



2014 Vendor Showcase Exhibitor Packet

Thank you for your support of the 2014 FMI Asset Protection Conference taking place March 9-12, 2014 at the Hyatt Regency Jacksonville Riverfront in Jacksonville, Florida.

FMI requests that exhibitors respect conference speakers and sponsors who have so generously contributed to the conference and industry – please **do not** host any meetings or social events during official conference hours without prior written authorization from FMI.

This exhibitor packet contains information regarding ordering electricity, equipment, internet service and shipping & materials handling. All vendor services are provided through Hyatt Regency Jacksonville Riverfront, its affiliates and Goblen Convention Services. Please note all costs for services and/or equipment ordered are the sole responsibility and expense of the vendor. A method of payment must be established prior to the hotel and/or Goblen CS providing services for your display table.

Vendor Showcase Hours & Specifications

The Vendor Showcase is located in the **Grand Ballroom Salons 4-5** and will be open to all attendees during the following times.

Monday, March 10
7:00 a.m. – 8:00 a.m.
12:15 p.m. – 2:15 p.m.
5:00 p.m. – 6:30 p.m.

Tuesday, March 11
7:00 a.m. – 8:00 a.m.
12:15 p.m. – 2:00 p.m.
5:00 p.m. – 6:00 p.m.

*Only Registered Exhibitors will have access to the Grand Ballroom for set-up and tear-down.

Exhibitor Move-in/Set-up: Sunday, March 9, 12:00 p.m. – 4:30 p.m.

Exhibitor Tear-down/Move-out: Tuesday, March 11, 6:30 p.m. – 11:59 p.m.

Vendor Showcase tables are 8'x30" table-top displays; **not** a full-sized tradeshow exhibit booth space (e.g. 10x10 or 12x12 booth space). ***Please note, the 8'x30" table size is a change from last year's conference and is specific to the 2014 showcase.** All tables are draped with two chairs each. FMI will provide a standard table sign with exhibitor company name to identify each table in the Vendor Showcase. Display tables should be limited to product samples, brochures, displays and supporting collateral that fit on the 8'x30" table surface. Pop-up displays are permitted but **may not** exceed the table's surface. Large floor displays or self-standing signs **will not** be permitted beside, behind or in front of your table.

FMI will make every effort to accommodate requests to be placed next to/near industry colleagues, as well as requests to be separated from any competitors. FMI will submit all vendor table assignments to the hotel in order to coordinate delivery of vendor services or table equipment. Packages **should not** be addressed or shipped to FMI staff for exhibitor tables as FMI will not be able to distribute packages or set-up vendor tables.

Table Assignments

FMI reserves the right to assign all table locations. Table assignments will be distributed to vendors via email by March 1st. Vendors are required to remain at their assigned location until vendor tear-down on Tuesday evening, March 11th. Vendors are not required to remove their table display each day, however, the doors to the Grand Ballroom will NOT be locked at night and security is NOT provided for the Vendor Showcase. Please be sure to remove and secure anything of value (laptops, other electronics, etc.) before leaving the exhibit hall for the evening. Vendors will have access to the Grand Ballroom for set-up beginning at 12:00 p.m. on Sunday, March 9th. All table set-ups must be completed by 4:30 p.m. on Sunday. **Dismantling or removing table displays prior to tear-down at 6:30 p.m. on Tuesday is prohibited.**

Audio Visual Equipment & Electrical Services

Encore Event Technologies at the Hyatt Regency Jacksonville Riverfront will be handling all exhibitor audio visual equipment and electrical needs. Please read and complete the attached Electrical and Equipment Rental Request Form to order any equipment and/or electricity for your vendor table. For additional questions regarding equipment and electrical services, please contact Encore Event Technologies at (904) 634-4544.

Please return completed **Electrical and Equipment Rental Request Form** to:

Johnathan Dias, Manager of Event Technologies

Encore Event Technologies at Hyatt Regency Jacksonville Riverfront

By Email: johnathan.dias@encore-us.com

By Fax: (904) 634-4508

Internet Service

New for 2014! Basic wireless internet service will be provided in the Vendor Showcase, compliments of Food Marketing Institute.

If you would like to order wired internet service or require an individual internet connection, you may contact Swisscom at the Hyatt Regency Jacksonville Riverfront at (904) 634-4599 for additional information and costs.

Shipping/Receiving/Materials Handling

Goben Convention Services will be handling all exhibitor shipping & material handling. Please read and complete the attached Shipping Information and Material Handling Service forms to coordinate your shipping and material delivery for your vendor table. For additional questions regarding shipping & material handling services, please contact Goben Convention Services at (407) 872-2223 or at orders@gobencs.com.

Questions regarding the Vendor Showcase or exhibiting at the conference can be directed to FMI Staff.

Heather Cain
Manager, Convention & Meeting Services
hcain@fmi.org
(202) 220-0815

Rhett Asher
Vice President, Industry Relations
rashert@fmi.org
(202) 220-0774

Meredith Bombella
Manager, Education
mbombella@fmi.org
(202) 220-0728

Visit www.fmiassetprotection.com for additional information and to register for the FMI Asset Protection Conference.



THE VOICE OF FOOD RETAIL

Feeding Families  Enriching Lives

Responsibility Clause For Exhibits

Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the Hyatt Regency Jacksonville-Riverfront (the “Hotel”), the Hotel’s Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), and Food Marketing Institute (FMI) from and against any claims or expenses arising out of the use of the exhibition premises.

Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s Indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel, the Hotel’s Owner, and each of such entities’ owners, subsidiaries and affiliates (collectively, “Hotel Parties”) and FMI shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises.

The Exhibitor understands that neither FMI nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

FMI Exhibits 2014

Exhibit Price Guide

March 9th-11th

Exhibit Electrical Reservation

ELECTRICAL SERVICES				
120 VOLT SINGLE PHASE SERVICE	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Shared 5 Amp 120v <i>(includes one extension cord & power strip)</i>	\$30.00			
Discrete 20 Amp 120v Edison <i>(includes one extension cord & power strip)</i>	\$50.00			
ADDITIONAL POWER SERVICE OR NON-STANDARD	CALL			
208 VOLT THREE PHASE SERVICE	\$100.00			
60 Amp Circuit Cam Lock <i>(Requires Certified Electrician)</i>	\$125.00			
100 Amp Circuit Cam Lock <i>(Requires Certified Electrician)</i>	\$200.00			
ADDITIONAL Power Strips	\$25.00			
25' Extension Cord	\$25.00			
50' Extension Cord	\$35.00			
IMPORTANT: Electrical Services and/or extensive set-ups may require labor. Please call your AVT representative with any special requirements, requests, or instructions. Standard power connections provided unless otherwise requested.				
SUBTOTAL:				

Electrical Services:	
ELECTRICAL TOTAL <i>(Before Taxes, Service Charge and/or Labor See Comments Section):</i>	

FMI Exhibits 2014

Exhibit Price Guide

Equipment Rental Request Form

ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.

ITEM	DAILY RATE	QTY	DAYS	TOTAL
Video Equipment				
42" Plasma Monitor	\$ 300.00			
DVD Player	100.00			
VHS Player	75.00			
Computer Equipment				
Laptop Computer	\$ 250.00			
20" Flat Screen Monitor	175.00			
Miscellaneous Support				
Mid-Size P.A. System (75 Watt amplified speaker)	\$ 75.00			
Power Strip	25.00			
Wireless Presenter	50.00			
Laser Pointer	50.00			
Flip Charts	50.00			

SUBTOTAL: _____

Rental Tax = 7% of Subtotal: _____

Service Charge = 21% of Subtotal: _____

Add 15% of Subtotal for on-site orders: _____

GRAND TOTAL: _____

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED



Connecting people in meaningful ways

www.avt.com

P: 904-634-4544

F: 904-634-4508



FMI Exhibits 2014

Exhibit Price Guide

Exhibitor Contract

Client/Exhibitor Information

Group/Organization: _____
On-Site Contact _____
On-Site Cell # _____
Fax # _____
E-mail Address _____
Address _____

Event: _____
Requested by _____
Phone # _____
Fax # _____
E-mail Address _____
City _____ State _____ Zip _____

Exhibitor must be present to sign for order at time of delivery. Please contact the Audio Visual Service Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contract the Electricians for your delivery. AVT Event Technologies is unable to guarantee a delivery time.

Exhibitor is responsible for equipment until it is picked up by an AVT Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Master Account #:	Authorized Signer's Name:		
Credit Card #	CCID:	Type:	Exp:
Customer Signature	Print Name (as it appears on credit card)		Date

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Jacksonville are subject to city tax of 8%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312.938.0320.

I understand the above condition.

Authorized Signature: _____ Please Type or Print Name: _____

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

8. It is the responsibility of the exhibitor to advise an AVT Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

9. AVT Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

I understand the above condition.

Authorized Signature: _____ Please Type or Print Name: _____



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F: 904-634-4508





1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: info@gobencs.com

Exhibitor Service Manual

for Shipping & Material Handling Only

FMI Asset Protection Conference



March 9-11, 2014

Hyatt Regency Riverfront Resort, Jacksonville, FL



1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: info@gobencs.com

Exhibitor Manual Contents

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FMI Asset Protection Conference

Exhibitor Service Kit for Shipping & Material Handling |



1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: info@gobencs.com

exhibitor compass

EXHIBITOR MOVE IN		
Day	Date	Time
Sunday	March 9 th	12 noon – 4:30pm

EXHIBIT MOVE OUT		
Day	Date	Time
Tuesday	March 11 th	6:30pm

DISMANTLE CARRIER CHECK-IN		
To ensure that all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have your carriers check in by:		
Day	Date	Time
Tuesday	March 11 th	7:30pm

RE-ROUTE TIME		
If your carrier has not checked in your freight will be re-routed with the show carrier at:		
Day	Date	Time
Tuesday	March 11 th	7:31pm

See Carrier Check-in time above to ensure that you plan accordingly to the dismantle/move out deadline.

IMPORTANT INFORMATION		
Schedules listed above are subject to change by show management. Should any freight/materials left at the exhibit venue after the Dismantle & Move Out Deadline, Goben Convention Services reserves the right to re-route all freight/materials via the preferred carrier of Goben Convention Services. Any and all shipping and handling charges by the preferred carrier of Goben Convention Services will be billed and paid by the exhibitor. Goben Convention Services is not responsible for those shipping charges for freight/materials left after the Move Out Deadline.		

IMPORTANT DATES	
	Mark your Calendar
Shipments can start arriving at Advance Warehouse	Mon, Feb 10 th
Last Day for Shipment to arrive at warehouse w/o surcharge	Mon, March 3 rd
Last day for shipments to arrive at warehouse	Fri, March 7 th
Shipments can start arriving at Show Site	Sun, March 9 th STRICTLY ENFORCED!
Move Out	Tue, March 11 th
Driver check in for move out	7:30pm
Re-Route freight	7:31pm

VENUE INFORMATION

Hyatt Regency Riverfront Resort
225 East Coastline Dr.
Jacksonville, FL 32202
Phone: 904.360.8663



1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: info@gobencs.com

general information

Material Handling

Goben Convention Services has been contracted to handle this event which includes all drayage whether it is received at the warehouse or the show site. As the **"EXCLUSIVE"** material handling contractor we will handle **ALL** freight shipments in and out of the ballroom.

Warehouse receiving hours are 8:30am – 4:00pm, Monday – Friday.
You may start sending freight to the advance warehouse 30 days prior to the start of show at no additional charge.

Drayage is defined as the delivery of freight from the advanced warehouse, loading dock or hotel storage room to your booth space and from the booth space to the loading dock at the close of the show.

Please note if you send freight to the show venue before the published date listed in this exhibitor manual your freight will either be **REFUSED** or you will be charged a handling & storage fees from the Resort. The freight will then be turned over to Goben CS for delivery to the exhibit hall and you will **ALSO** be charged material handling fees, **even if you are a guest of the hotel.**

Please note: Mislabeled packages have the potential of being refused at show site. Please remember to include FMI Asset Protection Conference c/o Goben CS on all packages AND remove all old labels from packaging.

Preferred Freight Carrier

Listed below is the information for the official freight carrier of Goben Convention Services.



800.988.9889

www.UPSFreight.com

UPS FORM LOCATED AT THE BACK OF THIS MANUAL
MENTION SHOW NAME FOR DISCOUNTED SHOW RATES

International Shipments

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Equipment Use

Goben Convention Services does not lend out any equipment to exhibitors. If you require help for the setup of your booth, you must fill out the provided labor forms included in this service kit. Please note that request for labor services on show-site is not guaranteed. If you require assistance bringing items to your booth, please note that you are subject to material handling fees and labor charges at the current prevailing cost.

Labor

Labor is for installation & dismantling of displays, Please refer to the Labor forms included in this manual in order services. TIP: Order early and in advance to guarantee labor services. Exhibitors may setup and dismantle their own displays provided they use their own company employees to do so.

Exhibitor Appointed Contractors

If you are utilizing an outside contractor, Goben Convention Services must be informed two weeks prior to setup. A valid "certificate of insurance" must be submitted to Goben Convention Services by the date illustrated on the Exhibitor Appointed Contractor Notification form included in the exhibitor service kit. Notifications received after the date may not receive approval. Failure to provide Goben Convention Services a certificate of insurance will result in labor hire from the Goben Convention Services staff. The non-official contractor will be able to provide supervision only. Exhibitor Appointed Contractors who subcontract for services other than general contracting are also considered non-official contractors and must follow set procedures; this includes florists, audio visual and computer rental firms.

Security

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Goben Convention Services is not responsible for any unattended items left in the tradeshow facility or assigned booths.

Safety

Standing on chairs, tables or any rental furnishings are prohibited. Goben Convention Services is not responsible for injuries or falls caused by improper use of furnishings. Should a folding chair not accommodate you please advise us and we will substitute that chair with a current in-stock side chair upon availability.

If assistance is required in the installation/dismantle of your booth, please order labor using the enclosed labor form and the necessary ladders, and tools that need to be provided.

Acceptance of General Information

By signing off on any services/order provided by Goben Convention services automatically indicates that you the client/exhibitor are in acceptance and agreement of our general information section. Any questions about the general information section for Goben Convention Services please contact us at 407.872.2223 or at info@gobencs.com.



1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: info@gobencs.com

payment terms & conditions

Payments

Goben CS requires that you provide a credit Card Authorization with your initial order. For your convenience we will use this authorization to charge your account for services, which may not have been covered by your initial order. Purchase Orders are not considered payment.

All orders received without the method of payment form will be charged standard rates.

For the convenience of all, we ask that all disputes be questioned prior to show close via calling the office or visiting the on-site service desk for billing questions and concerns. If an exhibitor fails to pay their invoice prior to close of show, the charges will automatically be applied to the credit card on file.

Method of Payment

We accept Master card, Visa, American Express & checks (US Bank)

Fees

A \$30.00 charge will apply for charges associated with the following:

~ *Insufficient Funds*

~ *Charge back fees on credit cards*

This fee will be added to your final invoice.

Wire Transfers

If you are using wire-transfers for payment. Please add an additional amount of \$30.00 to the wired amount. This \$30.00 is a processing fee for the wire transfer assessed by Goblen Convention Services. Please contact 407.872.2223 for wire transfer information.

International Exhibitors

We require 100% payment of advance and standard orders. Any orders or services placed with Goblen Convention Services on show site, those services must be paid in full. Payment must be made via check in United States fund drawn from a United States Bank.

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goblen Convention Services cannot clear the shipment on behalf of the shipper.

Tax Exemption Status

N/A as there is no tax of material handling rates.

Tax Rate

Tax rate for Jacksonville, FL will be 7%

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Goblen Convention Services reserves the right to institute a collection action against the exhibitor if the third party does not pay.

Credits

It is the responsibility of the exhibitor/client to check the accuracy of your invoices and report any concerns of your ordered services prior to show close. All concerns reported prior to show close will be considered for credits to your account with Goblen Convention Services.

Unpaid Balances

Should there be any unpaid balance after the close of show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18% and future orders will be on a pre-payment basis. If the finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and excess finance charge received by Goblen Convention Services shall be either applied to reduce the principal unpaid balance refunded to the payer. Payment terms and conditions shall be governed and construed in accordance with the laws of the state of Florida.

Acceptance of Payment Terms & Conditions

By signing off on any services/order provided by Goblen Convention Services automatically indicates that you the client/exhibitor are in acceptance and agreement of our Payment Terms and Conditions. Any questions about the Payment Terms and Conditions for Goblen Convention Services please contact us at 407.872.2223 or at info@gobencs.com.

FMI Asset Protection Conference

Exhibitor Service Kit for Shipping & Material Handling |



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billing authorization

EXHIBITING COMPANY INFORMATION			
Exhibiting Company Name:			
Booth#			
Exhibiting Company Address:			
City/State/Zip:			
Phone :		Fax:	
E-mail:			

Payment Options	
	Select One
	Credit Card
	Company Check
	Cash
	Wire Transfers (call for details)

Goben Convention Services gladly accepts Cash, Company Check, Credit Card and Wire Transfers.

Billing Address (If different from above)	
Address:	
City/State/Zip:	
Phone:	
Fax:	
E-mail:	

EXHIBITOR CREDIT CARD AUTHORIZATION

For your convenience, we will use this credit card billing authorization to charge your credit card account for your advance, standard and on-site orders, along with any additional amounts incurred as a result of show site orders placed by your exhibit booth representative.

☐ **VISA**
☐ **MASTERCARD**
☐ **AMERICAN EXPRESS**

Card Holder Name:			
Credit Card Number:		Expiration Date:	
Goben Convention Services is committed to keeping your provided financial information safe and secure		Validation Code: <small>(3 or 4 Digit Code on the of the Credit Card)</small>	
Printed Name:			
Signature:		Date:	

By signing, you acknowledge you have read, understand and agree to all the term in the payment terms and conditions and have advised our organization of any questions on purchases of services and materials. You also acknowledge and have read, understand and agree to the general information sections of the exhibitor manual. The payment terms & conditions and general information are included in this exhibitor manual.

Third Party Billing

Please call the office at 407-872-2223 for a third party billing authorization form



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Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

material handling information

EXCLUSIVE Material Handling Contractor

Goben Convention Services are under contract with FMI Asset Protection Conference. We will handle ALL freight/exhibit material in and out of the ballroom.

For your convenience labels are provided in this exhibitor manual.

You must return in advance of the show the Method of payment form, along with the completed Material handling service & rates form.

Advance Freight Shipments (Ship as early as possible)

You get 30 days storage included with Material Handling fees!

Warehouse receiving hours are 8:30am – 4:00 pm, Monday – Friday.

Shipments can begin arriving Feb 10th and should arrive no later than March 7th. Shipments that arrive at the advance warehouse after March 3rd will be charged a late fee of 25% of the material handling fee.

Please ship to the advance warehouse and you will only be charged one-time. It is much less expensive to ship to the advance warehouse and be charged a one-time material handling fee than to send to the Resort and be charged twice for the same service.

Direct to Show Site Shipments

Do not ship freight to the show-site prior to the move in day!

Freight shipped to the Hyatt Regency before the move in day will either be **REFUSED** or you will be charged a handling & storage fees from the Resort. The freight will then be turned over to Goben CS for delivery to the exhibit hall and you will **ALSO** be charged material handling fees, **even if you are a guest of the hotel.**

Please note: Misabeled packages have the potential of being refused at show site. Please remember to include FMI Asset Protection Conference c/o Goben CS on all packages AND remove all old labels from packaging.

Overtime +25%

A overtime surcharge, per cwt, for each occurrence will apply if:

-Shipments are received on overtime (Monday-Friday, before 8:00am and after 4:30pm and **ALL DAY Saturday, Sunday and Holidays**).

-A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling beyond Goben CS control.

-A surcharge will apply if your advanced shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to a scheduling beyond the control of Goben CS.

UPS, Fed Ex, DHL etc Shipments

The above freight carriers DO NOT provide bills of lading to note any damage or piece count. Therefore, Goben CS will NOT be responsible and will not accept any claims for any reason involving carriers that do not use bills of lading.

Outbound Instructions at close of show

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (If other than UPS Freight). Schedule your carrier to pick up your freight, directly from the exhibit hall, no later than the forced time. (Forced Freight time is 7:31pm on March 11th)

At the close of the show, each exhibitor must fill out a **Bill of Lading and hand in to the on-site service desk**. Outbound shipping forms will be available at the service desk. Should the exhibitor fail to provide outbound shipping paperwork and it is not turned into the service desk a labor charge will be added to the exhibitor's final invoice.

Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Goben Convention Services reserves the right to re-route shipment using UPS Freight or return material to our warehouse at the exhibitor's expense. For more information, please see the Move Out information sheet enclosed in this manual.

Material Handling - Does **NOT** Include

- Labor and/or equipment for uncrating, un-skidding, assembling, dismantling, re-crating and re-skidding. These services may be ordered by filling out the labor forms included in this manual.
- Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier (UPS Freight).
- As an exhibitor it is your responsibility for providing your carrier with the proper delivery and pick up information.

Material Handling - **DOES** Include

- Receiving and unloading your shipment at our warehouse (30 days free storage prior to show date).
- Reloading on the Goben Convention Services trailer.
- Delivery of shipment to the exhibit hall
- Placement of shipment in your booth space
- Removal of empty containers
- Return of empty containers at close of show (All containers must be empty when stored, Goben Convention Services assumes no liability for material or equipment left inside a container marked as empty).
- Removal of all packed and labeled materials from the exhibit booth.
- Reloading on to an outbound carrier for return shipment (based on shipping information provided on your show Bill of Lading).

Charges for the above services will be based on the inbound weight only (each shipment is evaluated separately), whether the above services are used completely in part. Refer to the material handling services and rates for detailed pricing information.

Weight taken from inbound bill of lading is rounded up to the next hundred pounds. Goben Convention Services will assign a weight to shipments arriving without a bill of lading of certified weight tickets. Shipments received without weight tickets will be charged an additional 30%.

Research + 30%

If exhibitor name, show name etc is not visible on the shipping label, a research rate will apply in addition to your material handling rate.

FMI Asset Protection Conference

Exhibitor Service Kit for Shipping & Material Handling |



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material handling information (con't)

Charges

1lb - 50lbs charged @ \$45 per box
51lbs – 100lbs charged @ \$80 per box
101lbs – 200lbs charged @ \$144 per box
Shipments above 200lbs will be charged \$80 CWT

Additional charges may be applicable for late shipments

Recommended Inbound & Outbound Freight Carrier

UPS Freight is the preferred show carrier. If you use UPS Freight you do not need to worry about scheduling freight carriers, waiting charges or forced freight shipments.



UPS FreightSM

CONVENIENT 24 HOUR TRACKING

800.988.9889
www.UPSFreight.com

UPS FORM LOCATED AT THE BACK OF THIS MANUAL
MENTION SHOW NAME FOR DISCOUNTED SHOW RATES

Misc Material Handling Information

-Goben Convention Services will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip.
- Remember that all shipments must be PREPAID, DO NOT SHIP "COLLECT". All shipments sent "COLLECT" WILL BE REFUSED.
You may confirm receipt of your shipment by calling GobenCS 407.872.2223
-Exhibitors can hand carry their own materials into the exhibit hall, provided they use their personal vehicle and company employees to do so. Freight being delivered to the loading dock in vehicle other than personal must be unloaded and delivered by Goben Convention Services.
Due to insurance purposes.....No material handling equipment such as dollies or pallet jacks shall be used by anyone other than Goben CS.
-If you have brought in your own materials in and wish to have Goben CS store your empty containers, there will be a charge of \$20.00 per item or \$0.20c per lb whichever is greater.
-Shrink wrap and banding will incur a one ½ hour labor charge.

Empty Container Storage

Storage of empty containers is included with your material handling service. Empty containers must be labeled with an "empty" sticker. Before the show opens, all trash will be removed from the aisles, Goben CS is NOT responsible for containers nor packaging materials that are not properly labeled with "empty" stickers. Stickers are available at the service desk.

Return to Goben Convention Services Warehouse

If you wish to have your freight returned to Goben Convention Services Warehouse, prior arrangements must be made with our office staff. Please note that Goben Convention Services warehouse address may NOT be the same as the advanced shipping address.

Short Term / Long Term Storage Options

Storage facilities are available for short and long term, please call for a quote if there is interest for this service.

Insurance

It is understood that Goben Convention Services is not an insurer that insurance, if any, should be obtained by the exhibitor. Exhibitors are recommended to carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies.

Limitation of Liability & Responsibility

Goben Convention Services shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

Goben Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

Goben Convention Services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills Of Lading covering outgoing shipment, which are furnished by Goben Convention Services to exhibitors will be checked at time of actual pick up from the booth and corrections are made where discrepancies occur.

Goben Convention Services shall not be responsible for loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages made where discrepancies occur.

Goben Convention Services Liability shall be limited to the physical loss of or damage to specific article which is lost or damaged, and in any event Goben Convention Services maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

Claims for loss or damage must be submitted to Goben Convention Services prior to the close of show. No suit or action shall be brought against Goben Convention Services more than one year after the accrual of the cause of action.

The consignment or delivery of a shipment to Goben Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Empty container labels will be available at the Goben Convention Services Desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or obliterated. Goben Convention Services assumes no responsibility for:

- Error to above procedures
- Removal of Containers with old empty labels and without Goben Convention Services Labels.
- Improper Information on Empty Labels
- Materials stored in container with empty labels.

FMI Asset Protection Conference

Exhibitor Service Kit for Shipping & Material Handling |



1600 33rd Street, Unit 102
 Orlando, Florida 32839
 T. 407.872.2223 F. 407.872.8644
 Email: orders@gobencs.com

material handling service & rates

Exhibiting Company:	
Booth:	

<p align="center">ADVANCE WAREHOUSE ADDRESS</p> <p align="center">UPS Freight c/o Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209</p> <p align="center">Must be received by Fri, March 7th</p>

IMPORTANT MATERIAL HANDLING DATES	
	Mark your Calendar
Shipments can start arriving at Advance Warehouse	Mon, Feb 10 th
Last Day for Shipment to arrive at warehouse w/o surcharge	Mon, March 3 rd
Last day for shipments to arrive at warehouse	Fri, March 7 th
Shipments can start arriving at Show Site	Sun, March 9 th

FREIGHT RATES

Rates below include receipt of your freight, delivery to your booth, and at the end of the show movement of your freight from the ballroom to the loading dock and reloading onto the designated truck. Charges for this service will be based on the inbound rate and rounded up to the nearest one hundred weight.

PLAN	DESCRIPTION	RECEIVED AT	RATE PER BOX
A	1lb – 50lbs	Warehouse/Show Site	\$45.00
B	51lbs – 100lbs	Warehouse/Show Site	\$80.00
C	101lbs – 200lbs	Warehouse/Show Site	\$144.00
D	Late shipment <i>Received after Mon, March 3rd</i>	Warehouse	+25%
E	Returned to Warehouse		Call for pricing
F	Research fee If applicable		+30%

FREIGHT PAYMENT COMPUTATION – Please include Late shipment if applicable

	SELECT PLANS (A-F)	# OF PIECES	WEIGHT	RATE	TOTAL
Shipment 1					
Shipment 2					
Shipment 3					
Shipment 4					
Shipment 5					
Shipment 6					

THIS FORM MUST BE ACCOMPANIED BY:
 CREDIT CARD BILLING CARD AUTHORIZATION
 ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.
 SUBMITTAL OF ORDER AFFIRMS THAT YOU UNDERSTAND
 THE TERMS & CONDITIONS LISTED ON THE MATERIAL
 HANDLING SECTION OF THE EXHIBITOR KIT.

Services Subtotal:	
Misc	
Services Total:	

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 Orlando, Florida 32839
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 Email: orders@gobencs.com

exhibitor shipping information

Exhibiting Company:	
Booth:	

The following information is requested so that we may plan in advance and arrange for the proper equipment needed to offer the best possible service to you. We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SHIPMENTS WILL BE SENT TO: **◇ ADVANCE WAREHOUSE** **◇ SHOW SITE**

INCOMING SHIPMENT

Shipped from (city)			
Carrier		Tracking/Pro #	
Shipping date		Expected arrival date	
No. of Pieces		Estimated weight	
Dimensions of largest piece	Height:	Width:	Length:
Misc Requirements			

ADDITIONAL INCOMING SHIPMENT (Different location)

Shipped from (city)			
Carrier		Tracking/Pro #	
Shipping date		Expected arrival date	
No. of Pieces		Estimated weight	
Dimensions of largest piece	Height:	Width:	Length:
Misc Requirements			

OUTGOING SHIPMENTS

The below information is for back up should the on-site exhibitor fail to complete and turn in a bill of lading to Goben CS Personal.


INSTRUCTIONS FOR OUTGOING SHIPMENTS


Ship To (Company)	◇ Prepaid ◇ Collect		
Attention			
Address			
City/State/Zip			
Description			
No. of pieces		Total Weight	
Outbound Carrier		Pro #:	

FMI Asset Protection Conference


Exhibitor Service Kit for Shipping & Material Handling|


- ADVANCED WAREHOUSE SHIPPING LABEL -

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		FMI Asset Protection		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		FMI Asset Protection		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		FMI Asset Protection		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		FMI Asset Protection		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

- SHOW SITE SHIPPING LABEL -

FMI Asset Protection Conference

Exhibitor Service Kit for Shipping & Material Handling|

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	FMI Asset Protection



Hyatt Regency Riverfront Resort
C/O Goblen Convention Services
225 East Coastline Dr.
Jacksonville, FL 32202

Number		OF		PIECES

CARRIER

*

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	FMI Asset Protection



Hyatt Regency Riverfront Resort
C/O Goblen Convention Services
225 East Coastline Dr.
Jacksonville, FL 32202

Number		OF		PIECES

CARRIER

*

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	FMI Asset Protection



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SHOW SITE DELIVERY

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move out information

On behalf of Goblen Convention Services we would like to thank you for letting us assist you during the show. We hope the following information will help assist and expedite your move-out.

EXHIBITOR MOVE-OUT START TIME and CLEAN/CLEAR TIME

Move Out Start Date	Move Out Start Time
Tue, March 11 th	6:30pm

Beginning the move out time, exhibitors may begin to dismantle their booths. All empty containers will automatically be returned to booths. Please keep all aisles clear to enable Goblen Convention Services to complete this process in an expeditious manner. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your works by checking in with the Goblen Convention Services; Service Desk.

DRIVER CHECK-IN & BILLS OF LADING DEADLINES

Driver Check In Date	Driver Check In Time
Tue, March 11 th	7:30pm

	Re-Route Time
Tue, March 11 th	7:31pm

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (If other than UPS Freight).

Schedule your carrier to pick up your freight, directly from the exhibit hall. Your freight carrier MUST be checked in at the Goblen Convention Services freight dock no later than the driver check in time and bills of lading deadlines listed on this sheet and in the exhibitor manual to guarantee pick-up. In the event that your designated carrier fails to check in, pick up, refuses acceptance or freight disposition is not provided, Goblen Convention Services reserves the right to force/re-route such shipments. Exhibitors will be charged accordingly for this service. No liability will be assumed by show management, Goblen Convention Services or any subcontractors as a result of such re-routing or handling.

BILLS OF LADING DUE TO GOBLEN CONVENTION SERVICES DESK BY		
	8:00pm Tue, March 11 th	



UPS FreightSM

UPS Freight is the designated show carrier and a representative will be located at the Goblen CS Service Desk.

A bill of lading must accompany ALL outbound shipments. Exhibit personnel MUST prepare the outbound bill of lading & make sure each piece of freight is labeled with the destination address prior to departing the show. This form may be obtained at the Goblen Convention Services Service Desk. All bills of lading must be turned into the services desk when all your shipments are packed, labeled and ready to ship. Failure to complete and turn in a bill of lading will result in a half hour labor charge.

Goben CS will not be responsible for literature/product not properly packed and labeled by exhibit personnel.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

UPS Freight® Trade Show Services

For trade show service call 1-800-988-9889

Return Shipping Information from your Official Trade Show Carrier

UPS Freight, the official trade show carrier, is providing the following outbound shipping service.

Don't Wait! Complete this form and bring it back to the UPS Freight representative at the service desk the day before this show closes.
*Small shipments under 150 total pounds can take advantage of the **Small Shipment Rates** detailed below.*

Instructions:

1. Prior to the end of the show, **pick up a "Bill of lading" form, shipping labels and Small Shipment Description Form** from the exhibitor service desk. Shipments going to multiple destinations require a separate Bill of Lading for each shipment.
2. While at the trade show, see the UPS Freight representative to **make arrangements to use the FastTrack shipping process** available by using the Official Show Carrier.
3. At the close of the show, **apply shipping labels to each piece and leave all freight pieces in your booth area.**
4. **Complete the Bill of Lading**, particularly the Address portion and all shaded fields. **Note UPS Freight as your carrier and indicate the delivery date needed.**
5. After completing the Bill of Lading, **return it to the exhibitor service desk** before departing from show site.

The following services are available (check the appropriate box):

☐
☐

Truck / Ground Service: 2 - 5 day service

Air Freight / Expedited Service: Guaranteed service for time critical shipments

SMALL SHIPMENT AND/OR PER POUND CHARGES

For shipments weighing 150 pounds or less moving to or from Trade Shows, AND a UPS Freight shipment moving to direct points, the following per shipment and/or per pound charges will apply (some conditions may apply):

Small Shipment Weight Charges*		* Delivered anywhere in the 48 states. Subject to additional fees in some areas. See your UPS representative for complete pricing. Conditions may apply.
	0 to 99 lbs:	\$117.50 Per Shipment
	100 to 150 lbs:	\$141.50 Per Shipment

Booth # _____ Company Name _____ Card Type: (circle one) Amex Visa MC

For your convenience, we will use this authorization to charge your credit card account for shipping and any additional charges that may occur in handling your shipment as required by your Trade Show Representative. I have read the above (initials). _____

Cardholder Name: _____ Cardholder Phone: _____

Credit Card Number: _____ Expiration: _____

Credit Card Billing

Address: _____

City, State ZIP Code: _____

Customer Signature: _____

By signing the above, you agree to the terms and conditions as described on this payment form.

For UPS Freight Use Only:

PRO # for this shipment: _____ Date of PRO: _____

Name of Show: _____ Authorized Signature: _____

(Verifying this form is complete.)

Charge Amount:

Date of Transaction: