



Dear Exhibitor:

Rileighs Convention Services, LLC has been selected by show management as your official full-service contractor for decorating, drayage and labor at the 2010 Groom Expo at the Hershey Lodge & Convention Center.

To help you with your decorating needs, we have enclosed all required forms. By returning the completed forms to our office, all equipment will be installed in your booth prior to your arrival. In the event you are not going to personally plan and supervise your exhibit, please forward this kit to the person you have appointed to be in charge.

PLEASE NOTE:

The booths are 8'x 10' OR 6'x 8' booths. An 8' x 10' booth will have a 6' skirted table and the 6' x 8' booths will have a 4' skirted table. The booths will also be provided with draped 8' high back wall and 33" high side dividers. Each booth will also be provided with one 7" x 42" exhibitor identification sign, one wastebasket, and two chairs. Additional furniture requirements should be ordered through Rileighs. **The exhibit hall is carpeted.**

IMPORTANT:

The Hershey Lodge and Convention Center **HAS NO provisions for receiving and storing freight.** All required shipping information is enclosed. Please refer to our Freight/Drayage form.

Any Exhibit Materials that need to be shipped directly to the Convention Facility cannot arrive prior to your (exhibitor) set-up time(s) as indicated by Show Management. Shipment(s) that arrive at the Convention Facility prior to the stated set-up times or are received in the absence of the attending exhibitor **WILL BE CHARGED "DRAYAGE CHARGES"** in accordance with Service B-Direct Shipments. Advance shipments to warehouse are only received Monday thru Friday 8 AM – 4 PM (excluding holidays.)

In submitting your request for our services, please include your payment plus **6% Sales Tax** to receive discount price.

All services may be put on one of the Credit Cards listed on our forms. All orders placed during installation are to be C.O.D.

We are looking forward to being of service to you. If any additional information is needed, please contact our office.

Sincerely,
Rileighs Convention Services

25 South Tenth Street • Harrisburg, PA 17101-2894
(800) 421-5075 • (717) 236-5075 • Fax # (717) 236-9082

DISPLAYS • EXHIBITS • SPECIAL EVENTS • CONVENTION SERVICES



CONVENTION SERVICES, LLC

25 South Tenth Street Harrisburg, PA 17101
(717) 236-5075 (800) 421-5075
FAX (717) 236-9082



PAYMENT POLICY FORM

Table with 3 rows: Show Name (Groom Expo), Show Site (Hershey Lodge & Convention Center), Show Date (9/10-12/10). Includes a Booth # column.

PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCED

- 1. ADVANCE ORDERS: To receive the advance price; FULL PAYMENT OF CASH, CHECK OR CREDIT CARD MUST ACCOMPANY YOUR ORDER.
2. SHOW SITE ORDERS: Services ordered at the show site will not be processed without full payment at the time the order is placed.
3. THIRD PARTY ORDERS: If you contract work to a display or exhibit house and require services from Rileighs, the payment policy stated above applies.
4. SHIPPING FREIGHT TO WAREHOUSE OR SHOW SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR: If you will be shipping to our warehouse or show site, and/or ordering installation /dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW.
5. ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY EITHER CASH, CHECK OR CREDIT CARD.
6. If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of show.
7. International exhibitors must pay for all services in U.S. Funds prior to show closing. A \$20.00 surcharge will be added for processing checks drawn on foreign banks.
8. ANY DISPUTES MUST BE MADE BY THE END OF THE SHOW.

I authorize Rileighs Convention Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges.

Please Complete and Return to: Rileighs Convention Services, LLC

**PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:

Check One: Master Card* Visa (Bank Americard) American Express



Account No. [Grid of 16 boxes]

Expiration Date: _____

Signature: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Company: _____ Date: _____
Address: _____
Street City State Zip
Auth Sig. _____ Phone _____
Booth No. _____ FAX No. _____
Email Address: _____

DRAYAGE SERVICE ORDER FORM



DRAYAGE CHARGES MUST BE
PAID FOR IN ADVANCE
PLEASE SUPPLY CHECK OR
CREDIT CARD INFORMATION

6730 Allentown Blvd.
Harrisburg, PA 17112
(717) 236-5075 FAX:(717) 236-9082



COLLECT SHIPMENTS WILL BE REFUSED

SERVICE A – ADVANCE SHIPMENT TO WAREHOUSE (Monday – Friday 8 a.m. – 4 p.m. (Excluding holidays).

Shipments of common freight and crated/cartoned materials will be received at the warehouse and delivered per shipping instructions. All weights will be rounded to the next higher hundred weight. (1-CWT= 100 LBS.) Weight will be estimated if not included with inbound paperwork. **Must be received by 9/8/10 to be transported to the show from the Advance Warehouse. Freight received after 9/2/10 will be charged an additional \$11.00 per CWT with a \$22.00 minimum.**

Straight Time Rates \$44.00 per CWT per shipment – 2 CWT minimum or \$88.00 per shipment.
Overtime Rates \$65.00 per CWT per shipment – 2 CWT minimum or \$130.00 per shipment.

SERVICE B – DIRECT SHIPMENTS (See exhibitor set-up times)

Shipments will be received at show site during installation period only as per shipping instructions. All weights will be rounded to the next highest weight (CWT). Bills of lading stipulating weight must accompany shipments. Cubic or dimensional weights will be invoiced as stated weight at time of delivery unless a weight certificate is attached. No credits will be issued.

Straight Time Rates:	Crated/Cartoned	\$39.00 per CWT per shipment	<u>2 CWT minimum</u>	\$78.00
	*Uncrated	\$66.00 per CWT per shipment	<u>2 CWT minimum</u>	\$132.00
Overtime Rates:	Crated/Cartoned	\$52.00 per CWT per shipment	<u>2 CWT minimum</u>	\$104.00
	*Uncrated/Unskidded	\$88.00 per CWT per shipment	<u>2 CWT minimum</u>	\$176.00

*The entire shipment will be classified if any part of shipment is uncrated or unskidded.

(Overtime rates apply when set up/dismantle is before 8:00 A.M. or after 4:30 P.M. Monday – Friday; on Saturday, Sunday or Holidays)

Credit card information must be completed for special services. UPS charges, if billed to Rileighs Convention Services, will be invoiced to your credit card plus 25% service charge. Special service charges are in addition to our standard Drayage Rate.

- 1.) Return to warehouse for storage, shipment by designated carrier, customer pickup, UPS outbound shipments
Rate \$14.00 per CWT – 2CWT minimum \$28.00
- 2.) When only crate and carton storage is needed
Rates \$25.00 per crate, \$15.00 - display case, \$7.50 per carton - \$25.00 minimum

Advance Shipping	To: (Name of Exhibitor & booth number)	To: (Name of Exhibitor & booth number)	Direct Shipping
Warehouse Address	For: Groom Expo	For: Groom Expo	On-Site Address
Deadline Date	C/O Rileighs Conv. Serv. 6730 Allentown Blvd. Harrisburg, PA 17112 (717) 236-5075	C/O Rileighs/HLCC W. Chocolate & University Dr. Hershey, PA 17033	Shipments will not be accepted before exhibitor's move-in Date of:
9/2/10			9/9/10

PLEASE SEND COPY OF BILL OF LADING TO RILEIGHS FOR TRACING PURPOSES. PLEASE ENTER OUR ORDER FOR SERVICES SUBJECT TO SHIPPING INFORMATION AND DRAYAGE INSTRUCTIONS AND LIMITS OF LIABILITIES SEEN FOLLOWING THIS PAGE:

Name of Show: Groom Expo **Booth #:** _____

Name of Firm: _____ **Telephone #:** _____

Street Address: _____ **Fax #:** _____

City: _____ **State:** _____ **Zip:** _____

Authorized By(Print Name): _____ **Signature:** _____

Weight: _____ **# of pieces:** _____ **Estimated Arrival:** _____

_____ **CWT x** _____ **Rate =** _____ **Total Amount:** _____

Please send check(s) or completed credit card form.

Shipping Instructions and Drayage Information

Advance Warehouse

Common carrier shipments consigned to the warehouse should arrive no later than 9/8/10. The services included within drayage fees are, up to thirty (30) days free storage prior to show setup, exhibit materials are delivered to your booth prior to or during installation, empty crates and cartons will be stored during the event and exhibit materials will be loaded on the outbound carrier from show site.

Any shipments received after 9/2/10 will be charged an additional \$11.00 per CWT with a \$22.00 minimum.

ALL SHIPMENTS MUST BE PREPAID! COLLECT SHIPMENTS WILL BE REFUSED! UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!

Direct to Show Site

Shipments will be received at show site during exhibitor move-in hours only. Any freight received will be placed in the exhibitors' booth, crates and cartons will be stored during the event and freight will be loaded onto the outbound carrier from show site. If special positioning is required for any equipment please order the appropriate labor using the Labor Order Form.

The convention facility does not have any storage facilities for receiving or storing materials. All freight shipped to arrive prior to 9/9/10 **MUST** be shipped to the Rileighs warehouse. Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

Outbound Shipments

All outbound shipments require an outbound bill of lading. This may be obtained from the Rileighs Service Desk. Once the shipment is packed and labeled the bill of lading **MUST** be returned to the Rileighs Service Desk. Any carrier other than the show carriers must be notified by the exhibitor to pick up their shipments at the appropriate time. In the event that a carrier fails to pick up a shipment Rileighs Convention Services, LLC reserves the right to reroute the shipment onto the show carrier. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company via the show carrier at the exhibitors' expense.

Return to Warehouse

Outbound shipments may be returned to the Rileighs warehouse at the close of the show to be picked up by a designated carrier or sent out via UPS. All shipments returned to the warehouse will be charged an additional \$14.00 per CWT with a \$28.00 minimum. If a carrier other than UPS will be picking up a shipment it is the exhibitors responsibility to schedule a pickup with the carrier. All return to warehouse shipments must be coordinated with the Rileighs Service Desk.

Payment

RILEIGHS CONVENTION SERVICES REQUIRES A CREDIT CARD ON FILE FOR ALL MATERIAL HANDLING SERVICES. ALL SHOW CHARGES MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

Safety and Security

Rileighs Convention Services, LLC will not be responsible for the condition, count or contents of materials once they are placed in the booth. This applies even if the exhibitor is not present when the materials are delivered or picked up. All orders received by Rileighs prior to the removal of materials are subject to final count and correction made at the time of actual removal.

The handling of loose, inadequately packed or unskidded materials will be done at the exhibitors risk. Rileighs will not be responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

Certified Weight Tickets

Certified weight tickets may be requested on shipments containing pieces weighing over 1000 lbs. at either the warehouse or show site. ALL shipments containing machinery or uncrated material MUST have a certified weight ticket.

Insurance

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 Rileighs Convention Services, LLC is not an insurer, that insurance, if any shall be obtained by the exhibitor and the amounts payable to Rileighs Convention Services, LLC are based on the value of the material handling services and the scope of Rileighs Convention Services, LLC liability as set forth above.

LIMITATIONS OF RILEIGHS CONVENTION SERVICES LIABILITY & RESPONSIBILITY

- A. **Rileighs** shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. **Rileighs** shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitor's booth.
- C. **Rileighs** shall not be responsible for loss, theft, or disappearance before they are picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to Rileighs by exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- D. **Rileighs** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond its control.
- E. **Rileighs** liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. Rileighs maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. **Rileighs** shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE RECEIVED.** All outbound shipping charges are the exhibitor's responsibility.
- H. All shipping charges are the responsibility of the Exhibitor.
- I. **NOTE:** Shipments left in the booth for which no disposition is provided or if the requested carrier fails to pick up shipment or refuses the shipment, RILEIGHS reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Rileighs will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to store exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other third parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.



25 South Tenth Street
Harrisburg, PA 17101-2894

PHONE: (717) 236-5075 - FAX: (717) 236-9082



Furniture & Table Order Form

ADVANCE REG.

TABLES DRAPED 30"H QTY. ORDER PRICE AMOUNT

4' x 24"W x 30"H		\$46.00	\$63.00	
6' x 24"W x 30"H		\$58.00	\$75.00	
8' x 24"W x 30"H		\$70.00	\$87.00	

TABLES DRAPED 42"H AMOUNT

4' x 24"W x 42"H		\$69.00	\$86.00	
6' x 24"W x 42"H		\$81.00	\$98.00	
8' x 24"W x 42"H		\$92.00	\$109.00	

TABLES DRAPED 4th SIDE AMOUNT

4th Side Table 30"		\$20.00	\$25.00	
4th Side Table 40"		\$26.00	\$31.00	

TABLE RISERS DRAPED AMOUNT

4' x 12"W x 12"H		\$28.00	\$45.00	
6' x 12"W x 12"H		\$35.00	\$48.00	

POLY SATIN MATERIAL AMOUNT

30" Satin per foot		\$2.50	\$3.30	
40" Satin per foot		\$4.00	\$4.40	

CIRCLE DRAPE COLOR:

Red Blue Gold White Green Black Burgundy Grey
Beige Brown Plum Orange

FURNITURE QTY. ORDER PRICE AMOUNT

Counter Stool w/back		\$40.00	\$50.00	
Side Chair (padded)		\$24.00	\$35.00	
Arm Chair (padded)		\$30.00	\$40.00	
Easel		\$20.00	\$28.00	
Literature Bag Holder		\$38.00	\$48.00	
Clothestree		\$19.00	\$28.00	
Clothes Rack		\$28.00	\$35.00	
Pedestal Table 24"d 18"h		\$33.00	\$44.00	
Pedestal Table 24"d 30"h		\$39.00	\$49.00	
Pedestal Table 24"d 40"h		\$45.00	\$55.00	
Pedestal Table skirt - 30"		\$17.00	\$22.00	
Pedestal Table skirt - 40"		\$23.00	\$28.00	
Waste Basket w/liners		\$11.00	\$14.00	
Stanchions-Polished Chrome		\$28.00	\$33.00	
Ropes 8'		\$22.00	\$25.00	
8ft. Upright w/base		\$8.00	\$11.00	
6' - 10' Expanding Rail		\$8.00	\$11.00	

CARPET QTY. AMOUNT

10 x 10 Nylon		\$80.00	\$105.00	
10 x 20 Nylon		\$160.00	\$210.00	
10 x 30 Nylon		\$235.00	\$295.00	
10 x 40 Nylon		\$310.00	\$405.00	
Special Sizes	\$1.40	\$1.60		
___ft. x ___ft. = Sq. Ft. ___				
Includes Taping & Covering w/Plastic (Min 100 sq. ft.)				
Carpet Padding (Sq. Ft.)	\$0.72	\$0.90		

CIRCLE CARPET COLOR:

Red Blue Gold Green Black Burgundy Grey

ADVANCE REG.

FLOOD LIGHTS QTY. ORDER PRICE AMOUNT

150 watt Flood Lite on 8' Pole w/base		\$34.00	\$45.00	
300 watt Quartz on 8' Pole w/base		\$55.00	\$75.00	

(Prices do not include electric)

UNDRAPED TABLES AMOUNT

4' x 24"W x 30"H		\$22.00	\$33.00	
6' x 24"W x 30"H		\$25.00	\$36.00	
8' x 24"W x 30"H		\$31.00	\$42.00	
Raised Table 42" Add		\$10.00	\$12.00	
Drape Exhibitor Table 30"		\$28.00	\$36.00	
Drape Exhibitor Table 40"		\$36.00	\$44.00	
30" Vinyl Table Drape purchase only			\$15.00	

SPECIAL DRAPING QTY. AMOUNT

3' High Draping	/LF	\$2.75	\$3.85	
8' High Draping	/LF	\$4.50	\$5.75	
12' High Draping	/LF	\$7.00	\$8.25	
12' Column Cover		\$50.00	\$60.00	

CIRCLE DRAPE COLORS:

Red Blue Gold White Green Black Burgundy Grey
Beige Brown Plum Orange

Sub Total _____

U.S. FUNDS ONLY 6% PA Tax Total _____

NOTE: The Advance Order Rate applies if the order is received with payment in full by 9/2/10 . Payment may be made by returning the Payment Policy Form with a credit card or with a check. All orders placed at showsite are C.O.D. Any changes or cancellations to advance orders during set-up or later will be assessed a 50% delivery charge. All items are on a rental basis only and remain the property of Rileighs Convention Services. All disputes must be made by the end of the show.

Name of Show: Groom Expo Booth No. _____
 Name of Firm: _____ Fax No. _____
 Address: _____ Phone No. _____
 City: _____ State: _____ Zip Code _____
 Email Address: _____
 Authorized by (Print Name) _____ Signature _____



BOOTH CLEANING FORM

25 South Tenth Street
Harrisburg, PA 17101-2894
Phone: (717) 236-5075 - Fax: (717) 236-9082



**CHARGES MUST
BE PAID FOR IN ADVANCE.
PLEASE SUPPLY CHECK OR
CREDIT CARD INFORMATION.**

This form must be completed and returned to the address above.

Vacuuming of carpet, sweeping of booths or emptying wastebaskets is NOT included in the rental of your booth space.

1.) Cleaning once prior to show opening:

Includes vacuuming carpet & emptying of wastebaskets.

Booth size: _____ x _____ = _____ square feet x .25/square foot = \$ _____

OR

2.) Daily Cleaning: (Must be more than one day.) Includes removal of poly covering, daily vacuuming of carpet & emptying of wastebaskets prior to show reopening:

Booth size: _____ x _____ = _____ square feet x .20/square foot = \$ _____

\$ _____ X _____ days = \$ _____

Add 6% Sales Tax \$ _____

Booths over 1,000 sq. ft. - Please call for special prices.

Payment due \$ _____

Circle Day(s) to be cleaned: Saturday Sunday Monday Tuesday Wednesday Thursday
Friday 2nd Saturday 2nd Sunday

**** PAYMENT MUST ACCOMPANY ORDER ****

NOTE: All rental carpeting is installed clean and ready for use. Any cleaning required after installation will be at the expense of the exhibitor.

Name of Show: **Groom Expo** Booth #: _____

Name of Firm: _____ FAX #: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Authorized by (Print Name): _____ Signature: _____

Labor Order Form

Straight Time: Monday - Friday 8:00 a.m. - 4:30 p.m.
 Overtime: Monday - Friday 4:30 p.m. - 8:00 a.m.
 All Day Saturday, Sunday & Holidays.

RATES:	Straight Time	Overtime
Carpenter	\$52.00	\$76.00
Supervisor	\$63.00	\$95.00
5,000 lb. Forklift	\$120.00	\$160.00

- **ONE HOUR MINIMUM PER PERSON** - Labor thereafter is charged in 1/2 hour increments per person.
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Rileighs will result in a one-hour minimum charge per person requested.
- Forklift is for handling, positioning of items within the booth. Please do not order a forklift to unload your materials from a vehicle. See the Drayage Service Order Form.
- Supervision is required for all exhibit installation and dismantling. Please indicate on the form below if exhibitor or Rileighs will furnish supervision. **Rileighs cannot be responsible for damage resulting from loss, improper installation, improper packing, theft or any other cause.**
- Exhibitor must pick up labor at starting time and return to sign-out labor at completion of the job. If exhibitor fails to pick up labor at the time ordered a one-hour per man no-show charge will be applied. Starting time can only be guaranteed in those instances where labor is ordered for an 8:00 a.m. start.
- Whenever possible labor performed under Rileighs supervision will be done on straight time however, it is not guaranteed.

Description	Date	# of Laborers	Estimated Time	Supervision
Install Labor				
Install Supervisor				
Install 5,000 lb. Forklift				
Dismantle Labor				
Dismantle Supervisor				
Dismantle 5,000 lb. Forklift				

**A CREDIT CARD IS REQUIRED IN ADVANCE FOR ALL LABOR ORDERS.
 LABOR WILL NOT BE PERFORMED WITHOUT A CREDIT CARD ON FILE.
 CREDIT CARD INFORMATION MAY BE SUBMITTED ON THE PAYMENT
 POLICY FORM.**

Name of Show Groom Expo Booth No. _____
 Name of Firm _____ Fax No. _____
 Address _____ Phone No. _____
 City _____ State _____ Zip _____
 Email Address: _____
 Authorized by (Print Name) _____ Signature _____



25 South Tenth Street
 Harrisburg, PA 17101-2894
 Phone: (717) 236-5075 - Fax: (717)236-9082



SIGN ORDER FORM

CHARGES MUST BE PAID FOR IN ADVANCE. PLEASE SUPPLY CHECK OR CREDIT CARD INFORMATION.

This form must be completed and mailed to the address above.

The following prices are for signs of 10 words or less - black vinyl lettering on white showcard. Over 10 words, add \$1.50 per word.

** ADDITIONAL HEADER SIGNS - 7" x 42-1/2" - black ink on a white showcard - 30 characters max.

Orders received less than 7 working days prior and on move-in day thru the event, will be charged late order prices. No guarantee can be made on delivery if signs are ordered on move-in day.

Quantity	Size	Regular Price	Late Order	Amount
**	7"x 42 1/2"	\$20.00	\$30.00	
	11" x 14"	\$40.00	\$50.00	
	14" x 22"	\$60.00	\$75.00	
	22" x 28"	\$70.00	\$90.00	
	28" x 44"	\$85.00	\$100.00	
FULL PAYMENT MUST BE RECEIVED WITH ORDER. RETURN CREDIT CARD FORM OR INCLUDE CHECK WITH ORDER.				SUB TOTAL
				6% PA Tax
				TOTAL

Extra charge on all special work, special color signs, special color lettering, logos, trademarks, cut-outs, sign banners, Sintra, plexiglass, etc., will be quoted upon request. Submit size & copy desired for quotes. Prices include delivery to your booth not installation. **PROOF COPY MUST BE INITIALED PRIOR TO SIGN PRODUCTION.**

USE REVERSE SIDE FOR SIGN COPY LAYOUT

Color of Background _____ Color of Lettering _____

Name of Show: **Groom Expo** Booth#: _____

Name of Firm: _____ FAX#: _____

Address: _____ Phone#: _____

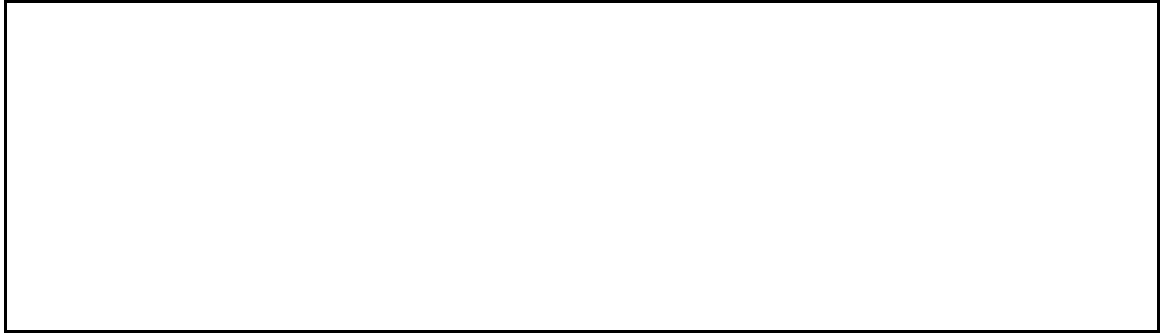
City: _____ State: _____ Zip: _____

Email Address: _____

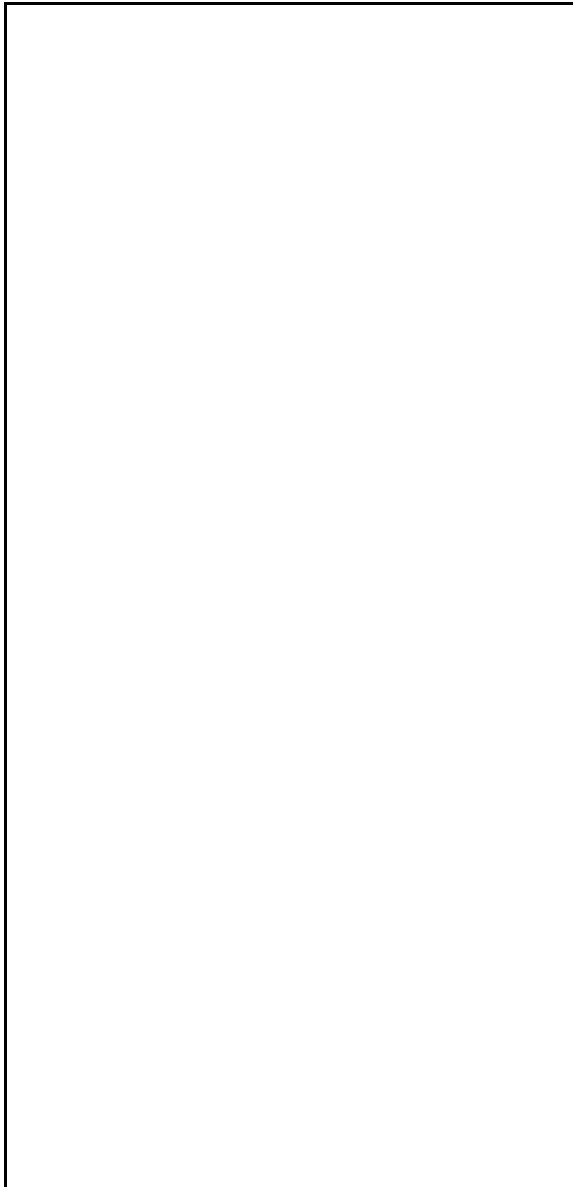
Authorized by (Print Name): _____ Signature: _____

PREPARE IN DUPLICATE AND RETURN ONE COPY WITH PAYMENT TO RILEIGHS CONVENTION SERVICES PLEASE RETURN BOTH SIDES OF THE FORM

SIGN COPY LAYOUT



HORIZONTAL VIEW



V
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Business Center: Phone # (717)-534-8682, Fax # (717)-520-5494

Drayage Service Form

Collect Shipments Will Be Refused !!!

Direct shipments to the show site should be sent during exhibitor move in only, addressed to the show decorator, Rileighs Convention Services. All shipments delivered to The Hershey Lodge & Convention Center more than 72 hours in advance of exhibitor move in Will Be Refused regardless of the circumstances. In the event that it is not consigned to Rileighs Convention Services and is received by The Hershey Lodge & Convention Center the following rates will apply:

All weights will be rounded up to the next highest weight (CWT). A Bill of lading stipulating the weight must accompany all shipments. Cubic or dimensional weights will be invoiced as stated weight at time of delivery unless a weight certificate is attached. No credits will be issued at any time regardless of circumstances.

CWT = 100 lbs.

Straight Time Rates:	Crated/Cartoned	\$45.00 per CWT per Shipment	<u>2 CWT Minimum</u>	\$90.00
	Machinery/Special Handling	\$60.00 per CWT per Shipment	<u>2 CWT Minimum</u>	\$120.00
Overtime Rates:	Crated/Cartoned	\$60.00 per CWT per Shipment	<u>2 CWT Minimum</u>	\$120.00
	Machinery/Special Handling	\$80.00 per CWT per Shipment	<u>2 CWT Minimum</u>	\$160.00

(Overtime rates apply when set up/dismantle is before 8:00 am or after 3:30 pm Monday – Friday; on Saturday, Sunday, or Holidays.)

Freight will not be released until payment has been received. Please complete the credit card information below.

****Please indicate the last three numbers from the signature strip on the back of your card.**

We accept Visa, Mastercard, American Express.

Account # _____ Expiration Date: _____

Signature: _____ (Card can not be processed without a signature)

Cardholder's Name (Print): _____

Cardholders Billing Address: _____

City: _____ State: _____ Zip Code: _____

Name of Show: Groom Expo Booth #: _____

Name of Firm: _____ Phone #: _____

Street Address: _____ Fax #: _____

City: _____ State: _____ Zip Code: _____

Authorized By (print name): _____ Signature: _____

Weight: _____ # of pieces: _____ Estimated Arrival: _____

_____ CWT x _____ Rate = _____ Total Amount: _____



Plasma Screen Order Form
 Telephone (717) 534-8605
 Facsimile (717) 534-8683

PLASMA SCREEN READER BOARD ADVERTISEMENT ORDER FORM

The Hershey Lodge and Convention Center is pleased to offer advertising time on their 52" plasma screen display monitors. These display monitors are strategically placed in five locations throughout the property to list the daily reader board events for our group business. Proven to be effective, these attention grabbing display monitors run in a Windows 2000 format using simple PowerPoint presentation slides.

Possible uses for the Reader Boards Include:

- Brings greater attention to your booth location.
- Send wide cast invitations to attendees welcoming them to your hospitality suite.
- Advertise your products and services to a specific targeted audience.

Space is limited. Ads are on a first come first serve basis.

Customers are responsible for producing the PowerPoint slides.

* *The Lodge reserves the right to review content of the slides for objectionable images and phrasing.*

Please provide the following information:

ORDER DATE: _____

NAME OF CONVENTION: __ Groom Expo _____

CONFERENCE DATE: __ 9/10-12/10 _____ CONTACT NAME: _____

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

E: MAIL ADDRESS: _____

METHOD OF PAYMENT/ CC# _____ EXP DATE _____

NAME ON CREDIT CARD _____

Type of Service	Cost per Day	Dates of Service	Number of Slides	Total Cost
15 Second Advertisement	\$250			
30 Second Advertisement	\$500			

Please E-mail your presentation to Ms. Frankie Kramlick at fkramlick@hersheypa.com at least 15 days in advance of your event. Orders not submitted to the Convention Services Office at least 15 days prior to the event cannot be guaranteed.

Subtotal \$ _____
Tax 6% \$ _____
Total \$ _____

Plasma Screen Order Form

Telephone (717) 534-8605

Facsimile (717) 534-8683

Customer Signature: _____ **Date:** _____ **Acct:** _____

HERSHEY Lodge

Telephone Order Form

Hershey Lodge
325 University Drive
Hershey, PA 17033
Office 717-534-8624
Fax 717-534-8683

Please provide the following information:

ORDER DATE: _____

NAME OF CONVENTION: _Groom Expo_ CONFERENCE DATE: 9/10-12/10

COMPANY NAME: _____ CONTACT NAME: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

METHOD OF PAYMENT: Master Or CC# _____

ROOM: _____ BOOTH NUMBER: _____

LOCATION IN ROOM: _____ EXTENSION: _____

Type of Service	Cost Per Day	Date of Service	Time of Service	# of Days	# of Lines	Total Cost
IN-HOUSE LINE (Includes Telephone) Limited to in-house telephone service only	\$25					
LOCAL & LONG DISTANCE LINE with Telephone For Outgoing Calls Only <i>One Time \$125 hook-up charge</i>	\$40					
LOCAL & LONG DISTANCE LINE for Conference Call <i>Polycom/Speaker Phones MUST Be ordered Through PSAV Call 717-534-8608</i>						
LONG DISTANCE LINE (Credit Card Machine) <i>Will your machine be programmed to dial 9 + number</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>One Time \$125 hook-up charge</i>	\$40					
DID LOCAL & LONG DISTANCE LINE Direct Inward Dial For Incoming & Outgoing Calls <i>One Time \$125 hook-up charge</i>	\$60					

A \$100 surcharge will apply if not ordered at least 21 days in advance of your event.

Orders not submitted to the Convention Services Manager at least 21 days prior to the event cannot be guaranteed.

Please Note: Long distance calls are surcharged at 75% above standard AT&T Operator Assisted rates plus tax. Directory Assistance & Information calls are \$1.50 per call plus tax. All Local, Operator Assisted and 800/888/877 calls are no charge.

SUB TOTAL: _____

Sales Tax 6%: _____

TOTAL: _____

Customer Signature: _____

Date: _____

CSM: _____	For Lodge Use Only	Account # _____
Technician: _____	Date: _____	Switch Port #: _____ Patch Panel # _____

Show:Groom Expo

Dates:9/10-12/10

Location:G A H



**OFFICAL AUDIO VISUAL SUPPLIER DEADLINE:
Two Weeks Prior to Show Opening Date**

Hershey Lodge
Ph 717.534.8608
FAX 717.534.8692

Video Equipment				Advance	Qty	Days	Total	Sound Systems				Advance	Qty	Days	Total
Video Monitors will not handle computer signal-see Data Monitors				Daily Rate								Daily Rate			
32" LCD Flat Panel	\$450.00							Powered Speaker w/Stand	\$150.00						
40" LCD Flat Panel	\$550.00							Sound System: Spkr, Mic, Mxr	\$275.00						
DVD/VHS Player	\$80.00							Wired Microphone	\$50.00						
DVD Player	\$75.00							Wireless Microphone	\$200.00						
34"/54" Cart	\$40.00							CD Player	\$75.00						
Computer Systems								Computer Audio System	\$75.00						
Apple PowerMac G5 1.8Ghz 512MB/80GB/CD/RW-DVD	\$300.00							Headset Microphone Adapter	\$50.00						
IBM Thinkcentre A50 P4 2.8Ghz 512MB/40GB/Win 2000	\$300.00							VIDEOWALLS / PLASMA SCREENS							
Others available please call.								Many options are available. Please call for pricing.							
Laptops*								SPECIAL REQUIREMENTS							
Laptop= 1.0GB/40GB/Wireless Network Card	\$400.00							* Laptops will be stored in AV office overnight for security							
Apple Powerbook G4	\$450.00														
Internet															
Wireless Connection	\$150.00														
Hardwire Connection	\$275.00														
Data Monitors								EQUIPMENT TOTAL							
6' Cable Included								Add 25% for On-Site Orders							
61" Plasma	\$1,000.00							On-site Rate Effective 72 hours Prior to Show Opening							
50" Plasma	\$750.00							Labor / Handling Fee**							
40" LCD Flat Panel	\$550.00							Please add 25% of equipment total (\$75.00 labor fee minimum)							
32" LCD Flat Panel	\$450.00							Pennsylvania State Tax 6%							
17" Flat Screen LCD Monitor	\$250.00														
20" Flat Screen LCD Monitor	\$350.00							GRAND TOTAL							
Accessories															
Keyboard, Mouse	\$50.00														
Wireless Mouse	\$50.00														
HP4000 Laser Printer	\$150.00														
Laser Pointer	\$40.00														
Tripod Screen	\$45.00														
Video/Data Projectors															
Other Options Available															
LCD Projector (XGA) 1024x768 2700 Lumens	\$600.00														
LCD Projector, SXGA High-End	call for quote														

RENTAL RESERVATION MUST BE COMPLETE FOR ORDER TO BE PROCESSED

Rental Reservation

Name of Event: Groom Expo Location of Event: _____
Exhibitor: _____ Booth Number: _____
Address: _____ Contact Name: _____
Address: _____ Phone Number: _____ Fax: _____
City: _____ State: _____ Zip/Postal Code: _____
E-mail: _____

Delivery Date: _____

Exhibitor must be present to sign for order at the time of delivery. Please contact the PSAV office for delivery, ext. 8608. You must notify our representative that you are at your booth and have electrical power in place. We will initiate delivery at that time. PSAV is unable to guarantee a delivery time.

Pickup Date: _____

Exhibitor is responsible for equipment until it is picked up by an PSAV representative. Pick-up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.

Please do not ask us to bill you.

Payment: Amex Visa Mastercard Check Enclosed

Credit Card Number: _____

Expiration Date: _____

Card Security Code (Back of Card): _____

Cardholder's Name: _____

Authorized Signature: _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. All items subject to 6% PA State Tax.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a PSAV Representative of any problems with exhibit orders at show site. Absolutely no credits will be issued after show closing.

FAX ALL ORDERS TO PRESENTATION SERVICES, FAX # 717-534-8692

Authorized Signature: _____

Please print name: _____



Rec'd _____
Date _____
Ck. No. _____
Amt. _____

ELECTRICAL & SERVICE ORDER FORM

(Mail to: Convention Coordinator)
 W. Chocolate Ave. & University Drive, P.O. Box 446
 Hershey, PA 17033 (717) 534-8604
 Fax: (717) 534-8683

PLEASE PRINT OR TYPE:

Name of Convention: _Groom Expo_ Convention Dates: _9/10-12/10_

Company: _____ Phone # _____ Booth # _____

Billing Address: _____ Fax # _____

City: _____ State: _____ Zip: _____

Order Authorized by: _____ Title: _____

LIST REQUIREMENTS BELOW

EXHIBITORS' INFORMATION

IMPORTANT:

Please read the information below before completing this form

- A. ALL ELECTRICAL CHARGES MUST BE PRE-PAID BEFORE ANY ELECTRICAL SERVICE WILL BE HOOKED UP TO YOUR BOOTH. Please make checks payable to The Hershey Lodge.**
- B. PRICES SUBJECT TO CHANGE WITHOUT NOTICE.**
- C. The Hershey Lodge must receive this order no later than 21 days before the day of setup. Orders received after this date will be subject to a \$15.00 late charge.**
- D. All computer, direct lines, or data phone lines must be ordered through the Convention Coordinator at (717) 534-8605.**

110 VOLT ELECTRIC					
				Price	#
Minimum Service-10 Amps or 1000 Watts				\$45.00	
AMP	PRICE	#	AMP	PRICE	#
20 amp	\$110.00		50 amp	\$140.00	
30 amp	\$120.00		60 amp	\$150.00	
40 amp	\$130.00		80 amp	\$170.00	
208 VOLT ELECTRIC					
1 PHASE	PRICE	#	3 PHASE	PRICE	#
20 amp	\$130.00		20 amp	\$150.00	
30 amp	\$150.00		30 amp	\$180.00	
40 amp	\$170.00		40 amp	\$210.00	
50 amp	\$190.00		50 amp	\$240.00	
60 amp	\$210.00		60 amp	\$270.00	
80 amp	\$250.00		80 amp	\$330.00	
100 amp	\$290.00		100 amp	\$390.00	
LIMITED LOCATIONS AVAILABLE OVER 100 AMPS					
150 amp	\$390.00		150 amp	\$540.00	
200 amp	\$490.00		200 amp	\$690.00	
208Volt prices include an electrician to connect & remove. Pugs not supplied to fit exhibitor equipment.					

AMOUNT
\$ _____
\$ _____
\$ _____
\$ _____
6% Tax
\$ _____
TOTAL
\$ _____

A 21-day advance notice is required.
The Hershey Lodge will not be responsible for power failures or voltage fluctuations.

ELECTRIC SERVICES REQUIRED

(List each item using electric and specify voltage, phase, amps or wattage.)

 Credit Card Info: _____ Exp. Date: _____
 Signature: _____ Print Name: _____