

FURNITURE, ACCESSORIES & FLOOR COVERING

Penn State Expo
 Phone: 717-236-6733
 Fax: 717-236-6758
 2010 Greenwood St.
 Harrisburg, PA 17104

Name of Exposition PA HOME SHOW 2012

Booth # _____ Date: _____

All charges for services must be paid in advance or on site by either cash, check or for your convenience Master Card, Visa, Discover or American Express. **Discount prices only apply to orders with payment received in full at the above address prior to one week before first setup date.**

EXECUTIVE FURNISHINGS

ITEM NO.	QTY	DISCOUNT PRICE	STANDARD PRICE
110	_____	\$27.00	\$36.00
120	_____	\$32.00	\$38.00
130	_____	\$23.00	\$25.00
140	_____	\$35.00	\$45.00
210	_____	\$25.00	\$30.00
220	_____	\$10.00	\$12.00
230	_____	\$25.00	\$30.00

Other special items available upon request.
 (Sofa's, coffee tables, lamps, etc.)

CARPETING

ITEM NO.	COLOR CODE	QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE
300	_____	_____	9' X 10'	\$80.00	\$95.00
400	_____	_____	9' X 20'	\$160.00	\$200.00
500	_____	_____	9' X 30'	\$240.00	\$285.00
600	_____	_____	9' X 40'	\$320.00	\$380.00
700	_____	_____	9' X 50'	\$400.00	\$475.00
800	_____	_____	9' X 60'	\$480.00	\$570.00
900	_____	_____	9' X 70'	\$560.00	\$665.00
1000	_____	_____	9' X 80'	\$640.00	\$760.00

Special cut carpet available at \$1.75 per square foot (includes taping and installation) please include information on size and instructions.

When ordering, please include color you prefer by clearly printing numeric/alpha code in column marked color. Available colors listed below:

RED(10) BLUE(20) GRAY(40) BLACK(90) BURGUNDY(70)

Note: Colors and sizes guaranteed only if ordered two weeks in advance of the event. Other colors available upon request.

DRAPERY

ITEM NO.	COLOR CODE	QTY	LINEAR FOOT
1800	_____	_____	8' High Drapery @ \$4.50 per foot
1900	_____	_____	3' High Drapery @ \$4.00 per foot

When ordering drapery, colors can be made in one or two color combinations. Drape to be ordered according to linear feet required. Color codes listed below:

RED (01) BLUE (02) GOLD (03) LT. GRAY (04) WHITE (06)
 BURG (07) GREEN (08) BLACK (09) BEIGE (11) DK. GRAY (12)

WOOD DISPLAY TABLES - TOPPED & UNSKIRTED

ITEM NO.	QTY	DISCOUNT PRICE	STANDARD PRICE
1042	_____	\$28.00	\$42.00
1062	_____	\$33.00	\$47.00
1082	_____	\$38.00	\$52.00
1142	_____	\$38.00	\$52.00
1162	_____	\$43.00	\$57.00
1182	_____	\$48.00	\$62.00
160	_____	\$48.00	\$57.00

WOOD DISPLAY TABLES-TOPPED & SKIRTED

ITEM NO.	COLOR CODE	QTY	DISCOUNT PRICE	STANDARD PRICE
1041	_____	_____	\$42.00	\$55.00
1061	_____	_____	\$52.00	\$65.00
1081	_____	_____	\$60.00	\$75.00
1141	_____	_____	\$62.00	\$80.00
1161	_____	_____	\$72.00	\$90.00
1181	_____	_____	\$82.00	\$95.00
150	_____	_____	\$62.00	\$70.00

When ordering skirted tables, please include color you prefer by clearly printing alpha abbreviation in column marked color. Available colors are as follows:

RED(1RD) BLUE(2BL) GOLD(3GD) LT. GRAY(4GY) WHITE(6WH)
 BURGUNDY (7BU) GREEN (8GR) BLACK (9BK)

TABLE TOP RISERS - AVAILABLE UPON REQUEST

Exhibitor's Special Request:

M/C VISA AMERICAN EXPRESS DISCOVER

Expiration Date _____ Security Code _____
 Account Number _____

SUB TOTAL _____

6% SALES TAX APPLIES _____

TOTAL DUE WITH ORDER _____

AUTHORIZED SIGNATURE _____

All materials remain the property of the contractor. Prices cover rental only. 1 1/2% per month on unpaid balance starting from the date of invoice.

COMPANY _____

PURCHASE ORDER # _____ BOOTH # _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____ PHONE _____

Materials returned after being delivered to exhibitor's location will be surcharged at 1/2 regular price.

REVISED 10/07

Penn State Expo

Phone: 717-236-6733

Fax: 717-236-6758

2010 Greenwood St.

Harrisburg, PA 17104

DRAYAGE AND MATERIAL HANDLING/ RATE SCHEDULE AND ORDER FORM

Company _____

Event PA HOME SHOW 2012

Address _____

Date _____

City _____ State _____

Booth Number _____

Zip _____ Phone _____

Signature _____

******DEADLINE TO RECEIVE FREIGHT WILL BE FEBRUARY 24, 2012******

**Shipping Address
and Consign:**

**PENN STATE EXPOSITION SERVICES, INC.
2010 GREENWOOD STREET
HARRISBURG, PA 17104**

Drayage and Material Handling Service provides to Exhibitors a facility to receive their freight and at the end of the show place the shipment in the hands of a common carrier.

The Exposition Site has no facilities for receiving exhibit material prior to a specified move-in date.

NOTE: Shipping of any material to this address or the show site institutes an order and you will be charged at prevailing rates. PA SALES TAX APPLIES TO THIS SERVICE.

The charges for our services do not include the billing payable to your shipper whether it be a common carrier or other form of transportation. Your company is responsible for making inbound shipments prepaid and outbound shipments are to be collect.

THIS IS NOT A BILL OF LADING. A BILL OF LADING MUST BE FILLED OUT AND RETURNED TO DECORATOR BEFORE REPRESENTATIVE LEAVES SHOW SITE AT END OF SHOW.

INBOUND SHIPMENTS TO THE EXPOSITION	
PLEASE COMPLETE IF INFORMATION IS AVAILABLE AT TIME OF SHIPMENT.	
SHIPPER (NAME)	SHIPPED FROM (CITY)
SHIPPED VIA (TRUCK LINE)	PRO. NO.
SHIPPED ON (DATE)	ESTIMATED ARRIVAL
TOTAL NO. SHIPMENTS	TOTAL NO. PIECES / WT.

OUTBOUND SHIPMENTS AFTER THE EXPOSITION	
SHIP TO (CONSIGNEE NAME)	
STREET ADDRESS	
CITY	STATE
TOTAL NO. OF PIECES / TOTAL WT. OF SHIPMENT	

Description of Material to be shipped: _____

Send Outbound Freight Charges to:

NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

ATTENTION: _____

DRAYAGE AND MATERIAL HANDLING INFORMATION

THIS SERVICE:

Penn State Expo Services, Inc. is responsible for maintaining in and out traffic schedules. To assure orderly and expeditious handling of exhibit material in and out of the Show, it is suggested that exhibitors clear all movements of exhibit material through the Official Drayage Contractor.

Outbound shipping instructions should be given to the Official Drayage Contractor at the earliest possible time. All bill of lading and shipping instructions covering outbound shipments will be checked at the time of loading and corrections made where necessary. Freight remaining on the exhibit floor without proper instructions for deposition will be removed and shipped using available information.

LIMITATION OF PSES'S LIABILITY & RESPONSIBILITY

PSES shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

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

PSES 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 PSES by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

PSES shall not be responsible for any loss, damage, or delay due to fire, Acts of God, Strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

PSES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event PSES's maximum liability shall be limited to \$1.00 per pound per article, with a maximum liability of \$500.00 per item and \$10,000.00 per shipment.

PSES 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. The consignment or delivery of a shipment of PSES by an exhibitor, or by any shipper on behalf of any exhibitor, shall be constructed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set fourth in this Bulletin. All handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all risk floater insurance covering materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can be done by adding "riders" to existing policies, often at no additional cost.

In order to expedite removal of material, we shall have the authority, without further clearance with exhibitors, to change designated carriers, if designated carriers do not pick up on time.

Oversized, loose and uncrated shipments and late deliveries requiring Special Handling will be surcharged an additional 35%. Surcharge will be added to the listed rates.

RATE SCHEDULES

1. Shipments received at advance warehouse, unloaded, stored for 30 days, delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the convention, moved to the loading areas, reloaded on trucks, for pick up by common carrier.	IN AND OUT PER CWT	*Inbound and/or Outbound Minimum
	\$33.00	\$55.00
2. Shipments received at the exhibit facility, unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the Show, moved to the loading area, reloaded on trucks, for pick up by common carrier.	S.T./Per CWT	O.T./Per CWT
	8:00 a.m. to 4:00 p.m.	After 4:00 p.m. Sat., Sun., & Holidays
	\$33.00	\$49.00
		\$55.00

UPS Shipments: Drayage charges are based on the day shipments arrive at destination and not by how they are shipped by the manufacturer from point of origin.

6%PA SALES TAX

REVISED 10/05

PENN STATE EXPO SERVICES, INC.
2010 GREENWOOD STREET
HARRISBURG, PA 17104
(717) 236-6733 FAX (717) 236-6758
e-mail: pennstateexpo@verizon.net

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DRAYAGE AND MATERIAL HANDLING FORM

PENN STATE EXPOSITION SERVICES, INC. utilizes UPS as our trucking company after a show. If you have an account with another trucking company or air freight company, feel free to make arrangements with them. PSES is not responsible for rate differences. Using your account number, **YOU** must call and make arrangements with your company to pick up the freight at a particular time and date after the show. We can provide you with the proper address of the facility it needs to be picked up at, or our PSES warehouse address for pick up there.

We have UPS Freight bill of lading on hand and can help you fill them out. Remember, inbound shipments before the show must be prepaid and outbound shipments after the show must be collect. (See page 1 of the drayage forms.) Or utilize your own account number.

You are free to ship via anyone you care to, inbound to PSES before the show.

TRADE SHOWS

EXPOSITIONS

CONVENTIONS

Penn State Expo
Phone: 717-236-6733
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2010 Greenwood St.
Harrisburg, PA 17104

Credit Card Authorization

TO EXHIBITORS: PA HOME SHOW 2012

Full Payment, including applicable sales/use taxes, must be included with your order(s).

PSES offers you the option to charge the amount of your advance order(s) to your credit card account.

If you wish to use this method of payment, please complete the information requested below and return the completed form with your order(s).

Charge (Check one):

Mastercard
 American Express

Visa (Bank Americard)
 Discover

Expiration date: _____

Security Code _____

Account Number

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

Signature: _____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION

Cardholder's Name: _____

Cardholder's Billing Address: _____

For your Convenience, we also process your card for payment of any additional charges incurred at showsite for services provided by PSES. We will provide this service automatically, unless you indicate below you do not want us to proceed in this manner.

DO NOT use the card for additional services

All charges for services and/or equipment must be paid in advance or on site by either cash, check or for your convenience credit card.

Company _____	Date _____		
Address _____			
STREET	CITY	STATE	ZIP
Auth. Signature _____		Phone _____	
Booth # _____	Name of Event _____		

Revised 4/01

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BOOTH CLEANING

Name of Exposition PA HOME SHOW 2012
 Date _____

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from Penn State Expo are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours must be ordered below.

Please complete this portion of the form if you prefer one time cleaning before the initial opening of the exhibit or daily cleaning after each day of the event.

Description	Sq.Ft. X	Pr./Sq. Ft.X	Days	=	Total Due
___ Cleaning-Once per square foot	<input type="text"/>	X .27 X	<input type="text"/>	=	<input type="text"/>
(over 1000 Sq. Ft.)	<input type="text"/>	X .21 X	<input type="text"/>	=	<input type="text"/>
___ Cleaning-Daily Per square foot	<input type="text"/>	X .21 X	<input type="text"/>	=	<input type="text"/>
___ Shampoo- Per square foot	<input type="text"/>	X .40 X	<input type="text"/>	=	<input type="text"/>
					6% Sales Tax <input type="text"/>
					Total Due <input type="text"/>

SPECIFY DAYS NEEDED (CIRCLE)
Mon Tues Wed Thur Fri Sat Sun

How to compute: Size of carpet (length X width)=square feet X price per foot X days=Total Due.
 Area Carpet (Auto Shows, Aisle, etc.) call for price quote.

All Charges for services and/or equipment must be paid in advance or on site by either cash, check or for your convenience MasterCard, Visa, Discover or American Express.

Exhibitor _____ Booth # _____

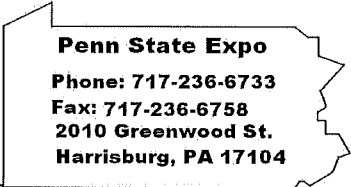
Billing Address _____

City and State _____ Zip _____

Authorized by: _____ Title _____

Service charge of 1 1/2% per month on unpaid balance will be made starting 30 days from date of service.

LABOR ORDER FORM



Company _____ Event **PA HOME SHOW 2012**

Address _____ Date _____

City _____ State _____ Booth Number _____

Zip _____ Phone _____ Signature _____

On Site Representative _____ Arrival Time _____ Date _____

In the interest of prompt and efficient processing of exhibitor's labor requirements for set up and dismantling of exhibit's, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

We will require labor to this schedule:

	Number of Men	Date	Time	Approx. Hours
Labor to Set Up Display				
Carpenter to Set Up Display				
Labor to Dismantle Display				
Carpenter to Dismantle Display				

Please Indicate Service Desired:

If procedure is not indicated, no advance order will be assigned until exhibitor reports to service desk. Forklift with crew charge is \$125.00 per hr. and \$170.00 Overtime

Date _____	Time _____
------------	------------

A minimum charge of 1 hour for all services. (Crew - Driver & Laborer)

Please read carefully the following procedures when ordering skilled labor for the installation and dismantling of your exhibit.

*** A four (4) hour minimum per man will be charged if exhibitor does not pick up pre-ordered labor on the day requested.**

* NOTE: All labor prices quoted are prevailing rates at time of printing, subject to change without notice.

* A 15% service charge will apply if labor is ordered at Service Desk before or after event.

* Penn State Exposition Services will not assume responsibility for damages to exhibitors equipment by temporary or fulltime employees when ordered without Penn State Exposition Services Supervision.

SUPERVISION

Proceed with installation at the earliest possible time. Exhibit will be installed on straight time whenever possible.
 _____ Setup drawing/photos enclosed.
 _____ Setup drawing/photos with exhibit.
 Instructions should be provided. Penn State Exposition Service personnel will supervise, but blueprints, etc., will facilitate an economical, correct installation. A supervision charge of 30% will be added.

LABOR REQUEST

Do Not Proceed. Exhibitor's representative will call at the service desk for labor at _____ * AM/PM
 No men will be dispatched direct to the booth. Exhibitors must come to the service desk to sign in for men required.
 Exhibitor agrees to return to labor desk to check in labor at completion of work each day.
 *Note that starting times other than 8 AM cannot be guaranteed.

LABOR RATES

Straight Time.....	\$45.00	Overtime.....	\$80.00
Carpenter.....	\$65.00	Carpenter.....	\$95.00

Minimum: One Hour per man

Straight time: 8:00 AM to 4:30 PM Monday through Friday except holidays. All other hours are overtime. All labor rates subject to union contract increases.

NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED.

Labor and services ordered on behalf of the exhibitor by display houses or other third parties must be so authorized in a letter form from the exhibitor. Payment for all services is the responsibility of the exhibitor.