

Crown Exposition, Inc.

GENERAL INFORMATION

816 Lindsey Lane

**RACE & PERFORMANCE
EXPO**

Bolingbrook, IL 60440

February 24-25, 2018

Phone # (630) 918-3875

**Please have your order
in by February 16, 2018**

mike@crownexposition.com

Location: Schaumburg Convention Center, IL

Dear Exhibitor:

Crown Exposition, Inc. has been selected as the Official Service Contractor for your event. We realize that this is an important part of your firm's marketing program and we would like to do everything possible to make it profitable and rewarding to you and your firm.

ORDER FORMS

There are individual order forms for all the various services you may require for your exhibit. They are included in this Exhibitor Kit. To avoid unnecessary delays and expense, please submit all requests at least 7 days prior to the opening of the show. Please return originals to our office and retain a photocopy for your records. Questions regarding shipping, labor, furniture, and cleaning should be directed to CROWN EXPOSITION, INC. All questions regarding electricity, audiovisual, photography, and flowers for use in your booth should be directed to the appropriate support service contractor.

PAYMENT POLICY

All charges owed, including applicable tax, are due in advance or upon presentation of invoice at the show. All advance orders must be paid in full. Payments are to be in U.S. funds. Invoices can be paid by cash, certified company or Travelers' checks, Visa or MasterCard. Your show site representative should be aware of this policy and have method of payment at the show site. Otherwise, service will be denied unless credit card authorization is given on the Advance Payment Form.

TAX

All rental items, signs, and miscellaneous materials are taxable at the applicable city/state tax rate. If your organization is nonprofit and tax exempt in Illinois, we must have a copy of your Tax Exempt certificate with your tax exemption number in advance of the show, or we must include an applicable tax invoice. Please attach your certificate to your orders.

SERVICE DESK

Crown Exposition, Inc. will staff a service desk throughout move-in and move-out of the show to help you with any problems or questions that you might have. In addition, the personnel at this desk will be glad to help you check on shipments, place orders for any additional rental furniture, materials, or services that you might need.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaints or questions concerning service, etc., should be reported to the Crown Exposition Service Desk at the show immediately. Your problem will be resolved and any valid adjustments in your account will be made at this time by the Crown supervisor in charge.

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1. **Advance Shipments to Crown Exposition**

ALL SHIPMENTS SHOULD BE ON SKIDS TO AVOID A \$5.00 PER BOX HANDLING FEE.

All shipments made by local exhibitors and/or out-of-state exhibitors must be delivered to Crowns warehouse at least One (1) days prior to the set up of the show. Crown also agrees to furnish twenty (30) days free storage prior to the opening date of the convention.

We will provide the following services at the rate shown below:

- A. Complete handling at Crown warehouse for unloading your shipment and hauling to show site all shipments must be pick up from show site by your specified carrier, and shipped to your requested location. **ALL SHIPMENTS NOT PICKED UP AT THE BREAK OF THE SHOW WILL BE SHIPPED BY CROWN'S RECOMMENDED CARRIERS AT PREVAILING RATES.** The rate for the above service will be **\$70.00 per 100 LBS., or fraction thereof.**
- B. The above rate shall apply for both straight time and overtime. These rates are based upon existing wage scales and are subject to change in accordance with prevailing wages.
- C. The above rate shall apply for both crated and uncrated materials.
- D. Crown Exposition shall not be responsible for damage to uncrated materials, materials improperly packed, any concealed damages, or loss or theft of materials after they have been picked up for loading out of the show site.
- E. Freight shipments should be made on straight Bill of Lading and should be carefully prepared to show number of pieces, weight, classification, etc. Shipments made on other then straight Bill of Lading should be accompanied by a delivery ticket showing number of pieces, weight, classification, etc. Crown Exposition will weigh exhibit materials and charge accordingly if accurate weight is not provided. Pallets must be labeled with vendor name, show name, and booth number.
- F. For outbound movements, please make arrangements by filling out Bills of Lading, routing, etc., at Crowns freight desk anytime before departing.
- G. Rates do not include movement or repositioning of equipment.

ALL ADVANCE SHIPMENTS MUST BE ADDRESSED AND SHIPPED AS FOLLOWS:

TO:

(YOUR COMPANY NAME & SHOW NAME)

C/O Crown Exposition, Inc.

1811 Highgrove Lane Naperville, IL. 60540 #103

CROWNS WAREHOUSE _____

Check on shipment delivery # (630) 918-3875

EACH PIECE MUST BE LABELED

FOR:

PLEASE NOTE: AVOID DELAY AND WAITING...USE THE WAREHOUSE...SHIP AHEAD

Company _____ Phone # (____) _____ Booth # _____

Please list the number of Crates, _____ Skids, _____ Displays Cases, _____ Boxes, _____

Total Weight _____ & Carrier Name, _____

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ADDITIONAL BOOTH EQUIPMENT ORDER FORM

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Table with columns: QTY, SEATING OPTIONS, Price. Includes items like Folding chairs, Padded chairs, Bar stools, and 30'' HIGH SKIRTED DISPLAY TABLES.

Table with columns: QTY, SEATING OPTIONS, Price. Includes items like 40'' HIGH SKIRTED DISPLAY TABLES.

Table with columns: QTY, SEATING OPTIONS, Price. Includes items like 30'' HIGH UNSKIRTED DISPLAY TABLES.

Table with columns: QTY, SEATING OPTIONS, Price. Includes items like 40'' HIGH UNSKIRTED DISPLAY TABLES.

Table with columns: QTY, CARPETING, Price. Includes items like 9' x 10', 9' x 20'.

RED BLUE GRAY

Table with columns: QTY, ACCESSORIES, Price. Includes items like EASELS, WASTE BASKET, TABLE RISER, DISPLAY CASES, REFRIGERATOR, FREEZER, SATIN, SIDERAIL, DRAPERIES.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

TELEPHONE # (____) _____ FAX _____

SHOW CONTACT PERSON: _____

AUTHORIZED BY: _____

TITLE: _____

PAYMENT BY: _____ VISA _____ MASTERCARD _____ AM. EX.

COMPANY CHECK (CHECK NO. _____)

ACCOUNT # _____ EXP. DATE _____

CARD MEMBER SIGNATURE: _____

Card Zip Code _____ Back of card security code _____

TOTAL AMOUNT DUE:\$ _____ BOOTH # _____

Rental includes delivery to booth, use during exposition and removal. ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED. All orders received 30 days in advance of the show with full payment can take a 10% discount. Company name and booth number should be noted on all advanced payments so that these will be properly credited as advanced payments.

PLEASE RETAIN PHOTOCOPY FOR YOUR RECORDS

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ADVANCE PAYMENT

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Crown Exposition requires 100% of the amount owed. Payment must be paid in U.S. funds. Invoices can be paid in cash, certified company or Travelers checks, Visa or MasterCard. Payments for all labor and services ordered by exhibitor, his/her display house, or third parties, are the responsibility of the exhibitor.

Your show site representative must be aware of this policy and have means of payment at the show site. Otherwise, services will be denied unless credit card authorization is given on this form. When using Crown Exposition, Inc. exclusive freight carrier to return your freight from show site, all additional cost for that service may be charged to your credit card listed below if not paid in full when you receive your freight.

Audiovisual, etc., should be mailed to the address on the order forms covering these services.

Please be sure to mail advance payments with order forms to our office at 816 Lindsey Lane, Bolingbrook, IL 60440. Payments should be made payable to Crown Exposition, Inc. Show name and booth number should be noted on all advance payments so that these will be credited properly.

Material Handling Fees. (Freight Services).....\$ _____

Additional Booth Equipment.....\$ _____

Net amount due Crown.....\$ _____

PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR THE SERVICES PROVIDED BY CROWN. Signature by card member authorizes Crown to bill for all services, whether it be sent back by original copy or facsimile. Exhibitor agrees to pay all charges related to their booth or freight.

If paying in advance by credit card, please complete the following: Charge to: _____ VISA _____ MASTERCARD

_____ CASH _____ AMERICAN EXPRESS _____ COMPANY CHECK (CHECK NO. _____)

Account Number: _____

Card Member Name: _____

Expiration Date: _____

Card Member Signature: _____

Billing Zip Code _____

Security Code on Back of Card _____

Date: _____

Booth Number: _____

Company Name _____

Phone Number: _____

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By signing the card member's signature, you and your company agree that all charges are not and will not be disputed.

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LIMITS OF LIABILITY AND RESPONSIBILITY

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This authorization must be completed and sent to the above address before freight service will be handled. We hereby authorize CROWN EXPOSITION, INC. to handle our shipment(s) in accordance with the information set forth in the Freight Service Form that we completed and delivered to Crown. In connection with such handling of our shipment(s), we agree as follows:

- A. WE accept responsibility for the payment of Crown charges in connection with handling of our shipment(s), as set forth in the order form, and we guarantee payment to Crown.
- B. WE AGREE TO THE LIMITATIONS OF CROWN'S LIABILITY AND RESPONSIBILITY AS SET OUT IN THIS FORM.
- C. We agree in connection with the receipt, handling, storage, and reloading of our shipment(s), that Crown will provide its services as our agent, and not as bailee or shipper, and that if any employee shall sign a delivery receipt, bill of landing, or other document(s), Crown will do so as our agent, and we accept responsibility therefore.
- D. We agree to follow all directions, procedures, and guidelines established by Crown to control all traffic into and out of the building site of the exhibition, to prevent tie-ups at the loading platform, to keep aisles clear, and to provide orderly and efficient operation for exhibition as a whole.
- E. Empty Container Storage-Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor. Crown assumes no responsibility for loss or damage while containers are in storage, or for mislabeled containers.

LIMITS OF CROWN'S LIABILITY AND RESPONSIBILITY

1. Crown shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Crown is not, and cannot be responsible for loss or disappearance of materials of the exhibitor after such materials have been delivered to the exhibitor booth. Relative to inbound shipments, there may be a lapse of time between the delivery of the shipment(s) to the applicable booth by Crown and the arrival of exhibitors responsible for any loss or damage that may occur during such period.
3. Crown cannot be responsible for any disappearance of the exhibitors' materials that are picked up from exhibitors' booths for loading after any exposition. All bill-of-lading covering outgoing shipments that are given to Crown by exhibitors will be checked at the time of pickup from booths, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and pickup of materials from the booths for unloading onto carrier, and during such time shipment(s) will be left unattended in the booth.
4. Crown shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. Crown shall not be responsible for ordinary wear and tear in handling of equipment, nor loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond Crown's control.
6. Except as otherwise specifically required by local laws, Crown shall not be responsible for errors, omissions, negligence or intention or other misconduct of its subcontractors, their respective agents and employees. Crown's liability shall be limited to any loss, injury or damage that results solely and directly from its own NEGLIGENCE and that of its agents and employees.
7. It is understood Crown is not an insurer, that insurance shall be obtained by the exhibitor and at amounts herein set forth. The amounts payable to Crown there under are unrelated to the value of exhibitor property being handled by Crown. It is impractical and extremely difficult to fix the value of each shipment handled by Crown. It is agreed therefore that if Crown should be found liable for loss or damage to the exhibitor's materials, the liability shall be limited to specific article that was lost or damaged. Such liability of \$50.00 per item, which ever amount shall be less as agreed upon as damage and not as penalty, and such agreed damages, irrespective of cause or origin, results directly or indirectly to property from services performed by Crown.

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LIMITS OF LIABILITY AND RESPONSIBILITY 2

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LIMITS OF CROWN LIABILITY AND RESPONSIBILITY CONTINUED

8. In order to expedite removal of materials from site of the exhibition for which exhibitor's shipment(s) are made. Crown shall have the authority to hire other carriers for exhibitor's shipments if the originally designated carrier does not remove such materials as originally scheduled. If the exhibitor has made no disposition of exhibitor's materials, Crown shall be authorized to take exhibitor's materials to a warehouse to wait exhibitor's shipping instructions, and exhibitor shall be responsible for charges related to delivery and to storage and hauling at such warehouse. Crown shall have no such liability for such delivery, storage and hauling.

9. In the event of any dispute between an exhibitor and Crown relative to any loss or damage to such exhibitor's items, such exhibitor shall not be entitled to and shall not withhold payment of any amount due to Crown for any services provided by Crown as any offset against the amount of alleged loss or damage. Instead, such exhibitor shall pay Crown at the close of the exhibition to which exhibitor's shipment(s) relates for all services, and such exhibitor shall pursue any claim against Crown independently as a completely separate transaction to be resolved on its own merits.

INSURANCE MATTERS

- A. Each exhibitor should be sure its materials are insured from the time that such materials leave its place of business until such materials are returned after the exhibition.
- B. Each exhibitor should be sure its liability insurance is in effect at the site of exhibition.
- C. Exhibitors must arrange all risk coverage. Frequently, coverage can be arranged by "Riders" to existing policies.
- D. CONTACT YOUR INSURANCE AGENT!

Please Note The Following:

The consignment or delivery of a shipment to Crown 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 sections 1 through 9, pages 1 & 2.

Company _____ Phone # (____) _____ Date _____

Address

_____ Street _____ City _____ State _____ Zip _____

Authorized by: _____ Title _____

Booth # _____

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