



Dear Exhibitor,

PRX Exposition Services is pleased to provide complete exhibitor services for the 2017 All Sports Clinic held July 23rd-26th, 2017 at the Charleston Convention Center in Charleston, SC.

We have prepared this exhibitor kit detailing all of the information and services available to you from beginning to end to ensure you have a successful event! Please return all completed forms via email to prx@prexposition.com or via fax to 803-926-5500. For additional items not listed, please call our office at (803) 926-5300.

PRX Contacts

Danielle Murnieks
Account Executive

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Tradeshow Consultant

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Important Exhibitor Dates

Event	Date	Time
<i>Freight Due Date*</i>	7/14/2017	By 5:00 pm
<i>Booth Order Deadline**</i>	7/14/2017	By 5:00 pm
<i>Exhibitor Setup</i>	7/23/2017	9 am – 5 pm
<i>Exhibitor Breakdown</i>	7/26/2017	2 pm

**Freight received after the deadline can be refused and may not make it to the show.*

***Orders received after the deadline or on floor orders will be subject to a 30% price increase.*



EXHIBITOR BOOTH FURNISHING FORM

Event Date: July 23-26, 2017 Booth #: _____

Event Name: All Sports Clinic

Company Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Ordered By: _____

Email: _____

QTY	Tables – No Skirt	Price	Total	QTY	Booth Accessories	Price	Total
	4' L x 2' W	\$30			Black Folding Chair	\$12	
	6' L x 2' W	\$30			Counter High Chair	\$35	
	8' L x 2' W	\$30			Wooden Stool	\$30	
QTY	Skirted Tables	Price	Total		Easel	\$20	
	4' L x 2' W	\$65			Wastebasket	\$15	
	6' L x 2' W	\$70			24" Round Table	\$15	
	8' L x 2' W	\$75			36" Round Table	\$30	
	4th Side Draped	\$25			48" Round Table	\$45	
QTY	42" High Tables – No Skirt	Price	Total		60" Round Table	\$50	
	4' L x 2' W	\$55			24" x 42" Cocktail Round	\$20	
	6' L x 2' W	\$60			Cocktail Round Linen <i>(black or white only)</i>	\$16	
	8' L x 2' W	\$65					
QTY	42" High Tables – Skirted	Price	Total	QTY	Additional Curtains	Price	Total
	4' L x 2' W	\$80			3' Curtains	\$30	
	6' L x 2' W	\$85			8' Curtains	\$30	
	8' L x 2' W	\$90					
	4th Side Draped	\$25					

Please Select Skirt Color (height noted):

- | | | | | | |
|--------------------------------|------------------------------|------------------------------|-----------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Burgundy | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |
| <input type="checkbox"/> Blue | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Orange | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |
| <input type="checkbox"/> Red | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Gray | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |
| <input type="checkbox"/> White | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Navy | <input type="checkbox"/> 30" | |
| <input type="checkbox"/> Teal | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Beige | <input type="checkbox"/> 30" | |
| <input type="checkbox"/> Green | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Purple | <input type="checkbox"/> 30" | |
| <input type="checkbox"/> Gold | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | | | |
| <input type="checkbox"/> Plum | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | | | |

Please Select Add'l Curtain Color:

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Red |
| <input type="checkbox"/> Black | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Green |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Yellow | <input type="checkbox"/> Burgundy |
| <input type="checkbox"/> Teal | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> Berry | <input type="checkbox"/> Navy |
| <input type="checkbox"/> White | <input type="checkbox"/> Carolina Blue |



FREIGHT FAQs

1. Where do I ship my show material?

- PRX Exposition Services
196A Shop Grove Drive
Columbia, SC 29209

2. When does my freight need to arrive at PRX Exposition Services?

- All freight and show materials need to arrive 7-14 days prior to show date. If freight or show materials cannot arrive by the specified date, then your company may incur additional charges.
- If your freight is not in by the deadline, it can be refused by warehouse personnel and may not make it to the show.

3. Where will my freight be located when I arrive to the show?

- If you have already paid for PRX Exposition Services to handle your freight, your freight will be in your booth waiting for you.
- If you have yet to pay for freight handling, you will need to see the PRX Exposition Services representative at the show to pay for your freight handling charges.

4. How Should I label my freight?

- PRX Exposition Services recommends that ALL show material be marked with the shipping labels provided in your exhibitor kit. Freight not marked properly may get lost or delayed.

5. What should I do with my freight after the show?

- Once your show is over, pack up your freight and place the outbound labels with the freight company that your company has chosen to ship with (completely filled out) on top of your freight. A PRX Exposition Services representative will be onsite to collect your freight and answer any questions you may have.
- We will have extra UPS and FedEx ground shipping labels available upon request if needed.

6. When will you ship out my freight and when can I schedule a pick up at your warehouse?

- We will ship out your freight with the designated shipper the next business day.
- We ask that you schedule your freight pickups the next business day as well.
- Our warehouse hours are: Monday-Friday, 8am-5pm.

7. What is included in my freight handling charges?

- Your charges include, but are not limited to:
 - Receiving and storing your show freight at our warehouse.
 - Your show freight and materials delivered to your booth at setup.
 - Collecting your freight after your show and shipping it out for you.



FREIGHT SERVICE TERMS & CONDITIONS

PLEASE SIGN & RETURN – KEEP A COPY OF THIS FORM FOR YOUR RECORDS

TERMS & CONDITIONS

1. RATES ARE \$75 PER 100LBS (CWT) & IT IS A MINIMUM CHARGE OF \$150.00. THE FOLLOWING ARE ADDITIONAL CHARGES & ARE \$15 EACH. THEY INCLUDE: TAPING, STRAPPING, SHRINK WRAPPING, LABELING FREIGHT AND FILLING OUT ANY TYPE OF FREIGHT FORMS FOR EXHIBITORS.
2. SHIPMENTS BY WHATEVER MEANS OF TRANSPORTATION MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED. PRX EXPOSITION SERVICES WILL NOT BE RESPONSIBLE FOR PAYING ANY FREIGHT CHARGES FROM OTHER FREIGHT COMPANIES REGARDING YOUR FREIGHT, UNLESS PREVIOUSLY AGREED UPON WITH VENDOR.
3. SHIPMENTS CAN BE RECEIVED AT THE WAREHOUSE TWO WEEKS PRIOR TO THE SHOW DATE. THESE SERVICES INCLUDE RECEIVING YOUR DRAYAGE AT OUR WAREHOUSE, UNLOADING FROM MOTOR CARRIER, STORAGE AT OUR WAREHOUSE, DELIVERY FROM OUR WAREHOUSE TO THE SHOW SITE, EMPTY CRATE STORAGE, DELIVERY OF CRATES TO & FROM BOOTH, DELIVERY TO DESIGNATED OUTBOUND SHIPPING COMPANY.
4. FREIGHT DELIVERED TO WAREHOUSE AFTER THE DEADLINE DATE WILL BE REFUSED.
5. PLEASE USE THE SHIPPING LABELS PROVIDED ON THE NEXT PAGE FOR INBOUND SHIPMENTS.
6. ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR/COMPANY FROM THE TIME IT LEAVES HIS OR HER FIRM, UNTIL IT IS RETURNED FROM THE SHOW.
7. PRX EXPOSITION SERVICES WILL NOT BE RESPONSIBLE FOR CONCEALED DAMAGE, MATERIAL INADEQUATELY PACKED OR FOR DAMAGE TO UN-CRATED, UN-SKIDDED OR LOOSE MATERIALS, DAMAGE OR LOSS FROM ANY CAUSE AT ANY TIME AFTER DELIVERY TO THE EXHIBITORS BOOTH AND AFTER IT IS SHIPPED OUT TO ITS NEXT DESTINATION.
8. PAYMENT FOR FREIGHT HANDLING MUST BE PAID IN ADVANCE OF THE SHOW. PRX EXPOSITION SERVICES RESERVES THE RIGHT TO HOLD THE FREIGHT UNTIL PAYMENT IS RECEIVED IN FULL.
9. PLEASE MAKE SURE THAT YOUR BILL OF LADING OR SHIPPING LABELS ARE LABELED CORRECTLY TO ENSURE A FAST RETURN OF YOUR FREIGHT TO ITS NEXT DESTINATION. IT IS THE EXHIBITORS SOLE RESPONSIBILITY TO LABEL EACH PIECE OF OUTBOUND SHIPMENTS AND SUBMIT TO PRX EXPOSITION SERVICES. BILL OF LADING COVERING EACH OUTBOUND SHIPMENT MUST BE COMPLETED BEFORE DRAYAGE CAN BE PICKED UP.
10. BILL OF LADING FOR OUTBOUND DRAYAGE WILL BE AVAILABLE AT THE END OF THE SHOW UPON REQUEST.

SIGNATURE: _____

I AGREE TO THE TERMS & CONDITIONS ABOVE



RUSH

DO NOT DELAY

EXHIBITOR NAME

C/O: PRX Exposition Services
196A Shop Grove Drive
Columbia, SC 29209

WAREHOUSE

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS



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C/O: PRX Exposition Services
196A Shop Grove Drive
Columbia, SC 29209

WAREHOUSE

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS



INBOUND FREIGHT SERVICE FORM

PLEASE RETURN THIS FORM TO PRX EXPOSITION SERVICES WITH PAYMENT

Event Date: July 23-26, 2017

Event Name: All Sports Clinic

Company Name: _____

Booth #: _____

Representative: _____

Phone #: _____ Email: _____

Address: _____

City, State, Zip: _____

Freight Carrier: _____

Number of Pieces: _____ Total Combined Weight: _____

Date Shipped: _____



OUTBOUND FREIGHT SERVICE FORM

TERMS & CONDITIONS

It is the exhibitor's responsibility to call your carrier of choice to schedule a pick up time & date. If your carrier is unable to pick up your freight 3 days after the show end date, you can be subject to storage fees. Storage fees are \$12.00 per CWT per week starting 3 days after the show ends. If PRX Exposition Services handled your inbound freight & the exhibitor decided to use another carrier to pick up at the show site, it is the exhibitor's responsibility to inform PRX Exposition Services prior to leaving the show site. PRX Exposition Services will not be held responsible for any missing or damaged freight not being picked up by PRX Exposition Services. If you have chosen UPS or FedEx Ground, PRX Exposition Services will deliver your outbound freight to the designated carrier the next business day.

Exhibitor: _____

Booth #: _____

Carrier: _____

Account Number (with your Carrier): _____

Ship To: (Destination)

To: _____

Address: _____

C/O: _____

Phone: _____

Email: _____

Qty	Description of Contents	Weight



CREDIT CARD FORM

Please complete this form if you are using our services. This will protect your exhibiting representative from being responsible for personally covering any additional charge that may be incurred at the event. Credit will be issued only if the form is returned prior to the show. No services can be provided without advance payment in full or completion of this credit card form. Credit Information is required for additional services, rentals ordered at show site or any freight handling services. At the conclusion of your show, a receipt will be sent to you reflecting all charges and payments.

Event: All Sports Clinic

Company Name: _____

Billing Address: _____

City, State, Zip: _____

Representative: _____

Phone #: _____ Email: _____

Please Check Card Type:

Master Card Visa American Express Discover

**PLEASE NOTE: Local sales tax will be added to order total*

Name on Card: _____

Card Number: _____

Expiration: _____ CVV Code: _____

Signature: _____



DISPLAY LABOR

Name of Show: All Sports Clinic

Company Name: _____

Booth #: _____

Contact Name: _____ Phone #: _____

Email Address: _____

DISPLAY LABOR (ONE HOUR MINIMUM PER WORKER)		
DESCRIBE WORK TO BE DONE:	ADVANCE PRICE	SHOW SITE PRICE
Straight Time - 8:00 AM to 5:00 PM Monday - Friday	\$50	\$65
Overtime - 6:00 AM to 8:00 AM and 5:00 PM to 12:00 Midnight Monday - Friday 6:00 AM to 12:00 Midnight Saturday and Sunday, plus recognized holidays	\$75	\$97.50

- Show Site prices will apply to all labor orders placed at show site
- Price is per person/per hour
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation fee per worker
- Supervising exhibitor must check in at PRX Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

EXHIBITOR SUPERVISOR NAME: _____ PHONE #: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Tax						= \$ (N/A)
Total Installation						= \$ _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____