



**미주 조지아
뷰티 서플라이 협회**

EXHIBITOR SERVICE MANUAL

UNITED GEORGIA BEAUTY TRADE FESTIVAL

JUNE 30, 2019

INFINITE ENERGY FORUM

DULUTH, GA

rpm | **EXCEEDING YOUR**
X P O **EXPECTATIONS**

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Quick Facts

Dear Exhibitor,

RPMXPO is pleased to have been chosen as the Official General Service Contractor for the **United Georgia Beauty Trade Festival**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 770-686-6512.

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

UGBSA
Jen Lee
3042 Oakcliff Road; #213
Doraville, GA 30340
Phone: (770) 674-0455
E-Mail: ugbsa22@gmail.com

Questions regarding furniture should be directed to:

RPMXPO
1490 Westfork Drive, Suite G
Lithia Springs, GA 30122
Phone: (770) 686-6512
Fax: (770) 679-8751
E-Mail: info@rpmxpo.com
Web: rpmxpo.com

Questions regarding electrical and internet services should be directed to:

Infinite Energy Forum
6400 Sugarloaf Pkwy
Duluth, GA 30097
Phone: (770) 626-2464

United Georgia Beauty Trade Festival

Infinite Energy Forum

6400 Sugarloaf Parkway

Duluth, GA 30097

(Exhibitor Name and Booth Location)

Exhibit Show Schedule

Exhibitor Move-in:	Saturday, June 29, 2019	7:00 am - 11:59 pm
Exhibit Hours:	Sunday, June 30, 2019	9:00 am - 7:00 pm
Exhibitor Move-out:	Sunday, June 30, 2019 Monday, July 1, 2019	7:00 pm - 11:59 pm 7:00 am - 5:00 pm

Your 10' X 10' Booth Includes:

- 1 - 8' high Black Backwall Drape
- 2 - 3' high Black Sidewall Drape
- 1 - 6' x 30" High Black Skirted Table
- 2 - Side Chairs
- 7" by 44" Booth Identification Sign
- Wastebasket

(Substitutions are prohibited)

Note:

Corner booths only come with one side drape
(unless requested)

Island booths do not come with backwall, sidewall or ID Sign
(unless ordered at exhibitors' expense)

Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPMXPO within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
 - A. RPMXPO Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.
 - B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO.

We suggest that you copy or download the RPMXPO PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 770-686-6512 or email us at info@rpmXPO.com.

User Login Request

RPMXPO Online Ordering

Please complete this form if you:

- ☐ Have not received the User Login Link
- ☐ Need password reset
- ☐ Had the User Login Link sent to the incorrect Representative

Check an option

In order to receive the User Login Link, the following information needs to be completed

Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

Return completed form to RPMXPO via:

Email: info@rpmxpo.com -OR- Fax: 770-679-8751

Payment Policies

Payment Options

RPMXPO, the official general service contractor for the **United Georgia Beauty Trade Festival**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

Credit Card

We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO to charge your credit card for any and all charges incurred.

Wire Transfer in U.S. Funds

- Address to: WELLS FARGO - NC 112 S. Main Street Davidson, NC 28036
Routing # 121000248 Account # 6250567150 SWIFT Code: WFBIUS6S-US / WFBIUS6SWFFX-Foreign Currency
- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
 - Domestic incoming wire transfer fee: \$25.00
 - International incoming wire transfer fee: \$50.00

Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO**.

Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance.

For the discount prices to be in effect, your order must be received by the Return Discount Deadline Date of Friday, May 31, 2019, and payment must accompany your order. Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Credit Card Authorization Form** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site.

Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, **exhibitors will be charged for the equipment they use in their booth**. RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds only. **No telephone orders will be accepted.**

Cancellation Policy

- Standard rental item orders cancelled 48 hours prior to delivery will be refunded at 50% of the original price. Rental orders cancelled *after* delivery are non-refundable. No refunds will be issued.
- Executive Furnishings cancelled 48 hours prior to delivery will be refunded at 50% of original price. No refunds will be issued for rental orders cancelled less than 48 hours prior to move-in.
- Labor service orders cancelled 48 hours prior to move in will be refunded at 50% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

- **Note:** All materials are on a rental basis for the duration of the show, and must be returned in good working condition and will remain the property of RPMXPO.

Credit Card Authorization Form

Discount Deadline: 5/31/19

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

NOTE: Tax exemption certificate will need to be submitted in order to have the tax withheld.

Payment Method:

- ☐ Corporate Credit Card
☐ Personal Credit Card
☐ Check
☐ Wire Transfer (fee applies)*

*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.

Card Type:

- ☐  ☐ 
☐  ☐ 

Card Number:

Expiration Date:

CVV2 (Security) Code:

____/____/____ ____-____-____

ORDER RECAP

Enter totals from each completed form

* Note: Items taxable in the State of GA

* Shelving Units/Table Risers Order Form	\$	
* Tables Order Form	\$	
* Booth Accessories Order Form	\$	
* Specialty Equipment Order Form	\$	
* Booth Carpet/Padding Order Form	\$	
* Signs & Banners Order Form	\$	
TOTAL AMOUNT DUE →	\$	

Company Name:		Booth #:
Cardholder's Name:		
Cardholder's Billing Address:		
City:	State:	ZIP:
Cardholder's Signature:		Date:
Email:		
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE		

Limits of Liability and Responsibility

1. RPMXPO shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMXPO shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO 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.
5. If found liable for any loss or damage, RPMXPO's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPMXPO shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMXPO specifically acknowledges receipt in writing. RPMXPO shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMXPO be held liable for any concealed damage-no exceptions.
6. RPMXPO 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.
7. The consignment or delivery of materials to RPMXPO by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

June 30, 2019

INFINITE ENERGY FORUM

Duluth, Georgia

Third Party Authorization Form

Discount Deadline: 5/31/19

You may arrange for a third party to handle your display and be billed for the services. RPMXPO will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the deadline date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Should the third party fail to present payment at show site, the exhibitor will assume responsibility for payment.

Exhibiting Company Name: Booth #

Contact Person:

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ I & D Labor ☐ Forklift

☐ Booth Furnishings ☐ Signs ☐ Other (please specify) _____

PAYMENT METHOD: ☐ Credit Card ☐ Check ☐ Wire

CARD TYPE: ☐  ☐  ☐  ☐ 

CARD NUMBER

EXP_DATE

[illegible]

Please enter the CVV2 (security) Code listed on your card:

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Third Party Information

Name of Third Party:

Cardholder's Name:

Cardholder's Billing Address:

City:

State:

ZIP:

Cardholder's Signature:

Authorized On-Site Representative:

Email:

Signature: _____

Date: _____

Non-Official Contractor Request Form

Discount Deadline: 5/31/19

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPMXPO with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMXPO. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO.

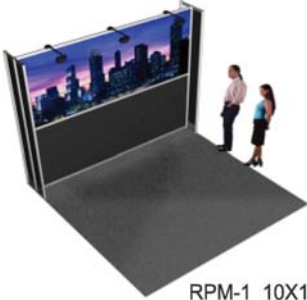
PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

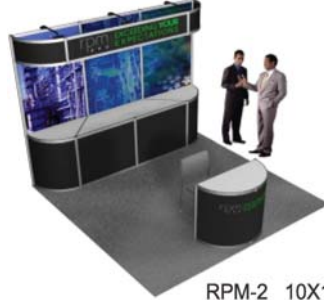
Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by May 31, 2019.

Name of Service Firm:	
Exhibiting Company Name:	Booth#:
Authorized On-Site Representative:	
Email:	
Signature:	Date:

Custom Booth Options



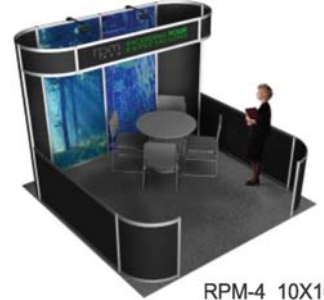
RPM-1 10X10



RPM-2 10X10



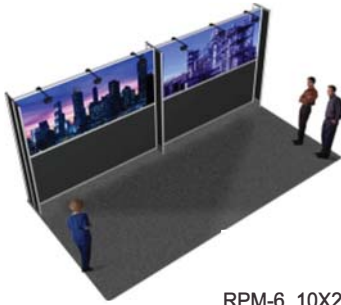
RPM-3 10X10



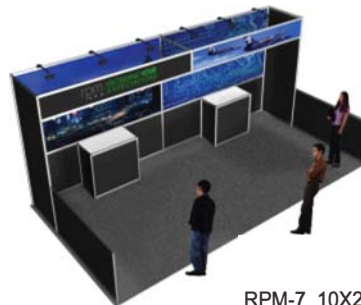
RPM-4 10X10



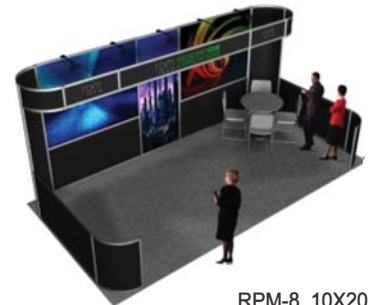
RPM-5 10X10



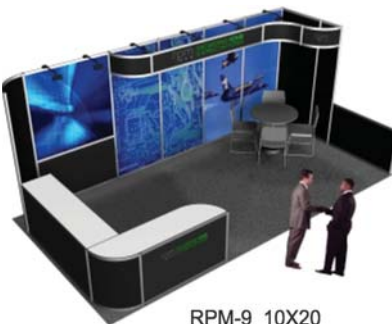
RPM-6 10X20



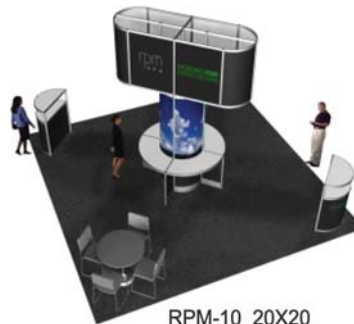
RPM-7 10X20



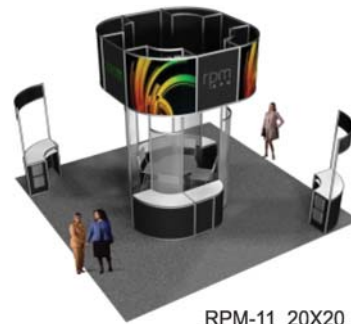
RPM-8 10X20



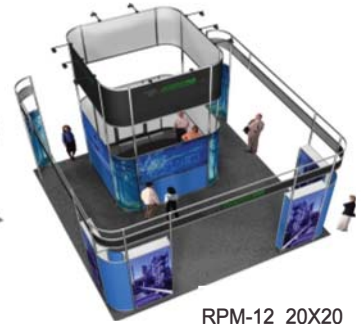
RPM-9 10X20



RPM-10 20X20



RPM-11 20X20



RPM-12 20X20

every rental exhibit includes:

- YOUR CHOICE OF BLACK, GRAY, OR WHITE SINTRA WALL PANELS
- YOUR CHOICE OF BLACK OR GRAY VELCRO WALL PANELS
- YOUR CHOICE OF SIX CARPET COLORS
- COLOR GRAPHICS, WHEREVER SHOWN
- FURNISHINGS, AS SHOWN
- STEM LIGHTS, AS SHOWN
- ELECTRICAL DIAGRAM
- SET-UP DRAWINGS, FOR SHOW SITE
- DELIVERY TO SHOW SITE
- DRAYAGE, TO BOOTH LOCATION
- INSTALLATION/DISMANTLE LABOR

and you can add these options:

- WALL PANELS IN PLACE OF GRAPHIC PANELS
- ADDITIONAL GRAPHICS
- ADDITIONAL RECEPTION/STORAGE COUNTERS
- COMPUTER WORK STATIONS
- LITERATURE HOLDERS
- DISPLAY SHELVES
- BACK-LIGHTED PANELS AND HEADERS
- FURNISHINGS FROM EXHIBITOR KIT

These are just *some* of the designs available - just tell us what you need. RPMXPO Services can build you a booth that will be remembered long after the show. Your booth package will include all services, so you can arrive, enjoy the show, and leave at closing.

for your rental quote, contact John Meyering:
phone: 540-504-7604 mobile: 571-435-2805
email: john@rpmxpo.com

Shelving Units/Table Risers Order Form

Discount Deadline: 5/31/19

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them. (Note: There is a 12" space between shelves.)

MULTI-SHELF SHELVING UNITS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	2-Shelf Unit	\$ 30.95	\$ 61.38	\$
	4-Shelf Unit	\$ 61.38	\$ 122.05	\$
6' LONG	2-Shelf Unit	\$ 36.05	\$ 72.15	\$
	4-Shelf Unit	\$ 72.15	\$ 143.83	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



4' 2-Shelf Unit
4'L x 32"H x 11"D



4' 4-Shelf Unit
4'L x 49"H x 11"D



6' 2-Shelf Unit
6'L x 32"H x 11"D



6' 4-Shelf Unit
6'L x 49"H x 11"D

TABLE RISERS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	8" H - Table Riser	\$ 23.84	\$ 45.83	\$
	12" H - Table Riser	\$ 23.84	\$ 45.83	\$
	18" H - Table Riser	\$ 23.84	\$ 45.83	\$
6' LONG	8" H - Table Riser	\$ 26.05	\$ 50.77	\$
	12" H - Table Riser	\$ 26.05	\$ 50.77	\$
	18" H - Table Riser	\$ 26.05	\$ 50.77	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



4' L x 8" H Table Riser



6' L x 8" H Table Riser



4' L x 12" H Table Riser



6' L x 12" H Table Riser



4' L x 18" H Table Riser



6' L x 18" H Table Riser

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

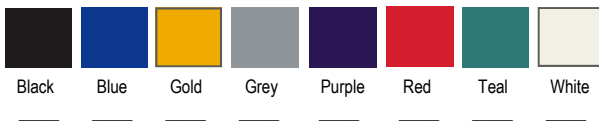
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Tables Order Form

Discount Deadline: 5/31/19

DRAPED DISPLAY TABLES				
COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White Price includes white vinyl top & 3 sides draping				
Qty	Description	Discount Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 90.25	\$ 112.80	\$
	2' X 6' X 30" High	\$ 126.35	\$ 157.95	\$
	2' X 8' X 30" High	\$ 139.10	\$ 173.90	\$
	2' X 4' X 42" High	\$ 114.85	\$ 143.55	\$
	2' X 6' X 42" High	\$ 149.45	\$ 186.80	\$
	2' X 8' X 42" High	\$ 160.30	\$ 200.40	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 33.30	\$ 41.65	\$
	2' X 6' X 30" High	\$ 39.60	\$ 49.50	\$
	2' X 8' X 30" High	\$ 46.95	\$ 58.75	\$
	2' X 4' X 42" High	\$ 45.00	\$ 56.25	\$
	2' X 6' X 42" High	\$ 51.00	\$ 63.75	\$
	2' X 8' X 42" High	\$ 58.25	\$ 72.80	\$
TABLE DRAPING - 4TH SIDE				
COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White				
	For 30" High Table	\$ 20.85	\$ 26.05	\$
	For 42" High Table	\$ 32.45	\$ 40.55	\$

Choose Your Table Draping Colors



ROUND PEDESTAL TABLES				
Qty	Description	Discount Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 193.85	\$ 242.30	\$
	Round Pedestal Table (42" H X 30" D)	\$ 225.50	\$ 281.90	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



30" H
Pedestal Table



42" H
Pedestal Table



Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

June 30, 2019

INFINITE ENERGY FORUM

Duluth, Georgia

Booth Accessories Order Form

Discount Deadline: 5/31/19

BOOTH ACCESSORIES				
Qty	Description	Discount Rate	Standard Rate	Amount
	Side Chair	\$ 57.16	\$ 71.45	\$
	Padded Stool	\$ 59.84	\$ 74.0	\$
	Wastebasket	\$ 17.56	\$ 21.95	\$
	Floor Easel	\$ 31.98	\$ 39.97	\$
	Sign Holder	\$ 103.00	\$ 128.75	\$
	Waterfall Rack	\$ 122.62	\$ 153.27	\$
	Bag Rack	\$ 122.67	\$ 153.34	\$
	Literature Rack	\$ 179.52	\$ 224.40	\$
	8' Upright and base	\$ 19.62	\$ 24.52	\$
	Crossbar	\$ 19.62	\$ 24.52	\$
	Stem Light	\$ 61.80	\$ 77.25	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



Side Chair



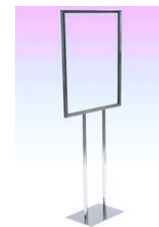
Padded Stool



Wastebasket



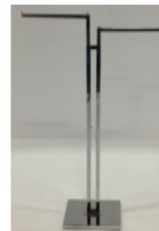
Floor Easel



Sign Holder



Waterfall Rack



Bag Rack



Literature Rack



8' Upright and base



Crossbar



Stem Light

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

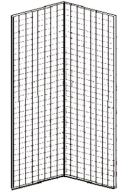
Specialty Equipment Order Form

Discount Deadline: 5/31/19

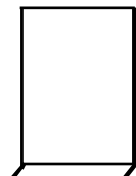
SPECIALTY EQUIPMENT				
Qty	Description	Discount Rate	Standard Rate	Amount
	Tensa Barrier Stanchion	\$ 75.00	\$ 93.75	\$
	2' X 8' Grid (Minimum order of 2)	\$ 132.07	\$ 165.09	\$
	Posterboard: 8ft. X 4ft. Black Panel - Vertical	\$ 170.00	\$ 212.50	\$
	Posterboard: 4ft. X 8ft. Black Panel - Horizontal	\$ 170.00	\$ 212.50	\$
	Pegboard in Frame: 8ft. X 4ft. White Panel - Vertical	\$ 170.00	\$ 212.50	\$
	Pegboard in Frame: 4ft. X 8ft. White Panel - Horizontal	\$ 170.00	\$ 212.50	\$
	Showcase - 6' Full View	\$ 513.09	\$ 641.36	\$
	Showcase - 6' Half View	\$ 513.09	\$ 641.36	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



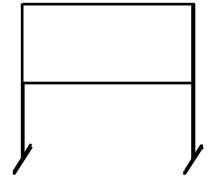
Tensa Barrier Stanchion



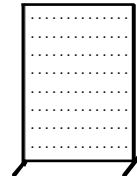
2' X 8' Grid (2 shown)



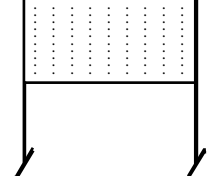
Posterboard Vertical



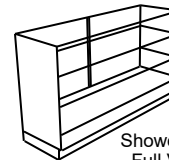
Posterboard Horizontal



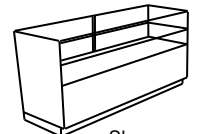
Pegboard Horizontal



Pegboard Vertical



Showcase -
Full View



Showcase -
Half View

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Carpet/Padding Order Form

Discount Deadline: 5/31/19

STANDARD CARPET

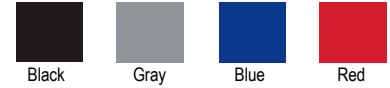
Price includes installation.

Please select your color from those at right under "Standard Carpet Colors."

No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Discount Rate	Standard Rate	Amount
		10' X 10'	\$ 158.98	\$ 198.72	\$
		10' X 20'	\$ 354.21	\$ 442.77	\$
		10' X 30'	\$ 392.84	\$ 491.05	\$

Standard Carpet Colors



CUSTOM SIZE CARPET

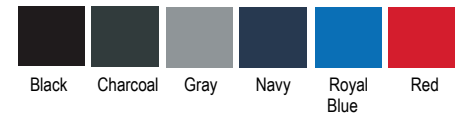
Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Discount Rate	Standard Rate	Amount
' X '			\$ 1.73 / sq. ft.	\$ 2.16 / sq. ft.	\$

Custom Size Carpet Colors



26 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 3.48 / sq. ft.	\$ 4.35 / sq. ft.	\$

26 oz. Plush Carpet Colors



CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 0.59 / sq. ft.	\$ 0.74 / sq. ft.	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 0.36 / sq. ft.	\$ 0.45 / sq. ft.	\$

Sub-Total \$

6% GA Sales Tax \$

TOTAL AMOUNT → \$

Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

ARTWORKspecifications

GUIDELINES FOR SUBMITTING ARTWORK.

➤ Hardware

- PC – (Convert fonts to curves/outlines, embed fonts &/or supply TTF file)
- MAC – (Convert fonts to curves/outlines)

➤ Software - Please utilize listed or previous version(s)

- Art - Include a layout of all panels and CMYK breakdowns for color reference
 - Adobe
 - Acrobat (.PDF)
 - Illustrator (.ai, .eps)
 - Photoshop (.PSD)
 - AutoCAD (.dwg)
- Copy - Text only
 - Microsoft Office
 - Word (.docx)
 - Excel (.xlsx)
- File Compression
 - WinZip (.zip)

➤ File Format

- Vector line art - (.pdf, .eps, .ai, .dwg) generally un-effected by scale.
- Pixel based art - (.tif, .jpg, .bmp) effected by scale and resolution.

➤ Resolution

- 1/4 scale @ 400 dpi, minimum
- Full scale @ 100 dpi, minimum

➤ File Transmission

- E-Mail - zipped or stuffed up to 20MB.
- Link - Adobe track & send, DropBox or similar service.

These are general guidelines. Extenuating circumstances may occur.

Signs & Banners Order Form

Discount Deadline: 5/31/19

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page). In order to receive the discount rate, graphics must be received by Friday, May 31, 2019.

Qty	Description	Discount Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical 22" X 28"	\$ 64.00	\$ 80.00	\$
	Horizontal 28" X 28"	\$ 64.00	\$ 80.00	\$
	Vertical 28" X 44"	\$ 128.00	\$ 160.00	\$
	Horizontal 44" X 28"	\$ 128.00	\$ 160.00	\$
	Meterboard 34" X 74"	\$ 262.00	\$ 327.00	\$
ACCESSORIES				
	Foamcore 4' X 8'	\$ 66.00	\$ 82.00	\$
	Velcro	\$ 15.00	\$ 18.00	\$
Qty	Description	Discount Rate	Standard Rate	Amount
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horizontal	\$ 32.00	\$ 40.00	\$
Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING Grommets Included				
	Vertical / sq. ft. _____ x _____	\$ 16.00 per sq. ft.	\$ 20.00	\$
	Horizontal / sq. ft. _____ x _____	\$ 16.00 per sq. ft.	\$ 20.00	\$

Qty	Size	Discount Rate	Standard Rate	Amount
WHITE SHOWCARD with EASEL BACK Price Based on Block Letters, Black Lettering				
	8 1/2" X 11"	\$ 40.00	\$ 50.00	\$
Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical <ul style="list-style-type: none"> Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates. Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.) All advance order signs will be available for customer pick-up at the show site service desk. NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK. 				

Sub-Total	\$
6% GA Sales Tax	\$
TOTAL AMOUNT →	\$

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Payment Policy: Payment in full for sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Labor Jurisdictions - Georgia

LABOR

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of prefabricated exhibits and displays when this work is done by RPMXPO personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

RPMXPO Services has the responsibility of receiving and handling all exhibit materials and empty crates that come in via over-the-road carriers. It is RPMXPO's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. RPMXPO will not be responsible, however, for any materials they do not handle

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with RPMXPO to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES/BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to RPMXPO.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to RPMXPO management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMXPO is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an RPMXPO supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
 - Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
 - Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMXPO cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
 - Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
 - Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
 - Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
 - Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
 - Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
 - If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
 - Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

Electrical and Internet Service Link

Electrical and internet services can be ordered directly from the Infinite Energy Forum by simply clicking the link below:

https://www.infiniteenergycenter.com/order_forms/detail/service-order-form