



INDOOR MANUAL
 Save Time and Money! Pre-Order by July 15th
 and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

FMCA's 109th International Convention & RV Expo
 Deschutes County Fair & Expo – Redmond, Oregon
 August 14-17, 2024

Hale Expo Services, LLC. is pleased to have been selected as the official service contractor for **FMCA's 109th International Convention** to be held at the **Deschutes County Fair & Expo Center – Redmond, OR**. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Monday, August 12, 2024	8:00 AM – 5:00 PM
Tuesday, August 13, 2024	8:00 AM - 5:00 PM
Wednesday, August 14, 2024	8:00 AM - 10:00 AM

INDOOR SHOW DATES AND TIMES

Wednesday, August 14, 2024	1:00 PM - 5:00 PM
Thursday, August 15, 2024	9:00 AM - 5:00 PM
Friday, August 16, 2024	9:00 AM - 5:00 PM
Saturday, August 17, 2024	9:00 AM – 3:00 PM

MOVE-OUT DATES AND TIMES

Saturday, August 17, 2024	3:00 PM - 9:00 PM
Sunday, August 18, 2024	8:00 AM – 12:00 PM (Noon)

EXHIBIT SPACE DETAILS

Each 10' x 8' exhibit booth(s), unless otherwise indicated, will be defined by 8' tall **blue** back drape, 32" tall **White** dividing drape, (1) 5-amp outlet, and will be identified by a 1-line ID sign.

The height of rear booth partition and display materials must not exceed eight feet in height. Side partition on booth may be eight feet high, half of the depth of the booth from the back of booth, but remainder of the partition must be no higher than three feet. All surfaces exposed to aisle or other booths must be of a finished nature, either by draping or decorative panel at the exhibitors expense.

Hale Expo Services, LLC. will have a customer service desk to handle any last-minute equipment needs you may have. Standard prices will prevail on any Hale Services or equipment ordered onsite. Please note that any items found in booths that were not previously ordered will be invoiced at standard prices at the exhibitor's expense.

ELECTRIC

ALL electric orders will be processed through CES Power. For all additional electric orders, please use the link to the ordering form here [FMCA Redmond Commercial](#). *Please note the deadline for cancellation with a refund is Wednesday,*

July 24^h. If you have any questions or concerns about your electric order, please contact Jason Thibodeau jthibodeau@cespower.com or by cell 714-655-2859.

SHIPPING / MATERIAL HANDLING SERVICE – Please use the enclosed Shipping Information / Material Handling form to communicate your request for this service. There is a charge for this service, based on shipment billed weight.

VERY IMPORTANT

When shipping your freight, please make sure all the boxes/packages have your Booth Number and Company Name on them so we can identify who they belong to.

***BILLED WEIGHT** is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next 100 pounds and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale.

* All shipments arriving on show site from UPS, FedEx, Common Carrier or any other over the road shipping provider fall under the category of Material Handling. There is a charge for this service. The charge covers the signing and handling of shipments received at the exhibition facility. All fees and material handling instructions are detailed on the enclosed Freight Handling Form.

Please note, we cannot guarantee what time any shipment will arrive.

While onsite, you are welcome to intercept and sign for your own shipments at any time.

Please be sure to have a representative onsite at the delivery point awaiting arrival.

Representatives must remain outside of the Hale offices.

Show Site Shipping Information: Shipments arriving on show site will be accepted on or after **Wednesday, August 7 through Tuesday, August 13, 2024.**

Freight can be picked up no later than Noon on Monday, August 19, 2024.

Otherwise your freight will be forced out at your expense.

Be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. FMCA and Hale Expo Services, LLC. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

Exhibitor Move-out & Cleanup

All exhibits, including RV's, must be removed from the show floor prior to: 12:00 pm on Sunday, August 18th, 2024.

At the close of the show, it is the exhibitors' responsibility to make sure that all debris and waste is removed from the area their exhibit booth occupied during the show. Waste must be disposed of properly in the appropriate containers that will be distributed around the facility. Arrangements can be made with Hale Expo Services, LLC. for labor to assist in cleanup after the close of the show. For the applicable charges for this service, please see the Installation and Dismantling Service Form enclosed.

Hale Expo Services, LLC. and the Deschutes County Fair & Expo are not responsible for exhibit items left on the show floor after this time.

Forklift service for dismantling will not be available until approximately 3:30 on Saturday, August 17, 2024, due to the necessity of delivering storage crates. Forklifts will then be distributed on a first-come-first-served basis.

We hope this will be a successful event and encourage you to call if we can help in any way. Please note, orders can be accepted by mail, fax (716-896-8908), or by scanning the completed documents and emailing them to csr@haleexpo.com. Full payment must accompany your order to qualify for the pre-order discount.

Yours Very Truly,

HALE EXPO SERVICES, LLC.
Exhibitor Services Department



**DISPLAY SETUP HOURS
&
SHOW HOURS**

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August 14 - 17, 2024

RV Displays
Set-Up Days/Times:

Please do not arrive prior to Sunday, August 11, 2024

Sunday, August 11, 2024	STAGING DAY	8:00 AM – 5:00 PM
Monday, August 12, 2024		8:00 AM – 5:00 PM
Tuesday, August 13, 2024		8:00 AM – 5:00 PM
Wednesday, August 14, 2024		8:00 AM – 10:00 AM

Booth / Supplier / Demo Booth
Set-Up Days/Times:

Please do not arrive prior to Monday, August 12, 2024

Monday, August 12, 2024	8:00 AM – 5:00 PM
Tuesday, August 13, 2024	8:00 AM – 5:00 PM
Wednesday, August 14, 2024	8:00 AM – 10:00 AM

Show Hours and Hours for all Exhibitors:

Wednesday, August 14, 2024	1:00 PM – 5:00 PM
Thursday, August 15, 2024	9:00 AM – 5:00 PM
Friday, August 16, 2024	9:00 AM – 5:00 PM
Saturday, August 17, 2024	9:00 AM – 3:00 PM

Dismantling Hours

Saturday, August 17, 2024	3:01 PM – 9:00 PM
Sunday, August 18, 2024	8:00 AM – 12:00 PM

All exhibitors must remove all displays (including RV’s) prior to 12:00 pm on Sunday, August 18, 2024.

Freight can be picked up no later than Noon on Monday, August 19, 2024.
Otherwise your freight will be forced out with ABF at your expense.



PAYMENT POLICY
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PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Expo Services, LLC. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

METHOD OF PAYMENT

Hale Expo Services, LLC. accepts company checks, Visa, MasterCard, American Express and Discover. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS – IMPORTANT

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



INDOOR ORDER SUMMARY
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Company Name: _____ Booth No.(s): _____
 Phone No.: _____ Cell: _____ Booth Dimensions: _____
 Show Site Rep.: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Expo Services, LLC. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: Master Card Visa Discover American Express
 Billing Address: _____ City: _____ State: _____ Zip: _____
 Credit Card Number: _____ Exp. Date: _____ Code: _____
 Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Expo Services, LLC. Payment Policy and Hale's Terms & Conditions of Contract. **By filling out this credit card authorization form, the card holder is authorizing Hale Expo Services, LLC. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show.** Charges may include (but are not limited to) on-site labor ordered, material handling charges for shipments received on site and or any other services that were ordered by the exhibitor on site.

There is a 4% credit card processing fee for any charges and/or services paid with a credit card.

Any charges made to your credit card by Hale Expo Services, LLC. will appear on your credit card statement as a charge from Hale Expo Services, LLC.

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE *****

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.
 Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

TAXABLE ITEMS	
CARPETING, CARPET PADDING & SPECIAL DRAPE	\$
DISCOUNTED FURNITURE PACKAGE	\$
TABLES, PEDESTAL TABLES & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
STANDARD SIGN (7"X 44" ID SIGN)	INCLUDED
SPECIAL SIGNS & BANNERS	\$
VACUUMING SERVICE	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE- Straight-Time: M-F 8am-4pm. Overtime: M-F before 8, after 4pm and on weekends and holidays.	\$
SHIPPING INFORMATION/MATERIAL HANDLING Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to show-site. Please see the Shipping & Material Handling form for details. (Actual weights will be billed at the show close)	\$
SUBTOTAL	\$
4% CC Processing Fee	\$
TOTAL	\$



BOOTH FLOORING & SPECIAL BACK DRAPE
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Company Name: _____ Booth No.(s): _____
 Show Site Rep.: _____ Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Order Price	Quantity	Total
9' x 10'	\$129.00	\$182.00	_____	_____
9' x 20'	\$269.00	\$367.00	_____	_____
9' x 30'	\$386.50	\$478.00	_____	_____
9' x 40'	\$515.00	\$635.00	_____	_____
18' x 20'	\$515.00	\$635.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$129.00	\$182.00	_____	_____
Additional Taping	Total Feet: _____	X \$.50/ft. =	_____	_____
Standard Booth Carpet & Add'l Tape Subtotal:				_____

Please check color choice

Speckled Blue Red
 Forest Green Burgundy
 Gray

If no color is selected, show colors will be installed.

SHOW COLORS:

Addendum - Only the following carpet tape is allowed on show floor: Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

Carpet Padding & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Order Price	Quantity	Total
9' x 10'	\$81.00	\$99.00	_____	_____
9' x 20'	\$162.00	\$198.00	_____	_____
9' x 30'	\$243.00	\$297.00	_____	_____
9' x 40'	\$324.00	\$352.00	_____	_____
18' x 20'	\$324.00	\$352.00	_____	_____
Visqueen	Pre-Order Price	Standard Order Price		
	\$1.05/sq. ft.	\$1.25/sq. ft.		
Calculate sq. ft.:	_____ ft. x	_____ ft. =	_____	_____
Carpet Padding & Visqueen Subtotal:				_____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note; 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Order Price	Quantity	Total
3' High Drape	\$7.00 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$10.00 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$17.00 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____
Special Back Drape Subtotal:				_____

Please check color choice

Beige Burgundy Lime Red
 Black Dusty Rose Orange Silver
 Blue Forest Green Peach White
 Brown Gold Purple

Booth Carpet & Special Back Drape Page Total: _____



DISCOUNTED FURNITURE PACKAGE
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Company Name: _____

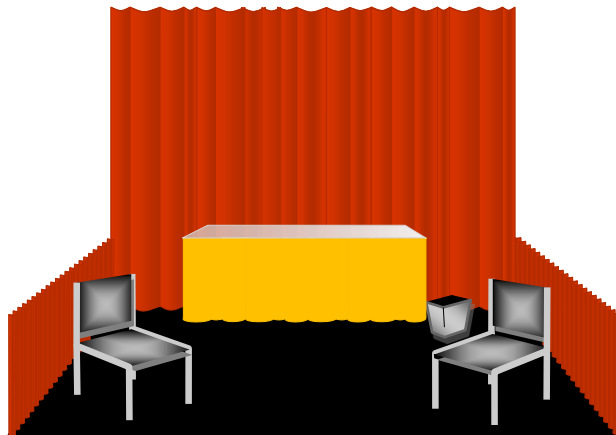
Booth No.(s): _____

Show Site Rep.: _____

Phone No.: _____

Hale Expo Services, LLC. offers the following Discounted Furniture Packages at an additional **15% DISCOUNT** from our already discounted pre-order prices. These packages are only available if ordered and paid for by the advance deadline date **July 15th, 2024**.

DISCOUNTED FURNITURE PACKAGE



Please Note: Colors depicted in picture are **NOT** the chosen show colors for the EVENT CENTER.

<u>Package Includes</u>	<u>9' x 10'</u> <u>Package</u>	<u>9' x 20'</u> <u>Package</u>
One 6' long x 30" tall table, draped on 3 sides in Teal	\$89.25	\$89.25
Two upholstered side chairs, at \$39.10 each	\$78.20	\$78.20
One wastebasket	\$13.60	\$13.60
One 9' x 10' Gray carpet	\$129.00	N/A
One 9' x 20' Gray carpet	N/A	\$269.00
Total at Pre-Order Price Rate:	<u>\$310.05</u>	<u>\$450.05</u>
Less 15%:	<u>(\$46.51)</u>	<u>(\$67.51)</u>
Total at Discounted Furniture Package Discount Rate:	<u>\$263.54</u>	<u>\$382.54</u>
Total Cost:	_____	_____
Optional: Raise the 30" skirted table to 42" skirted table add \$16.15	<u>Include \$16.15 in total if ordering</u>	<u>Include \$16.15 in total if ordering</u>
Total Cost:	_____	_____

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date **July 15th, 2024**. Payment must be received before the advance order deadline date in order to qualify for the Discounted Furniture Package pricing. **This package must be purchased as described.** Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance prices' deadline date.

Discounted Furniture Package Page Total _____
Please enter total on the Order Summary (Applicable taxes not included)



**TABLES, PEDESTAL TABLES &
TABLE RISERS**
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Company Name: _____
Order Contact: _____

Booth No.(s): _____
Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 th Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
Draped Table Subtotal:				_____

Please check SKIRT color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

If no color is selected, show colors will be installed.

Undraped Display Tables

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
Undraped Table Subtotal:				_____



Table Risers (Draped in White)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
Table Risers Subtotal:				_____

Undraped Pedestal Tables & Spandex Covers

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
Pedestal Tables & Spandex Cover Subtotal:				_____

Please check SPANDEX color choice:

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

Table Page Total: _____



CHAIRS & ACCESSORIES
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Company Name: _____
 Order Contact: _____

Booth No.(s): _____
 Phone No.: _____

Chairs & Stools (Grey Fabric)









<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____

Chairs & Stools Subtotal: _____

Accessories

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____

Accessories Subtotal: _____

Item Pictures			
Chairs & Stools	Accessories		
			
Padded Side Chair	Wastebasket	Literature Rack	Bag Rack
			
Padded Stool	8' Post & Base & Crossbar	Floor Easel	22" x 28" Chrome Sign Frame

Chairs & Accessories Page Total: _____



**INDOOR BOOTH SIGN
7" X 44" SIGN**

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Company Name: _____ Booth No.(s): _____
Show Site Rep.: _____ Phone No.: _____

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY
PRINTED WITH YOUR COMPANY NAME

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM
TO INDICATE THE CHANGES BEFORE:

July 15, 2024

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM.

7" X 44" ID SIGN

Line: _____

Text may not exceed 26 characters, including spaces.
Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to csr@haleexpo.com



SPECIAL SIGNS
 Sign Orders received after July 15th
 add 50% to the listed Price.

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Company Name: _____ Booth No.(s): _____
 Email Address: _____ Contact Name: _____

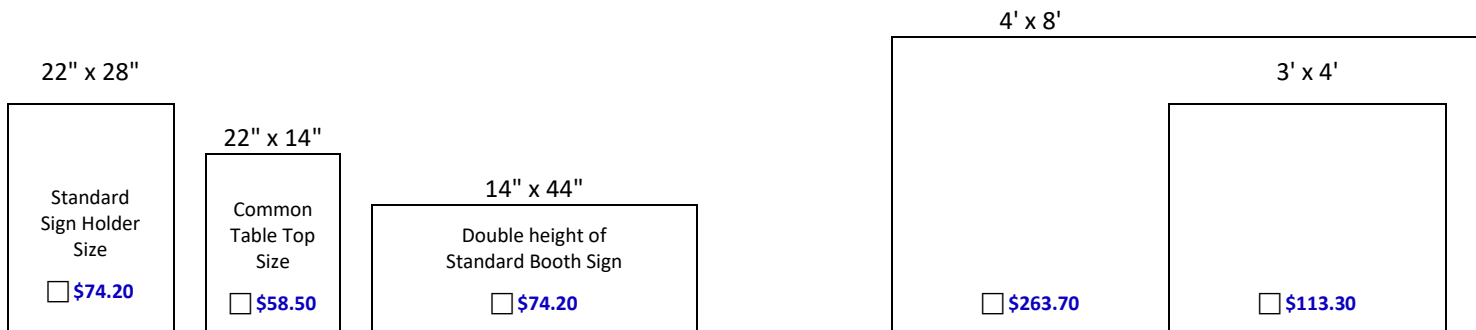
SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES



Copy Color

Color 1: _____
 Color 2: _____

Orientation

Landscape
 Portrait

Description

- 22" x 28" Sign
- 22" x 14" Sign
- 14" x 44" Sign
- 4' x 8' Sign
- 3' x 4' Sign
- Grommets (ea.)
- Easel Back

Pre-Order Price

- \$74.20
- \$58.50
- \$74.20
- \$263.70
- \$113.30
- \$2.00
- \$2.75

Quantity

Total

Subtotal: _____

Add 75% to Subtotal: _____

Subtotal 2: _____

Add 50% to Subtotal 2: _____

Double Sided

Ordered After July 15th

Please Indicate Sign Copy Here:



BANNERS
Banner Orders received after July 15th
add 50% to the listed Price.

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

FMCA's 109th International Convention & RV Expo
Deschutes County Fair & Expo – Redmond, Oregon
August 14 - 17, 2024

Company Name: _____ Booth No.(s): _____
Email Address: _____ Contact Name: _____



All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

<u>Font Color</u>	<u>Orientation</u>	<u>Description</u>	<u>Pre-Order Price</u>	<u>Quantity</u>	<u>Total</u>
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
				Subtotal:	_____
				Add 75% to Subtotal:	_____
				Subtotal 2:	_____
				Add 50% to Subtotal 2:	_____
				Ordered After July 15th	_____
				Banner Page Total:	_____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Expo Services, LLC, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department



VACUUMING
 Save Time and Money! Pre-Order by July 15th
 and receive substantial discounts!

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FMCA's 109th International Convention & RV Expo
 Deschutes County Fair & Expo – Redmond, Oregon
 August 14 - 17, 2024

Company Name: _____ Booth No.(s): _____
 Show Site Rep.: _____ Phone No.: _____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES VACUUMING OF AISLES ONLY
*** OPENING DAY VACUUMING IS NOT INCLUDED IN BOOTH PACKAGE ***

Booth Size	Cost for Opening Day Vacuuming Only	Cost for Daily Vacuuming Includes Opening Day	Total
10' x 10'	\$30.00	\$68.00	
10' x 20'	\$60.00	\$131.00	
10' x 30'	\$90.00	\$194.00	
10' x 40'	\$120.00	\$257.00	
20' x 20'	\$150.00	\$257.00	
20' x 30'	\$180.00	\$383.00	
20' x 40'	\$210.00	\$509.00	

Vacuuming Page Total: _____



**INSTALLATION & DISMANTLING LABOR
& FORKLIFT SERVICE**
 Save Time and Money! Pre-Order by July 15th
 and receive substantial discounts!

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FMCA's 109th International Convention & RV Expo
 Deschutes County Fair & Expo – Redmond, Oregon
 August 14 - 17, 2024

Company Name: _____ Booth No.(s): _____
 Show Site Rep.: _____ Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$65.00 (M-F 8 AM – 4 PM) **Overtime Rate: \$97.50** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Onsite Supervisor Name: _____ Cell Number: _____

Straight Time Rate: \$65.00 (M-F 8 AM – 4 PM) **Overtime Rate: \$97.50** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY HALE EXPO SERVICES, LLC. PERSONNEL – Supervision will be provided by Hale Expo Services, LLC. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, and photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$120.00 (M-F 8 AM – 4 PM) **Overtime Rate: \$180.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Expo Services, LLC. will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Expo Services, LLC. employees. Forklift Service will be charged with a one hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>	=	<u>Total Hours Per Person</u>	@	<u>Hourly Rate</u>	=	<u>Estimated Total Cost</u>
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Installation	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____
Dismantle	_____	_____	X	_____	=	_____	@	_____	=	_____

Plastic Banding (Per pallet and includes 1/2hr. labor): **\$45.50** **Shrink Wrap** (Per pallet and includes 1/2 hr. labor): **\$45.50**

If Labor must be cancelled, Hale Expo Services, LLC. requires 24 hour of advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested. **Installation & Dismantling Labor & Forklift Service Page Total:** _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery. If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Expo Services, LLC. at the Show Site.

VERY IMPORTANT

When shipping your freight, please make sure all the boxes/packages have your Booth Number and Company Name on them so we can identify who they belong too.

Please do not return label to Hale Expo Services, LLC.

DIRECT TO SHOW SITE

SHIPMENTS MAY ARRIVE ON OR AFTER Friday, August 7, 2024

Materials arriving ON SITE prior to this date will be refused by the facility.

**FREIGHT
LABEL**

SHIP TO:

**Deschutes County Fairgrounds/ FMCA
C/o Hale Expo Services, LLC.
3800 SW Airport Way
Redmond, OR 97756**

SHOW INFORMATION

FMCA'S 109th International

Convention

Deschutes County Fair & Expo –
Redmond, OR
August 14-17, 2024

Booth#: _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



SHIPPING & MATERIAL HANDLING

Save Time and Money! Pre-Order by July 15th
and receive substantial discounts!

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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
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FMCA's 109th International Convention & RV Expo Deschutes County Fair & Expo – Redmond, Oregon August 14-17, 2024

Company Name: _____ Booth No.(s): _____

Order Contact: _____ Phone No.: _____

***** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE *****

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Direct to Show Site Rate For Shipments Arriving on or after August 7, 2024				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50 Minimum Charge = \$137.00
Small Package Rate For Single Packages 25 lbs. and Under Arriving on Show Site Only				\$25.00 / per package (Single Package Shipments Only) Minimum Charge = \$25.00	\$25.00 Single Package Only

BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

VERY IMPORTANT

When shipping your freight, please make sure all the boxes/packages have your booth number and company name on them so we can identify who they belong to.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Only Outbound Shipping & Material Handling (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$50.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00
Small Package Rate For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only) Minimum Charge = \$25.00	\$25.00 Single Package Only

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 Noon, Monday, August 19, 2024**. To insure the floor is clear for the next event, shipments not picked up by **12:00 Noon, Monday, August 19, 2024** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Total: _____

(200 lb. Minimum Charge) 16



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE EXPO SERVICES, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED: Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

- Hale Expo Services, LLC. shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- Hale Expo Services, LLC. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
- Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Expo Services, LLC. for such shipments.
- Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
- Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
- Hale shall not be responsible for theft or damage while empty crates are in storage.
- Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
- EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Expo Services, LLC. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Expo Services, LLC. are based on the value of the material handling services and the scope of Hale Expo Services, LLC. liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Expo Services, LLC. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- Hale Expo Services, LLC. must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Expo Services, LLC. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 - Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: FMCA 109th International Convention Company Name: _____
 Print Name: _____ Booth No.(s): _____
 Signature: _____ Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE EXPO SERVICES, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



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Close of Show Guidelines

The Hale Expo Services, LLC. Service Desk will reopen approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Expo Services, LLC. Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about 1 hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before 12:00 Noon, Monday, August 19, 2024. ***To ensure the floor is clear for the next event, shipments not picked up by 12:00 Noon, Monday, August 19, 2024 will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.***

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier.
For information and shipping arrangements, ABF can be contacted at 800-654-7019.

Very Important

Here is the address your carrier needs to pick-up your freight.
Please inform the Carrier to check in with Hale Expo Services when they arrive on-site.

**Deschutes County Fairgrounds/ FMCA
3800 SW Airport Way
Redmond, OR 97756**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.