



Richmond Boat Show  
January 20-22, 2023  
Greater Richmond Convention Center  
403 N. Third St  
Richmond VA 23219  
804-783-7300

**PLEASE READ THIS INFORMATION CAREFULLY**

Dear Exhibitor,

Advanced Expo Inc. (AESI) would like to be one of the first to welcome you to the show. As the exclusive service contractor and registration vendor 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 it in this kit.

Please be sure to include Payment Summary Form (page 2), with all orders.

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Show Information

AESI Terms and Agreement Form

Page 1 – Payment Summary Form (note sales tax & facility commission)

Page 2 – Furnishings Rental Order Form

Page 3 – Carpet Rental Order Form

Page 4 – Shipping Instructions and Order for Freight Handling

Page 4 – (continued) AESI' Shipping and Handling Policies

Page 5 – Forklift Service/Dismantle Labor

INTERNET IS WIRELESS & ORDERED ON SITE VIA YOUR BROWSER – FREE

Electrical, Banner hanging & hardline internet will be via facility forms

BANNER HANGING – LET SHOW MANAGEMENT KNOW FOR GROUP RATE

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***NOTE EARLY DEADLINE FOR ADVANCE PAYMENT – January 13<sup>th</sup>, 2023– NO EXCEPTIONS***

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**Show Information:**

Exhibitor Move In: RICHMOND BOAT SHOW - January 18-19, 2023, **8AM-5PM**

**10x10 vendors Jan 19 1pm-5pm. Drive in will be cut off midafternoon on the 19th**

**Show Manual will have detailed move in schedule**

**Exhibitor Move Out: - Sunday Jan 22 & 23 – must be out 3pm Monday the 23rd**

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

8' Back Drape (black)

3' Side Rail Drape

**Facility floor is concrete unless carpet is ordered**

Shipping Dates:

Advanced – No Later Than: January 17th, 2023

Direct to Site – No Earlier Than: January 18th, 2023

For specific shipping addresses, please refer to Shipping Instructions and Freight Handling Form (page 4)

<b>Deadline for advanced orders (No Exceptions will be made): January 13th, 2023</b>
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**AESI Terms and Conditions Agreement**

1. Please make sure your company's name and booth number(s) are on EACH completed form and returned to AESI along with payment. Orders sent in without payment will not be processed until such payment has been received.
2. Payment must be received in our office prior to advanced deadline noted above. Any orders received after the deadline will be filled to the best of our ability and charged full floor order price. We cannot guarantee to have every color or every item for orders placed after the deadline.
3. Exhibitor must advise AESI 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 includes the hours of 4:30PM to 8:00AM weekdays, all day Saturday, Sunday and Holidays.
5. All materials ordered in advanced will be in the booth prior to your arrival.
6. Advance discount prices apply to orders received in our office prior to deadline date noted on each form. Faxed orders without credit card information are considered void until such information is received.
7. By providing AESI with credit card information, please understand that AESI is authorized to charge additional floor orders on show site to the credit card we have on file.
8. Items ordered and delivered to booth but subsequently cancelled, will be invoiced at 50% of the rental cost. Provided package booth items do not have refund value.
9. All rental items must be returned to AESI 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.
10. No shipments of Display Freight will be delivered to booth until Freight Handling payment is made and credit card is on file (see page 6, Shipping Instructions and Order for Freight Handling)
11. All freight not picked up prior to AESI leaving the facility floor after tear-down, will be forced via the official show carrier. The exhibitor is liable for any and/all related charges.
12. 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 AESI. This includes all forms of fork, reach and high lifts. AESI must be notified in advance of any intended crane use.
13. The undersigned exhibitor, when renting our Lead Retrieval device, hereby agrees to fully indemnify and hold forever harmless AESI and show management (their respective officers, agents, vendors and employees) from any loss, loss of data, loss of business caused by act or failure to act, either intentionally or unintentionally or negligently caused by conduct of AESI including but not limited to damage or injury sustained by the Gizmo or any other person caused by fire, theft, water, accidents by any other manner resulting from the act or failure to act of the undersigned exhibitor his agents employers by any other party or parties.
14. By returning the Payment Summary Form, or any other AESI form, the exhibitor confirms acceptance of all AESI Terms and Agreements.

**Payment Summary Form**

Event: Richmond Boat Show – Richmond VA

Show Date(s): January 20-22, 2023

**Deadline for advanced discounted orders: January 13th, 2023****INSTRUCTIONS:**

- 1.) Please total amounts from each order form and insert on the corresponding Line(s) below.
- 2.) Calculate subtotal and insert on the line marked SUBTOTAL.
- 3.) All orders must be received in our office with payment by deadline noted above in order to qualify for advanced discount or floor order prices will be charged.

FURNISHINGS RENTAL **	\$ _____
CARPET ORDER **	\$ _____
FREIGHT HANDLING-SHIPPIING	\$ _____
FORKLIFT SERVICE/CUSTOM LABOR	\$ _____
UTILITES -Electrical & water**	\$ _____
Internet – wireless connection is free onsite	
Telephone/hard dedicated internet – see facility form	
<b><u>Subtotal</u></b>	\$ _____
GRAND TOTAL	\$ _____

Enclosed is our check in the amount of \_\_\_\_\_ Check #: \_\_\_\_\_

Charge my credit card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Card # \_\_\_\_\_ Expires: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ **3 Digit security code** \_\_\_\_\_

(Print)

Signature of Card Holder: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address (billing address of card) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*By signing and returning this form, exhibitor accepts all AESI Terms and Agreements**

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS. No hard copy receipt will be sent.  
Please be sure all terms and conditions on the previous page have been read and understood.**

**FURNISHING RENTAL ORDER FORM**

Event: Richmond Boat Show – Richmond VA

Show Date(s): January 20-22, 2023

**Deadline for advanced discount orders: January 13<sup>th</sup>, 2023**

QTY	DESCRIPTION	UNIT PRICE		SUBTOTAL	QTY	DESCRIPTION	UNIT PRICE		SUBTOTAL
		ADVANCED	FLOOR				ADVANCED	FLOOR	
<b>Skirted Display Tables</b> skirted three sides with white vinyl top					<b>Unskirted Display Tables</b> no skirting – white vinyl top only				
	4' x 2' x 30" tall	\$49.00	\$59.00			4' x 2' x 30" tall	\$24.00	\$29.00	
	6' x 2' x 30" tall	\$59.00	\$69.00			6' x 2' x 30" tall	\$29.00	\$34.00	
	8' x 2' x 30" tall	\$69.00	\$79.00			8' x 2' x 30" tall	\$34.00	\$39.00	
	3' x 30" round	\$69.00	\$79.00			3' x 30" round	\$39.00	\$49.00	
	5' x 30" round	\$69.00	\$79.00			5' x 30" round	\$39.00	\$49.00	
<b>Skirted Counter High Tables</b>					<b>Unskirted Counter High Tables</b>				
	4' x 2' x 40" tall	\$59.00	\$69.00			4' x 2' x 40" tall	\$34.00	\$39.00	
	6' x 2' x 40" tall	\$69.00	\$79.00			6' x 2' x 40" tall	\$39.00	\$44.00	
	8' x 2' x 40" tall	\$79.00	\$89.00			8' x 2' x 40" tall	\$44.00	\$49.00	
	3' x 40" round	\$79.00	\$89.00			3' x 40" round	\$44.00	\$49.00	
	5' x 40" round	\$79.00	\$89.00			5' x 40" round	\$44.00	\$49.00	
<b>Extra Skirting</b>					<b>Miscellaneous Items and Hardware</b> Use color choices for drape. Drape is priced per linear foot.				
	Skirt for your table	\$25.00	\$35.00		ft.	8' tall booth drape	\$6.00	\$9.00	
	Skirt 4 <sup>th</sup> side	\$15.00	\$20.00		ft.	3' tall booth drape	\$4.00	\$6.00	
<b>Skirt Color Choices (Please select one)</b> White ___ Black ___ Red ___ Blue ___									
<b>Booth Furnishings</b>									
	Folding chair	\$9.00	\$15.00			3' uprights w/base	\$6.00/set	\$10.00/set	
	Side chair	\$19.50	\$24.50			8' uprights w/base	\$10.00/set	\$15.00/set	
	Arm chair	\$24.50	\$29.50			Horizontal bar	\$10.00	\$15.00	
	Bar stool w/back	\$39.00	\$44.00			12' – 16' up w/base	\$50.00 ea	\$60.00 ea	
	Easel	\$15.50	\$19.50			4' x 8' pegboard	\$155.00	n/a	
	Wastebasket	\$9.00	\$15.00			Horizon ___ Vet ___			
	Coat tree	\$18.00	n/a			4' x 8' Velcro board	\$155.00	n/a	
	Garment rack	\$25.00	n/a			Horizon ___ Vet ___			
						4' table risers skirted	\$25.00	\$35.00	
						6' table risers skirted	\$35.00	\$45.00	
						8' table risers skirted	\$45.00	\$55.00	
						Jewelry case	\$400.00	n/a	
						Refrigerator	\$199.00	n/a	
TOTAL \$					TOTAL \$				

Payment must be included with all orders whether via fax, mail or at show-site. We will **NOT** accept phone orders.

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_

## Carpet Rental Order Form

Event: Richmond Boat Show – Richmond VA

Show Date(s): January 20-22, 2023

<b>Deadline for advanced discounted orders: January 13<sup>th</sup>, 2023</b>
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### Standard Booth Carpet: Please make selections

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a 1' gap at the back. If you would prefer to have your entire space carpeted, please refer to custom carpet orders below.

Size	Quantity	Advance Price	Floor Price	Total
9 x 10		\$89.00	\$109.00	
9 x 20		\$165.00	\$195.00	
9 x 30		\$240.00	\$275.00	
20 x 20		Custom cut \$300.00	\$350.00	
30 x 30		Custom cut \$400.00	\$450.00	

### Custom Booth Carpet

Complete exhibit carpet price includes laying, trimming, seaming, waste, edge taping, rental and removal of carpet cut specifically to your measurements and/or needs.

Complete area size _____ ft. x _____ ft. = _____ total sq. ft.			Total
Advanced Price \$1.25 sq. ft.	Floor Price \$1.50 sq. ft.	multiply total square feet times price to get total	

### \* Carpet Color Selection

Red \_\_\_\_\_

Black \_\_\_\_\_

### Miscellaneous

	Total
Carpet Padding _____ ft. x _____ ft. = _____ sq. ft. at \$0.60 per sq. ft advance price	
Plastic Covering _____ ft. x _____ ft. = _____ sq. ft. at \$0.35 per sq. ft. advance price	

### Carpet Sweeping

	Total
Daily Sweeping _____ ft. x _____ ft. = _____ sq. ft. at \$0.15 per sq. ft. x _____ days	

\*Color choices not provided by exhibitor will be selected to coordinate with show colors.

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_

Advanced Expo, Inc.  
11020 Running Tide Ct. Indianapolis IN 46236  
(317) 714-6734 Fax (877) 491-3753

**Shipping Instructions and Order for Freight Handling**

Event: Richmond Boat Show – Richmond VA

Show Date(s): January 20-22, 2023

**Deadline for advanced discounted orders: January 13th, 2023**

**IMPORTANT**

**ADVANCED EXPO SOLUTIONS INTERNATIONAL INC, IS THE OFFICIAL AND EXCLUSIVE FREIGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY OR ADVANCE WAREHOUSE VIA COMMON CARRIER. YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE VIA YOUR OWN PERSONAL OR COMPANY VEHICLE.**

YOU MUST RETURN THIS FORM IF SENDING FREIGHT EITHER TO THE SHOW OR THE WAREHOUSE. FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT AND SENT TO AESI WILL NOT BE RELEASED TO EXHIBITOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS INDICATED

ADVANCE SHIPPING ADDRESS	TO: (EXHIBITOR/BOOTH NUMBER) FOR: SHOW NAME HERE C/O ADVANCED EXPO GREATER RICHMOND CONVENTION CENTER 403 THIRD ST RICHMOND VA 23219	TO: (EXHIBITOR/BOOTH NUMBER) FOR: SHOW NAME HERE RICHMOND CONVENTION CENTER 403 THIRD ST RICHMOND VA 23219 Attn Advanced Expo Solutions	DIRECT TO SHOW SITE SHIPPING ADDRESS
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FREIGHT TO ARRIVE NO LATER THAN: Jan. 17<sup>TH</sup>

FREIGHT TO ARRIVE NO SOONER THAN: Jan. 4<sup>th</sup>

THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FREIGHT

CARRIER \_\_\_\_\_ TRACKING NUMBER(S) \_\_\_\_\_

# OF SHIPMENT \_\_\_\_\_ TOTAL # OF PIECES \_\_\_\_\_ DATE SHIPPED \_\_\_\_\_

NAME OF EXHIBITING COMPANY \_\_\_\_\_

ADDRESS OF EXHIBITING COMPANY \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE # \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ 3 DIGIT CODE \_\_\_\_\_ DATE \_\_\_\_\_ BOOTH# \_\_\_\_\_

**INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES**

1. Freight Handling rates are charged per hundred weight (i.e. 365 lbs = 4CWT rounded up).
2. There is a **200 Pound** minimum per shipment.
3. Overtime rates apply to handling between 4:30PM – 8AM M-F, Weekends and Holidays
4. Rates are as follows: **Advanced** - \$44/CWT (\$66/CWT O.T.) **Direct** - \$40/CWT (\$60/CWT O.T.)
5. Any package or delivery that arrives to advanced warehouse or direct to site that has no bill of lading (i.e. Federal Express and UPS packages) will be charged a surcharge of \$10 per package
6. AESI charges a flat rate of \$35.00 for letter deliveries.

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

**AESI Shipping and Handling Policies**

1. All weights are based on inbound shipments' bill of lading. If no weights are provided, AESI 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. AESI does not collect or quote rates for ground or air shipping charges, nor do our handling rates include such.
5. Yellow Freight is the official carrier for Advanced Expo Solutions Inc. If you prefer another carrier, please make your own arrangements and AESI 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 Yellow Freight, NO EXCEPTIONS.
7. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require 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 either to 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 this page. Freight arriving prior to this date will be refused.
11. AESI does not handle Customs Shipments.
12. AESI is not responsible for concealed damage, loose materials, unskidded freight and uncrated freight.
13. AESI 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. AESI' liability is limited to physical loss or damage to that specific article and in any event, AESI' 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. AESI 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 materials which may make impossible or impractical for exhibit use.
16. If your freight is not picked-up prior to AESI leaving the facility floor after tear-down, all freight will be forced Yellow Freight. Information about your shipment can be directed to Yellow Freight by dialing (800) 610-6500.

**Forklift Service, Display Install/Dismantle Labor & Banner Hanging**

Event: Richmond Boat Show – Richmond VA

Show Date(s): January 20-22, 2023

**Deadline for advanced discounted orders: January 13th 2023**

Listed below are two installation and dismantle plans available to exhibitors for their custom display

- ◆ **PLAN A** – Complete custom installation and dismantle service under the supervision of our Floor Supervisor. Basic labor rate is \$45 per man, per hour. Overtime rate is \$70 per man, per hour. A 30% Custom Fee will be applied to both the set-up and dismantle of the exhibit (\$25.00 minimum custom fee). Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during straight time but is not guaranteed. BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST BE MADE AVAILABLE. (CONTACT SHOULD BE AVAILABLE DURING SET-UP)
  
- ◆ **PLAN B** – Exhibitor Supervised Service – Basic labor rate is \$45 per man, per hour. Overtime rate is \$70 per man, per hour. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the exhibitor’s responsibility to call for labor at our service desk at the show. It is your responsibility to check-in at our Service Desk to dispatch labor to your booth. Charges for labor will begin at the time indicated below unless 48 hour notice is given.
  
- ◆ **FORKLIFT OPERATOR** – A standard 5,000lb capacity forklift with operator is available to exhibitors to assist in loading, unloading and/or moving product to and from the exhibits booth from a personal vehicle. Common Carrier freight will automatically be handled provided the Shipping Instructions and Order for Freight Handling Form (Page 6) has been filled out.

**Labor Rates**  
***(including appropriate custom fees)***

Display Labor (One Hour Minimum)

Plan A – Straight Time: \$58.50 per man, per hour  
Plan A - Overtime: \$91.00 per man, per hour

Plan B – Straight Time: \$45.00 per man, per hour  
Plan B – Overtime: \$70.00 per man, per hour

Forklift Operator (1/2 Hour Minimum)

Straight Time: \$40.00 per ½ hour (up to 5,000 lbs)  
Overtime: \$80.00 per ½ hour (up to 5,000 lbs)

**Over 5,000 & reach lift orders need confirmation from AES to ensure availability – normal fork lifts will automatically be on site**

**AES IS THE EXCLUSIVE SOURCE FOR ALL LIFT WORK OF ANY KIND – NO EXCEPTIONS**

Banding: \$1.00 per foot, \$25.00 minimum  
Shrink Wrap: \$25.00 per skid

Banner Hanging

From Ceiling: \$250.00 per banner  
From 16’ Pole: \$100 per 10’

Straight time is between the hours of 8:00AM and 4:30PM Monday thru Friday. All other hours and days, including Holidays, are Overtime.

Please Fill Out Section Below To Schedule Labor

	Plan Choice	# of Laborers	Date	Day	Start Time	Est. Hours	Rate	Total
Set-up								
Dismantle								
Forklift								
Banner Hanging								

Orders placed at show site will be processed AFTER pre-arranged services are completed. Orders placed at show site are subject to a 20% additional surcharge with no guaranteed start times available. Billing will be based on actual time with above requested times serving as minimums.

Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name and Telephone Number: \_\_\_\_\_



