

HAMM Event Services Inc.

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The Log Home Shows Sevierville, TN September 28-30, 2007 Sevierville Events Center

PLEASE READ THIS INFORMATION CAREFULLY

Dear Exhibitor:

HAMM Event Services Inc. would like to welcome you to the show. As the exclusive service contractor for the event, we will do our part to make your experience a successful one. Listed below is information you may need and where to find additional information in the show package.

Please be sure to include Payment Summary Form (page 1) with orders.

Page 1 - Payment Summary Form

Page 2 - Table/Furnishings Rental Order Form

Page 3 - Carpet Order Form

Page 4 - Shipping Instructions and Order Form for Freight Handling

Page 5 - Forklift Service/Dismantle Labor and Banner Hanging Order Form

Page 6 - Electrical Order Form (including Internet & Telephone)

Show Information:

Inclusive Booth Package: These items have been supplied by show management:

- Drape (teal, silver, and black). Island and Bulk spaces do *not* come with drape - please order from Page 2 - Furnishings Rental Order Form
- (1) 7 X 40 Identification Sign

Facility floor is concrete unless carpet is ordered. All tape *must* be removed. Aisle carpet color is grey.

Shipping Dates:

- Direct to Site - No earlier than September 26, 2007
- For specific shipping addresses, please refer to Shipping Instructions & Freight Handling Form

DEADLINE FOR ADVANCE order PAYMENT: September 12, 2007 -- NO EXCEPTIONS

Be sure to read and understand all forms, show rules, building rules and display instructions.

MOVE-IN INFORMATION: Thursday, September 27: 7:00 a.m. – 10:00 p.m.

THURSDAY, SEPTEMBER 27: 7:00 a.m. – 10:00 p.m.:

<u>BOOTH #</u>	<u>MOVE-IN TIME</u>
501,401,402,101,502,503.301,201,204 & Outdoor Displays	7:00 a.m.
All remaining booths (except booths 18-32)	8:00 a.m.
18-32	3:00 p.m.

The docks and show floor are not parking lots – please get unloaded and remove vehicles. Have any and all non-essential vehicles park in the exhibitor parking lot - NOT THE DOCKS. Limited quantities of dollies/carts will be available free of charge on a first come first serve basis. We recommend that you bring your own if needed. Fork lifts will be available – for a fee.

Show office and exhibitor badges will be available at the HAMM Event Services Inc. service desk located at the main entrance. This is a non-union right to work hall. The decorator will have forklifts, labor and shipping assistance available as needed. The decorator is the EXCLUSIVE source of all lifts and labor - NO EXCEPTIONS. Be sure to check deadlines on forms to take advantage of discounted pricing.

**NO DRIVING IN WILL BE PERMITTED AFTER 4 PM THURSDAY September 27th
HAND CARRY ONLY**

MOVE-OUT: Sunday night at the close of the Show to midnight.. ALL displays and shipments need to be out of the building no later than Midnight, Sunday, September 30. ANY FREIGHT LEFT ON THE FLOOR AFTER Midnight WILL BE LOADED ON Con-Way Central-Freight.

Please feel free to call with any questions.

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HAMM Event Services Inc. Shipping & Handling Policies

1. All weights are based on inbound shipments' bill of lading. If no weights are provided, **HAMM Event Services, Inc.** estimates will prevail.
2. Freight Handling rates include freight received via common carrier, placement of freight and/or materials in booth, removal and return of **MARKED** empty containers and placement of freight on outbound carriers.
3. Collect shipments will not be accepted.
4. **HAMM Event Services, Inc.** does not collect or quote rates for ground or air shipping charges, nor do our handling rates include such.
5. Con-Way Freight-Central (Conway central Express) is the official carrier. If you prefer another carrier, please make your own arrangements and **HAMM Event Services, Inc.** will load them accordingly at the close of show.
6. Any shipments left on the floor at our time of departure will be forced via, Con-Way Central-Freight (Conway Central Express) **NO EXCEPTIONS.**
7. Handling rates **DO NOT** include uncrating, dismantling, removal from skid, special trips, or handling which requires special treatment due to unusual weight or size.
8. Freight Handling order form must be filled out and sent to our office if shipping freight is required to either show site or to warehouse.
9. Freight received prior to 30 days before show date will be charged an **OVERTIME** rate automatically.
10. **DO NOT** ship to show site prior to date listed on front of the page. Freight arriving prior to this date will be refused
11. **HAMM Event Services, Inc.** **WILL NOT** handle Customs Shipments.
12. **HAMM Event Services, Inc.** is not responsible for concealed damage, loose materials (i.e. Freight not secured on skid or in crates).
13. **HAMM Event Services, Inc.** is not responsible for damage or loss from any cause after delivery to booth.
14. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss.
15. **HAMM Event Services, Inc.** liability is limited to physical loss or damage to that specific article in any event, **HAMM Event Services, Inc.** maximum liability shall be limited to \$0.10 per pound, per article, with a \$50.00 maximum per item and a \$1000.00 per shipment. **HAMM Event Services, Inc.** 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 exhibitor's material which may make such items impossible or impractical for exhibit use.
16. If your freight is not picked-up prior to **HAMM Event Services, Inc.** leaving the facility floor after tear-down, your freight will be forced Con-Way Central-Freight, information about your shipment can be directed to Con-Way Central-Freight Customer Service by dialing 800-421-3962.

HAMM Event Services Inc. Terms & Conditions Agreement

- 1. Please make sure your company's name and booth number(s) are on EACH completed form and returned to HAMM Event Services, Inc. along with payment. Orders received without payment WILL NOT be processed until such payment has been received.**
- 2. Advance discount prices apply to orders received in our office with payment prior to deadline date noted on form. Any orders received after the deadline will be filled to the best of our ability and charged full floor order price. Faxed orders without proper credit card information are considered void until such information is received. We can not guarantee to have every color or every item for ordered placed after the deadline.**
- 3. Exhibitor must advise HAMM Event Services Inc. of any services or products not delivered on site prior to close of Show. No Credits will be issued after show closing.**
- 4. Please include overtime charges when calculating labor and/or freight handling charges if either set-up or tear-down occurs on overtime and you have used either of these services. Overtime include the hours of 4:30PM to 8:00 AM weekdays, all day Saturday, Sunday and Holidays.**
- 5. All materials ordered in advance will be in the booth prior to your arrival.**
- 6. By providing HAMM Event Services Inc. with credit card information, please understand that HAMM Event Services Inc. is authorized to charge additional floor orders on show site to the credit card on file.**
- 7. Items ordered and delivered to booth but subsequently cancelled will be invoiced at 50% of the rental cost. 'Package booth items' provided do not have refund value.**
- 8. All rental items must be returned to HAMM Event Services Inc. in the same condition as issued. Exhibitor will be charged full additional floor price for any soiled, stained, lost or damaged items that require replacement, repair or cleaning.**
- 9. No shipments of Display Freight will be delivered to booth until Freight handling payment is made and credit card is on file (see page 5, Shipping Instructions and Order for Freight Handling).**
- 10. All freight not picked up prior to HAMM Event Services Inc. leaving the facility floor after tear-down will be forced via show carrier. The exhibitor is liable for any and/all related charges.**
- 11. We are the exclusive decorator for all enclosed services. No other rental company or supplier is permitted in hall to service exhibitors without the express written consent of HAMM Event Services Inc. This includes all forms of fork, reach and high lifts. HAMM Event Services Inc. must be notified in advance of any intended crane use.**
- 12. By returning the Payment Summary Form or any other HAMM Event Services Inc. form, the exhibitor confirms acceptance of all HAMM Event Services Inc. Terms and Agreements.**