

# Exhibitor Service Manual

## **EGSA 2023 Fall Conference**

**CONVENTION HANDLING SERVICES**



CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

Dear Exhibitor,

It is our pleasure to notify you that **Convention Handling Services (CHS)** has been selected as the "Official General Service Contractor" for the forthcoming **EGSA FALL**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

Enclosed in this Service Manual, you will find important show information, as well as order forms for services and products you may require. From luxury furniture to experienced labor, we offer a full range of services and products to assist you in maximizing the impact of your exhibit. The Hotel will not provide any tables, chairs or furnishing for the exhibit floor. Any outside furniture, not ordered through CHS, must be approved by the Association. We strongly advise that you carefully read all information contained in this service manual.

### **Discount Deadline: Monday, September 25, 2023**

Please review the various items being provided to each booth by Show Management on the **At-A-Glance Page**. After reviewing this information, please analyze your needs carefully and return your order forms with full payment by **Monday, September 25, 2023**, the discount deadline. *This special discount deadline has been provided as a money-saving tool, as well as to ensure the availability of your items. Please note, to receive the discount price, payment, including all taxes, must accompany your forms and returned to the address on the form before the discount deadline.*

A **CHS Service Desk** will be maintained and located in a convenient location of the exhibit hall during move-in through move-out to assist you with any last-minute needs.

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed show management.

If you have questions regarding such items as furniture, signage, shipping or labor, please contact our Exhibitor Services Team. We are dedicated to answering your questions and helping you deliver a successful event!

We are proud to be your partner and look forward to working with you!

Sincerely,

Convention Handling Services (CHS)  
Phone: 210-247-2641  
Email: [info@conventionhandling.com](mailto:info@conventionhandling.com)



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### Important Show Information:

**Where:** Hyatt Hill Country Resort/ Hill Country Ballroom  
**Show Colors:** Blue  
**Show Carpet:** Exhibit Hall is carpeted – multi color.

### BOOTH INFORMATION:

Each 10x10 booth will receive: (\*)

\* 8' tall back drape/3' tall divider

\* 1 - 6' Skirted Table

\* 2 – Side Chairs

\* 1 – 7"x44" ID Sign

\* 1 – Wastebasket

*\* Many other items are available to rent. Refer to the appropriate order forms in this kit. When ordering, please order only those items you will require above those being provided.*

### SCHEDULE AT-A-GLANCE:

#### IMPORTANT DATES:

**Discount Price Cut Off Date** September 25, 2023

**Advance Warehouse Freight** First Day: September 1, 2023

**Last Day: September 29, 2023**

**Show Site Freight** Due to weekend schedule, NO DIRECT DELIVERIES.

*\*Advance Warehouse hours: 9:00 a.m. - 3:00 p.m. Monday – Friday.*

#### EXHIBITOR MOVE IN: (See Target start schedule below)

**Exhibit Set Up (Start)** Sunday, October 1, 2023

**11:30 AM to 5:00 PM**

*\*\*It is important that ALL EXHIBITS are SHOW READY by 5:00 p.m. on Sunday, October 01, 2023.*

#### EXHIBIT HALL HOURS:

**Monday, October 2, 2023**

**7:00 AM to 3:00 PM**

**Tuesday, October 3, 2023**

**7:00 AM to 11:00 AM**

#### EXHIBITOR MOVE OUT:

**Tuesday, October 3, 2023**

**11:00 AM to 4:00 PM**

**OUTBOUND:** If you are shipping out with your preferred carrier, it is your responsibility to notify them of the pickup time and location. If your packages get returned to our warehouse, it is your responsibility to notify your carrier for pickup.

**Drivers Check-In By:** Tuesday, October 3, 2023

**3:00 PM**

**Freight Will Be Re-Directed At:** Tuesday, October 3, 2023

**4:00 PM**

*\*\* It is important that the hall is clear by 4:00 p.m., Tuesday, October 3.*

**CHS will have a service desk in a convenient location on show site if you require any further assistance.**

\* P.O. Box 200511 \* San Antonio, TX. 78220 \* USA \* main 210.247.2641 \* fax 210.247.2691

[info@conventionhandling.com](mailto:info@conventionhandling.com) / [www.conventionhandlingservices.com](http://www.conventionhandlingservices.com)



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### HOW DO I SEND MY SHIPMENTS?

You have two options in regard to sending your shipments. You can ship your freight in advance, or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** Our preferred carrier is **LibertyCFS**. Call 210.247.2641 for a Quick Shipping Quote.

### ADVANCE SHIPMENTS

Advance Shipping is sending your materials, up to thirty (30) days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are **9:00 a.m. – 3:00 p.m.**, Monday through Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Shipments arriving at the warehouse after **Friday, September 29, 2023**, will be charged an additional 35% of the advance warehouse rate in addition to any other charges incurred.

### Please label each item as follows:

#### Advance Shipping Address

EGSA Fall 2023  
c/o **CHS**  
100 E Schulz St  
Marion, TX 78124

### DIRECT SHIPMENTS

Due to weekend move-in, we do not recommend shipping your packages to the show site.

- **ALL SHIPMENTS MUST HAVE "C/O CHS" w/EXHIBITOR'S NAME AND BOOTH # ON THE LABEL.**
- **SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

### BOOTH DELIVERY & CONTAINER STORAGE

Materials received at the warehouse or on show site will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Material handling charges will apply based on inbound weight. Please note, shipments received without receipts, freight bills, or specified unit counts, from carriers such as UPS or FedEx, will be delivered without guarantee of piece count or condition. No liability will be assumed by CHS for these shipments. *Please see pages 25-26 for Material Handling Information.*

### SHIPPING AFTER THE SHOW

A **CHS** "Bill of Lading" is required on all outbound shipments, whether shipping through our carrier or your designated carrier. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. **CHS** has made special arrangements with **Liberty CFS** to motor freight your display material. If you are not using **Liberty CFS**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **Liberty CFS** and any discount rate will not apply. A **CHS** representative will be available at show site for further questions. If your material is returned to CHS' warehouse, it is the exhibitors responsibility to notify your designated carrier of the address and time scheduled for pick up.



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#### **MATERIAL HANDLING**

- x **CHS**, its subcontractors, and Show Management will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- x **CHS**, its subcontractors, and Show Management will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- x **CHS**, its subcontractors, and Show Management is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **CHS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- x Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pickup by the specified time, such shipments will be rerouted by **CHS**.
- x Make certain all your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- x Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This does not include transportation charges. All charges are the responsibility of the exhibiting firm.
- x In the event no weight is indicated on the delivery documents presented, **CHS** shall estimate the weight and charges will be based on the estimated weight. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the closing of the show.
- x Do not send advance freight for **Saturday** delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- x If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- x A **CHS** "Material Handling Agreement/Bill of Lading" must be filled out at close of show for all outbound shipments and returned the service desk. "Bill of Lading" is available at the service desk during your event.
- x All Material Handling Agreements/Bill of Lading submitted to **CHS** by Exhibitor will be checked at the time of pickup from the booth. Any corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **CHS** and the actual count of such items in the booth at the time of pickup.
- x Shipments left on the show floor after the close of the event without a Bill of Lading, will shipped out using our carrier or returned to our warehouse pending re-routing. **CHS** assumes no liability as a result of such re-routing or handling.
- x Any and all material left on the floor after the close of the event without a return label and a Bill of Lading will be discarded by the cleaning crew.
- x **CHS** is not responsible for freight shipped through the venue's package/mail room.
- x Empty Labels for crate storage will be available at the **CHS** Service Desk. Affixing the labels is the responsibility of the Exhibitor or its representative. Empty containers that are labeled with Empty Label will be removed from your exhibit space, stored during the event and returned after the close of the event. It is important that you label all containers, pallets, crates and boxes that will need to be stored for re-use after the end of the event.
- x **CHS** will not be responsible for containers not labeled for storage.
- x Empty containers will not be accessible after they have been removed from exhibit space until the close of the event. If accessible storage is needed, please contact **CHS**.
- x **CHS** liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **CHS** sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials: and Exhibitor's sole and exclusive remedy is limited to repair or replacement with like kind and quantity, subject to a dollar amount limited to \$.30 per pound of article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. This applies while these goods, are in **CHS** warehouse or at the event, under this contract.

**CHS** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's material that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **CHS** by an exhibitor or by any shipper 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. It is suggested that exhibitors insure all shipments from the time it leaves your company until the time it is returned from the show.



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### **RESPONSIBILITY FOR LABOR:**

- x **CHS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CHS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CHS** or its subcontractors.
- x **CHS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- x Claims for loss, injury or damage, which are not submitted in writing to **CHS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CHS** or its subcontractors more than one year after the accrual of the action.
- x **CHS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- x **CHS** will not be responsible for improperly packed or concealed damages to exhibit.
- x Placing of an order for the services of labor and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

### **PAYMENT TERMS:**

- x In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- x Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- x **All inquiries must be resolved and completed before you leave the show.**

### **QUESTIONS AND ADJUSTMENTS:**

- x Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CHS** immediately. Any and all issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CHS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- x **There will be no credits given after Friday, September 29, 2023.**

### **ORDERS**

- x All advance orders must be paid in full at the time the order is placed. Advance orders accompanied with full payment by deadline for services and rentals are discounted to your advantage.
- x Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- x Services ordered at show site will not be processed without full payment.

### **INDEMNIFICATIONS:**

Exhibitor agrees to defend, indemnify and forever hold harmless CHS, its officers, directors, employees, subsidiaries, affiliates and assigns (the "Indemnified Parties") from and against any and all claims, liabilities, losses, damages, costs, expenses (including reasonable attorney's fees), causes of action, demands or judgments of any nature arising out of or resulting from any negligence, willful misconduct or omission of exhibitor or any of its employees, agents or subcontractors in the performance of the services, activities or operations of Exhibitor furnished in connection with this agreement, except to the extent that such claims, losses, liabilities or damages are attributable to the negligence, omission or willful misconduct of the Indemnified Parties. The terms of this paragraph shall survive the expiration or termination of this agreement.

### **FORCE MAJEURE:**

CHS' performance hereunder is subject to, and CHS shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, Acts of God, vandalism, civil disturbances, power failure, explosion, acts of terrorism, war, or any other cause beyond CHS control, nor for ordinary wear in the handling of equipment and materials.



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### **HOW DO I PLACE MY ORDER?**

- x Email your order with the "Credit Card Authorization" form to: [info@conventionhandling.com](mailto:info@conventionhandling.com)  
Attn: CHS Exhibitor Services. This form must be on file before your order can be processed.
- x Mail in your order forms and full payment to:  
**CHS \* P.O. Box 200511 \* San Antonio, TX 78220**

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

Please add the appropriate **8.25%** sales tax. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. There will be no credit on items cancelled or changed after **Friday, September 29, 2023.**

For orders going to other "official suppliers" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

### **PAYMENT OPTIONS**

1. *Advance Payments by check...* Attached with your order forms. The "Credit Card Authorization" form must be submitted for any additional charges incurred at show-site. All checks should be made payable to:  
**Convention Handling Services  
RE: EGSA Fall 2023**
2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **CHS** must receive this form by Monday, September 25, 2023 to qualify for the advance pricing.

### **SHOW SITE ORDERS**

All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers' checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

### **ADVANCE ORDERS (Monday, September 25, 2023)**

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance orders will receive a discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

### **THIRD PARTY ORDERS**

If using a display/exhibit house that will also be the responsible party for the charges incurred for the show, please complete the Third-Party Payment Form, as well as the EAC Form and return them to our offices by the date indicated on the forms. The exhibitor is ultimately responsible for the payment of charges, so please forward this information to the proper parties, otherwise the exhibitor will be directly charged.

### **INTERNATIONAL EXHIBITORS**

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$50.00 (US) transfer fee.

### **MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.**

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.





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## Credit Card Authorization Form

This form authorizes **CHS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order. No orders will be processed without this form, completed and signed, on file.

<b>Company Name:</b>	
<b>Cardholders Name:</b>	<b>Booth#:</b>
<b>Credit Card #:</b>	<b>Code:</b>
<b>Exp Date:</b>	<b>Type of Card:</b> Visa: <input type="checkbox"/> M/C: <input type="checkbox"/> American Express: <input type="checkbox"/>
<b>Billing Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	<b>Fax:</b>
<b>Customer Signature:</b>	

- ☐ **I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH.**
- ☐ **A check is being sent to cover all expenses, use card only for show-site services and remaining balances.**

**If paying by check, make payable to: CHS – Convention Handling Services**

**Mail order forms and full payment to: P.O. Box 200511  
San Antonio, TX. 78220  
RE: ESGA Fall 2023**

**Fax or Email orders with full payment to: 210.247.2691 Attn: CHS Exhibitor Service Department.**

**\*There will be no credits given after Friday, September 29, 2023.**

**PLEASE NOTE:**  
**Your signature on this form authorizes CHS to charge any pre-order requests, on-site order requests, all material handling charges according to shipping documents, and any applicable shipping charges.**



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### Third Party Payment

**CHS** will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the "Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **CHS**. Also, the credit card information below must be completed and submitted to **CHS** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CHS** to fax an invoice from the convention facility, a \$25.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

**We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show-site, such charges will be presented to the exhibiting firm for payment.**

**ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.**

<b>THIRD PARTY INFORMATION</b> This box must be filled out and returned to CHS	
<b>Exhibiting Company:</b>	<b>Booth #:</b>
<b>Authorized Name &amp; Title:</b>	<b>Authorized Signature:</b>
<b>Display House Name Third Party Payer:</b>	
<b>Authorized Name &amp; Title:</b>	<b>Authorized Signature:</b>
<b>Complete Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Items being billed to Third Party:</b> (Please select the service below.)	
<input type="checkbox"/> Material Handling <input type="checkbox"/> Furnishings <input type="checkbox"/> Display Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other:	
<b>Credit Card #:</b>	
<b>Exp. Date:</b>	<b>Type of Card:</b> Visa: <input type="checkbox"/> M/C: <input type="checkbox"/> American Express: <input type="checkbox"/>
<b>Name on Card:</b>	<b>Authorized Signature:</b>
<b>Company Name:</b>	
<b>Billing Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone:</b>	<b>Email:</b>

**THIRD PARTY PAYMENT**



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### Exhibitor Appointed Contractor

**CHS** has been selected as the Official General Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation & dismantling of exhibit materials.

**An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the Official Contractors.**

#### Rules and Regulations:

1. Each representative of an EAC must physically pick-up, in person, an "Exhibit Crew" badge at the **CHS** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **CHS** Service Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
3. The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of an EAC will share with the official service contractor all reasonable costs related to her/ his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

#### Important

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance" which names **CHS** as additionally insured for each EAC firm being utilized. Note: The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

#### Form must be received by: Monday, September 25, 2023

If this form and the "Certificate of Insurance" are not received by September 25, 2023, the Exhibitor or EAC will be required to order labor from **CHS**.

EAC INFORMATION This box must be filled out completely and returned to CHS	
Exhibiting Firm:	Booth #:
Authorized Name & Title:	Signature:
Full name of EAC:	
Address of EAC:	
City, State, Zip:	
Authorized EAC Name:	Signature:
Authorized EAC Title:	EAC Representative/Show-Site:
Phone:	Email:
Type of Service being performed:	



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## Order Summary

**Please note, this form is optional, and has been included for your convenience.**

1. Please use this form to combine all of your **CHS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax or email your order and "Credit Card Authorization" form to **CHS** at 210.247.2691 or mail your order and payment to:

**CHS**  
**P.O. Box 200511**  
**San Antonio, TX. 78220**  
**RE: EGSA 2023**

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices). These items are on a rental bases only and remain the property of CHS. Items may differ slightly from picture depending on availability.

\*One copy of this form with your payment must be forward to CHS. Please retain one copy for your files.

TAXABLE SERVICES	
Furniture - Tables: (Pg. 13)	\$
Furniture - Chairs & Accessories: (Pg. 14)	\$
Exhibit Rental Accessories: (Pg. 15)	\$
Carpet and Accessories: (Pg. 16)	\$
Cleaning: (Pg. 18)	\$
Signs: (Pg. 19)	\$
Prestige Furniture	\$
<b>8.25% TAXABLE TOTAL:</b>	\$
NON-TAXABLE SERVICES	
Labor: (Pg. 19)	\$
Material Handling: (Pg. 23)	\$
<b>NON-TAXABLE TOTAL:</b>	\$
<b>GRAND TOTAL:</b>	\$

*It is Hotel Policy that NO Hotel Furniture will be allowed in Booth Space!*

**Thank you for your order!**

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**RECAP OF ORDERS**



CONVENTION HANDLING SERVICES

**EGSA Fall**  
**October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX**

**Discount Deadline: Monday, September 25, 2023**

Skirted Display Tables All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables is skirted.				
Standard Height (30" High)				
Description	Discount	Standard	QTY	Total
4' long 30" high	\$98.50	\$128.00		\$
6' long 30" high	\$125.50	\$160.50		\$
8' long 30" high	\$152.50	\$195.50		\$
Skirt 4 <sup>th</sup> Side Check One: L 6' L 8'	\$45.75	\$59.50		\$
Table Skirt Only	\$56.50	\$73.50		\$
Counter Height (42" High)				
4' long 42" high	\$123.50	\$158.00		\$
6' long 42" high	\$148.50	\$189.00		\$
8' long 42" high	\$169.50	\$216.50		\$
Skirt 4 <sup>th</sup> Side Check One: L 6' L 8'	\$45.75	\$59.50		\$
Table Skirt Only	\$56.50	\$73.50		\$

Please note, show color will be chosen on orders with no preference indicated.

Color preference: \_\_\_\_\_

Un-skirted Display Tables 24" wide tables topped in white vinyl.				
Description	Discount	Standard	QTY	Total
4' long 30" high	\$57.50	\$75.75		\$
6' long 30" high	\$69.50	\$90.50		\$
8' long 30" high	\$83.75	\$108.50		\$
4' long 42" high	\$67.75	\$88.50		\$
6' long 42" high	\$79.50	\$103.00		\$
8' long 42" high	\$94.00	\$121.25		\$

Round Display Tables 30" diameters, tables are un-skirted				
Description	Discount	Standard	QTY	Total
Cocktail Table 30" high	\$125.75	\$157.50		\$
Cocktail Table 42" high	\$125.75	\$157.50		\$

Tabletop Risers (12" W x 8" H) Covered in white plastic.				
Description	Discount	Standard	QTY	Total
4' Tabletop Riser	\$48.00	\$62.50		\$
6' Tabletop Riser	\$59.00	\$76.50		\$

<b>Subtotal</b>	\$
<b>8.25% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Table Skirt Color Availability		
Red		White
Burgundy		
Blue		Grey
Black		

*\*Please use colors for reference only*



Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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**FURNITURE - TABLES**



CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

**Discount Deadline: Monday, September 25, 2023**

				
<b>Padded Armchair</b>	<b>Padded High Stool</b>	<b>Contoured Side Chair</b>	<b>White High Stool</b>	<b>Padded Side Chair</b>
				
<b>42"x23"x37" Counter</b>	<b>42"x23"x78" Counter</b>	<b>Wastebasket</b>	<b>Tripod Easel</b>	<b>Raffle Drum</b>

<b>Chairs</b> (Absolutely No Hotel Furniture will be allowed in Booth Space)					
Description	Discount Price	Standard Price	QTY		Total
Armchair (Padded)	\$98.75	\$123.50			\$
High Stool (Padded)	\$128.50	\$167.50			\$
Contoured Side Chair (Plastic)	\$58.50	\$73.50			\$
White Glenn High Stool	\$115.00	\$149.50			\$
Side Chair (Padded)	\$88.50	\$115.50			
Prestige Swivel Chair	\$155.50	\$2052.00			
<b>Accessories</b>					
42"x23"x37" Counter	\$354.00	\$460.50			\$
42"x23"x78" Counter	\$465.50	\$604.50			\$
Wastebasket	\$22.50	\$40.75			\$
Tripod Easel	\$67.50	\$87.75			\$
Raffle Drum	\$150.50	\$196.95			\$
Long Arm Light	\$55.00	\$71.50			\$
Clip -On Light	\$35.00	\$45.50			\$

<b>Subtotal</b>	\$
<b>8.25% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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**FURNITURE - CHAIRS & ACCESSORIES**










CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

### Tack Board, Display Rack Options

(\*) Limited Availability after Discount Deadline

		
<b>Retractable Stanchion</b>	<b>Tack Board</b>	<b>Sign Stand 22x28</b>
		
<b>Bag Rack</b>	<b>Garment - 2 Arm</b>	<b>Chrome Stanchion</b>
		
		<b>Literature Rack</b>

### Discount Deadline: Monday, September 25, 2023

Description	Discount	Standard	QTY	Total
4'x8' Tackboard	\$175.00	\$227.50		\$
8'x4' Tackboard	\$175.00	\$227.50		\$
Bag rack	\$85.00	\$110.50		\$
Garment Rack	\$85.00	\$133.25		\$
Garment-2 Arm	\$85.00	\$133.25		\$
Retractable Stanchion	\$62.50	\$80.50		\$
Chrome Stanchion	\$65.00	\$85.25		\$
Sign Stand 22"x28"	\$66.50	\$84.75		\$
Literature Rack	\$125.75	\$162.50		\$
Velour Rope - Red	\$25.00	\$32.50		\$
Grid Wall Feet - Pair	\$35.00	\$45.50		\$
2'x7' Grid Wall	\$78.50	\$128.50		\$

### Special Drapery Price is Per Foot

Preferred Color: \_\_\_\_\_

3' Drape	\$12.50	\$16.25		\$
8" Drape	\$16.50	\$21.45		\$
12' Drape	\$24.50	\$31.85		\$

<b>Subtotal</b>	\$
<b>8.25% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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EXHIBIT ACCESSORIES



CONVENTION HANDLING SERVICES

## EGSA Fall

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### Discount Deadline: Monday, September 25, 2023

**CHS** provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all your carpeting needs. If you have any questions, please call our Exhibitor Service Department.

Standard Carpet Includes delivery, installation and dismantle					
Description	Discount	Standard	QTY		Total
10' X 10' carpet	\$199.50	\$249.50			\$
10' X 20' carpet	\$398.00	\$498.00			\$
10' X 30' carpet	\$597.50	\$747.50			\$

Please note show color will be chosen on orders with no preference indicated.

Color preference: \_\_\_\_\_

Standard Colors	
	Red
	Navy Blue
	Black
	Silver Mist
	Charcoal Gray

Custom Cut Carpet Includes delivery, installation and dismantle	
Our <b>standard</b> carpet cut to your specifications. Custom carpet orders must be received by the discount deadline or may not be honored. <b>Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.</b>	
Booth Dimensions: _____ X _____ = _____	Total SQ FT
Discount Price. _____ Total SQ FT X \$4.90 per SQ FT = \$ _____	
Standard Price. _____ Total SQ FT X \$6.05 per SQ FT = \$ _____	

Please note, show color will be chosen on orders with no preference indicated. No Credit will be given once order is processed.

**\*CUSTOM CARPET ORDER BY SEPTEMBER 11, 2023**

Color preference: \_\_\_\_\_

Custom Colors	
	Red
	Navy Blue
	Black
	Charcoal Gray

Plush Carpet Includes delivery, installation and dismantle	
Plush 100% nylon pile carpet, cut to your specifications. Plush carpet orders must be received by the discount deadline or may not be honored. <b>Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.</b>	
Booth Dimensions: _____ X _____ = _____	Total SQ FT
Discount Price. _____ Total SQ FT X \$5.55 per SQ FT = \$ _____	
Standard Price. _____ Total SQ FT X \$6.95 per SQ FT = \$ _____	

Please note show color will be chosen on orders with no preference indicated. No Credit given once order is processed.

**\*PLUSH CARPET ORDER BY SEPTEMBER 11, 2023**

Color preference: \_\_\_\_\_

Carpet Padding ½" Carpet Padding					
Booth Dimensions: _____ X _____ = _____			Total SQ FT		
Description	Discount	Standard		Total Sq Ft	Total
Carpet Padding per sq ft	\$1.55 sq ft	\$2.05 sq ft	X		\$
Visqueen per sq ft	\$0.55 sq ft	\$0.75 sq ft	X		\$

Subtotal	\$
8.25% Sales Tax	\$
GRAND TOTAL	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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CARPET





CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

**Discount Deadline: Monday, September 25, 2023**

### Booth Cleaning Services

All rates are based on square footage of booth area (100 Sq. Ft. minimum)

Rental carpet is delivered to your booth clean. However, during exhibit setup, the carpet may become unclean. Below are options for a Pre-Show clean or cleaning for each day of the event.

### Vacuum and General Cleaning

(Minimum of 100 Sq. Ft. Daily vacuuming includes emptying of wastebasket and pre-show cleaning.)

	Description	Discount	Standard
<input type="checkbox"/>	Provide <b>One Time</b> service prior to opening.	\$0.65	\$0.80
<input type="checkbox"/>	Provide <b>Daily</b> service for duration of show.	\$0.59	\$0.70

Booth Dimensions: _____ X _____ = _____ Total SQ FT	
<b>(Discount Price)</b>	Total SQ FT _____ X \$ _____ X No. Days _____ = \$ _____
<b>(Standard Price)</b>	Total SQ FT _____ X \$ _____ X No. Days _____ = \$ _____

<b>Subtotal</b>	\$
<b>Non Taxable</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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CLEANING



CONVENTION HANDLING SERVICES

## EGSA Fall

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**Discount Deadline: Monday, September 11, 2023**

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at **CHS** is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor.

### Signage Rates

Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Size	Discount	Standard	QTY		Total
7" X 11"	\$59.00	\$76.75			\$
7" X 44"	\$67.50	\$87.75			\$
11" X 14"	\$96.25	\$125.00			\$
14" X 22"	\$126.25	\$164.00			\$
	\$138.50	\$180.05			\$
28" X 44"	\$205.75	\$267.50			\$
40" X 60"	\$750.00	\$357.50			\$
Easel back	\$12.50	\$16.50			\$

### Banner Rates

(Minimum order of \$100.00. Colored backgrounds are an additional 20%)

Description	Discount	Standard	QTY		Total
Vinyl banner with grommets or pocket	Request Quote				\$
Digital Full Color Vinyl banner with grommets or pocket	Request Quote				\$

**Please use this box to write your copy if you are not sending graphics.  
Indicate whether you want your sign to be horizontal or vertical.**

**Our experienced graphic designers can  
create custom graphics for your booth...**

**Please call our Exhibitor Service  
Department for quotes, 210-247-2641.**

<b>Subtotal</b>	\$
<b>8.25% Sales Tax</b>	\$
<b>GRAND TOTAL</b>	\$

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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**CUSTOM SIGNAGE**



CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

CHS is the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantle of exhibit material.

### Labor Rules & Regulations

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules-Labor Regulations, we ask you to read the following:

#### Decorator Labor

Union jurisdiction prevails over the set-up and dismantling of exhibits, including sign and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set-up your 10'x10' exhibit display if one person can accomplish the task in less than one-half hour without the use of tools.

If your exhibit preparations, installation or dismantling requires more than 1 hour, and or the use of tools, and you are not using an approved EAC, you must use the appropriate union personnel. One full time company employee may supervise/work with the union crew.

#### Material Handling

Union jurisdiction prevails over the operation of all material handling equipment, all unloading and reloading and handling of empty containers. As a full time employee of the exhibiting company, you may move materials to and from your booth, during set-up and tear down.

#### Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

#### Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your standing weight. CHS cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in the assembling your booth, please order labor on the Labor Order Form. All necessary tools will be provided with labor.



CONVENTION HANDLING SERVICES

**EGSA Fall**  
October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

## Display Installation & Dismantle/Rates

<b>STRAIGHT TIME</b>	<b>Monday- Friday</b>	<b>8:00 AM to 5:00 PM</b>	<b>\$98.00</b>
<b>OVER TIME</b>	<b>Monday- Friday</b>	<b>Before 8:00 AM &amp; After 5:00 PM</b>	<b>\$147.00</b>
<b>OVER TIME</b>	<b>Saturday</b>	<b>All Day</b>	<b>\$147.00</b>
<b>DOUBLE TIME</b>	<b>Holidays/Sunday</b>	<b>All Day</b>	<b>\$196.00</b>

**Minimum Charge:** One hour per man. Labor thereafter will be charged in ½ hr. increments.

- x All work performed with CHS supervision will also be charged a 30% supervision fee.
- x Labor ordered on-site will be subject to a 30% surcharge and without a guaranty of start time.
- x There will be a one-hour minimum charge for labor cancelled without a 24 hour notification.

### INSTALLATION LABOR

☐ **CHS Supervised Labor** (Please complete the Inbound Shipping Instructions on the next page)

- x **30% Supervision Fee will be added to total labor bill**
- x **We will perform your display set-up at our discretion unless you instruct otherwise.**
- x **Work will be done on straight time, unless move-in schedule does not permit.**

**Emergency Contact Name:**

**Phone:**

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk for laborers)

**Supervisor Name:**

**Phone:**

### ESTIMATION OF HOURS NEEDED

Date	Start Time	No. of Men	No. of Hours	Total Hours	Hourly Rate	Est. Total Cost
		X	=	@	\$ =	\$

*Special Instructions:*

### DISMANTLE LABOR

☐ **CHS Supervised Labor** (Please complete the Inbound Shipping Instructions on the next page)

- x **30% Supervision Fee will be added to total labor bill**
- x **We will perform your display set-up at our discretion unless you instruct otherwise.**
- x **Work will be done on straight time, unless move-in schedule does not permit.**

**Emergency Contact Name:**

**Phone:**

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk for laborers)

**Supervisor Name:**

**Phone:**

### ESTIMATION OF HOURS NEEDED

Date	Start Time	No. of Men	No. of Hours	Total Hours	Hourly Rate	Est. Total Cost
		X	=	@	\$ =	\$

*Special Instructions:*

<b>NON-TAXABLE</b>	
<b>TOTAL</b>	\$

**Company:** \_\_\_\_\_ **Booth:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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INSTALL AND DISMANTLE LABOR



CONVENTION HANDLING SERVICES

**EGSA Fall**  
**October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX**

## Shipping Instructions for CHS Supervised Labor Orders

Please complete the following information if you ordered installation and/or dismantle services, with CHS Supervision on the previous page. *Please note, you do not need to fill out this page if you plan to be present at the time of move-in/move-out.*

INBOUND SHIPPING & SET-UP DETAILS	
Freight will be shipped to:	<input type="checkbox"/> Warehouse <input type="checkbox"/> Show site
Date items were sent?	
Number of Crates/Cartons/Fiber Cases?	
Set Up Plans Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Set Up Plans Included with Exhibit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos Enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet (CHS carpet must be ordered)	<input type="checkbox"/> Your Own <input type="checkbox"/> CHS Carpet Color:
Did you order electrical services to be laid under the carpet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you shipped graphics, are they included?	<input type="checkbox"/> Included <input type="checkbox"/> Shipped Separately
Comments:	
OUTBOUND SHIPPING DETAILS	
Consign to (Company Name):	Phone:
Attention:	
Address: City, State, Zip:	
Carrier:	No. of Shipping Labels:
Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <input type="checkbox"/> Motor Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Other Carrier:	
Freight Charges Are: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect	
<b>**In the event that your carrier fails to show up, your shipment will be re-routed via the show carrier. **</b>	
Bill to: Shipper/Exhibitor:	Attention:
Billing Address:	Phone:
City, State, Zip:	
FREIGHT AND CARRIER CHARGES GUARANTEED BY:	
Shipper/Exhibitor's Printed Name:	
Shipper/Exhibitor's Signature:	
Emergency Phone:	E-Mail:
DESCRIPTION OF SHIPMENT	NO. OF PIECES
CRATES (WOODEN) EXHIBITION MATERIAL	
CARTONS (CARDBOARD)	
FIBER CASES/TRUNKS	
SKIDS/PALLETS	
OTHER (Describe)	
<small>BY SIGNING BELOW, YOU AGREE THAT THE SHIPPER DESIGNATES CHS AS ITS AGENT FOR TENDERING SHIPMENTS TO CARRIER. CHS RESERVES THE RIGHT TO RE-ROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE REQUESTED CARRIER FAILS TO PICK UP THE SHIPMENT BY EST. CARRIER CHECK IN TIME. CHS ASSUMES NO LIABILITY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING ADDRESS LABELS WHICH REMAIN ON CONTAINERS.</small>  <small>If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ _____. This is to certify that the above-named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.</small>	
SIGNATURE:	

**CHS SUPERVISED LABOR: SHIPPING INFO**

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CONVENTION HANDLING SERVICES

**EGSA Fall**  
**October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX**

## What Is Material Handling?

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

### **Crated/Uncrated Shipments**

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include: crates, fiber cases, cartons, and properly packed skids. Uncrated shipments indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded.

### **Special Handling Shipments**

#### **Mixed Shipments**

Mixed shipments include a mix of both crated and uncrated materials.

#### **Ground Loading/Unloading**

Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.

#### **Stacked Shipments**

Shipments that require multiple items to be moved or removed for delivery to booth. (i.e., loose items stacked on top of crates and/or pallets.)

#### **Piece Loading/Unloading**

Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

#### **No Documentation**

Shipments that arrive from a small package carrier, such as FedEx, UPS and DHL, without a Bill of Lading, which requires additional time and labor to process.

#### **Excess of Small Shipments**

Ten or more small pieces in a shipment, via small package carriers, such as FedEx, UPS and DHL, that must be palletized prior to delivery.

### **Material Handling: Money Saving Tools**

#### **\* Consolidate and Shrink Wrap Your Shipments**

For Example:

##### If you send 4 Separate Shipments:

1st Shipment @ 41 lbs = \$89.00 (200 lb. minimum)  
2nd Shipment @ 44 lbs = \$89.00 (200 lb. minimum)  
3rd Shipment @ 52 lbs = \$89.00 (200 lb. minimum)  
4th Shipment @ 60 lbs = \$89.00 (200 lb. minimum)

##### If you send 1 Consolidated Shipment:

1 shipment (4 pieces) @ 197 lbs (200 lbs minimum)  
**197 lbs. charged @ \$178.00**



CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

### Material Handling Rates:

**THE RATES BELOW ARE BASED ON STRAIGHT TIME FOR MOVE-IN AND MOVE-OUT.** All charges are based on In-bound weight and are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. CHS will receive advance shipments at the warehouse and will provide up to 30 days storage prior to the show. CHS will receive direct shipments at show-site on scheduled move-in days. CHS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CHS "Material Handling Agreement/Bill of Lading" must be filled out at close of show. All drayage must be prepaid.

**CHS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

**Small Packages, under 50 lbs. (received from a single shipment) will be charged \$75.00.**

**ADVANCE SHIPMENTS TO WAREHOUSE** - All materials shipped in advance to the warehouse must arrive by **Friday, September 29, 2023**. Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum in addition to any other charges incurred. (cwt = 100 lbs.)

<b>CRATED</b> (includes cartons) Weight of Shipment	cwt	X	<b>\$89.00</b>	Per 100 lbs. (200 lb. minimum)	=	\$
<b>SPECIAL HANDLING</b> Weight of Shipment	cwt	X	<b>\$89.00</b>	Per 100 lbs. (200 lb. minimum)	=	\$
<b>UNCRATED</b> (pad wrapped) Weight of Shipment	cwt	X	<b>\$89.00</b>	Per 100 lbs. (200 lb. minimum)	=	\$
<b>SMALL PACKAGE</b> (under 50 lbs.) Weight of Shipment		X	<b>\$75.00</b>	Per 50 lbs. (Total weight)	=	\$
		X			=	\$
				Estimated Freight Charges		\$
				Estimated Overtime Charge 25%		\$
				Estimated Total Charges		\$

**DIRECT SHIPMENTS TO SHOW SITE** - No Direct Shipment.

**Surcharges** - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs.) for each occurrence, will apply if:

- Shipments are received on overtime: Monday-Friday before 9:00 am & after 3:00 pm, Saturday, Sunday, or observed union holidays.
- Material is moved from warehouse to show-site on overtime due to show schedule.
- Material is moved out of show-site on overtime due to show schedule.
- Late shipments will be charged an additional 30%.
- Shipments returned to the warehouse for whatever reason will be charged an additional 35% per 100lbs cwt., 300lbs minimum.

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

\* P.O. Box 200511 \* San Antonio, TX. 78220 \* USA \* main 210.247.2641 \* fax 210.247.2691

[info@conventionhandling.com](mailto:info@conventionhandling.com) / [www.conventionhandlingservices.com](http://www.conventionhandlingservices.com)

MATERIAL HANDLING ORDER FORM



CONVENTION HANDLING SERVICES

## EGSA Fall

October 1-3, 2023 | Hyatt Hill Country Resort | San Antonio, TX

**Please return this form by:  
September 25, 2023**

<b>IN BOUND SHIPMENT (s) to:</b> _____		<b>Warehouse</b> _____	<b>Show Site</b> _____
Origin of Shipment:		Booth Number:	
Shipping Date:		Carrier:	
Approximate # of Containers:		Approximate Arrival Date:	
Weight of Largest Container:		Total Weight of Shipment:	

- Please Fax or Email this form by the date above to CHS.
- COLLECT SHIPMENTS WILL NOT BE RECEIVED.

<b>OUT BOUND SHIPMENT</b>			
Ship to ( <i>Company</i> ):			
Address:	City:	ST:	Zip:
Carrier:	<input type="checkbox"/> PREPAID		<input type="checkbox"/> COLLECT
Total # Pieces:	Estimated Weight of Shipment:		
Description:			

<b>ADDITIONAL OUT BOUND SHIPMENT</b>			
Ship to ( <i>Company</i> ):			
Address:	City:	ST:	Zip:
Carrier:	<input type="checkbox"/> PREPAID		<input type="checkbox"/> COLLECT
Total # Pieces:	Estimated Weight of Shipment:		
Description:			

Company Name:		Booth #:	
Street Address:			
City:	ST:	Zip:	Country:
Email Address:	Contact Name:		
Telephone:			

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and/or act as shipper's agent in the handling of said property by any other authorized carrier and to make all contracts in connection therewith and/or perform any additional services shown hereon or otherwise necessary for forwarding. **THIS FORM DOES NOT REPLACE A BILL OF LADING. THE BILL OF LADING MUST BE COMPLETED ON SHOW SITE AND RETURNED TO THE CHS SERVICES DESK PRIOR TO LEAVING THE SHOW.**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

As stated in our Payment Policy, all invoices must be paid in advance or at the show – cash, company check, wire transfer and/or credit card. All companies must provide a credit card authorization form with orders. Absolutely no credits will be issued after show closing.

[info@conventionhandling.com](mailto:info@conventionhandling.com) / [www.conventionhandlingservices.com](http://www.conventionhandlingservices.com)

**IN/OUT BOUND SHIPPING INFORMATION**



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**ADVANCE SHIPMENTS**

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(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

**EXHIBIT MATERIAL DO NOT DELAY**

**MUST DELIVER BY SEPTEMBER 29, 2023**

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**ADVANCE SHIPMENTS**

---

(Monday – Friday: 9:00 a.m. – 3:00 p.m.)

**EXHIBIT MATERIAL DO NOT DELAY**

**MUST DELIVER BY SEPTEMBER 29, 2023**

TO: \_\_\_\_\_

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

100 E Schulz St

Marion, TX 78124

**HOLD FOR: EGSA FALL - 2023**

BOOTH#: \_\_\_\_\_ PC. \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

c/o: CONVENTION HANDLING SERVICES

100 E Schulz St

Marion, TX 78124

**HOLD FOR: EGSA FALL - 2023**

BOOTH#: \_\_\_\_\_ PC. \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_

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**WAREHOUSE DELIVERY**

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**CONVENTION HANDLING SERVICES**

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**WAREHOUSE DELIVERY**

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**CONVENTION HANDLING SERVICES**

THE ABOVE LABELS ARE FOR YOUR CONVENIENCE.

PLACE ONE ON EACH PIECE BEING SHIPPED TO ENSURE PROPER DELIVERY.

IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

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## FREIGHT & CUSTOMS ORDER FORM

<b>1</b> Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.				Adobe Acrobat Reader DC may be required for completion of form. Click image to download			
Freight & Customs		Freight Only		Customs Only		Return Only	
<b>2a</b> Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____		<b>3</b> Exhibiting Company Name _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____		Booth # _____			
<b>2b</b> P/U Date _____ Hours _____ From _____ To _____ Dlv Date _____ Hours _____		<b>4</b> Check Box if the Return address is the same as 2a <input type="checkbox"/>					
Express Economy LTL 7 - 10 Days Int'l Inside Liftgate Dock Other _____		Shipper _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____					
<b>5</b> Carton(s)/Box _____ Vinyl Case(s)/Color _____ Wooden Crate(s) _____ Trunk(s) / On Wheels _____ Skid(s) - to contain # _____ of pieces		PCS _____ DIMENSIONS (L x H x W) _____ WGT _____		TOTAL PIECES _____ TOTAL WEIGHT _____			
<b>6</b> <b>Declared Value for Carriage:</b> The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40. <b>Exclusion: Does not include TV(s)/Monitor(s)</b>							
<b>7</b> Credit Card Information / Billing Address _____ Credit Card Number _____ Security Code _____ Exp. Date _____ / _____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge. Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____							

Comments: Include any additional comments that will be helpful for the movement of freight and contents