

HERSHEYSM EXPOSITIONS

210 N. Franklin St, Palmyra PA 17078

PHONE: 717-508-5926 FAX: 717-298-1519 EMAIL: expositions@hersheypa.com

BOOTH SUPPLY ORDER FORM

Furniture	QTY.	Advance Order	Reg. Price	Amount
Counter Stool with Back		\$40.00	\$50.00	
Side Chair (padded)		\$25.00	\$36.00	
Arm Chair (padded)		\$30.50	\$40.50	
Easel		\$21.00	\$29.00	
Literature Bag Holder		\$38.00	\$48.00	
Literature Rack		\$38.00	\$48.00	
Clothes Rack		\$28.00	\$33.00	
Pedestal Table 24" D 18"H		\$33.00	\$43.00	
Pedestal Table 24" D 30"H		\$38.00	\$48.00	
Pedestal Table 24" D 40"H		\$43.00	\$53.00	
Pedestal Table Skirt - 30"		\$18.00	\$23.00	
Pedestal Table Skirt - 40"		\$23.00	\$28.00	
Waste Basket with Liners		\$13.00	\$16.00	
Stanchion-Polished Chrome		\$28.00	\$33.00	
Ropes 8'		\$25.00	\$27.00	
8' Upright with Base		\$10.50	\$13.00	
6' - 10' Expanding Rail		\$10.50	\$13.00	

Carpet	QTY.	Advance Order	Reg. Price	Amount
10'x 10' Nylon		\$76.50	\$97.50	

Circle Carpet Colors:	Black	Burgundy	Grey
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Special Carpet Sizes	Amount		
_____ ft. X _____ ft. = _____ sq. ft.	\$1.58	\$1.78	
<i>Includes Taping & Covering with Plastic (Min 100 sq. ft.)</i>			
Carpet Padding (sq. ft.)	\$0.85	\$1.05	

Tables Draped 30" H	QTY.	Advance Order	Reg. Price	Amount
4' X 24"W X 30"H		\$45.00	\$61.00	
6' X 24"W X 30"H		\$55.50	\$71.00	
8' X 24"W X 30"H		\$66.00	\$82.00	

Tables Draped 42" H	QTY.	Advance Order	Reg. Price	Amount
4' X 24"W X 42"H		\$66.00	\$81.00	
6' X 24"W X 42"H		\$76.50	\$92.50	
8' X 24"W X 42"H		\$87.00	\$102.50	

Tables Draped 4 Sides	QTY.	Advance Order	Reg. Price	Amount
4 Side Table 30"		\$21.00	\$26.00	

Table Riser Draped	QTY.	Advance Order	Reg. Price	Amount
4' X 12"W X 12"H		\$28.50	\$44.00	
6' X 12"W X 12"H		\$35.00	\$50.00	

Special Draping	QTY.	Advance Order	Reg. Price	Amount
3' High Draping	/LF	\$5.50	\$6.50	
8' High Draping	/LF	\$7.25	\$8.50	

Circle Drape Colors:	White	Black	Burgundy
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U.S. FUNDS ONLY

Sub Total: _____

6% PA Sales Tax: _____

Total: _____

NOTE: The advance order rate applies if the order is received with payment in full by agreed upon date. Payment may be made by returning the Payment Policy Form with a credit card or with a check. All orders placed at show site are C.O.D. Any changes or cancellations to advance orders during set-up or later will be assessed a 50% delivery charge. All items are on a rental basis only and remain the property of HersheySM Expositions. All disputes must be made by the end of the show.

Name of Event: _____ Booth #: _____

Name of Firm: _____ Fax: (_____) _____

Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Email Address: _____

Authorized by: _____ Signature: _____

HERSHEYSM

EXPOSITIONS

210. N Franklin St, Palmyra PA 17078
Monday-Friday 8am-4pm

PHONE: 717-508-5926
EMAIL: expositions@hersheypa.com

DRAYAGE AND MATERIAL HANDLING SERVICE ORDER FORM

Name of Event: _____ Event Location: _____

Event Start Date: _____ Event End Date: _____ Booth Number(s): _____

Customer Name: _____ Contact Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

INBOUND SHIPPING – PRIOR TO EVENT START DATE

All inbound materials must be shipped to the Hershey Expositions Services ("HES") Warehouse and should be addressed as follows: HERSHEY EXPOSITIONS - 210 FRANKLIN ST, PALMYRA, PA 17078. Any shipments sent directly to the Event Location will be delivered to the HES Warehouse and Customer will be responsible for and will be charged the applicable handling rates below. Inbound drayage and handling services include receiving, logging, storing, and transporting Customer's materials to the Event Location. Materials will be held in the HES Warehouse until they are scheduled to be delivered to the designated booth(s).

Origin of Shipment: _____ Carrier: _____

Shipping Date: _____ Estimated Arrival Date: _____

Total Number of Pieces: _____ Total Weight of Shipment*: _____

*All weights will be rounded up to the next highest weight (CWT). **A bill of lading stipulating the weight must accompany all inbound shipments.** Cubic or dimensional weights will be invoiced as stated weight at time of delivery to the HES Warehouse unless a weight certificate is attached.

OUTBOUND SHIPPING INFORMATION – AT CLOSE OF EVENT

Customer must label the outgoing shipment crates/cartons at the close of the Event on the Event End Date. A bill of lading must be provided to HES at the HES Service Desk at the Event Location. If needed, blank bill of lading forms are available from the HES Service Desk. Outbound drayage and handling services include removal of crates/cartons from the Event Location and delivery and storage at the HES Warehouse until they are picked up by Customer's designated outbound shipping carrier.

Outbound To: _____ Carrier: _____

Address: _____ Total Number of Pieces: _____

City: _____ State: _____ Zip Code: _____

HANDLING RATES (TOTAL FOR INBOUND AND OUTBOUND SERVICES)

The below rates are only for HES's inbound and outbound drayage and handling services. All inbound and outbound shipping charges are the responsibility of Customer. Collect shipments will not be accepted by HES. **Please Note:** If HES renders any drayage and handling services, regardless of whether this Order Form is submitted and/or signed by Customer, Customer is responsible for and will be charged the applicable rates.

CWT = 100 lbs.

Straight Time Rates:	Crated/Cartoned	\$43.00 per CWT per shipment	2 CWT minimum	\$ 86.00
	Machinery/Special Handling	\$63.00 per CWT per shipment	CWT minimum	\$126.00
Overtime Rates*:	Crated/Cartoned	\$63.00 per CWT per shipment	2 CWT minimum	\$126.00
	Machinery/Special Handling	\$93.00 per CWT per shipment	CWT minimum	\$186.00

*Overtime rates apply when set up/dismantle is before 8 AM or after 5 PM or on a holiday. **Freight will not be released until payment has been received.**

CWT _____ X Rate \$ _____ = Total Amount \$ _____

PAYMENT INFORMATION

Either a check made payable to Hershey Expositions or a completed Credit Card Authorization Form must be submitted with this Drayage and Handling Service Order Form. Please Note: HES is an entity of Hershey Lodge and invoices and bank statement charges may reflect the Hershey Lodge name.

INSURANCE AND LIMITATION OF LIABILITY

Customer is responsible for insuring Customer's materials on an "All-Risk" policy in an amount equal to their full replacement value. Hershey Entertainment & Resorts Company ("HE&R"), owner of HES and the Event Location, including its shareholders, affiliated and related entities, directors, officers, employees, and agents, shall not be responsible or liable for: (i) any uncrated materials, materials not properly packed, or concealed damage; (ii) any lost, stolen, or damaged materials; and (iii) any special, incidental, indirect, exemplary, punitive, or consequential damages whatsoever (including, without limitation, damages for lost profits or revenues) regardless of cause, whether such damages were foreseeable, and whether or not HE&R or HES was advised of the possibility of such damages. In any case, HE&R's and HES' maximum liability under any provision of this Order Form shall be limited to One Thousand Dollars (\$1,000.00).

Accepted and agreed to by:

Name (Print) _____ Title _____ Date _____ Signature _____

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210 N. Franklin St Palmyra, PA 17078

Phone: 717-508-5926 Fax: 717-298-1519

Email: expositions@hersheypa.com

Please print or type:

ELECTRICAL ORDER FORM

Rec'd _____

Date _____

Ck. No. _____

Amt. _____

Name of Event: _____

Event Date: _____ Booth #: _____

Company: _____ Email: _____

Billing Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Order Authorized by: _____ Title: _____

List Requirements Below

Exhibitors' Information

IMPORTANT: Please read the information below before completing this form

- A. All electrical charges must be pre-paid before any electrical service will be hooked up to your booth.** Please make checks payable to *Hershey Lodge resort*®.
- B. Prices subject to change without notice.**
- C.** *Hershey Lodge* must receive this order no later than 21 days before the day of setup. Orders received after this date will be subject to a \$15.00 late charge.
- D.** All telephone lines must be ordered through the Convention Coordinator at 717-534-8605.

110 Volt Electric						Amount
Minimum Service-10 Amps or 1000 Watts						\$ _____
AMP	Price	#	AMP	Price	#	
20 AMP	\$110.00		50 AMP	\$140.00		
30 AMP	\$120.00		60 AMP	\$150.00		
40 AMP	\$130.00		80 AMP	\$170.00		\$ _____
208 Volt Electric						
1-Phase	Price	#	3-Phase	Price	#	
20 AMP	\$130.00		20 AMP	\$150.00		
30 AMP	\$150.00		30 AMP	\$180.00		
40 AMP	\$170.00		40 AMP	\$210.00		
50 AMP	\$190.00		50 AMP	\$240.00		
60 AMP	\$210.00		60 AMP	\$270.00		
80 AMP	\$250.00		80 AMP	\$330.00		
100 AMP	\$290.00		100 AMP	\$390.00		\$ _____
Limited Locations Available Over 100 AMPS						
150 AMP	\$440.00		150 AMP	\$540.00		
200 AMP	\$490.00		200 AMP	\$690.00		\$ _____
208 Volt prices include an electrician to connect and remove. Plugs not supplied to fit exhibitor equipment.						
6% PA Sales Tax:						\$ _____
Total:						\$ _____

Electric Services Required (Please list each item using electric and specify voltage, phase, amps, or wattage):

21-day advance notice is required.

Hershey Lodge will not be responsible for power failures or voltage fluctuations.



PAYMENT FORM

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Payment Policy Form

We accept the following:

VISA MasterCard American Express

Event Name		Booth #
Event Site		
Event Date		

PAYMENT POLICY

Please Familiarize Yourself with this Policy before Ordering any Services **No Services will be Rendered without Full Payment in Advance**

- 1. ADVANCE ORDERS:** To receive the advance price; FULL PAYMENT OF CASH, CHECK, OR CREDIT CARD MUST ACCOMPANY YOUR ORDER. (USE CREDIT CARD AUTHORIZATION FORM BELOW). Purchase orders do not qualify for Advance Prices - Payment must accompany the order.
- 2. SHOW SITE ORDERS:** Services ordered at the event site will not be processed without full payment at the time the order is placed.
- 3. THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from *HersheySM Expositions*, the payment policy stated above applies. Please share this information with them.
- 4. SHIPPING FREIGHT TO WAREHOUSE OR EVENT SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR:** If you will be shipping to our warehouse or event site, and/or ordering installation/dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. SERVICES WILL NOT BE PERFORMED UNLESS WE HAVE THIS FORM COMPLETED AND RETURNED TO US. Statements will be available at the close of the event.
- 5. ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF EVENT BY EITHER CASH, CHECK, OR CREDIT CARD.** If credit card method is used, be sure that the card limits are high enough to handle your expected charges.
- 6.** If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of event.
- 7.** International exhibitors must pay for all services in U.S. Funds prior to event closing. A \$20.00 surcharge will be added for processing checks drawn on foreign banks.
- 8. ANY DISPUTES MUST BE MADE BY THE END OF THE EVENT.**

I authorize *Hershey Expositions* to charge any additional amounts incurred by me or my event representative, including material handling and labor charges.

Please Complete and Return to: *Hershey Expositions*

*PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:

Check One: ☐ Master Card ☐ Visa (Bank Americard) ☐ American Express

Account No.

Expiration Date:

Signature:

Cardholder's Name:

Cardholder's Billing Address:

Company: Date:

Address: Street City State Zip

Authorized Signature: Phone: ()

Booth #: Fax: ()

Email Address: