

# IMPORTANT EXHIBITOR INFORMATION ENCLOSED FOR THE FOLLOWING:

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## Pasadena Convention Center

### May 23, 2023

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<b>EXHIBITOR MOVE-IN:</b>	<b>Monday, May 22, 2023,</b> <b>Tuesday, May 23, 2023,</b>	2:00 PM-7:00 PM 7:00 AM-8:30 AM
<b>SHOW HOURS:</b>	<b>Tuesday, May 23, 2023,</b>	9:00 AM-4:00 PM
<b>EXHIBITOR MOVE- OUT:</b>	<b>Tuesday, May 23, 2023,</b>	4:00 PM-7:00 PM
<b>FREIGHT FORCED OFF SHOW FLOOR:</b>	<b>Tuesday, May 23, 2023,</b>	7:00 PM
<b>SHOW COLORS:</b>	Black / White	

#### **YOUR BOOTH SPACE INCLUDES:**

- 8' Backwall and 3' Siderail to create booth space
- \* (1) 6' Black Draped Table
- \* (2) Chairs
- \* (1) ID Sign

To furnish your booth area with items other than those included with the "booth space" please see the enclosed order forms

**PLEASE MAKE SPECIAL NOTE OF ALL DEADLINE DATES TO ORDER SERVICES**

#### **SHOW READY**

224 Mercury Circle, Pomona, CA 91768  
Phone: (909) 468-0444 \* Fax: (909) 498-0454

# Show Ready

224 Mercury Circle, Pomona, CA 91768  
Phone: (909) 468-0444 \* Fax: (909) 468-0454

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## **A Welcome Message from the Decorator**

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SHOW READY is pleased to have been selected as The Official Contractor for the Income **Property Management Expo** to be held at the **Pasadena Convention Center**. We would like to welcome all exhibitors and participants at this event. It is our goal to assist you in any way possible to help ensure a successful show.

This exhibitor kit contains important information regarding the show. Please take the time to thoroughly review all the information that is included in this kit. In addition to the information, there are forms for services designed to enhance your show experience. If there is another service you may be in need of, not found in this kit; please feel free to call us.

This information is time sensitive and it is important that you adhere to the deadlines to ensure efficient service, as well as discount pricing. Please return all pertinent forms to the address stipulated on the forms themselves.

### **SPECIAL NOTES**

In order to keep the appearance of the show in a professional manner, no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape. For safety reasons, standing on tables, chairs, or other rental equipment is strictly prohibited. Show Ready cannot be held responsible for injuries or falls caused by the improper use of rental furniture.

### **DISCOUNT PRICING**

To qualify for **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are specified at the top of each order form. Deadlines vary according to the services and are listed individually. Please make a note of these time frames in order to receive **DISCOUNT PRICING**.

### **SHIPPING INFORMATION**

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly.

SHOW READY realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 468-0444.

We look forward to seeing you at the show!

**The Staff at  
SHOW READY**

SHOW READY  
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## Show Ready

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## DEADLINE DATES AND TIMES

Please Initial & Return with ALL Orders \_\_\_\_\_

### Income Property Management Expo

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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### Rental Orders

Furniture, Showcases & Carpet **4:00pm Friday, May 12, 2023**, for discount pricing.  
*\*Any furniture ordered after this date will be set at regular pricing*

Cleaning Service **4:00pm Friday, May 12, 2023**, for discount pricing  
*\*Any cleaning services ordered after this date will be set at regular pricing*

### Material Handling

Shipping to Advance Warehouse **8:00am-4:00pm M-F April 17- May 12, 2023**, for ST on time rates  
**8:00am-4:00pm M-F May 13-17, 2023**, for OT off target rates

Shipping Direct to Showsite **8:00am-4:00pm Monday, May 22, 2023**, for ST on time rates

Outbound Shipments **7:00pm Tuesday, May 23, 2023**, (to turn in completed Bill of Lading to Service Desk by)  
**6:00pm Tuesday, May 23, 2023**, for (Driver Check-In by)

Freight Forced off the Show Floor **7:00pm Tuesday, May 23, 2023**

- \*No shipments will be accepted at the Advance Warehouse on Saturdays or Sundays
- \*Shipments Direct to Showsite will ONLY be accepted during the times and dates listed above.
- \*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt
- \*Outbound Shipments without proper labeling and/or shipping documents turned in prior to the deadlines as outlined above will be charged an additional \$10.00 per cwt
- \*Forced Freight will either be re-routed using Show Ready's house carrier, TForce Freight, or taken back to Show Ready's Warehouse resulting in an additional drayage charge at the Exhibitor's expense.

## **SHOW MANAGEMENT**

*Booth Space Rentals, Exhibitor/Vendor Registration, Wristbands, Security, General Questions/Information*

### **On The Edge Promotions**

Paul Smith

Fullerton, CA 92838

Phone: 714-931-3600 Fax: 714-893-6484

Email: [paul.smith210@gmail.com](mailto:paul.smith210@gmail.com)

## **FACILITY**

*Parking, Directions, Nearby Lodging, Local Area Information*

### **Pasadena Convention Center**

300 E Green St

Pasadena, CA 91101

Phone: 626-795-9311

## **DECORATOR**

*Furnishing Rentals, Labor Rentals, Forklift Labor Rentals, Material Handling, Booth Displays, Sign Hanging*

### **Show Ready**

224 Mercury Circle, Pomona, CA 91768

Phone: (909) 468-0444 \* Fax: (909) 498-0454

Email: [admin@showreadyexpo.com](mailto:admin@showreadyexpo.com)

# Show Ready

224 Mercury Circle, Pomona, CA 91768  
Phone: (909) 468-0444 \* Fax: (909) 468-0454

## MOVE-IN & MOVE-OUT PROCEDURES

Please Initial & Return with ALL Orders \_\_\_\_\_

### Income Property Management Expo

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

#### Exhibit Move-in Procedures:

*Please refer to the Material Handling Sheets for:*

1. Advance & Direct Shipments
2. Proper labeling for Advance and Direct Shipments
3. Dates & Times
4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
5. Direct shipments will be delivered to your booth when they are received.

*Please refer to the front page for move in dates & times*

1. Teamster will unload commercial freight haulers as well as exhibitor private vehicles on dates & times specified.
2. To avoid overtime charges; remind drivers that they should be in line 1-2 hours early in order to be unloaded by the deadline.
3. Drivers are to go to the check in area and will be instructed on where to go to be unloaded.

#### Exhibit Move-out Procedures:

Upon show closing, the aisle carpet (if any) will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

*The Exhibitor is Responsible for Properly Labeling ALL Shipments, Providing Show Ready with a Bill of Lading by the Close of the Show, & ALL Shipping Charges Billed by the Carrier, Regardless of the Outbound Method used to Ship Booth Materials*

Once you are in line at the dock, DO NOT leave your vehicle unattended at any time; if you do, your vehicle will be towed.

**Bill of Ladings for outbound shipments via your choice of carrier:**

1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline.
2. Drivers are to go to the check in area.
3. When all of your materials are completely packed and ready to go, please turn in a Bill of Lading at the Service Desk.

**For Exhibitors with privately owned vehicles who cannot hand carry all booth materials (POV):**

1. When all of your materials are completely packed and ready to go, drive your vehicle to the loading dock & check in.
2. You will be loaded according to the order of check-in.

**For Exhibitors with Company or Rented Trucks:**

1. When all of your materials are completely packed and ready to go, please go to the service desk to receive a Bill of Lading to be filled out.
2. Once the Bill of Lading is filled out, you will be directed to the loading dock where you will be loaded in the order you were processed.

**For Exhibitors using Show Ready's Show Carrier, TForce Freight:**

1. When all your materials are completely packed and ready to go, please go to the service desk to receive a Bill of Lading to be completely filled out.
2. Make sure all of your materials are properly labeled & leave them clearly visible INSIDE your booth space.
3. If you do not have an account with UPS Freight, they will bill the receiver at the time of delivery of your materials.

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

**ALL EXHIBIT MATERIALS MUST BE REMOVED BY 7:00 pm Tuesday, May 23, 2023**

*At this time, SHOW READY will re-route your freight via the house carrier: **T Force Freight** at the exhibitor's expense.*

Exhibitors are allowed to move materials that can be "hand carried" by one (1) person without the use of dollies, hand trucks or other mechanical devise.

No flat trucks, handcarts, 2 wheelers, or dollies will be allowed on Show Floor.

No vehicles of any type will be allowed to park on the loading dock without permission.

**SHOW READY**

224 Mercury Circle, Pomona, CA 91768  
 Phone: (909) 468-0444 \* Fax: (909) 468-0454  
 Email: admin@showreadyexpo.com

**PAYMENT POLICY FORM**  
*Must be included with all orders.*



Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone / Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

- **This form must be completed with a valid credit card and enclosed with all order forms and is to be on file with Show Ready prior to any service(s) being performed and up to 30 days after the close of the show regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment *must* be included with order form and *must* be received prior to the deadline date for all orders mailed, faxed, or emailed! Payments by check must be made payable to **Show Ready Industries** in U.S. funds drawn on a U.S. bank *and* please fill out the authorization form below.
- Customer is responsible for ALL loss and/or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON THE COMPLETION OF SHOW.

Amount of Check Enclosed \$ \_\_\_\_\_ Amount to be charged to Credit Card \$ \_\_\_\_\_

**If paying by Check; please fill out the following information:**

Check Number: \_\_\_\_\_ Driver License Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**For ALL ORDERS, a Credit Card is required & will remain on file with Show Ready for up to 7 days after show close. Please provide the following information:**

For Payment \_\_\_\_\_ To Keep on File \_\_\_\_\_

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please

Check: \_\_\_\_\_ AmEx \_\_\_\_\_ Master Card \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Name as it Appears on Card \_\_\_\_\_

Authorized By: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholders *Billing* Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SHOW READY**

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**FURNITURE RENTAL ORDER FORM**

Deadline for discount: 4:00 pm Friday, May 12, 2023

**Income Property Management Expo**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

<u>Tables, Counter Tables, &amp; Round Tables</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>	<u>Table Skirt Colors Available</u>	
4 ft. undraped table 24" x 30" high	\$49.60	\$82.70	_____	_____	<input type="radio"/> beige	<input type="radio"/> purple
6 ft. undraped table 24" x 30" high	\$60.65	\$93.70	_____	_____	<input type="radio"/> black	<input type="radio"/> red
8 ft. undraped table 24" x 30" high	\$71.65	\$104.75	_____	_____	<input type="radio"/> blue	<input type="radio"/> rose
Skirt & Vinyl Topping	\$27.55	\$27.55	_____	_____	<input type="radio"/> burgundy	<input type="radio"/> teal
4 <sup>th</sup> sided table skirt for 6' or 8' table 30" high	\$16.55	\$22.05	_____	_____	<input type="radio"/> forest green*	<input type="radio"/> white
4 ft. undraped counter table 24" x 42" high	\$71.65	\$104.75	_____	_____	<input type="radio"/> gray	<input type="radio"/> yellow
6 ft. undraped counter table 24" x 42" high	\$82.65	\$115.75	_____	_____	<u>Counter Skirt Colors Available</u>	
8 ft. undraped counter table 24" x 42" high	\$93.70	\$126.75	_____	_____	<input type="radio"/> beige	<input type="radio"/> fuchsia*
Skirt & Vinyl Topping	\$15.00	\$20.00	_____	_____	<input type="radio"/> black	<input type="radio"/> gray*
					<input type="radio"/> blue	<input type="radio"/> red
					<input type="radio"/> brown	<input type="radio"/> teal
					<input type="radio"/> burgundy	<input type="radio"/> white

\*Limited quantities available

*Please Note: If no skirt color is chosen, show colors will be used.*

<u>Chairs</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
folding chair	\$18.75	\$23.15	_____	_____
padded counter stool	\$82.65	\$115.75	_____	_____

<u>Accessories</u>	<u>Discount</u>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
backwall drape (8 ft. High)	color _____	\$9.25 per ft.	_____	_____
bag rack (5'x arm length 15")		\$44.10	_____	_____
crossbar / spreader		\$16.55	_____	_____
easel		\$33.05	_____	_____
garment rack (5' x 5')		\$55.15	_____	_____
peg board (4' x 8')	[vertical / horizontal]	\$115.75	_____	_____
stanchions - black retractable (7 ft. each)		\$71.65	_____	_____
wastebasket		\$19.95	_____	_____

All items are subject to availability. If the style ordered is out of stock, a different style may be substituted when available.

\*Limited quantities available

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after SR installation  
 Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_

Yes, I have read, agree to, completed, and enclosed along with this order the Payment Policy Form



# SHOW READY

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Phone: (909) 468-0444 \* Fax: (909) 468-0454

## CARPET RENTAL ORDER FORM

Deadline for discount: 4:00 pm Friday, May 12, 2023

### Income Property Management Expo

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_ Booth Size \_\_\_\_\_

#### STANDARD BOOTH CARPET

<u>Size</u>	<u>Quantity</u>	<u>Discount</u>	<u>Regular</u>	<u>Total</u>	<u>Please select color:</u>	
9 x 10 Ft.	_____	\$148.85	\$198.45	_____	<input type="radio"/> Black	<input type="radio"/> Gray
9 x 20 Ft	_____	\$214.95	\$264.60	_____	<input type="radio"/> Blue	<input type="radio"/> Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet cancellations will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET IS NOT DESIGNED TO COVER COMPLETE BOOTH AREAS.

#### CUSTOM CUT BOOTH CARPET

	<u>Discount</u>	<u>Regular</u>	<u>Total</u>
Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$4.15 / \$5.80 = _____			

Color (options above): \_\_\_\_\_

THIS CARPET IS CUT SPECIFICALLY TO BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pick up at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet cancelled after being cut will be charged at 100%.

#### CARPET PADDING - TAPE - PLASTIC COVERING

	<u>Quantity</u>	<u>Discount</u>	<u>Regular</u>	<u>Total</u>
Carpet Padding _____ x _____		\$2.15 sq. ft. /	\$2.60 sq. ft.	_____
Plastic Covering _____ x _____ = _____ Sq. Ft. @ _____		\$1.10 sq. ft. /	\$1.35 sq. ft.	_____

**All rental prices include installation & removal. Items cancelled will be charged at 100% of original price after being cut.**

SUBTOTAL CARPET RENTAL ORDER FORM \$ \_\_\_\_\_

Yes, I have read, agree to, completed, and enclosed along with this order the Payment Policy Form

# SHOW READY

244 Mercury Circle \* Pomona, CA 91768  
 Phone: (909) 468-0444 \* Fax: (909) 468-0454

## CLEANING SERVICE ORDER FORM

Deadline for discount: Friday, May 12, 2023

**Income Property Mgt**      Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

### VACUUM BOOTH CARPET

Rates per Sq. Ft.	<u>DISCOUNT</u>	<u>REGULAR</u>
<b>Straight Time:</b> Monday-Friday 8am-4:30pm	\$0.80	\$0.95
<b>Overtime:</b> Before 8am and after 4:30pm M-F and all day Saturday, Sunday, and Holidays	\$1.10	\$1.25

Exhibit Space: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. (100 Sq. Ft. Min)      x Rate \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total \_\_\_\_\_

**Day(s):** \_\_\_\_\_

All rental carpets ordered from Show Ready are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

### SHAMPOO BOOTH CARPET

Rates per Sq. Ft.: DISCOUNT \$1.55 / REGULAR \$2.55

Exhibit Space: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. (100 Sq. Ft. Min)      x Rate \_\_\_\_\_ x # of Days \_\_\_\_\_ = Total \_\_\_\_\_

**Day(s):** \_\_\_\_\_

### PORTER SERVICE

	<u>Discount</u>	/	<u>Regular</u>	=	<u>Total</u>
<b>Regular Hours:</b> 8:00am – 4:30pm	\$69.00 x _____	Hours	/ \$85.00 x _____	Hours	= _____
<b>Overtime Hours:</b> Before 8:00am and/or after 4:30pm	\$72.00 x _____	Hours	/ \$97.00 x _____	Hours	= _____
<b>Overtime Hours:</b> Saturday & Sunday	\$72.00 x _____	Hours	/ \$97.00 x _____	Hours	= _____

**Day(s):** \_\_\_\_\_ **Times:** \_\_\_\_\_

- Please specify times & days / Minimum of four hours daily

Empty wastebasket, tidy, and spot clean exhibit space at two-hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

SUBTOTAL CLEANING RENTAL ORDER FORM \$ \_\_\_\_\_  
 Yes, I have read, agree to, completed, and enclosed along with this order the Payment Policy Form

# SHOW READY

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## MATERIAL HANDLING ORDER FORM

\* Note Deadline Dates & Times

**Income Property Management Expo** Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS.** THESE RATES ARE SUBJECT TO SURCHARGES (See Below).  
**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE SHOW READY'S ESTIMATED WEIGHTS.**  
 ALL SHIPMENTS MUST BE PRE-PAID. COLLECT SHIPMENTS WILL BE REFUSED.

### RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out	OT In / OT Out	Materials
<b>Advance</b> Crated or skidded shipments (Common Carriers, 3 <sup>rd</sup> Party Carriers, Company Trucks) <i>*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt</i>	Advance Warehouse	\$156.45 per cwt	N/A	<i>*Please provide the approximate piece count</i>
<b>Direct</b> Crated or skidded shipments (Common Carriers, 3 <sup>rd</sup> Party Carriers, Company Trucks) <i>*Shipments without proper labeling and/or shipping documents will be charged an additional \$10.00 per cwt</i>	Showsite	\$149.10 per cwt	N/A	Crates Cartons
<b>Personally Owned Vehicles – Cartload 100 lb. MAX</b> (Station wagons, regular size 4 x 4, mini vans) <i>*Accepted on exhibitor move-in days during service desk hours</i>	Showsite	N/A	N/A	Skids / Pallets
<b>Small Packages (UPS / FED EX)</b> Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. <b>Max weight per shipment is 50 lbs. and/or 4 pieces</b> <i>*Shipments received that exceed the max, will be charged as separate shipments or at the 200lb minimum.</i>	Advance Warehouse	\$49.00 1 package each additional \$22.00	N/A	Fiber Cases Color
	Showsite	\$44.00 1 package each additional \$19.50		Other
<b>Drayage Back to SR Warehouse</b> You may schedule your carrier to pick up your shipment from Show Ready's Warehouse 1 to 2 days after move-out.	Outbound Shipments	Include an additional 50% to estimated Material Handling (\$200.00 min)		

**(ST = Straight Time / OT = Overtime)**

Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM, after 4:00 PM, after deadline, or anytime Saturday, Sunday, and/or Holidays.

- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time, and/or difficulty locating your shipment if delivered to someone other than the appointed show freight receiver. Please notify your carrier of these date(s) and times.
- Separate shipments received by Show Ready will not be combined.
- Forced Freight: Shipments left on showsite floor will be re-routed to Show Ready's warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor's expense via the house carrier.

### SHIPPING ADDRESSES - PLEASE MAKE NOTE OF DEADLINES AND USE LABELS PROVIDED ON NEXT PAGE

*Please Note: Show Ready is NOT liable for shipments not properly labeled, improper information received by exhibitor's carrier resulting in delivery of materials by any means other than instructed, and/or shipments received by anyone other than the appointed show freight receiver.*

ADVANCE WAREHOUSE	CONVENTION SITE
Company Name / 3 <sup>rd</sup> Party Exhibiting Company Name Booth # IPM C/O SHOW READY 224 Mercury Circle Pomona, CA 91768  <b>ARRIVAL DATES:</b> 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted to be considered <i>On Time</i> : Friday, 5/12 Last day accepted with additional <i>Off Target</i> : Wednesday 5/17	Company Name / 3 <sup>rd</sup> Party Exhibiting Company Name Booth # IPM C/O SHOW READY Pasadena Convention Center 300 E Green St. Pasadena, CA 91101  <b>ARRIVAL DATES:</b> Day(s) accepted: Monday, May 22, 2023 - 8:00 am – 4:00 pm  <i>*POV only accepted on exhibitor move-in days during service desk hours</i>

### ESTIMATED CHARGES FOR MATERIAL HANDLING:

Inbound Carrier \_\_\_\_\_ Estimated Arrival \_\_\_\_\_

\_\_\_\_\_ LBS x \_\_\_\_\_ PER CWT = \_\_\_\_\_  
 Estimated Weight (round up to next 100 lbs.) Estimated Rate (100 lb. = 1) Sub-Total Estimated Material Handling

**Yes, I have read, agree to, completed, and enclosed along with this order, the Material Authorization, and the Payment Policy Form.**

**SHOW READY**

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Phone: (909) 468-0444 \* Fax: (909) 468-0454

**LABELS FOR SHIPMENTS**  
*\* Note Deadline Dates & Times*

**Income Property Management Expo**

Please use the following labels for ALL shipments to assist Show Ready in the proper identification and delivery of your materials.

**ADVANCE SHIPMENTS TO WAREHOUSE**  
**MUST ARRIVE BY 4PM Wednesday, MAY 17, 2023**

**Income Property Mgt**

FROM (Company / 3<sup>rd</sup> Party): \_\_\_\_\_

TO (Exhibitor): \_\_\_\_\_ BOOTH # \_\_\_\_\_

C/O SHOW READY  
224 Mercury Circle  
Pomona CA 91768

Carrier Name: \_\_\_\_\_

No. of Shipments: \_\_\_\_\_ of \_\_\_\_\_ No. of Pieces (this shipment): \_\_\_\_\_ of \_\_\_\_\_

**DIRECT SHIPMENTS TO SHOWSITE**  
**WILL ONLY BE ACCEPTED ON MONDAY, MAY 22, 2023**

**Income Property Mgt**

FROM (Company / 3<sup>rd</sup> Party): \_\_\_\_\_

TO (Exhibitor): \_\_\_\_\_ BOOTH # \_\_\_\_\_

C/O SHOW READY  
Pasadena Convention Center  
300 E. Green St.  
Pasadena, CA 91101

Carrier Name: \_\_\_\_\_

No. of Shipments: \_\_\_\_\_ of \_\_\_\_\_ No. of Pieces (this shipment): \_\_\_\_\_ of \_\_\_\_\_

# SHOW READY

224 Mercury Circle, Pomona, CA 91768  
Phone: (909) 468-0444 \* Fax: (909) 468-0454

## MATERIAL AUTHORIZATION FORM

**Income Property Management Expo**

**Company Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

We hereby authorize SHOW READY (SR), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of SR's charges in connection with the handling of our shipment(s) and we guarantee payment to SR by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that SR or its subcontractor's liability shall be limited to any loss or damage which results solely from SR's or its subcontractor's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from SR's warehouse), that SR or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of SR shall sign a delivery receipt, Bill of Lading, or other documents, we agree that SR or its subcontractors, will do so as our agent, and we accept the responsibility there of.
  - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by SR or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that SR and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
  - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that SR or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize SR or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to SR or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with SR or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to SR for drayage or any other services provided by SR or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay SR upon receipt of invoice for all such charges, and we further agree that any claim we may have against SR or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to the SR office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

Please Print

# SHOW READY

224 Mercury Circle, Pomona, CA 91768  
Phone: (909) 468-0444 \* Fax: (909) 468-0454

## MATERIAL HANDLING INFORMATION SHEET

### Income Property Management Expo

SHOW READY (SR) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. SR shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

**WEIGHT CERTIFICATES:** If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use SHOW READY'S estimated weights. NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW.

ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED – NO EXCEPTIONS.

**\* ENSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

### LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

SHOW READY shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

SHOW READY shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

SHOW READY shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth

For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to SHOW READY by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

SHOW READY shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

SHOW READY's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event SHOW READY's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

SHOW READY shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to SHOW READY by an exhibitor (and/or other shipper acting on behalf of an exhibitor shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to SHOW READY with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at SR's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the SHOW READY service desk.

If an exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location SHOW READY, will be authorized to divert the shipment to another carrier at its discretion. SHOW READY will assume no liability in such instance.

# SHOW READY

224 Mercury Circle, Pomona, CA 91768  
Phone: (909) 498-0444 \* Fax: (909) 468-0454

## OUTBOUND SHIPPING FORM

*Forced Freight: 7:00 PM Tuesday, May 23, 2023*

### Income Property Management Expo

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

### PLEASE FILL OUT OUTBOUND SHIPPING INFORMATION BELOW

**The exhibitor is responsible for ALL freight shipping charges + material handling charges & must provide Show Ready with a completed Bill of Lading for all outbound shipments. Upon request, a blank Bill of Lading may be provided to the exhibitor, if needed, at any time prior to the completion of move-out.**

**Ship To:** *(for Show Ready's Reference Only)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*For any outbound Shipments without proper labeling on materials and/or if shipping documents are not received by Show Ready prior to the deadline, exhibitor will be charged an additional \$10.00 per cwt.*

**Showsite Scheduled (Exhibitor's Carrier)**  
*(Please fill out Carrier information below)*

**TForce (Show Carrier)**

**Drayage Back to SR Warehouse**  
*(Additional Cost – Please see Material Handling Order Form for details & fill out Carrier information below)*

**The exhibitor is responsible for scheduling a pickup when using their own carrier. Please fill in the date and time that you have scheduled your carrier to pick up your shipment.**

Exhibitor's Carrier: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

***Please make sure that the carrier is scheduled to pick up before the scheduled force time.***

**Forced Freight:** Shipments left on showsite floor will be re-routed to Show Ready's warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor's expense via the house carrier.

**SHOW READY**

224 Mercury Circle, Pomona, CA 91768

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**For Exhibits, Exhibitions, Display, and Trade shows – Public or Private****BOOTH CONSTRUCTION**

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

**FIRE DEPARTMENT**

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

**OBSTRUCTIONS**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

**FIRE-RETARDANT TREATMENT**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tarpaper, nylon, and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

**PROPANE CONTAINERS**

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.