

SHOW INFORMATION



Memphis Auto Show
Renasant Convention Center
April 14 -16, 2023



Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply

Official Service Contractor

Installation Group
480 North Broadway
Yonkers, NY 10701

Phone
Fax

914-476-2126
914-465-5504

Contact: Annie Angellino 917-699-9790 or Carmela Catalano (516) 456-4960

Booth Package

Each booth will get daily vacuum and emptying of waste basket.

IMPORTANT DATES

Monday	March 27th	Deadline for orders received with payment
Tuesday	April 11	Direct to show at show site
Tuesday	April 11	Open to all exhibitors

SHOW SCHEDULE

Note: Please refer to exhibitor manual for target schedule of move-in & move-out information.

Monday	April 10	Mark-out, carpet and electric		
Tuesday	April 11	Freight move in for Chevrolet, Toyota/Lexus and Ford	8:00 AM	12:00 PM
Tuesday	April 11	Freight for all others	12:00 PM	5:00 PM
Wednesday	April 12	Installation continues	8:00 AM	5:00 PM
Thursday	April 13	Vehicles	8:00 AM	5:00 PM
Friday	April 14	Show Hours	10:00AM	6:00PM
Saturday	April 15		10:00AM	6:00PM
Sunday	April 16		10:00AM	5:00PM
Sunday	April 16	Dismantle	5:00 PM	9:00PM
Monday	April 17		8:00AM	4:00PM

- We will begin returning empty containers at the close of the show
- All carriers must check-in no later than Monday, April 11 by 12:00 PM
- All exhibitors must clear the floor by Monday, April 17 by 6:00 PM

DIRECT SHIPMENT

Exhibiting Company Name / Booth

Memphis Auto Show
C/O Installation Group
Renasant Convention Center
255 N. Main Street
Memphis, TN 38103-1623

**Shipments will be accepted beginning:
Tuesday, April 11, 2023**

CONTACTS

IG Service Center

IG is here to take care of your on-site needs, including furniture and material handling. If you have any questions, please contact:

480 North Broadway Yonkers, NY 10701
T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net

PAYMENT & CREDIT CARD AUTHORIZATION



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COMPANY	BOOTH NUMBER	E-MAIL	PHONE #
ADRESSS	CITY/STATE		ZIP
AUTHORIZED CONTACT SIGNATURE			DATE

Payment Policy

Payment for Services - IG requires payment in full at the time services are ordered. Further, IG 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 include labor and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.
There is a 3% fee for all credit card charges.

Method of Payment - Installation Group accepts MasterCard, Visa, American Express, Check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IG reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request Form.

Tax Exempt - If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the IG office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations - No adjustment to invoices will be made after close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50%-100% of the total order, based upon the status of move-in, work performed and/or IG set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.

* If you wish to purchase coverage for excess declared value, please see Material Handling Form.

Bank wire transfer information:

Installation Group
 c/o First Republic
 480 North Broadway
 Yonkers, NY 10701
 Account #80007390166 ABA/Routing Number: 321081669
 Swift code FRBBUS6S

To properly credit your account, send the following information to the IG address listed on the order forms:

*exhibiting company name, show name, and booth number
 date and amount of transfer*

bank and country where transfer originated

If you have any question regarding our payment policy, please call IG at Camela at 516-456-4960

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, for your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

In placing this order, I agree that I have accepted IG Payment Policy and IG Terms & Conditions of Contract



X _____
 Authorized Signature (Required)

 Authorized Name - Please Print Date

METHOD OF PAYMENT

CHECK CREDIT/DEBIT CARD BANK TRANSFER
Please make check payable to: National Convention Services

CREDIT CARD AUTHORIZATION

MASTERCARD VISA AMERICAN EXPRESS
 *Please note that all credit card transactions will be charged a 3.50% credit card fee

ACCOUNT NUMBER: _____ EXP DATE: _____ CVV: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

AUTHORIZED SIGNATURE: _____

CALCULATION OF ORDERS

Furniture & Accessories	\$
Labor	\$
Material Handling	\$
Hanging Sign & Truss	\$
Carpet	\$
Other IG Services (Specify)	\$
Other IG Services (Specify)	\$
Full Payment in U.S. Funds drawn on a U.S. Bank	
Installation Group	
Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check No Dated

480 North Broadway Yonkers, NY 10701
 T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net

OFFICIAL CONTRACTORS INFORMATION



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OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- * Insure the orderly and efficient installation and removal of the overall exposition.
- * Assure the distribution of labor to all Exhibitors according to need.
- * Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- * See that the proper type and limits of insurance are in force.
- * Avoid any conflict with local union and/or exhibit regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor
- b. **Installation Group is the exclusive exhibit installation contractor or display builder.**

In both instances, IG shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- 1 The exhibitor must notify Show Management in writing and IG Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- 2 The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more.
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. **IG and Show Management must be named as additional insured's.**
Any exhibitor who had identified an exhibitor appointed contractor, "EAC" must insure that the EAC has current Certificate of Insurance on file with IG or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform work.
- 3 The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Installation Group.
- 4 For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
- 5 The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Must have all business licenses, permits and Worker's Compensation insurance required by State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificate of Insurance shall name both IG Services and Show Management as additional insured's. See attached examples:
 - c. Will share with IG Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and IG Services with the names of all on-site employees who will be working on the exposition floor and see that they wear at all times necessary identification badges as determine by Show Management.
 - e. Shall be prepared to show evidence that it had a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine operations to the exhibit area of its clients. No service desks, storage area, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to IG Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractors must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all its activities with IG Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can results in a delay or termination of your right to continue if the conditions cannot be corrected.
- 6 All information must be received in the IG Service office no later than 14 days prior to the show.

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THIRD PARTY BILLING REQUEST



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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

PHONE #

You may arrange for a third party to handle your display and be billed for services. IG will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including **Third Party Credit Card Charge Authorization below. Return form by the deadline date. IG reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.** It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. IG Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

FAX:

CONTACTS EMAIL:

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

SERVICES TO BE COVERED BY THIRD PARTY

All Services

Booth Furnishings

Booth Cleaning

I&D Labor/Supervision

Electrical

Audio Visual

Material Handling/ In & Out

Carpet

Other (Please Specify) _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

THIRD PARTY COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

FAX:

CONTACTS EMAIL:

EMAIL FOR INVOICE:

THIRD PARTY CREDIT CARD INFORMATION

MASTERCARD

VISA

AMERICAN EXPRESS

**Please note that all credit card transactions will be charged a 3.50% credit card fee*

ACCOUNT NUMBER:

EXP DATE:

CVV:

CARDHOLDER NAME (PLEASE PRINT):

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

AUTHORIZED SIGNATURE:

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SAFETY FIRST



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Safety is very important for everyone working in the exhibit hall - especially you!

IG is committed to safety through 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 a IG supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

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 loss prevention guidelines at show site

- 1 Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- 2 Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask IG personnel for assistance.
- 3 Forklifts and carts are to be used by authorized IG personnel only. Please do not operate this equipment. Ask for help.
- 4 Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- 5 Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- 6 Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a IG supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- 7 Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- 8 If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- 9 Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- 10 Keep aisles free and clear of any and all debris.
- 11 Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- 12 Notify a IG representative of any safety issues or concerns.

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SHOW SITE WORK RULES



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MEMPHIS UNION INFORMATION

To assist you in planning your participation in the upcoming show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

EXHIBIT INSTALLATION AND DISMANTLING

Carpenters are responsible for laying carpet; install and dismantle exhibit booths; install and dismantle drape; erect contractor stages; uncrate equipment; skirt tables.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are not allowed for exhibitor use. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or IG.

Electricians are responsible for installing electric power.

Plumbers are responsible for providing plumbing, compressed air, water and drains.

Laborers are responsible for loading, unloading and delivering contractor equipment; load, deliver and check freight with Teamsters; install and dismantle pipe; pick up carpet, remove empty crates, operate forklifts.

Riggers are responsible for work performed by the use of forklift trucks on rigging work; when a mobile crane is used; **or the movement of machinery.**

Teamsters are responsible for loading, unloading, delivery and checking freight with Laborers; operate forklifts.

MATERIAL HANDLING

The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. IG will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Teamsters under the direction of IG. Rates for material handling services are enclosed in this exhibitor service manual. IG shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of IG and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. IG cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by an employee (union or nonunion). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

TERMS & CONDITIONS OF CONTRACT



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IG TERMS AND CONDITIONS ARE SUBJECT TO CHANGE

AT IG'S SOLE DISCRETION WITHOUT NOTICE

1. DEFINITIONS. For purposes of this contract, "Installation Group" ("IG") means Installation Group, ("IG") and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors IG may appoint. The term "EXHIBITOR" means the EXHIBITOR, its employees, agents, representatives, and any EXHIBITOR Appointed Contractors. Further, the EXHIBITOR is in fact the "shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary. All dollar amounts are in U.S. dollars.

2. PACKAGING AND CRATES. IG shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, canceled damage, carpets in bags or poly, or materials improperly packed. In addition, IG shall not be responsible for crates and packaging which are unsuitable for handling, or for condition, or have prior damage. Crates and packaging should be of a design to adequately protect for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. IG assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without IG Labels; or Improper information on empty labels. IG WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his representative, and during such time the materials will be left unattended. IG WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. EDG highly recommends the securing of security services from facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. IG WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. IG highly recommends the securing of security services from facility or show management. All Materials Handling Agreements submitted to IG by EXHIBITOR will be checked at the time of pick up from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and

6. IG RESPONSIBILITY. IG shall be responsible only for those services which it directly provides. IG assumes no responsibility for any person's parties, or other contracting firms not under IG's direct supervision and control. IG shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond IG's reasonable control, nor for ordinary wear & tear in the handling of materials.

7. INSURANCE. It is understood that IG is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide IG with a release of subrogation to the extent of any insurance settlement received.

8. DECLARED VALUE. Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

(a) GROUND SHIPMENTS. No declared value is available for ground shipments. If the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

(b) DOMESTIC & INTERNATIONAL AIR SHIPMENTS. When the EXHIBITOR declares the value that \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is greater, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the value shown on the front of this form.

(c) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD).

1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
3. Personal effects, including without limitation papers and documents.

declared value exceeding \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs.

If any declared value in excess of the maximums shown herein is the actual value, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

property, except that claims for failure to make delivery must be filed with in nine(9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against IG more than two(2) years and one day from the day when written notice is given by IG to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent with out written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and IG relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to IG for its services, as an offset against the amount of any alleged loss or

b. MAXIMUM RECOVERY. If found liable for any loss, IG sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS AS SHOWN ON THE FRONT OF THIS FORM APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT OT ANY OTHER SERVICES PROVIDED NCS INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.

C. BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. IG's liability shall be limited to any loss or damage which results solely from IG's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall IG be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if IG has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

10. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUCTED UNDER THE LAWS OF THE STATE OF NEW YORK WITH OUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN MANHATTAN COUNTY, NEW YORK

11. DISPUTE RESOLUTION WAIVER OF A JURY TRIAL. Parties agree to waive the right to a Jury trial and agree to utilize an independent arbitrator in the county of Manhattan, New York.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend IG, its employees, directors, officers, and agents from and any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation cost) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:

Exhibitor's negligence, willful misconduct, or deliberate act, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any EXHIBITOR Appointed Contractor (EAC).

EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees, and/or any EXHIBITOR Appointed Contractor (EAC) at the show or exposition to which this contract relates.

EXHIBITOR'S violation of federal, state, county, or local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

EXHIBITOR'S Inclusion of illegal substances, hazardous materials or waste in any shipments placed with IG and for the violation of the representations and warranties made regarding hazardous material made on the front of this Agreement.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to IG for material handling and transportation services, waives and releases all claims against IG, its employees, agents, officers, and directors, with respect to all matters for which IG has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to bound by its terms, and further agree that it is the complete and exclusive agreement between the parties. The invalidity or enforcement of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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mela@eventdesigngroup.net

MATERIAL HANDLING INFORMATION



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Material Handling is the unloading of your exhibit material, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the events.

How to Ship to Exhibit Site

- * Consign all shipments c/o IG Exposition Services
- * Remove all old shipping and empty storage labels.
- * Fill out and attach enclosed Direct Shipping labels.
- * Complete the enclosed Material Handling Information Sheet.
- * All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise
- * Certified weight tickets must accompany all shipments.
- * Take the time to ensure that your display and products are packed neatly and securely.
- * If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order form for details. Please prepay all shipping charges-IG cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise IG will invoice the entire load at the Uncrated rate.

- * **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- * **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

* **Special Handling**- Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts, and carpet rolls.

* **Overtime Surcharges**- Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material handling Order Form for details.

* **Late Surcharges**- A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty cartons will be picked up, stored, and returned after the show. Labels are available at the **Service center** or from your IG Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked empty. plan for the return shipment.

Outgoing Shipments

An OMHF (Outbound Material handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **Service center** Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. IG has published IG Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

IG Limits of Liability & Excess Declared Value

- * **Liability**- IG is liable for loss or damage to your goods only if loss or damage was caused by IG negligence.
- * **Measure of Damage**- if IG was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in **Declared Value Amount**, check the box requesting **Excess Declared Value** and pay the appropriate charges **Excess Declared Value** (Maximum allowed declared value \$100,000)
- * **Cost** - Excess declared value available from IG for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charges per request)
- * **Not Insurance**- Excess declared value is not insurance. IG does not offer or sell insurance. IG is not liable and will not owe for loss or damages to your goods if the damage or loss was not caused by IG negligence.

MATERIAL HANDLING ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2023



Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE
X		

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check at exhibit site by 7am to be guaranteed same day unloading.

SPECIAL HANDLING Materials delivered by a carrier in such a manner that requires additional handling, such as crates that are stacked, oversized, mixed loads, no documentation and shipments requiring additional time and labor will incur **additional charges**. This includes deliveries from FedEx, UPS, DHL, etc...

ADVANCE SHIPMENTS TO EDG WAREHOUSE: (200 lb. minimum per shipment)

WEIGHT WILL BE ROUNDED OFF TO THE NEXT 100 LBS

Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	\$100.69/cwt	200 lbs min	Shipping: Hicks Convention Services, Inc. 935 Rayner Street Memphis, TN 38114
Special Handling Shipment	\$107.19/cwt	200 lbs min	
Small Package	\$45.00	30 lbs max	

DIRECT SHIPMENTS TO EXHIBIT SITE: (200 lb. minimum per shipment)

WEIGHT WILL BE ROUNDED OFF TO THE NEXT 100 LBS

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice. The rates for this service are:

Crated Materials	\$ 76.00/cwt	200 lbs min
UnCrated Materials	\$ 85.75/cwt	200 lbs min

<p><i>Above rates reflect charges for shipments handled within published or targeted to move-in and move-out dates and times.</i></p>	<p>EXCESS DECLARED VALUE OPTION:</p> <p>Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.</p> <p>Note 2: Declared value \$ _____. Excess declared value available from IG, up to \$100,000.00.</p> <p>Excess declared value is not available for items listed on Terms & Conditions of Contract form.</p> <p><input type="checkbox"/> Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).</p>
---	--

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____ Total Pieces: _____
Total Weight (200 lbs minimum per shipment) _____ + 100 = _____ x Rate: _____ = \$ _____
Small package will be sent to <input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date: _____ via: _____ Total Pieces: _____ = \$ _____

<p>I agree in placing this order that I have accepted IG Payment Policy and IG Terms & Conditions of Contract.</p> <p>Authorized Signature: _____</p>	1. Total Estimated Charges	\$ _____
	2. 30% Off Target Surcharge	\$ _____
	3. Excess Declared Value	\$ _____
	3.9.75% Sales Tax	N/A
	5. Payment Enclosed	\$ _____
X	Authorized Name (Please Print)	Date

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Direct First Day for shipments to arrive at the exhibit site
A 30% (\$31.80 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the exhibit site after this date.

480 North Broadway Yonkers, NY 10701
T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net

SKIDDED LITERATURE ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2023
 Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply



COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE
X		

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in on show show by 7am to guarantee same day unloading.

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice. The rates for this service are:

Literature **\$98.00** Per Skid

<p><i>Above rates reflect charges for shipments handled within published or targeted to move-in and move-out dates and times.</i></p>	<p>EXCESS DECLARED VALUE OPTION:</p> <p>Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.</p> <p>Note 2: Declared value \$ _____ Excess declared value available from IG, up to \$100,000.00.</p> <p>Excess declared value is not available for items listed on Terms & Conditions of Contract form.</p> <p><input type="checkbox"/> Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).</p>
---	---

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to	<input type="checkbox"/> Exhibit Site / <input type="checkbox"/> Warehouse on date:	via:	Total Skids:
			x Rate: = \$
<p>I agree in placing this order that I have accepted IG Payment Policy and IG Terms & Conditions of Contract.</p> <p>Authorized Signature: _____</p>			1. Total Estimated Charges
			2. 30% Off Target Surcharge
			3. Excess Declared Value
			3.9.75% Sales Tax
			5. Payment Enclosed
			\$
			X
me (Please Print)			Date

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Direct **April 19** First Day for shipments to arrive at the exhibit site
A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the exhibit site after this date.

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 T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net



FROM: Booth # _____
 Company Name: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____

TO: Exhibiting Company Name: _____
Memphis Auto Show
 c/o Installation Group
 Renasant Convention Center
 255 N. Main Street
 Memphis, TN 38103-1623

SHIPMENT SHOULD ARRIVE ON:
Tuesday, April 11, 2023
DIRECT SHIPMENT



FROM: Booth # _____
 Company Name: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____

TO: Exhibiting Company Name: _____
Mephis Auto Show
 c/o Installation Group
 Renasant Convention Center
 255 N Main Street
 Memphis, TN 38103-1623

SHIPMENT SHOULD ARRIVE ON:
Tuesday, April 11, 2023
DIRECT SHIPMENT



FROM: Booth # _____
 Company Name: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____

TO: Exhibiting Company Name: _____
Memphis Auto Show
 c/o Installation Group
 Renasant Convention Center
 255 N Main Street
 Memphis , TN 38103-1623

SHIPMENT SHOULD ARRIVE ON:
Tuesday, April 11, 2023
DIRECT SHIPMENT



FROM: Booth # _____
 Company Name: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____

TO: Exhibiting Company Name: _____
Memphis Auto Show
 c/o Installation Group
 Renasant Convention Center
 255 N Main Street
 Memphis, TN 38103-1623

SHIPMENT SHOULD ARRIVE ON:
Tuesday, April 11, 2023
DIRECT SHIPMENT

LOGISTICS SHIPPING ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2023
 Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply



COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE
X		

PICK UP INFORMATION			
Date	Shipping/Receiving Hours (4hour window required)		
Address	City	State	Zip
Pickup Contact	Phone Number		Fax Number
Special Instructions (Additional Charges may apply)			Weekend

DELIVERY INFORMATION			
Date	Receiving Hours		
Destination	Exhibitor Name		
Show Name	Booth #		
Address	City	State	Zip
Show Contractor	Contact	Phone Number	

METHOD OF SHIPMENT		
Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipments) Shipments 0-100 Lbs.* Shipments 101 lbs. and up* *Subject to applicable surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.	Special Instructions (Additional charges may apply)

CREDIT CARD CHARGE AUTHORIZATION (ALL INFORMATION MUST BE PROVIDED)			
Credit Card Number	Expiration Date	CVV Code	
Cardholder's Name	Cardholder's Signature		
Cardholder's Billing Address	City	State	Zip
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card			

WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT WEIGHT & DIMENSIONS)											
Mark "x" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	
		Lx	Wx	H				Lx	Wx	H	

Total pieces:	Total Weight:	Hazardous Materials Contact Number ()
Note 1: STOP! You must read Terms & Conditions of Contract before going any further... I have read the Terms & Conditions form and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the Terms & Conditions of Contract form.		I agree in placing this order that I have accepted IG Payment Policy and IG Terms & Conditions of Contract. Authorized Signature - Please Sign X
Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared. Note 3: Declared value \$ _____		
Excess declared value available from IG, up to \$100,000.00.		Authorized Name-Please Print _____ Date _____

Excess declared value is not available for items listed on the Terms & Conditions of Contract form.
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).
 RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between IG and shipper, if applicable, otherwise to the rates, classifications and rules that have been established IG and are available to the shipper, on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

FREIGHT SERVICE QUESTIONNAIRE



Memphis Auto Show
Renasant Convention Center
April 14-16, 2023
Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply



COMPANY NAME

EMAIL ADDRESS

BOOTH NAME

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimated total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Their Phone # _____

5. Print the name of person in charge of your move-in:

Their Phone # _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by IG

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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mela@eventdesigngroup.net

OPERATION OF ALL MECHANICAL LIFTS



Memphis Auto Show

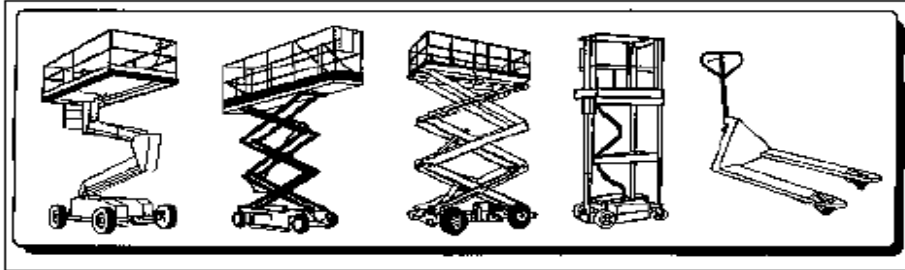
Renasant Convention Center

April 14-16, 2023

Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply



ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE
PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation

480 North Broadway Yonkers, NY 10701

T: 516-456-4960 F: 914-465-5504

mela@eventdesigngroup.net

STRUCTURAL INTEGRITY STATEMENT



Memphis Auto Show

Renasant Convention Center

April 14-16, 2023

Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply



COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

X

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the MEMPHIS AUTO SHOW and (if applicable), the display house or builder for the aforementioned, exhibitor do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the RENASANT CONVENTION CENTER, IG, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____

Booth #: _____

Authorized Signature: _____

Printed Name: _____

Date: _____

E-Mail: _____

Display House/Builder: _____

(If applicable)
Authorized Signature: _____

Printed Name: _____

Date: _____

E-Mail: _____

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INSTALLATION & DISMANTLING ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2023



Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT-PLEASE PRINT _____ DATE _____

X

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
 TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Starting time can be guaranteed only when labor is required for the start of the working day at 8 AM. All exhibiting labor for 8 AM starting time will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No- Show" charge per worker will apply.

Note: Please schedule your labor for two hours after your target schedule for proper scheduling of labor.

The minimum charge for labor is four (4) hours per worker. Labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY IG. IG requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES AS FOLLOWS:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$87.36 per hour
Overtime	All other times Monday through Friday, Saturday till 5pm	\$109.20 per hour
Double Time	Saturday after 5pm , All day Sundays and Holidays	\$130.00 per hour

PLEASE INDICATE SERVICE

IG SUPERVISED (OK TO PROCEED)

- Please complete "Key Information"**
 IG will supervise labor to:
- Unpack and install display before exhibitor arrival at show site.
 - Dismantle, pack, and arrange to ship display after show closing.
 - Subject to terms and conditions of all IG policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 30% (\$50.00 minimum) surcharge will be added to the total installation/dismantle labor bill for this professional supervision.

EXHIBITOR SUPERVISED (DO NOT PROCEED)

Indicate workers needed for installation and dismantling.

IG will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property

PLACE ORDER HERE

SCHEDULE DATE(S)	TOTAL # OF WORKERS	SCHEDULE START TIME	SCHEDULE End TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			

I agree in placing this order that I have accepted IG Payment Policy and IG Terms & Conditions of Contract.

Authorized Signature - Please Sign:

Total Labor Ordered	
30% / IG Supervision	
9.75% Sales Tax	N/A
Payment Enclosed	

Authorized Name -Please Print _____ Date _____

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T:516-456-4960 F:914-465-5504
mela@eventdesigngroup.net

IN-BOOTH FORKLIFT & LABOR ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2022



Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>AUTHORIZED CONTACT SIGNATURE</small>	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>
X		

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- * In-Booth Forklift and Labor may be required to assemble displays or when uncrating, un-skidding, positioning, and re-skidding equipment and machinery.
- * A forklift is required for moving equipment and materials weighing 200 pounds or more.
- * If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Starting times can be guaranteed only when labor is requested for 8AM. All exhibit labor for 8AM starting time will be dispatched to booth space. Confirm labor and forklifts by 2:30PM the day before the date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without 24-hour notice will be charged a four (4) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor and equipment is four (4) hours per worker and forklift. Equipment and labor thereafter is charged half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by IG. All rates are subject to change if necessitated by increased labor and material costs.

IN-BOOTH FORKLIFT AND LABOR RATES AS FOLLOWS:

HOURLY RATES	TIMES	Forklift*(5000lb) with Operator
LABOR RATES AS FOLLOWS:		
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$180.61 per hour
Overtime	All other times Monday through Friday, Saturday till 5pm	\$307.32 per hour
Double Time	Saturday after 5pm , All day Sundays and Holidays	\$364.26 per hour

PLEASE INDICATE SERVICE PLACE ORDER HERE

- IG is responsible for the following:**
- Uncrating Unskidding Positioning
 Leveling Dismantling Recarting
 Reskidding

SCHEDULE DATE(S)	TOTAL # OF FORKLIFTS	SCHEDULED START TIME	SCHEDULED END TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL
		AM	AM			\$
		PM	PM			\$
		AM	AM			\$
		PM	PM			\$
		AM	AM			\$
		PM	PM			\$
I agree in placing this order that I have accepted IG Payment Policy and IG Terms & Conditions of Contract					1. Total Labor Ordered	\$
Authorized Signature - Please Sign					2. Payment Enclosed	\$
X					3. 9.75% Sales Tax	
Authorized Name - Please Print						<small>Date</small>

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T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net

SCISSOR LIFT WITH CREW ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2023



Order Deadline by Monday, March 27th otherwise a 25% surcharge will apply

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
---------	---------------	--------------

AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE
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IMPORTANT INFORMATION & RATES

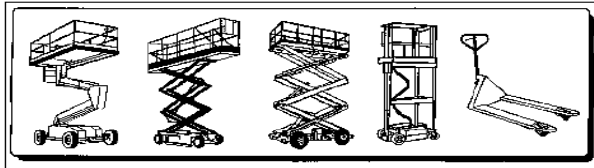
Starting time can be guaranteed only when labor is required for the start of the working day at 8:00AM. All exhibit labor for 8:00AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30PM the day before requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is four (4) hours per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by IG. IG requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 914-476-2126 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Scissor Lift w/2 Workers Per Hour	Pre-Order	Show Site
Straight Time	\$180.60	\$213.20
Over time	\$296.40	\$322.40
Double Time	\$358.80	\$421.20

Monday through Friday 8:00 AM to 4:30 PM
 All other times Monday through Friday, Saturday till 5pm
 Saturday after 5pm, All day Sundays and Holidays



TOTAL

PLACE ORDER HERE						
SCHEDULE DATE(S)	TOTAL # OF WORKERS	SCHEDULED START TIME	SCHEDULED END TIME	TOTAL # OF HOURS	LABOR RATE	
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			

<p>I agree in placing this order that I have accepted IG Payment Policy and IG Terms & Conditions of Contract</p> <p>Authorized Signature - Please Sign:</p>	<p>1. Total Labor Ordered</p> <p>2. 30% IG Supervisor</p> <p>3. 9.75% Sales Tax</p> <p>4. Payment Enclosed</p> <p>X</p> <p>Authorized Name - Please Print</p>
--	---

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rates.

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T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net

FURNITURE & ACCESSORIES ORDER FORM



Memphis Auto Show
 Renasant Convention Center
 April 14-16, 2023



Order Deadline by Monday, March 27th otherwise a 25% surcharge will

COMPANY	EMAIL ADDRESS	BOOTH NUMBER	PHONE #
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT	
		DATE	

PRICE LIST			
DESCRIPTION	PRICE per item	DESCRIPTION	PRICE per item
BOOTH FURNITURE		CUSTOM BOOTH DRAPE	
IG1 Plastic Contour Chair	\$51.75	8' H Back Drape and 36"H Side Drape -4 feet minimum order	
IG6 Contemporary Chair	\$97.00	Linear Ft., of Back Drape per ft.	\$24.50
IG5 Contemporary Arm Chair	\$105.00	Linear Ft., of Side Drape per ft.	\$19.50
IG8 Contemporary Stool	\$107.00	8' Upright Pole with Base	\$45.75
DISPLAY TABLES - 30" HIGH		BOOTH ACCESSORIES	
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>		Chrome Sign Holder	\$82.00
Skirted 4' Table (Skirted 4 Sides)	\$123.25	Aluminum Easel	\$67.00
Skirted 6' Table	\$154.00	Bag Stand	\$132.00
Skirted 8' Table	\$187.00	Literature Rack	\$181.50
4th Side Skirted, Optional	\$44.50	Aisle Stanchion (Chrome)	\$85.00
Round Table	\$194.00	Retractable Stantion (BIK)	\$68.00
		Plastic Chain Price/Ft.	\$7.75
		Stanchion Rope - 8' Section	\$38.50
		Ticket Tumbler	\$106.00
		Wastebasket	\$16.50
		Display Case 6' Full View	\$855.00
		Display Case 6' Half View	\$630.00
		Visqueen - 4 millimeter	\$135/sq ft. installed
		Prices include delivery, installation, rental, and removal. Cancellation Policy: Item cancellations will be charged 100% of original prices after move-in begins or after installation.	
DISPLAY COUNTERS - 42" HIGH			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
Skirted 4' Counter (Skirted 4 Sides)	\$143.50		
Skirted 6' Counter	\$164.00		
Skirted 8' Counter	\$188.75		
4th Side Skirted, Optional	\$62.00		
RISERS - 8" Wide			
4' Single Tier, 7" or 15"	\$70.50		
6' Single Tier, 7" or 15"	\$105.50		
4' Double Tier, 7" and 15"	\$127.00		
6' Double Tier, 7" and 15"	\$172.50		

PLACE ORDER HERE

Table / Counter Skirt Color (Black will be provided if no color is indicated below):

Black White
 Optional 4th Side TABLE Skirt: 6' 8'
 Optional 4th Side COUNTER Skirt: 6' 8'
 Tackboard / Pegboard Placement: Vertical Only

ITEM	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
	1. Total All Items Ordered			\$
	2.9.75% Sales Tax			\$
	3. Payment Enclosed			\$

480 North Broadway Yonkers, NY 10701
 T: 516-456-4960 F: 914-465-5504
mela@eventdesigngroup.net

KEY INFORMATION



Memphis Auto Show

Renasant Convention Center

April 14-16, 2023

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COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT-PLEASE PRINT _____ DATE _____

X

Inbound Freight Information

Carrier _____ Shipped By _____ Date _____
 Number of Pieces _____ Weight _____ Pro Number _____
 Target Date _____ Loose Display _____ Crated Display _____
 Shipped To: (Check One) Warehouse Show Site

Set-up information for IG Installation

Set Up Drawings Attached _____
 Set Up Drawings With Exhibit _____
 Case/Crate Number _____
 Number of Workers Required for Set Up _____
 Forklift Ordered _____ Hrs: _____ Time: _____
 Approximate time for set up _____
 Special Equipment Required _____

Did You Order

Electrical Yes No Electrical Under Carpet Yes No
 Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
 Furniture Yes No Other Items _____
 Telephone Yes No _____

Outbound Freight Information

Outbound Freight Charges Prepaid Collect _____
 Bill To _____
 IG Storage _____
 Method IG Logistics Common Carrier Air Freight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____
 Cosigned To _____
 Address _____
 City/State/Zip _____
 Second Consignee _____
 Address _____
 City/State/Zip _____

Emergency Contact Information/Show Site Contact

Name _____ Title _____
 Telephone _____
 Other Means of Contacting this person _____
 Contact's Hotel _____ Arrival _____ Departure _____
 Purchasing Authorization Yes No

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