MSRC 49th Annual Conference
Lake of the Ozarks, Missouri
April 15th – April 17th, 2020

November 19, 2019
Dear Vendor:

The Missouri Society for Respiratory Care Program Committee invites you to participate in the 49th annual MSRC State Convention. This year's convention will be held at Tan-Tar-A Margaritaville Resort in Osage Beach, MO.
Exhibit times for the 2020 convention are:

Wednesday, April 15th from 4:00 – 6:30 pm.
Manager/practitioner focused from 4:00-5:00. Student attendees to join after their education sessions conclude at 5:00.
Open to All Thursday, April 16th from 10:00am to 12:00pm.

The deadline for Vendor Registration for the exhibit hall will be **March 29, 2020**. After this date, you still may register for display, but signage for your booth display will not be guaranteed. **Vendor and Conference registration are available on-line. Please visit www.mosrc.org. (Online Registration will open January 13th).**

BOOTH SELECTION

This year we will again be utilizing the Tier Structure for purchasing booth space**. Review carefully when selecting level. If electricity is needed for your booth there is an additional cost of $45 regardless of which booth level you choose.** Please indicate if electricity will be needed when registering.
The tier levels are as follows:

Gold Level Sponsor: $2,000
Double Booth (8' x 20')
2-6' tables
6 Exhibitors
4 Optional Golf Vouchers
Unlimited job postings & CRCE/Webcast postings on the MSRC website with email solicitation for those events (Over $200 value) Company logo and link on MSRC homepage thanking you for your corporate sponsorship (for year of sponsorship)
Vendor Booth with 2 Exhibitors at MSRC district seminars ($550 value)
Full Page ad in the conference program ($250 value)
First priority booth selection

Silver Level Sponsor: $1,500
1 8' x 10' booth
1 6' table
4 Exhibitors
2 Optional Golf Vouchers for the Golf Tournament ($100 value)
Vendor Booth with 2 Exhibitors at MSRC district seminars ($550 value)

Unlimited Job Postings and CRCE/Webcasts postings on the MSRC homepage (Over $200 value) ½ page add in the conference program ($150 value)
Second priority booth selection

Bronze Level Sponsor: $500
Includes a single booth space, 1 table,
2 exhibitors,
Third priority booth selection.

Registrants may also choose to **'Custom Build'** a booth package by adding the following items to their tier booth selection:

- **Double Booth Upgrade**: $400 (upgrades booth to a double booth with 1 additional table & 2 additional exhibitors)
- **Additional Exhibitors**: $125 each (max of 2 added to allocation)
- **Additional Golf Vouchers**: $51 each

Enclosed in your packet you will have a copy of the floor plan layout. Choices will be honored on tier level selection first and then on a first come, first serve basis upon receipt of registration.

*****IN ORDER TO RECEIVE CRCE CREDITS, PARTICIPANTS MUST BE ACTIVE AARC MEMBERS. AARC MEMBERSHIP APPLICATIONS WILL BE AVAILABLE FOR THOSE PARTICIPANTS WHO ARE NOT CURRENT MEMBERS*****

The theme for this year's meeting is "***Explore the Magic of Respiratory Care"*** (Think Disney magic! This year's AARC Congress will be in Orlando so we are theming our state conference to match.)
Please help us by making every effort to incorporate the **Explore the Magic of Respiratory Care** spirit into your display. The vendor that best incorporates the **Explore the Magic of Respiratory Care** theme will be entitled to a complimentary Bronze level booth at the 2021 state meeting. ($500 prize value!)

SPONSORSHIP
The MSRC is grateful for the help of our vendors as we develop the conference program. Your sponsorship allows us to provide the best education opportunities to Missouri therapists. We welcome sponsorship of speakers, social activities, or refreshment breaks. You may also choose to place an advertisement in the conference program. For more information on sponsoring a portion of our event, please contact the vendor chairs. These sponsorships will be taken on a first come, first served basis.

Speaker Sponsorship
Sponsorship of a program speaker is defined as covering all costs associated with that speaker's presentation, travel, lodging, expenses, and honorarium. The MSRC will provide a complimentary Bronze level booth to any vendor that sponsors a program speaker. We will also offer complimentary program registration to all sponsored speakers so they can enjoy the other program speakers.

Social Activity Sponsorship
We are seeking sponsorship of the Golf Tournament, Volleyball Tournament, Fun Run/Walk, and Sputum Bowl. **The prices below do not reflect the cost of a booth, only sponsorship.**

- **Golf Tournament - $500 sponsorship** will assist in the purchase of snacks, beverages and prizes for the tournament (payment made directly to the MSRC). Vendor will receive recognition as a sponsor in both the conference program and on the MSRC website.
- **MSRC Dance - $600 sponsorship** will assist in the cost of DJ, hall fees, and refreshments. Vendor will receive recognition as a sponsor in 3 locations; the conference program, in between presentations on the rolling screen, and on the MSRC website. Additionally, the Vendors name will be placed on the conference schedule.

- **Activity Night - $600 sponsorship** will assist with cause of hall fees, activity, prizes, and refreshments. Vendor will receive recognition as a sponsor in 3 locations; the conference program, in between presentations on the rolling screen, and on the MSRC website. Additionally, the Vendors name will be placed on the conference schedule.

- **Volleyball Tournament - $150 sponsorship** will assist with the purchase of participant t-shirts and refreshments (payment made directly to the MSRC). Vendor will receive recognition as a sponsor in both the conference program and on the MSRC website. In addition, your company's logo will be displayed on the participant t-shirts.
- **Fun Run/Walk - $150 sponsorship** will assist with the purchase of participant t-shirts and refreshments (payment made directly to the MSRC). Vendor will receive recognition as a sponsor in both the conference program and on the MSRC website. In addition, your company's logo will be displayed on the participant t-shirts.
- **Sputum Bowl - $500 sponsorship** includes purchase of trophies, hall fees, keg beer and food. Vendor will receive recognition as a sponsor in both the conference program and on the MSRC website. Additionally, the Vendors name will be placed on the event trophies.

Advertisement in the Conference Program

After much success last year, we will once again put together a bound conference program. Vendors may purchase ad space in this program. Each conference attendee will receive this program with your ad/contact information. Costs are as follows:

- **Full page ad: $250**
- **Half page ad: $150**
- **Quarter page ad: $100**

In order to be included in the program, artwork must be sent to the conference chairperson no later than March 29, 2020.

Please contact the conference chair to purchase/submit advertisement space: banzea@health.missouri.edu

Additional Sponsorship

If your company would like to sponsor an event or refreshment break (other than those listed above), please contact the vendor chairperson. All sponsors will be recognized in the final program and in the exhibit hall.

GOLF TOURNAMENT INFORMATION

If you wish to participate in the golf tournament, please contact the tournament coordinator. Participants must register with the golf coordinator using the vouchers supplied or purchased even if you purchased a booth tier with golf included. Additional information pertaining to the 31st Annual Golf Tournament can be obtained from tournament coordinator Randy Flannigan. Email: flanaginp@health.missouri.edu.

HOTEL ROOM RESERVATIONS

For room reservations, please visit the state meeting website at www.mosrc.org or by calling 888-265-5500. Deadline for the MSRC discounted room block is March 24, 2020.

Without our wonderful VENDORS these conventions would not be possible. We appreciate all of your support in the past and look forward to working with each one of you this year and many years to come. If there is anything that can be done to improve our convention, please do not hesitate to let one of us know.

Thank you all for your cooperation. Please contact one of us if you have questions or need additional information.

2020 Vendor Committee: Terra Saunders-Crouch & Lisa Cracchiolo

Terra Saunders-Crouch
Vendor Co-Chair
Cell: 314.541.3817

Terra.Saunders-Crouch@mercy.net
or
peachygirl@charter.net

Lisa Cracchiolo
Vendor Co-Chair

Cell: 314.258.4941

Lisa.Cracchiolo@bjc.org
or
lcracchiolo531@gmail.com

MISSOURI SOCIETY FOR RESPIRATORY CARE CONVENTION
Tan-Tar-A Margaritaville Resort, Osage, MO
GUIDELINES FOR EXHIBITORS
April 15th – 17th, 2019

APPLICATION FOR SPACE: Register online at www.mosrc.org or return the enclosed application form. Confirmation will be made as quickly as possible. Booth space tiers are available on a first come first serve basis. Priority booth selection will be assigned first by tier level then on a 'first to register' basis. **The higher the tier level chosen combined with the timing of registration will offer a better chance of getting the booth space(s) requested.**

BOOTH SIZE: Each booth is 8' x 10'.

BOOTH FURNISHINGS: Rental fee includes drapery background (8 feet high), side dividers (3 feet high), sign with the company name, 6 foot draped table, trash can, and electrical outlet if indicated and paid for on the application form.

EQUIPMENT SHIPMENT: Tan-Tar-A does not offer shipping arrangements. Please make arrangements through Page & Brown Convention Services. Information for these services is available by contacting one of the vendor chairs. Any exhibitor freight shipped directly to Tan-Tar-A will be assessed a handling and storage fee.

SETTING UP & DISMANTLING: The exhibit area will be open for **set-up beginning 12:00 noon on Wednesday, April 15th**. Set-up must be completed by 3:00p.m. Dismantling may begin at 12:00 noon on Thursday, April 16th, and MUST be completed by 3:00p.m. (Arrangements must be made with the hotel if your exhibit will take longer to set up than the time allowed).

EXHIBIT HOURS:

- **Wednesday, April 15th; 4:00 p.m. to 7:00 p.m.** Cash bar and hors d'oeuvres provided in the Exhibit Hall.
- **Thursday, April 16th; 10:00 a.m. to 12:00 noon.** Light refreshments provided.

INSURANCE: Exhibitors are encouraged to take out a portal-to-portal rider, which is available at a nominal cost on their own insurance policy, to protect them against loss through theft, fire, damage, etc.

LIABILITY: It is agreed that the individual exhibitors will protect, save and keep the Missouri Society for Respiratory Care and/or Tan-Tar-A Margaritaville Resort from any damage or charges imposed for violation of any law or ordinance whether occasioned by negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with applicable terms regarding the exhibitor's premises; and further, exhibitors shall at all times protect, indemnify, save and keep harmless the above parties against and from any and all loss, cost, damage, liability or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and

business invitee, which arise from or our of by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof.

CONVENTION FACILITY RESTRICTIONS: 1) Volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulation or insurance carriers may not be used in any booth. 2) All construction in a booth shall be substantial and fixed in position for the duration of the show. 3) All aisles and exits must be kept clear, clean and free from obstruction to comply with fire restrictions.

COOPERATION: Exhibits are required to be installed within the assigned space and not interfere with other exhibits. The following practices are prohibited: 1) Use of noisy electrical or mechanical apparatus interfering with other exhibits. 2) Canvassing or distributing any material outside the exhibitor's own space. 3) Subleasing of exhibit space. 4) The use of billboard advertisement and/or display of signs outside of the exhibit MSRC area without prior approval from the Program Committee. Any violators of these rules will be banned from exhibiting at the 2019,2020 and 2021 MSRC Conventions.

The use of audio systems is allowed, however, the exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the convention participants or adjacent exhibitors.

The character of the exhibitors is subject to the approval of the MSRC Program Committee. The right is reserved to refuse the applications of concerns not meeting standards required or expected, as well as the right to curtail or close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct and attire of persons, etc.

REFUNDS/CANCELLATIONS: Requests for refunds should be made in writing, postmarked no later than **March 29, 2020. No refunds after March 29, 2020. Cancellations prior to March 29, 2020 are subject to a $50 cancellation fee.**

MSRC 49th Annual Conference • Osage Beach, Missouri
VENDOR REGISTRATION CONTRACT 2020

Online Registration Available! Please visit www.mosrc.org

Company Name (as it should appear in the program):_____

Company
Address:_____

Telephone Number: (____) _____ Fax: (___) _____

Contact Person:_____

Contact person e-mail Address_____@_____

Products to be displayed: _____

Tier Level Choice:

☐ Gold Level Sponsor: $2,000 ☐ Silver Level Sponsor: $1,500 ☐ Bronze Level Sponsor: $500

A La Cart Add On's:

☐ Double Booth Upgrade: $400 ☐ 1 Additional Exhibitor: $125 ☐ 2 Additional Exhibitors: $250

☐ Electricity: $45

Number of Additional Golf Vouchers Needed: _____ @ $51 each

Indicate Booth Number Preferences: 1st Choice____ 2nd Choice____ 3rd Choice____ 4th Choice____

Representatives staffing exhibit: Top tier level includes 6 vendors, Middle Tier Level includes 4 vendors, Lowest Tier Level Includes 2 vendors. Up to 2 additional vendors may be purchased. The maximum number of vendors for each tier level cannot be exceeded. Only active AARC members will receive AARC credit.

First, Last Name (as it should appear on badge)	Credentials (RRT, CRT)	AARC Number
1.		
2.		
3.		
4.		
5.		
6.		

Sponsorship:
Please indicate if you are interested in sponsoring one of the following events (all sponsorships are done on a first come, first serve basis). You will be contacted by the vendor chair upon receipt of this registration form. Payment should be made only after confirming with vendor chair.

☐ Golf Tournament
☐ Volleyball Tournament
☐ Fun Run/Walk
☐ Dance (Weds. or Thurs.)
☐ Sputum Bowl
☐ Activity Night
☐ Refreshment Break
☐ Other:_____

Advertisement in Conference Program:
Please select ad size. In order to be included in the program, artwork/ad information and fees must be submitted before March 29, 2020.

☐ Full page ad, $250
☐ Half page ad, $ 150
☐ Quarter page ad, $100

REFUNDS/CANCELLATIONS: Requests for refunds should be made in writing, postmarked no later than March 29, 2020. No refunds after March 29, 2020. Cancellations prior to March 29, 2020 are subject to a $50 cancellation fee.

Missouri Society for Respiratory Care (MSRC) Registration Policy: The registrant will NOT be permitted to participate in the conference until all registration fees are paid in full. Any returned check will be assessed a collection fee of $100.00. The participant must submit payment and fees by cashier's check or money order within 30 days of notification of returned check to avoid further legal action. CRCE awards will be withheld until all payments are reconciled. Violation of this agreement will result in the registrant being prohibited from participation in all MSRC sponsored activities. By submitting this registration form, the participant agrees to these terms. This application, when signed, becomes a firm contract.

Submitted by: _____
(print name)

Signature: _____

Title: _____ Date:_____

Please make checks payable to the MSRC. Credit and debit cards cannot be accepted for mail in registrations (please register online).

Mail completed application to:
Terra Saunders
5 Jody Drive
St. Peters, MO 63376

Online Registration Available! Please visit www.mosrc.org

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Missouri Society for Respiratory Care

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☒ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) 1
Exemption from FATCA reporting code (if any) A
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
P.O. Box 1865

Requester's name and address (optional)

6 City, state, and ZIP code
Jefferson City, MO 65102

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
2 3 - 7 1 3 2 4 2 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person** ▶ Jennifer L Kooley | **Date** ▶ 3 Jan 17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

FOR SHIPPING OF EXHIBIT MATERIALS AND DISPLAY ASSEMBLY, PLEASE UTILIZE
PAGE & BROWN CONVENTION SERVICES
5744 Chapel Drive
Osage Beach, MO 65065
Phone: 573-348-5176 * Fax: 573-348-5177
Pager: 573-346-8656

Please make CHECK or MONEY ORDER payable to: TAN-TAR-A RESORT.
IF PAYMENT IS NOT RECEIVED IN ADVANCE, PAYMENT MUST BE MADE AT SET UP!

PLEASE PRINT OR TYPE LEGIBLY

Full Name of Conference:_____ Dates of Conference:_____

Company:_____

Address:_____City, State, Zip:_____ Phone #:_____

PRINTED NAME:_____Signature:_____

Payment Enclosed: Yes_____ No_____ If no, charge to guestroom of:_____

Credit Card #:_____ Expiration Date:_____

3 or 4 Digit Security Code on Back of Credit Card (Required):_____

****

DUE TO LIMITED STORAGE SPACE AT TAN-TAR-A, ALL SHIPMENTS RECEIVED AT TAN-TAR-A WILL BE ASSESSED A PACKAGE HANDLING FEE

TAN-TAR-A PACKAGE HANDLING FEES, INCLUSIVE OF SALES TAX				
Package Size	Delivery	Outgoing Shipment	Storage Fee (24 hours – 7 days)	Storage Fee (8 – 14 days)
1-10#	$3	$5	$3	$10
11-35#	$10	$10	$10	$20
36-100#	$25	$25	$25	$40
½ Pallet, or over 100#	$50	$50	$50	$65
Full Pallet	$65	$65	$65	$75

- **If shipping exhibit materials directly to Tan-Tar-A Resort:**
  - Payment arrangements with Tan-Tar-A must be completed prior to shipping materials
  - If payment made by check, a credit card must be on file for any additional charges, including any difference between the actual and estimated weight of shipments
  - No COD shipments will be accepted
  - Shipments may be refused without prior arrangements

Tan-Tar-A Resort will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from its negligence.

01/24/13

Page & Brown Convention Services

5744 Chapel Drive
Osage Beach, MO 65065

Phone 573 - 348 - 5176
Fax 573 - 348 - 5177
Web Site www.pagebrown.com
Email service@pagebrown.com

Exhibit Material Handling

Shipping Instructions - Incoming

NO COLLECT SHIPMENTS WILL BE ACCEPTED. **Send shipments PRE-PAID to the above address, with the following information.**

Name of Show: _____ Date of Show: _____

Location of Show: _____

Company Name: _____ Booth _____ #(s) (If known)

C/O Page & Brown Convention Services
5744 Chapel Drive
Osage Beach, MO 65065

- **If you will be shipping freight, we require this form to be on file with payment, before the arrival of your exhibit material.**
- **Shipments (each item) must be labeled with all of the above information to insure delivery to proper booth.**
- If phone calls are necessary to determine necessary show delivery information, there will be a $30 surcharge added.
- Credit card orders will be processed after the show is over. Indicate if you would like a receipt faxed.
- If weight of shipment is known, pre-payment may be made by check. See rate schedule below.
- Shipments should be made early, to be delivered to above address, at least three days prior to set-up date.
- Shipments which arrive after the start of exhibitor move in, and require a special trip to the site, will be charged an additional $50.

Outgoing Shipping Instructions

- **Representative at show site will be expected to label their containers and furnish us with shipping documents.**
- **Pre-printed shipping documents with your account number will help expedite outgoing shipping.**
- Our outgoing material handling form will be provided at show site. We require that it be completed and left with shipment.
- It is your company's responsibility to call carrier and arrange for pickup, if shipping with other than UPS or Federal Express.
- When time frame allows, we request that pick ups be scheduled at our warehouse, the next business day after show closes.

Page & Brown will provide the following services:

Receive and store shipments (30 days free storage allowed).
Delivery to booth, prior to exhibitor set-up time.
Removal and return of empty crates to and from booths.
Handling out of the Exhibit site at conclusion of the show.

For Labels & More Information Visit Our Web Site
www.pagebrown.com **/Click On Exhibit Material Handling**

***** Keep Your Shipment Tracking Numbers*****

RATE SCHEDULE All weights are rounded off to the next 100 lb. Each shipment is considered separately

		Per 100 lb.	Min. Charge
I	ADVANCE SHIPMENTS **Shipments received at warehouse**. Shipments of Common Freight And Crated Exhibits will be received and stored, up to 30 days prior to show, and delivered to booth at show site. Any necessary handling of empty containers to and from storage and outgoing handling at conclusion of show	$48.00	$48.00
II	RECEIVING AT SHOW SITE **Shipments received at show site during exhibitor move in period only, early shipments will be refused.** Includes receiving, delivery to booth, any necessary handling of empty containers to and from storage, and outgoing handling at conclusion of show	$50.00	$50.00
III	OUTGOING HANDLING ONLY	$40.00	$40.00
IV	HANDLING UNCRATED MATERIAL Rates in Item I and Item II above apply to Common Freight and Crated Exhibit Material Shipments of more than 10 loose boxes will have a 30% surcharge to above rates to cover additional handling time	Plus 30%	

LIMITS OF LIABILITY AND RESPONSIBILITY

We will not be responsible for uncrated, improperly packed materials or concealed damage. We will not be responsible for damages or loss of materials after delivery to booth, during installation time, or at conclusion of show prior to delivery to outbound carrier. Therefore, exhibitor should contact their insurance carrier if necessary, to provide insurance coverage for materials from the time they leave your firm until they are returned after the show. Limit of liability is $.25 per lb. per article, with a maximum liability of $50.00 per item, and a maximum of $1,000.00 per shipment

Hotels – Convention Centers Will Not Accept Freight As They Do Not Have The Facilities To Receive Or Store Freight

Trade Show _____ Amount Paid _____ Weight _____

Contact _____ Telephone _____

Company Name _____ Fax _____

Address _____ City _____ State _____ Zip _____

Card # _____ Exp. Date _____ Code _____ Authorized By _____

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

PLEASE LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW:_____**BOOTH #:**_____

LOCATION OF SHOW:_____

COMPANY NAME:_____ (___)_____
(TELEPHONE #)

NUMBER____OF___PIECES

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW:_____**BOOTH #:**_____

LOCATION OF SHOW:_____

COMPANY NAME:_____ (___)_____
(TELEPHONE #)

NUMBER____OF___PIECES

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065

SHIP TO:

NAME OF SHOW:_____**BOOTH #:**_____

LOCATION OF SHOW:_____

COMPANY NAME:_____ (___)_____
(TELEPHONE #)

NUMBER____OF___PIECES

C/O PAGE & BROWN CONVENTION SERVICES
5744 CHAPEL DRIVE
OSAGE BEACH, MO 65065