Tx Wood Design Symposium
April 18, 2019

Official Service Contractor
Benchmark Expo Services
Phone: 817-629-5932
Email: Rebecca@benchmarkexpo.com

Show Location
The Westin Galleria

Advance Freight
YRC Freight c/o Benchmark Expo / TXWood
Your Company Name & Booth Number
12340 East Northwest Hwy
Dallas, TX 75228

Advance receiving hours are 8:00 am - 4:00 pm Monday - Friday.
*No shipments will be received at the warehouse on weekends or holidays.

Discount Deadline (for orders received w/ payment): ________ Fri April 5 by TIME (CST)

Advance Shipments may begin arriving at Warehouse: ___________ Mon March 18
Advance Shipments will be accepted until: ___________ Mon April 15
Direct Shipments to Exhibit Site will ONLY be accepted: ___________ Thurs April 18

Exhibitor Installation: ____________________________ Thurs April 18 6:00 am

Show Hours ____________________________ Thurs April 18 8:30 - 4:45 pm

Exhibitor Dismantle: ____________________________ Thurs April 18 6:00 pm
Credit Card Authorization

All prices include delivery, installation, & rental charge for the duration of the show and removal at completion.

If you choose to pay by check, a credit card is still required to be on file.

This form authorizes Benchmark Expo Services to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company: 
Cardholder Name: 
Credit Card Number: 
Expiration Date (mm/yyyy): 
Card Type: □ Discover □ Visa □ MasterCard □ American Express
Billing Address: 
City, State, Zip: 
Phone Number: 
Fax Number: 
E-mail Address: 
Authorized Signature: 

I, __________________________ agree to the conditions stated in this manual and the above paragraph.

Discount Deadline: April 5, 2019

- All prices include delivery, installation, & rental charge for the duration of the show and removal at completion.
- Payment, in full, must accompany all orders by April 5, 2019 to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled prior to April 5, 2019 will be refunded at 100%. Items cancelled after April 5, 2019 and prior to delivery will be refunded at 50%.
- Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display rentals. If these items are cancelled after April 5, 2019 they will be billed at 100%.

If paying by check, make payable to: Benchmark Expo Services
To mail in your order form and full payment, contact:
Rebecca Price
Rebecca@BenchmarkExpo.com
Please reference the Show Name & Company Name & Booth #

Email orders with full payment to: Rebecca@BenchmarkExpo.com

Material Handling (Non-taxable): $ 
Display Tables & Accessories: $ 
Carpet & Cleaning: $ 
Pipe & Drape: $ 
Floral: $ 
Luxury Furniture: $ 
Rental Units: $ 
Cartload Service: $ 
Labor (Non-taxable): $ 
Total: $ 
Sales Tax 8.25% : $ 
GRAND TOTAL: $ 

For Customer Service Call: 844-EXPO-PRO or Email: Rebecca@BenchmarkExpo.com
Delivery Dates and Times:

Advance Warehouse receiving dates are **Mon, March 18 - April 15, 2019**.

Warehouse receiving hours are: **Monday- Friday 8:00 am - 4:00 pm**.

*Any shipment arriving after April 15, 2019 will be charged a late to warehouse fee in addition to any other charges incurred.*

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### Material Handling Rates

<table>
<thead>
<tr>
<th></th>
<th>Price per CWT (100lb Min)</th>
<th>Additional fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Warehouse Shipments</td>
<td>$96.00</td>
<td></td>
</tr>
<tr>
<td>Small Package</td>
<td>15 lbs and under</td>
<td>$49.00</td>
</tr>
<tr>
<td><em>Late to Warehouse Shipment</em></td>
<td>Additional fee</td>
<td>$48.00 per shipment</td>
</tr>
</tbody>
</table>
Use these shipping labels to expedite handling. Copies of these labels are acceptable if additional labels are needed. Please print this label on a color printer if possible.

**ADVANCE SHIPMENT**

FROM: _______________________

TO: _______________________

Booth Number _______________________

C/O YRC Freight / Benchmark Expo
12340 East Northwest Hwy
Dallas, TX 75228 USA

Shipments May Arrive Between:
March 18 - April 15, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _______________________
Number ______________________ of ______________________ pieces
# Cleaning and Porter Service Order Form

All orders are governed by the BES Payment Policy and BES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Discount Deadline: April 5, 2019**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

## Easy Ordering Tips:
- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, BES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

\[ \text{Width} \times \text{Length} = \text{Total Sq. Ft.} \]

## Step 2. Order Cleaning Services

### Vacuuming

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th># of Days / Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Show Open Only (per sq. ft.)</td>
<td>0.60</td>
<td>0.90</td>
<td>1</td>
<td>=</td>
<td>$</td>
</tr>
<tr>
<td>Duration of Show (per sq. ft. per day)</td>
<td>0.44</td>
<td>0.66</td>
<td>2</td>
<td>=</td>
<td>$</td>
</tr>
<tr>
<td>Per Day (per sq. ft. per day)</td>
<td>0.69</td>
<td>1.04</td>
<td></td>
<td>=</td>
<td>$</td>
</tr>
</tbody>
</table>

### Porter Service - Emptying Wastebaskets

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount ($)</th>
<th>Regular ($)</th>
<th>Sq. Ft.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service, 0-500 sq.ft., Per Day</td>
<td>112.00</td>
<td>168.00</td>
<td></td>
<td>= $</td>
</tr>
<tr>
<td>Porter Service, 501-1500 sq.ft., Per Day</td>
<td>144.00</td>
<td>216.00</td>
<td></td>
<td>= $</td>
</tr>
<tr>
<td>Porter Service, 1501-3000 sq.ft., Per Day</td>
<td>392.00</td>
<td>588.00</td>
<td></td>
<td>= $</td>
</tr>
<tr>
<td>Porter Service, 3001 sq.ft. &amp; Up, Per Day</td>
<td>458.00</td>
<td>687.00</td>
<td></td>
<td>= $</td>
</tr>
</tbody>
</table>

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter Service is needed:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YR</td>
<td>AM</td>
<td>AM</td>
<td>MM/DD/YR</td>
<td>AM</td>
<td>AM</td>
<td>MM/DD/YR</td>
<td>AM</td>
<td>AM</td>
</tr>
<tr>
<td>MM/DD/YR</td>
<td>AM</td>
<td>PM</td>
<td>MM/DD/YR</td>
<td>AM</td>
<td>PM</td>
<td>MM/DD/YR</td>
<td>AM</td>
<td>PM</td>
</tr>
</tbody>
</table>

## Total and Sign:

**Please Sign**

Authorized Signature

Authorized Name - Please Print Date

Total Payment Enclosed

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

For Customer Service Call: 844-EXPO-PRO or Email: Rebecca@BenchmarkExpo.com
Labor Information and Regulations

All orders are governed by the BES Payment Policy and BES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Save on Labor Costs

- Save money by pre-ordering labor.
- Don't forget order labor for move-out.
- Return your orders before the discount deadline to receive the best price.
- Return your booth layout diagram. It could save you money by averting labor costs to move heavy items at show site.

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour “No-Show” charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by BES. BES requires the highest standards of integrity from all employees. Please call us at 844 EXPO PRO to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Trade Labor Descriptions

Below are information and rates for the labor types offered in this show. These workers may be ordered with equipment on other forms. The rates listed below are for your information and planning only. See the included order forms for scheduling and estimating your labor costs.

Installation and Dismantle

Responsible for uncrating, installation, and dismantle of exhibits, laying of carpet and tile, regrading of exhibits, and closing of machinery crates.

<table>
<thead>
<tr>
<th>Installation and Dismantle</th>
<th>Advance Orders</th>
<th>Show Site Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.</td>
<td>$96.00</td>
<td>$134.00</td>
</tr>
<tr>
<td>Overtime: All other times Monday through Friday. All day Saturday &amp; Sunday.</td>
<td>$168.00</td>
<td>$201.00</td>
</tr>
<tr>
<td>Double Time: All day Holidays.</td>
<td>$224.00</td>
<td>$269.00</td>
</tr>
</tbody>
</table>
## Installation and Dismantling Order Form

All orders are governed by the BES Payment Policy and BES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Email</th>
<th>Phone Number</th>
<th>Booth Number</th>
</tr>
</thead>
</table>

### Option 1

- **Exhibitor Supervised**
  - Indicate workers needed for installation and dismantling out of the installation and/or dismantling of Exhibitor’s property by BES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor’s supervision.
  - Exhibitors must stay clear during movement of freight.
  - BES is responsible for the following type of booth:
    - □ Pop-Up
    - □ Two Story
    - □ Custom
    - □ Other: ____________

### Option 2

- **BES Supervised (OK to proceed without exhibitor.)**

BES will supervise labor to:
- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all BES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% ($60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

### Step 3. Schedule Labor for Exhibitor Supervised Booth Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour “No-Show” charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by BES. BES requires the highest standards of integrity from all employees. Please call our confidential 844 EXPO PRO to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Move In

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>PM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

### Move Out

<table>
<thead>
<tr>
<th>Schedule Dates</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>AM</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YY</td>
<td>PM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

### Total and Sign:

- Please Sign: ____________
- Authorized Signature: ____________________________

For Customer Service Call: 844-EXPO-PRO or Email: Service@BenchmarkExpo.com
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Day Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker: 10&quot; w/ Stand</td>
<td></td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker: 10&quot; w/ Subwoofer Set</td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphone: Wired Handheld</td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphone: Wireless</td>
<td></td>
<td>125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify: Handheld Lapel Headset</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23&quot; LCD Monitor (VGA/HDMI)</td>
<td></td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Monitor (VGA/HDMI)</td>
<td></td>
<td>350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Display Monitor w/ floor stand</td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Display Monitor w/ floor stand</td>
<td></td>
<td>550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual Post Floor Stand with bracket</td>
<td></td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector (4000 Lumens)</td>
<td></td>
<td>475.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod Screen w/ skirt</td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projection Cart w/ skirt</td>
<td></td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify Size: 34&quot; 54&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td></td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blu Ray Disk Player</td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flip Chart w/ Markers &amp; Easel</td>
<td></td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Pointer</td>
<td></td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Presentation Remote</td>
<td></td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC Extension 25'</td>
<td></td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC Power Strip</td>
<td></td>
<td>15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Printer (Black &amp; White)</td>
<td></td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION**

- Payment Type: Credit Card
- Company Check (Payable to: Benchmark Expo Services)
- Card Type: Visa, MasterCard, AMEX
- Card Number:
- Card Exp Date:
- Card Name: (as appears on card)
- Card Address: (billing address for card)

**A.V. Benchmark Services Expo Order Form**

**TOTALS**

- Equipment Total
- Service Charge (Delivery/Setup/Pickup) 21%
- Sub Total
- (On-Site Orders) Late Order Premium 20%
- Tax 8.25%
- Total

Please Contact a Customer Service Representative For:
- **Comprehensive Exhibit Booth AV Design**
- **Larger Audio or Video Systems**
- **Lighting Equipment & Systems**