

PAYMENT POLICIES

Payment Options Advanced Exposition Services, the official general service contractor, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping, and other provided services.

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 Payment and Credit Card Authorization Form*** to be on file with Advanced Exposition Services in advance, to guarantee payment. Please make all checks payable to: Advanced Event Productions.

Credit Card

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

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 Deadline Date 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 ***Payment and Credit Card Authorization Form*** to be on file *with* Advanced Exposition Services 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, Advanced Exposition Services 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, Advanced Exposition Services will charge the exhibitor's credit card on file, and mail 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

Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled after delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Labor service orders cancelled 48 hours prior to move in will be refunded at 100% 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, must be returned in good working order and will remain the property of Advanced Exposition Services

LIMITS OF LIABILITY

1. Advanced Exposition Services LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Advanced Exposition Services LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. Advanced Exposition Services LLC 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 Advanced Event Productions LLC to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Advanced Exposition Services LLC 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. Advanced Exposition Services LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Advanced Exposition Services LLC maximum liability shall be limited to \$.50 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Advanced Exposition Services LLC 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 Advanced Exposition Services LLC 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.



Advanced Exposition Services – 230 Mt Pleasant Rd. – Hampton, GA 30228 – Ph: 678-389-1852 – Fx: 877-838-0560

MATERIAL HANDLING ORDER FORM

Shipments consigned to the Warehouse **MUST ARRIVE NO LATER THAN WEDNESDAY October 2020**
Shipments consigned to the Show Site **SHOULD ARRIVE ON Friday or Saturday Oct 2020**
PLEASE DO NOT SHIP TO FACILITY PRIOR TO THIS DATE AS THEY HAVE NO STORAGE CAPABILITIES AND YOUR SHIPMENT WILL BE REFUSED AND RETURNED.

SHIPMENTS CONSIGNED TO WAREHOUSE

UGBSA Trade Festival
c/o Advanced Exposition Services
3735 Zip Industrial Blvd. SE
Atlanta GA 30354

SHIPMENTS CONSIGNED TO SHOW SITE

UGBSA Trade Festival
C/O Advanced Exposition Services
Gas South Convention Center
6400 Sugarloaf Parkway
Duluth GA 30097
Booth # _____

The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Advanced Exposition Services to handle our shipment(s) in accordance with the information above and, have read this order and agreed to the terms and provisions. We agree that Advanced Exposition Services will provide its services as our agent, and not as bailee or shipper, and if any employee of Advanced Exposition Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefore.

We agree, in the event of a dispute with Advanced Exposition Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Advanced Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Advanced Exposition Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Advanced Exposition Services shall be pursued independently as a separate transaction to be resolved on its own merits. Advanced Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

PLEASE COMPLETE	PIECE COUNT	ESTIMATED WEIGHT	ST RATE PER CWT	ST CHARGES	AMOUNT
WAREHOUSE ADVANCED RECEIVING - CRATED			\$74.00		\$
DIRECT TO SHOW SITE - CRATED			\$74.00		\$
SMALL PACKAGE RECEIVING (cartons 50 lbs and less)	1ST	NA	\$35.00		\$35.00
SMALL PACKAGE RECEIVING EACH ADDITIONAL		# CARTONS	X \$15.00 EA		\$

NOTE: 200 LB MINIMUM PER SHIPMENT **TOTAL AMOUNT**

SMALL PACKAGE CARRIERS: Price is per carton or container for shipments that arrive by specialized carriers such as UPS or FedEx Ground, etc. without a bill of lading stating number of pieces and total weight per shipment. **First carton per delivery: \$35.00 Each additional carton in said delivery: \$15.00**

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

Exhibitor Name _____

Booth # _____

UGBSA Trade Festival

c/o Advanced Exposition Services

3735 Zip Industrial Blvd. Unit C

Atlanta, GA 30354

Exhibitor Name _____

Booth # _____

UGBSA Trade Festival

c/o Advanced Exposition Services

3735 Zip Industrial Blvd. Unit C

Atlanta, GA 30354

ADVANCE WAREHOUSE SHIPMENTS ONLY:

Must arrive NO LATER THAN Wednesday October 26, 2022

Exhibitor Name _____

Booth # _____

UGBSA Trade Festival

c/o Advanced Exposition Services

3735 Zip Industrial Blvd. Unit C

Atlanta, GA 30354

Exhibitor Name _____

Booth # _____

UGBSA Trade Festival

c/o Advanced Exposition Services

3735 Zip Industrial Blvd. Unit C

Atlanta, GA 30354

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed

EXHIBITION FREIGHT

RUSH!

DIRECT SHIPMENT

Exhibitor Name _____

Exhibition Name UGBSA Trade Festival

Booth # _____

C/O Advanced Exposition Services

Gas South Convention Center

6400 Sugarloaf Parkway

Duluth GA 30097

EXHIBITION FREIGHT

RUSH!

DIRECT SHIPMENT

Exhibitor Name _____

Exhibition Name UGBSA Trade Festival

Booth # _____

C/O Advanced Exposition Services

Gas South Convention Center

6400 Sugarloaf Parkway

Duluth GA 30097

DIRECT SHIPMENTS ONLY:

Must arrive NO EARLIER THAN October 28-29, 2022

DO NOT SHIP TO ARRIVE PRIOR TO THESE DATES AS THE FACILITY WILL REFUSE TO ACCEPT