



SHOW READY EXPO

Pinners California

Pomona Fairplex

August 23-24, 2024

Pinner's
Pomona Fairplex



August 23-24, 2024

Show Information

SHOW READY EXPO

Discount Deadline Date:

Welcome to Location and Show Name.

We are pleased that Show Ready Expo has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success! As the official service contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use.

Please review our payment policy carefully. As a reminder, Show Ready Expo requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling, not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Official General Contractor

Show Ready Expo
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730

Phone: (909) 468 - 0444
Fax: (909) 992 - 3700
Email: admin@showreadyexpo.com

Standard Booth Information

Booth Size: 10' x 10'
Backwall Drapes: 8' High Backwall Drapes
Sidewall Drapes: 3' High Siderail Drapes

Show Schedule Move In/Move Out		
Exhibitor Move-In:	Thursday, August 22, 2024	8AM-6PM
Event Open:	Friday, August 23, 2024	10AM-8PM/VIP's 9:30AM
Event Open:	Saturday, August 24, 2024	9AM-7PM/VIP's 8:30AM
Event Close:	Saturday, August 24, 2024	7PM
Exhibitor Move-Out:	Saturday, August 24, 2024	7PM-11PM

*Should the event venue or the event move in and/or move out schedule change, Show Ready Expo reserves the right to adjust pricing according to any cost increases associated with the respective change.

Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 6pm on August 24, 2024.



Shipping Addresses

*Advance Receiving
/Shipments*

Pinners

Shipments Should Arrive on or between:
c/o Show Ready Expo
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730

Receiving Dates:

July 26,- August,16, 2024 On-Time
August 17-19, 2024 Off Target Charge

*Direct Shipments
to Show Site*

Pinners

Shipments Should Arrive on:
c/o Show Ready Expo
Pomona Fairplex
1101 W. McKinley Ave.
Pomona, CA 91768

August 22, 8AM-4PM

Service Center

Show Ready Expo is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Freight Handling. Please contact us at (909) 468-0444

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

SIGN, DISPLAY AND ALLIED CRAFT UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display only if one person can accomplish the task in less than 30 minutes without the use of tools.

TEAMSTER UNION

This local union 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 person in one 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

Show Ready Expo 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. SRE 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 SRE 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 to 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 SRE 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.



Limits of Liability & Responsibility

SHOW READY EXPO

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of Show Ready Expo in its sole discretion. Upon participation of any Show Ready Expo' show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once Show Ready Expo has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Show Ready Expo or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. Show Ready Expo and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Show Ready Expo.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Show Ready Expo or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Show Ready Expo and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to Show Ready Expo or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Show Ready Expo and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to Show Ready Expo in time to obtain the proper equipment.
4. Show Ready Expo and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. Show Ready Expo and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. Show Ready Expo and its subcontractors are not insurers; i.e., Show Ready Expo does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Show Ready Expo under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Show Ready Expo, or from the negligence of Show Ready Expo, its subcontractors or their respective employees. If such loss or damage occurs, the liability of Show Ready Expo and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. Show Ready Expo and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. Show Ready Expo will not be bound to honor any claim or action brought against Show Ready Expo or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Show Ready Expo and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Show Ready Expo or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Show Ready Expo or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Show Ready Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the Show Ready Expo' Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Show Ready Expo and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, Expo Event Services shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Show Ready Expo and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Show Ready Expo assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores products at its own risk. Show Ready Expo assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with Show Ready Expo or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Show Ready Expo for freight handling services or any other services provided by Show Ready Expo or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Show Ready Expo prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Show Ready Expo or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.



INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table covering must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited,
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one quarter tank, whichever is less. Garden tractors, chain saws, power plants and other gasoline powered equipment shall be safeguarded in a similar manner. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind the display.

OBSTRUCTIONS

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on the floor plan. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen (15) amps. Multi-plug adapters must be UL approved and have a current (electric) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are illegal.

COMPRESSED CYLINDERS

Compressed cylinders must be attached to a stand that is upright or laid flat on the floor. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES

Cooking and/or warming devices shall be electric. Sternos may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g., UL, FM, etc. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼-inch thick across the front, and down both sides of the demonstrating area. Decorative candles are not permitted.

HELIUM BALLOONS

Helium balloons are not permitted inside some buildings. If you have any question regarding them, please contact the facility in which your event is located. If you need assistance in solving problems or have any questions, direct inquiries to the Fire Prevention Bureau servicing the area of your show location.



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL - ESPECIALLY YOU !

Show Ready Expo is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Show Ready Expo' supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Attached you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.
- Health & Safety is Our Top Priority



Important: To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE	

Payment Policy: All invoices must be settled at our service desk prior to loading/unloading. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

**SPECIAL CARTLOAD SERVICE
(FOR SMALL PASSENGER VEHICLES ONLY)
Maximum Materials Weight for this service: 100lbs.**



Designed for exhibitors with smaller exhibit materials shipments, Show Ready is making available one material handler and one pushcart for one trip from the loading dock to your exhibit space OR from your exhibit space back to the loading dock. There is a charge for this service, payable to Show Ready via their online portal. A cartload will be construed as 10 pieces or less and/or weighing 100lbs. or less. Materials must fit on the 3'x4' pushcart. Exhibitors are able to order this service in advance, otherwise, a credit card will be required at the time of services rendered. The charge for this service is **\$145.00 per trip. A cartload will be construed as 10 pieces or less and/or weighing 100 lbs. or less.**

There is one cartload allowed per exhibiting company per booth for both the move-in and the move-out.

Freight that is too large or heavy will be moved by Show Ready Expo at the published material handling rates. Vehicles over 3/4 ton (rental trucks, trailers or bobtails) will not be unloaded under the cartload service, Below are examples of qualifying vehicles.



The vehicle must be unloaded at the designated dock of the exhibit hall. Pushcarts will not enter parking lots or structures. To expedite this cartload service, it is strongly recommended that you pre-order this service prior to arriving to the showsite. To receive this service at showsite, please go to the Show Ready Expo service desk in the exhibit hall. An order form and more info are located at <https://showreadyexpo.boomerecommerce.com/>.

NOTE: Exhibitors who do not require material handling services, exhibitor materials can be brought in through the convention center's front doors during set move-in and move-out times. You can hand-carry products/displays to the show floor, however, **you are not allowed to hand carry through freight doors or loading docks.** No loading/unloading directly in front of the convention center. Items need to be walked from the parking lot to the show. If you are not able to carry items in on your own, please visit the cartload services section of the online portal.



Vehicle Spotting Form

Payment Policy: All invoices must be settled at our service desk prior to loading and unloading. For your convenience, we accept Master Card, American Express and Visa credit cards. Absolutely no credits will be issued after closing of the show.

Important: To obtain discount prices, payment must be received in full by the published order deadline date. All orders must be received no later than ten (10) working days prior to the show opening.

Note: Exhibitors will be required to use Show Ready Expo personnel for all vehicle spotting inside the exhibit hall.



Vehicle Spotting Rate:

\$350.00 Per Vehicle

(Price includes both in and out of the exhibit hall.)

Vehicle Spotting Rules & Regulations

All Vehicles coming into a convention must have the following steps completed before the Fire Marshall will inspect the facility.

1. No more than 1/4 tank of gasoline.
2. Battery must be disconnected.
3. Gas cap must be taped down.
4. Keys should be left with Show Manager.

Vehicle Type: _____ Qty: _____

Vehicle Length: _____

Vehicle Width: _____

Vehicle Height: _____

Move-In Date: _____ Time: _____

TOTAL \$ _____

**Please enter this amount on the
"Payment/Charge Authorization" Form**



Payment for Services

Show Ready Expo requires payment in full at the time services are ordered. Further, Show Ready Expo requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Pricing and Order Placement

In order to obtain discount pricing, payment must be received in full by the posted Deadline Date. All orders must be received no later than ten (10) working days prior to the show opening.

Method of Payment

Show Ready Expo accepts MasterCard, AMEX and Visa. Business Checks are only accepted 2 weeks before the show, **no checks accepted at show site**. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

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

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Show Ready Expo office for this show. Show Ready Expo must receive your certificate by the deadline date on the order forms; or tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have any questions regarding our payment policy,
please call Show Ready Expo at (909) 468 - 0444
or visit our Service Center at the show.

***Exhibitors will be charged a \$25.00 fee for returned NSF checks.**



COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY	
PHONE	FAX		PURCHASE ORDER NUMBER			
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT - PLEASE PRINT			DATE

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE

PLEASE SIGN

EXPIRATION DATE:	MASTERCARD	VISA*	American Express
<input type="text"/>	<input type="text"/>	<i>Card Expiration Date & Security Code REQUIRED (3 Digit on reverse side of card)</i>	
Account Number:			
<input type="text"/>			
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE
<input type="text"/>		<input type="text"/>	<input type="text"/>
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT	
<input type="text"/>		<input type="text"/>	

Advance charges may be paid by company check but credit card information is required for freight, additional services or rentals ordered at the show site which will be invoiced to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received.

Our Credit Policy requires 100% Payment with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the Show Ready Expo in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. ALL orders received at the Service Desk will be charged at Standard Rates. A \$25.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. TERMS: Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of 0.0575% per day, annual interest rate 21%. Exhibitors will be responsible for all fees connected with the collection of their accounts.

Services and Equipment Ordered

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete the "Third Party Billing" Information Form

Furniture & Accessories Order Form	\$
Display Labor Service Order Form	\$
Specialty Furniture Order Form	\$
Shipping Information and Freight Service Order Form (Non Taxable)	\$
Cart Services	\$
Other Show Ready Expo' Services (Specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

\$

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.



Shipping Information

SHOW READY EXPO

Cart Load

Freight that is too large or heavy will be moved by Show Ready Expo at the published material handling rates. Vehicles over 3/4 ton (rental trucks, trailers or bobtails) will not be unloaded under the cartload service.

Vehicle Spotting

Exhibitors will be required to use Show Ready Expo personnel for all vehicle spotting inside the exhibit hall. Vehicle spotting rate is \$350.00 per vehicle (price includes both in and out of hall).

All vehicles coming into a convention center must have the following steps done before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

Freight Handling Services

Show Ready Expo is prepared to receive your shipment directly to show site, or in advance. Advance and Direct to showsite can be scheduled with TForce or a carrier of your choice.

Rates are based on the incoming weight of shipments. For rates and arrival information, see the Material Handling Order Form. Show Ready Expo must have payment before forwarding freight.

Advance Warehouse Shipments

Crates, Cartons, Fiber Cases and Skidded and Non-Skidded Carpet.

Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments. Storing at the warehouse for up to 30 days. Reloading onto trucks and delivery to the exhibit site. Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:
Name of Exhibitor AND Booth Number

For:
PINNERS

C/O:
Show Ready Expo
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730

Direct Shipments to Exhibit Site

Rates Include:

Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:
Name of Exhibitor AND Booth Number

For:
Piiners

C/O:
Show Ready Expo
Pomona Fairplex
1101 W. McKinley Ave.
Pomona, CA 91768

Please read the "Show Ready Expo' Limits of Liabilities and Responsibility" for important information on freight handling.



Shipping Guidelines

We recommend that you use TForce, a freight team specializing in trade show shipping. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call Show Ready Expo to assist you in planning your shipments.

Please read the "Show Ready Expo' Limits of Liability and Responsibility" for important information on shipping.

Shipping Charges Please prepay all shipping charges. Show Ready Expo cannot accept or be responsible for collect shipments.

Bill of Lading All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to Show Ready Expo and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Show Ready Expo will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Show Ready Expo will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

Consignment All shipments must be consigned c/o Show Ready Expo to enable us to accept them for handling.

Shipping Labels Please use the shipping labels provided to expedite handling.

Certified Weight Receipts The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Show Ready Expo will unload all shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment Labor and equipment for unloading and loading are included with Show Ready Expo freight handling rates for services. If your material requires specialized rigging equipment, please notify



August 23-24, 2024

Discount Deadline Date:

Material Handling Form

SHOW READY EXPO

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS.** THESE RATES ARE SUBJECT TO SURCHARGES (See Below).
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE SHOW READY’S ESTIMATED WEIGHTS.
 ALL SHIPMENTS MUST BE PRE-PAID. COLLECT SHIPMENTS WILL BE REFUSED.

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out	Materials
Advance Crated or skidded shipments (Common Carriers, 3 rd Party Carriers, Company Trucks) <i>*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt</i>	Advance Warehouse	\$145.00 per cwt	<i>*Please provide the approximate shipment</i> crate _____
Direct Crated or skidded shipments (Common Carriers, 3 rd Party Carriers, Company Trucks) <i>*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt</i>	Showsite	\$135.00 per cwt	carton _____ skid/pallet _____
Personally Owned Vehicles – Cartload (100 lb. MAX) (Station wagons, regular size 4 x 4, mini vans) <i>*Accepted on exhibitor move-in days during service desk hours</i>	Showsite	\$145.00- one load per vehicle	fiber case _____ color _____
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Max weight per shipment is 50 lbs. and/or 4 pieces <i>*Shipments received that exceed the max, will be charged as separate shipments or at the 200lb minimum.</i>	Advance Warehouse	\$65.00 1 st package each additional \$32.50	carpet /pad _____
	Showsite	\$57.50 1 st package each additional \$28.75	color _____
Drayage Back to SR Warehouse You may schedule your carrier to pick up your shipment from Show Ready’s Warehouse 1 to 2 days after move-out.	Outbound Shipments	Include an additional 50% to estimated Material Handling (\$200.00 min.)	hanging sign _____
			other _____

(ST = Straight Time / OT = Overtime)

Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM, after 4:00 PM, after deadline, or anytime Saturday, Sunday, and/or Holidays.

- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time, and/or difficulty locating your shipment if delivered to someone other than the appointed show freight receiver. Please notify your carrier of these date(s) and times.
- Separate shipments received by Show Ready will not be combined.
- Forced Freight: Shipments left on showsite floor will be re-routed to Show Ready’s warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor’s expense via the house carrier. (200 lb. min.)

SHIPPING ADDRESSES - PLEASE LABEL SHIPMENTS AS FOLLOWS

Please Note: Show Ready is NOT liable for shipments not properly labeled, improper information received by exhibitor’s carrier resulting in delivery of materials by any means other than instructed, and/or shipments received by anyone other than the appointed show freight receiver.

ADVANCE WAREHOUSE	CONVENTION SITE
Company Name / 3 rd Party Exhibiting Company Name Booth # Pinners C/O SHOW READY 9150 Hyssop Drive Rancho Cucamonga, CA 91730 ARRIVAL DATES: 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted to be considered <i>On Time:</i> Aug 16, 2024 Last day accepted with additional <i>Off Target</i> fee: Aug 19, 2024	Company Name / 3 rd Party Exhibiting Company Name Booth # Pinners Pomona Fairplex C/O SHOW READY 1101 W. McKinley Ave Pomona, CA 91768 ARRIVAL DATES: Aug 22, 2024 - 8:00 AM-4:00PM <i>POV only accepted on exhibitor move-in days during service desk hours</i>

ESTIMATED CHARGES FOR MATERIAL HANDLING:

Inbound Carrier _____ **Estimated Arrival** _____

_____ LBS x _____ PER CWT = _____
 Estimated Weight (round up to next 100 lbs.) Estimated Rate (100 lb. = 1) Sub-Total Estimated Material Handling

Yes, I have read, agree to, completed, and enclosed along with this order, the Material Authorization, and the Payment Policy Form.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED

WAREHOUSE LABEL



EXHIBITION

MUST ARRIVE ON OR BETWEEN
July 26- August 19, 2024
8 - 4 PM

TO: _____
(EXHIBITOR'S NAME)

Show Ready Expo
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____

WAREHOUSE LABEL



EXHIBITION

MUST ARRIVE ON OR BETWEEN
July 26- August 19, 2024
8 - 4 PM

TO: _____
(EXHIBITOR'S NAME)

Show Ready Expo
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____

WAREHOUSE LABEL



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9150 Hyssop Dr.
Rancho Cucamonga, CA 91730
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WAREHOUSE LABEL



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Show Ready Expo
9150 Hyssop Dr.
Rancho Cucamonga, CA 91730
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED

SHOW SITE LABEL



EXHIBITION

MUST ARRIVE ON OR BETWEEN

August 22, 2024
8 - 4 PM

TO: _____
(EXHIBITOR'S NAME)

Show Ready Expo C/O
Pomona Fairplex
1101 W McKinnley Ave.
Pomona, CA 91768
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____

SHOW SITE LABEL



EXHIBITION

MUST ARRIVE ON OR BETWEEN

August 22, 2024
8 - 4 PM

TO: _____
(EXHIBITOR'S NAME)

Show Ready Expo C/O
Pomona Fairplex
1101 W McKinnley Ave.
Pomona, CA 91768
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____

SHOW SITE LABEL



EXHIBITION

MUST ARRIVE ON OR BETWEEN

August 22, 2024
8 - 4 PM

TO: _____
(EXHIBITOR'S NAME)

Show Ready Expo C/O
Pomona Fairplex
1101 W McKinnley Ave.
Pomona, CA 91768
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____

SHOW SITE LABEL



EXHIBITION

MUST ARRIVE ON OR BETWEEN

August 22, 2024
8 - 4 PM

TO: _____
(EXHIBITOR'S NAME)

Show Ready Expo C/O
Pomona Fairplex
1101 W McKinnley Ave.
Pomona, CA 91768
FOR: PINNERS

BOOTH: _____ NUMBER _____ OF _____ PCS.
CARRIER: _____



August 23-24, 2024

Discount Deadline Date:

Display Labor Order Form

SHOW READY EXPO

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of

DISPLAY LABOR (One Hour Minimum per Worker)

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

		Rates: per person/per hour	
Labor		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$138.00	\$188.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday, Sunday and Holidays	\$234.00	\$265.00

INSTALLATION LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
<p><i>Show Ready Expo will provide the following service:</i></p> <p>1. Unpack and install display labor before exhibitor arrival at show site</p> <p>2. Dismantle, pack and arrange to ship display after show closing</p> <p>A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.</p> <p>The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.</p> <p>GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY Show Ready Expo. Show Ready Expo requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.</p>						\$
						\$
						\$
						\$

DISMANTLE LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
<p>Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.</p>						\$
						\$
						\$
						\$

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Show Ready Expo will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Show Ready Expo is limited to a max of 50% of total labor not to exceed \$1000.00.

Pinner's
Pomona Fairplex



August 23-24, 2024

Discount Deadline Date:

Display Labor Information Form

SHOW READY EXPO

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____
Shipped to: Warehouse Show Site From City/St: _____ Date: _____
Total # of: Crates Cartons Fibercases Other: _____

SET-UP INFORMATION

Set-up Plans/Photo: Attached To be sent With Exhibitor In Crate # _____
Carpet: With Exhibit Rented from Show Ready Expo Color Size
Electric Placement: Drawing Attached Drawing with Exhibit Electrical Under Carpet
Comments: _____

Graphics: With Exhibit Shipped Separately
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Method: Common Carrier Air Freight Van Line Other: _____
Carrier (If Known): _____
Freight Charges: Prepaid Bill To: _____
Collect _____

Please Note: Show Ready Expo will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Special Instructions/Comments: _____

Emergency Contact:
Name: _____ Phone: _____



Carpet Order Form

SHOW READY EXPO

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

STANDARD CARPET



Blue



Black



Gray



Red



Burgundy

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$180.00	\$225.00	
	10' x 20' Booth Carpet	\$235.00	\$290.00	
	10' x 30' Booth Carpet	\$285.00	\$335.00	

Standard Cut

Standard carpet pricing includes delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for an additional minimal fee. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

CUSTOM CUT CARPET



Blue



Black



Gray



Red



Burgundy

Qty	Item	Discount	Standard	Total
	Custom Cut Carpet	\$4.50 sq.ft.	\$6.00 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

Custom Cut

Custom carpet pricing includes delivery, installation, carpet tape, visqueen and carpet removal. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

PADDING

Qty	Item	Discount	Standard	Total
	Custom Padding - 1/2"	\$1.85 sq.ft.	\$2.25 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

= TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates ***NO EXCEPTIONS***

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.



Showcases

SHOW READY EXPO



1

1 - 22"D x 22"W x 75"H
LED Lights Discount Regular Quantity Total
\$551.25 \$656.25 _____ _____



2

2 - 16"D x 60"W x 76"H
LED Lights Discount Regular Quantity Total
\$801.00 \$1,002.00 _____ _____



3

3 - 20"D x 72"W x 75"H
LED Lights Discount Regular Quantity Total
\$971.25 \$1,076.25 _____ _____



4

4 - 18"D x 70"W x 37"H
LED Lights Discount Regular Quantity Total
\$577.50 \$682.50 _____ _____

*Also available in 4' & 5'



5

5 - 18"D x 70"W x 37"H
LED Lights Discount Regular Quantity Total
\$577.50 \$682.50 _____ _____

SUBTOTAL SHOWCASE RENTAL ORDER FORM \$ _____
Yes, I have read, agree to, completed, and enclosed along with this order the Payment Policy Form



Standard Furniture

SHOW READY EXPO

Chairs



Upholstered Side Chair



Upholstered Tall Stool



Plastic Molded Chair

Pedestal Tables



30" High Black Table



42" High Black Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket



Literature Rack



Sign Frame



Television 43" or 55"



Stand for TV



Chrome Grid



Arm Lighting (black or white)



Glass Bowl

Pinners
Pomona Fairplex



August 23-24, 2024

Discount Deadline Date:

Standard Furniture & Accessories

SHOW READY EXPO

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

	QTY	Item	Discount Price	Standard Price	Color	Total Price
Chairs		Plastic Molded Chair	\$65.00	\$95.00	N/A	
		Upholstered Chair	\$85.00	\$115.00	N/A	
		Tall Black Stool	\$100.00	\$160.00	N/A	
Undraped Tables		4' x 24" x 30" Undraped Table	\$65.00	\$105.00	N/A	
		6' x 24" x 30" Undraped Table	\$80.00	\$130.00	N/A	
		8' x 24" x 30" Undraped Table	\$95.00	\$155.00	N/A	
Undraped Counter		4' x 24" x 42" Undraped Counter	\$90.00	\$130.00	N/A	
		6' x 24" x 42" Undraped Counter	\$105.00	\$155.00	N/A	
		8' x 24" x 42" Undraped Counter	\$120.00	\$180.00	N/A	
Draped Tables	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$105.00	\$145.00		
		6' x 24" x 30" High Draped Table	\$120.00	\$170.00		
		8' x 24" x 30" High Draped Table	\$135.00	\$195.00		
		4th Side Draped - 30"	\$45.00	\$75.00		
Draped Counters	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$130.00	\$170.00		
		6' x 24" x 42" High Draped Counter	\$145.00	\$195.00		
		8' x 24" x 42" High Draped Counter	\$160.00	\$220.00		
		4th Side Draped - 42"	\$55.00	\$85.00		
Drape	Drape Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4ft. Min Order)	\$6.00	\$8.00		
		8' High Banjo Drape (4ft. Min Order)	\$8.00	\$12.00		
		Crossbar	\$15.00	\$20.00		
		Aluminum Stanchion With Base	\$65.00	\$85.00		
Pedestal Tables		30"x 30" High Pedestal Table	\$175.00	\$250.00		
		30"x 42" High Pedestal Table	\$185.00	\$320.00		
Accessories		Chrome Easel	\$45.00	\$70.00	N/A	
		Wastebasket	\$15.00	\$25.00	N/A	
		Retractable Stanchion	\$75.00	\$115.00	N/A	
		Literature Rack	\$105.00	\$165.00	N/A	
		Glass Bowl	\$25.00	\$40.00	N/A	

= TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.