

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center  
Pottstown, PA 19464  
Phone: 610-495-8866 . Fax: 610-495-8870  
Email: [info@generalexposition.com](mailto:info@generalexposition.com)

## Quick Facts

**Bead Fest**  
Greater Philadelphia Expo Center  
August 19-21, 2011

### Exhibitor Move-In Hours:

Thursday, August 18, 2011 from 9:00AM to 9:00PM and Friday, August 19, 2011 from 7:30AM to 9:30AM  
All exhibits must be completely installed by: 9:30AM on Friday, August 19, 2011.

### Show Hours:

Friday, August 19, 2011 from 10:00AM to 6:00PM

Saturday, August 20, 2011 from 10:00AM to 6:00PM

Sunday, August 21, 2011 from 11:00AM to 5:00PM

### Exhibitor Move-Out Hours:

Sunday, August 21, 2011 from 5:00PM to 8:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 8:00PM on Sunday, August 21, 2011.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped C.O.D. via YRC or UPS.

### Shipping Information

There will be a 2% fuel surcharge added to all services rendered due to the rise in fuel costs impacting the trade show industry.

#### Advance Warehouse Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
Bead Fest  
General Exposition Services  
205 Windsor Road  
Limerick Business Center  
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, August 5, 2011

Last Date to Arrive at Warehouse Address: Wednesday, August 17, 2011

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

#### Direct Show Site Shipping Address:

Name of Exhibiting Company  
Your Booth Number  
Bead Fest  
Greater Philadelphia Expo Center  
c/o General Exposition Services  
100 Station Avenue  
Oaks, PA 19456

Direct Show Site Delivery Hours: Thursday, August 18, 2011

**No Freight will be accepted in advance at show site.**

### **Show Colors:**

Back Drape: Red & White

Side Drape: Red

Carpet: none

The Show floor is: NOT carpeted.

If you desire carpeting of another color, please indicate this on the Carpet Order Form.

### **Booth Equipment:**

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

### **Display Furniture:**

1 - 8ft skirted table and 2 chairs are provided with your booth space. Additional furnishing items can be rented by completing the Furniture Order Form.

Advance Discount Deadline Date: Friday, August 5, 2011

**Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including % Tax MUST be included with your order.**

### **Electrical Service:**

There is no electricity provided with your booth space. If you require electricity, please print out the GPEC Electric form, complete and fax DIRECTLY to the Greater Philadelphia Expo Center.

### **Telephone/Internet Services:**

There is no telephone or internet provided with your booth space. If you require telephone or internet, please print out the GPEC Telephone/Internet form, complete and fax DIRECTLY to the Greater Philadelphia Expo Center.

*Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.*

**Service Desk:** An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

**Please refer to the Form List provided in the online service kit for additional services offered.**

**Assistance:** If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: [info@generalexposition.com](mailto:info@generalexposition.com)

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center

Pottstown, PA 19464

Phone: 610-495-8866 • Fax: 610-495-8870

Email: [info@generalexposition.com](mailto:info@generalexposition.com)

## Liabilities and Responsibility

**Bead Fest**

Greater Philadelphia Expo Center

August 19-21, 2011

**Damage:** The exhibitors are responsible for any damage to building floors or equipment caused by their participation.

**Objectionable Exhibits:** Management retains the right to discontinue any exhibit, which in the opinion of management is objectionable.

**Loss-Insurance:** General Exposition Services will not be responsible for any loss or damage of any kind. It is suggested that exhibitors contact their insurance brokers to determine the possibility of obtaining a rider to cover their shipments from the time they leave home premises until deliveries reach final destination.

### Limitations of General Exposition Services Liability and Responsibility

- General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- General Exposition Services shall not be responsible for loss, theft, and disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- General Exposition Services 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 causes beyond its control.
- General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000 per shipment.
- General Exposition Services 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.
- The consignment or delivery of a shipment to General Exposition 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 in the Bulletin.

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- We agree to the "Limitations of General Exposition Services Liability and Responsibility."
- We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set forth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.
- With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof
  - Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.
- We agree, in the event of a dispute with General 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 General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim

6/8/2011

General Exposition Services - Liabilities ...

we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.