICES

Audio Visual & Computer Equipment – **AV One**

Contact Sylvia Polletta at [spolletta@audiovisualone.com](mailto:spolletta@audiovisualone.com) or 224.629.7264

Electrical Order Form – **Hi-Tech**

Internet Order Form – **SmartCity**

**Audio Visual & Computer Supplier**  
**SAE GI - Washington Convention Center, DC**  
**January 16-18, 2024**



Audio Visual Equipment	Qty	SHOW RATE	TOTAL
22" LED Monitor		\$250.00	
32" LED Monitor		\$400.00	
42" LED Display		\$500.00	
50" LED Display		\$750.00	
55" LED Display		\$950.00	
60" LED Display		\$1,200.00	
70" LED Display		\$1,300.00	
80" LED Display		\$1,700.00	
Floor stand for 42" - 80" Displays Only*		\$125.00	
Wall Mount for 20" - 32" Displays Only*		\$55.00	
Wall Mount for 42" - 80" Displays Only*		\$75.00	
Table stand for 22" to 50" Display Only*		\$25.00	
Shelf for Floor Stand*		\$25.00	

**CUSTOMER INFORMATION**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**ON-SITE INFORMATION**

Exhibitor Booth #: \_\_\_\_\_

*\*These items require the rental of a Monitor or Display.*

Audio Equipment	Qty	SHOW RATE	TOTAL
70 Watt Sound System with 2 Speakers		\$125.00	
UHF Wireless Lavalier Microphone		\$125.00	
UHF Wireless Hand-held Microphone		\$125.00	
UHF Wireless Headset Microphone		\$150.00	
8-Channel Mixer		\$75.00	

Rep. Contact Name: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_  
 Delivery DATE / TIME: \_\_\_\_\_  
 Dismantle DATE/TIME: \_\_\_\_\_

Video Projection Equipment	Qty	SHOW RATE	TOTAL
LCD 5K Lumen Projector		\$650.00	
6' Tripod Screen w/Skirt		\$50.00	
8' Tripod Screen w/Skirt		\$100.00	

**Deadline**  
 Orders received after deadline **add 20% late fee.**  
 Equipment charges are for the length of the tradeshow.

Laptops & Accessories	Qty	SHOW RATE	TOTAL
PC Laptop		\$250.00	
Mac Book Pro Laptop		\$450.00	
iPad		\$100.00	
PC Audio Cable		\$25.00	
Wireless Mouse & Keyboard		\$50.00	

**Cancellations**  
 Cancellations received after Thursday, January 11, 2024 are subject to a charge fee of 100% of order due.

Cables	Qty	SHOW RATE	TOTAL
VGA Cable		\$10.00	
RCA Cable		\$10.00	
HDMI Cable		\$25.00	

**Equipment Guarantee**  
**AV1's equipment guarantee is as follows:**  
 AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible.  
 Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

Miscellaneous Equipment	Qty	SHOW RATE	TOTAL
Flipchart or Whiteboard W/Markers		\$35.00	
Blu-Ray Player		\$75.00	

**Audio Visual One, LLC**   
**Sylvia Polletta - Show Services Coordinator**  
 9611 West Foster Avenue  
 Schiller Park, IL 60176  
 Phone: 224-629-7264  
 Email: [spolletta@audiovisualone.com](mailto:spolletta@audiovisualone.com)

<b>SPECIAL INSTRUCTIONS:</b>	Subtotal Equipment	
	Add Tax - 6%	
	Installation Fee	\$150.00
	Delivery Fee	\$150.00
	Add 20% Union Fee	XXXXXXXXXX
<b>After Monday, January 8, 2024, Add 20% Late Fee</b>		
<b>Total Order</b>		

**Order Confirmation will be sent once the order is processed.**

**Method of Payment**

Credit Card     Corporate Check\*     ACH or Wire\*\*

Cardholder's Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Cardholder's Signature \_\_\_\_\_

Card # \_\_\_\_\_  
 Exp Date \_\_\_\_\_  
 CID # \_\_\_\_\_

\* Corporate Check: Must be received and cleared by your bank prior to delivery.  
 \*\* ACH or Wire: Please contact Sylvia Polletta for details.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX



# ELECTRICAL SERVICE CONTRACT



Washington, DC 20001  
 202-249-3600  
 202-249-3601 FAX  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com) – online  
 ordering available

**Signature on page 2 is required.** Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2023-2024\*\*\*\* 10/1/2023**

**Deadline Date for Incentive Rates:  
 December 27<sup>th</sup>, 2023**

Event Name: SAE Government / Industry Meeting 2024		Event Dates: January 17 <sup>th</sup> , 2023 – January 18 <sup>th</sup> , 2023	
Company Name		Booth No.	
<b>Credit Card Billing Address</b> (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Authorized Contact Email	

**\*\*\*\*\*IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE\*\*\*\***

## ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

**Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"**  
 24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		\$116.00	\$143.00				
10 Amp /1000 watts		\$145.00	\$176.00				
20 Amp / 2000 watts		\$220.00	\$273.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		\$390.00	\$475.00				
30 Amp		\$528.00	\$648.00				
40 Amp		\$665.00	\$821.00				
50 Amp		\$734.00	\$914.00				
60 Amp		\$959.00	\$1,175.00				
100 Amp		\$1,188.00	\$1,452.00				
<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		\$523.00	\$646.00				
30 Amp		\$782.00	\$917.00				
60 Amp		\$1,157.00	\$1,430.00				
100 Amp		\$2,098.00	\$2,527.00				
200 Amp		\$4118.00	\$5,149.00				

**Transformer(s):** Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V 20amps		\$973.00	\$1,185.00		
European Transformer 480V -380V 480v-380v-30amps-100amps		\$2,382.00	\$3,087.00		
<b>480V 3Ø Motor &amp; Equipment Outlets</b>					
25KW/Kilowatts 30A-480v		\$780.00	\$974.00		
50KW/Kilowatts 60A-480v		\$1,390.00	\$1,667.00		
100KW/Kilowatts 100A-480v		\$3,010.00	\$3,889.00		
200KW/Kilowatts 200A-480v		\$6,019.00	\$7,822.00		
<b>Overhead Quartz Lights:</b> <i>Please Use Exhibitor Rigging Order Form</i>					
<b>See Terms and Conditions Section for Labor Rates</b>					
<b>Subtotal of Charges</b>					<b>\$</b>
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

**Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Booth No: \_\_\_\_\_ Date: \_\_\_\_\_

**Labor Request Section:**

<b>Send mandatory PDF or DWG for all Island booths to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow  <b>Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.</b>  <b>*****Indicate all 24 hr and dedicated outlets on floor plan</b>	Requested Installation Labor date:  Requested Installation Time:  Size of Booth:  Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/>  <i><b>Please note this is a request. Labor may start earlier or later depending on move-in factors.</b></i>

# TERMS AND CONDITIONS

**Page (3) must be signed in order for electrical installation to be scheduled**  
**Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)**

## ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$110.00 per hour during Straight Time: 8am-4:30pm M-F
- \$210.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$204.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

## **SPECIAL EQUIPMENT**

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be notified to assess if installation for surrounding booths needs to be delayed in order to provide a safe path for special handling or additional delivery space. If the special equipment damages any HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the special equipment is fully responsible for repair and associated labor costs.

## **HI-TECH ELECTRIC MATERIALS**

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

## **FLOOR COVERINGS**

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the exhibitor for such cuts.

## **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on straight time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

## **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

## **SUPERVISION FEES/INVOICES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com).

## **PAYMENT POLICY**

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.



- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

### **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

### **CLAIMS AND INVOICE DISPUTES**

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

### **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

### **DELAYS**

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to delay installation until freight traffic decreases. This may result in overtime labor charges at no fault of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric Materials" section).

### **INDEMNITY**

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.

**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## WALTER E. WASHINGTON CONVENTION CENTER



© 2023 Smart City Networks. All Rights Reserved.

Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective June 30, 2023 - December 31, 2024 - V063023A

BASIC INTERNET, <b>NOT FOR STREAMING</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

<b>Includes: 1 Private IP Address, Routers PROHIBITED and will not work</b>					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		<b>\$895</b>	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		<b>\$185</b>	\$220	\$255	

DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

<b>Includes: 5 Public IP Addresses, Routers SUPPORTED</b>					
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	\$74	
Labor / Floor Work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	\$500	

**WIRELESS INTERNET**, Full products catalog available online  
**SPECIAL QUOTE**, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEES	
	<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name: _____	Signature: _____	Date: _____/_____/_____
(X) _____	(X) _____	_____ / _____ / _____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➤

Customer Number:

**\* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# TELEPHONE & CABLE TV SERVICE CONTRACT

## WALTER E. WASHINGTON CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

© 2023 Smart City Networks. All Rights Reserved.

Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument		<b>\$465</b>	\$575	\$690	

CABLE TV SERVICE	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Digital Cable TV Service - Includes: Set-Top Box Converter		<b>\$625</b>	\$780	\$936	

SPECIAL SERVICES	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Telephone line delivered outside the facility		<b>\$100</b>	\$100	\$100	

**SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)**

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> .	<b>SUBTOTAL</b>	
	<b>ESTIMATED 10% TAX/FEEs</b>	
	<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name: _____	Signature: _____	Date: _____
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



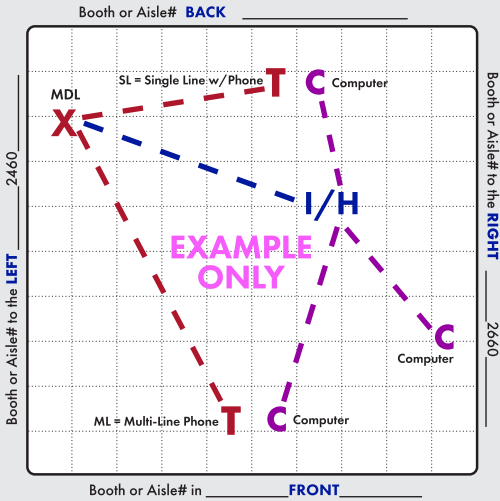
You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001



Customer Number: \_\_\_\_\_

# "COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: <b>Walter E. Washington Convention Center</b>	Customer / Ref #:	



**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT! Prior to installation of service, a complete Floorplan is required.** Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft      **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE**     Island     Inline

**SPECIFY YOUR DESIRED LOCATION OF SERVICES**

**X = MAIN DISTRIBUTION LOCATION (MDL)**

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T = TELEPHONE/FAX**

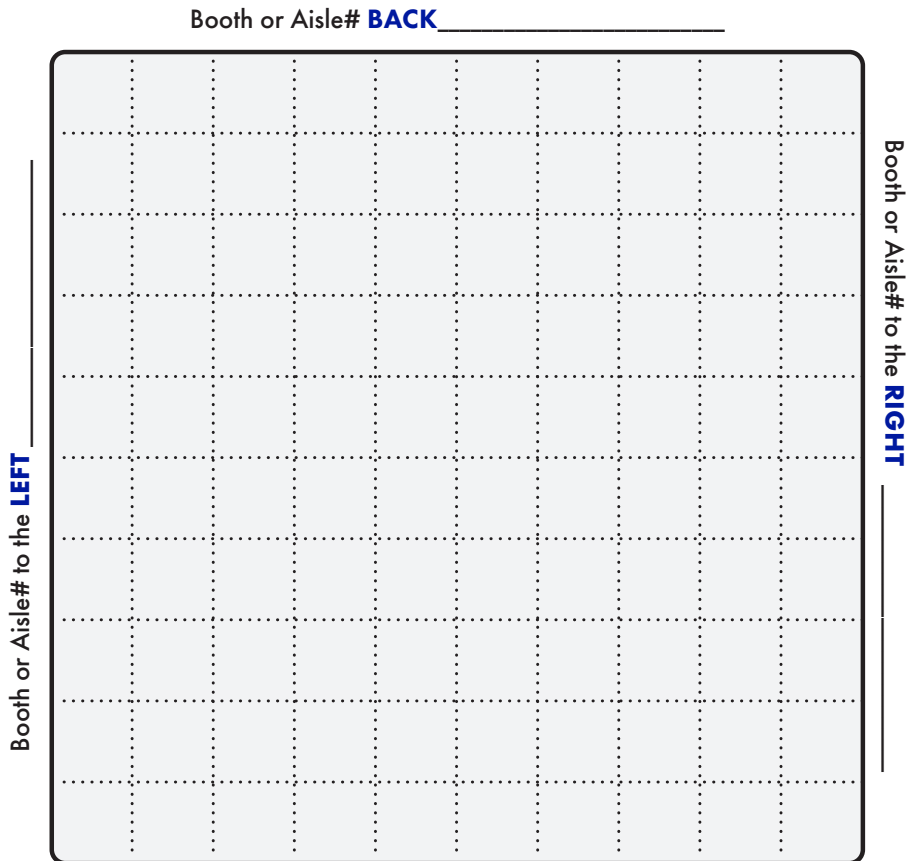
**I = INTERNET SERVICE**

**H = HUBS**

**PC = PATCH CABLES**

**C = COMPUTERS**

Location of primary **Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C"**. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: <b>Walter E. Washington Convention Center</b>	Customer / Ref #:	

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001