



7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481
Exhibit@teamworkevents.com

POTATO EXPO 2019
AUSTIN CONVENTION CENTER
JANUARY 9-10, 2019

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IMPORTANT INFORMATION ABOUT LABOR, MATERIAL HANDLING & SHIPPING

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ELECTRICAL, AUDIO VISUAL, INTERNET AND RIGGING SERVICE ORDER FORMS

- ◆ **Electrical, Internet, and Utilities** must be ordered directly through the official vendor – **ACCD Exhibitor Services**.
(O) 512-404-4000 (E) accdexhibitorservices@austintexas.gov. The ACCD Exhibitor Services order forms for these services are also enclosed.
- ◆ **Audio Visual** must be ordered directly through the official vendor– **4Productions**
(O) 774-568-5400 (E) orders@4productions.com. The 4Productions order forms for these services are also enclosed.
- ◆ **Rigging** must be ordered directly through the official vendor – **Freeman**
(O) 512-827-3200 (E) clay.kindrick@freemanco.com. The Freeman order forms for these services are also enclosed.



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WELCOME

Dear Exhibitor:

Teamwork Events is pleased to have been chosen to serve as your Official Service Contractor for Potato Expo 2019 to be held at Austin Convention Center on January 9 - 10, 2019. We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices on Teamwork products and services, full payment must be included with your order and received in our office by **Thursday, December 13, 2018**. Orders without payment will be held in a pending status until payment is received.

A credit card authorization form is required on file for each exhibitor. No goods or services will be rendered without a credit card accompanying the order. If you choose to make a payment via check or wire transfer, please ensure that your payment has been received by our accounting department no later than 2 weeks prior to show move-in. Regardless, a credit card is required on file. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

For assistance with renting furnishings and accessories, hiring labor, vacuuming, or for shipping materials for the event, please call please contact our **Event Specialist Team**:

(O): (407) 438-7480
(E) Exhibit@teamworkevents.com

For assistance with ordering **Electrical, Internet, and Utilities**, please contact **ACCD**:

(O) 512-404-4000
(E) accdexhibitorservices@austintexas.gov

For assistance with ordering **Audio Visual**, please contact **4Productions**:

(O) 774-568-5400
(E) orders@4productions.com

For assistance with ordering **Rigging**, please contact **Freeman**:

(O) 512-827-3200
(E) clay.kindrick@freemanco.com

Thank you and we look forward to working with you to help make Potato Expo 2019 a tremendous success.

Sincerely,

Teamwork Events



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GENERAL INFORMATION

LOCATION & DATES

Show Location(s): **Austin Convention Center
500 E Cesar Chavez Street
Austin, TX 78701**

Show Dates: **January 9 – 10, 2019**

EXHIBITOR MOVE - IN

Exhibitors may begin moving in according to the following date(s) and time(s):

Tuesday, January 8 2:00 PM – 6:00 PM

Wednesday, January 9 8:00 AM – 10:00 AM

SHOW HOURS

The Exposition Hall will be open during the following date(s) and time(s):

Wednesday, January 9 1:00 PM – 6:30 PM

**Thursday, January 10 8:00 AM – 12:00 PM
2:00 PM – 5:00 PM**

EXHIBITOR MOVE - OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Thursday, January 10 5:00 PM – 10:00 PM

Outside carriers must be checked in with the Teamwork Supervisor at the Austin Convention Center by 9:00 PM on Thursday, January 10, 2019. Official re-route time is Thursday, January 10, 2019 at 9:00 PM. Please see the Move-Out Information sheet in this manual for more details about move-out.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

- 8' Backwall Drape: Navy Blue/White/White/Navy Blue
- 3' Side Rail Drape: Navy Blue
- 6' L x 30" H Table Skirted White
- (2) Side Chairs
- (1) Wastebasket
- Booth ID Sign

Please note: The aisles will be carpeted in TUXEDO BLUE. All exhibitors will be responsible for payment of booth carpeting.



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GENERAL INFORMATION

ADVANCE SHIPPING

Advance shipping begins Monday, November 12, 2018 at 9:00 AM and ends on Friday, December 21, 2018 at 3:00PM.

Advance shipping address:

YRC Freight
C/O Teamwork Events – Potato Expo 2019
(Exhibitor Name & Exhibitor Booth #)
9018 Tuscany Way
Austin, TX 78754

Contact: Event Services
Phone: (407) 438-7480
Email: Exhibit@teamworkevents.com

Shipments received at the advance warehouse after the deadline will still be accepted. An off-target surcharge of 38% will apply.

Please note the advanced received warehouse will be closed:

- **November 22-23**
- **December 24-25**
- **January 1**

You must have a credit card on file with Teamwork prior to your shipment arriving at the Teamwork Warehouse for delivery to your booth.

DIRECT SHIPPING

Teamwork will be on site to receive direct shipments to the Austin Convention Center on Tuesday, January 8, 2019 from 8:00 AM – 4:30 PM ONLY.

The Austin Convention Center prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Austin Convention Center and your shipment arrives prior to Tuesday, January 8, 2019 you will incur a receiving charge by the Austin Convention Center AND a receiving charge from Teamwork.

Direct shipping address:

Austin Convention Center – Exhibit Hall EH4
C/O Teamwork – Potato Expo 2019
(Exhibitor Name & Exhibitor Booth #)
500 E Cesar Chavez Street
Austin, TX 78701

Shipments received on site before or after the published Direct shipping day/time will incur an off-target surcharge of 38%.

Please note that all work performed by Teamwork between before 8:00 AM or after 4:30 PM weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Teamwork prior to your shipment arriving at the Austin Convention Center for delivery to your booth.

TEAMWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than:

Thursday, December 13, 2018

For more information, please call us at 407-438-7480, or email us at Exhibit@teamworkevents.com.



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ORDERING PROCEDURES & HELPFUL HINTS

The ordering process for services provided by Teamwork Events consists of several forms. Please complete the parts of each section that apply to your order and return the completed pages to Teamwork Events for processing. It is not necessary to return pages for services you did not order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Teamwork Events, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Teamwork's services. **Credits for services will be issued at show site only.**

Early order discounts are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

- ❖ Orders cancelled prior to move-in will be refunded at 100%, unless otherwise specified. Cancellations after move-in begins are invoiced at 100% of original price.
- ❖ No adjustments will be made after the close of the show.

BOOTH FURNISHINGS AND SERVICES

- ❖ Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- ❖ All prices are in U.S. dollars (\$).
- ❖ All rental items are subject to applicable taxes.
- ❖ All rental items remain the property of TEAMWORK Convention Service Contractors.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, Teamwork is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to dock for return shipment at the end of the show.

ORDER RECAP

The Order Recap Form gives you the opportunity to double-check your order - proactive planning can save you valuable time and money on the show floor. Also, be certain to return your order forms for Audio Visual, Internet and Electrical services directly to the vendors listed on the forms, as in some cases Teamwork does not provide these services.



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CREDIT CARD AUTHORIZATION FORM

ALL EXHIBITORS MUST HAVE A CREDIT CARD ON FILE WITH TEAMWORK EVENTS PRIOR TO SERVICES BEING RENDERED. Credits card information provided to Teamwork Events is PCI secured. For your convenience, we accept MasterCard, Visa and American Express; we **do not** accept Discover Credit Cards. If you choose to pay by check or cash (sorry, personal checks are not accepted), you may do so in advance. However, regardless of how you choose to pay, you must have a credit card on file with us to cover incidentals and items that might be ordered at showsite. If your company has unpaid balances from previous events serviced by Teamwork Event Services, payment in full for those charges will be required before new orders will be accepted.

Exhibitor freight will not be delivered to or removed from your booth until all unpaid invoices have been settled at the Teamwork Service Desk. Please notify your company representative who will be at show site of our payment policy.

While Teamwork Event Services understands and honors the relationship between exhibitors and third party payers, ultimately the exhibiting firm of record is responsible for payment of all costs incurred on its behalf (see Third Party Payment Policy Form). At the sole discretion of Teamwork Events, exhibitors using third party payers may also be required to provide a credit card as back up to that of the third party.

International exhibitors must prepay balances prior to show closing in U.S. funds drawn on U.S Banks.

Please complete the information requested below and return this form with your orders. If you choose to pay by check, please make sure your check is delivered within two weeks of show move-in so as to give time for the check to be processed by the bank. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

Receipts for charges applied to your Credit Card on File will be emailed once the card is charged. A final invoice recording all transactions will be emailed within 15 days of show closing. Should you require a receipt at any other time, please contact us and we will be happy to provide one.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER NO LATER THAN THE PUBLISHED DISCOUNT DATE.

Credit Card Information:

CHARGE TO (check one)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
Card Number:	Expiration Date:		CCV
Card Holders Name:	Card Holders Signature:		

Billing Information:

Card Billing Address:			
City:	Country:	State:	ZIP:
Telephone:		Email:	
Exhibiting Company Name:		Booth No:	

Discount Deadline: *Thursday, December 13, 2018*

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3RD PARTY PAYMENT AUTHORIZATION FORM

Teamwork will present show site invoices to third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Teamwork
2. This completed form is to be signed by BOTH PARTIES and returned to Teamwork at least 14 days prior to show opening. This form is to be accompanied by a completed credit card authorization form from EACH PARTY.
3. Teamwork's prepayment policy is adhered to; i.e., order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

☐ ALL SERVICES

☐ Labor :

☐ Cleaning☐ Furniture☐ Material Handling (Round Trip)☐ Carpet

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Credit Card Information:

Exhibitor	3 rd Party
CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS
Card Number:	Card Number:
Expiration Date: CCV	Expiration Date: CCV
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

Billing Information:

Card Billing Address:				Card Billing Address:			
City:	State:	ZIP:		City:	State:	ZIP:	
Telephone:		Fax:		Telephone:		Fax:	
Exhibiting Company Name:			Booth No:	Exhibiting Company Name:			Booth No:
Email:				Email:			



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STANDARD FURNISHINGS

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
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DRAPED DISPLAY TABLES

Draping includes white vinyl top & 3 sides
choose table size & color

30" High

Circle Color: Blue | Black | Burgundy | Green | Gray | Red | White

2' x 4' x 30"	()	\$139.84	\$174.81	
2' x 6' x 30"	()	\$164.78	\$205.98	
2' x 8' x 30"	()	\$210.17	\$262.70	
4th side of table draped	()	\$56.01	\$70.02	

42" High

2' x 4' x 42"	()	\$184.40	\$230.52	
2' x 6' x 42"	()	\$201.98	\$252.49	
2' x 8' x 42"	()	\$225.94	\$282.43	
4th side of table draped	()	\$56.01	\$70.02	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$62.96	\$78.72	
2' x 6' x 30"	()	\$74.43	\$93.04	
2' x 8' x 30"	()	\$86.68	\$108.35	

42" High

2' x 4' x 42"	()	\$80.14	\$100.18	
2' x 6' x 42"	()	\$96.60	\$120.74	
2' x 8' x 42"	()	\$104.02	\$130.02	

RISERS (white vinyl)

4' One Step	()	\$60.92	\$76.15	
6' One Step	()	\$81.31	\$101.71	

RENTAL PRICE INCLUDES DELIVERY & REMOVAL FROM BOOTH FOR WHOLE SHOW.

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	()	\$87.08	\$108.86	
Side chair	()	\$70.73	\$88.42	
Padded Bar Stool with Back	()	\$103.86	\$129.82	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
30"high x 30" D Round Table	()	\$112.29	\$140.37	
42"high x 30" D Round Table	()	\$118.98	\$148.71	
Wastebasket	()	\$23.25	\$29.06	
Easel	()	\$46.15	\$57.70	
Bag Rack	()	\$112.70	\$140.89	
Fishbowl	()	\$30.05	\$37.58	
Chrome Sign Frame (22" x 28")	()	\$112.70	\$140.87	
5 Pocket Literature Stand	()	\$140.24	\$175.33	
3 Section Literature Pocket	()	\$52.59	\$65.75	

Sub Total: \$ _____

8.25% Rental Tax: \$ _____

Total \$ _____

Specialty furnishings are available upon request. Please contact our Event Specialists at 407-438-7480 or Exhibit@teamworkevents.com for assistance.

PAYMENT POLICY: Payment in full for rental charges, including applicable tax, must accompany advance order and must be received by deadline date in order to qualify for discount rates. All orders placed at the Service Desk will be charged at standard rates.

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	



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CARPET

STANDARD CARPET	QTY	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

Circle Color: Blue | Charcoal Gray | Light Gray | Red | Green | Black | Tuxedo Blue

10' x 10'	()	\$195.87	\$244.82	
10' x 20'	()	\$390.87	\$488.60	
10' x 30'	()	\$587.14	\$733.92	
10' x 40'	()	\$782.97	\$978.71	

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

All orders placed at the Service Desk will be charged at standard rates.

CUSTOM CARPETING	DISC. RATE	STANDARD RATE	TOTAL
	per sq ft	per sq ft	

No telephone orders are accepted.

Circle Color: Blue | Charcoal Grey | Light Gray | Red | Green | Black | Tuxedo Blue

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$5.30	\$6.62	
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(100 sq ft minimum)

Full payment must accompany order.

Total items ordered and enter on recap sheet/ payment form.

CARPET PADDING	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$2.45	\$3.08	
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(100 sq ft minimum)

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

VISQUEEN (poly covering)	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$0.41	\$0.52	
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(100 sq ft minimum)

Sub Total: \$ _____

8.25% Rental Tax:\$ _____

TOTAL \$ _____

Please print or type information below:

Contact Name:	Email:		
Telephone:	Fax:		
Exhibiting Company Name:			Booth No:

Please Note: A credit card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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CARPET CLEANING & PORTER SERVICE

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
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Daily Vacuuming

\$0.72

\$0.94

One-time only
before show
opening

\$0.77

\$1.01

Shampoo (available upon request)

PAYMENT POLICY:

Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the service desk prior to Show closing. All charges are payable in U.S. funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X _____ Rate X # of Days _____ = \$ _____

TOTAL \$ _____

CANCELLATION POLICY: *Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of the original price to cover labor involved.*

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth No:

Please Note: A credit card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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LABOR ORDER FORM

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitor must come to the service desk to sign in and out for labor required.

Discount Rate* Standard Rate*

Installation & Dismantle Labor

Straight Time - 8:00 AM to 4:30 PM - Monday thru Friday

\$95.00 \$131.10

Overtime - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday

\$140.00 \$193.20

***Per Person/Per Hour**

One hour minimum per worker, thereafter, 1/2 hour increments.

Teamwork shall not be responsible for damage, loss or theft of displays installed and/or dismantled under our supervision. Teamwork shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show.

2 Carpenters required before Apprentice work can be requested.

Date	Start Time	No. of People	X	Approx. Hrs Per Person	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
Installation Labor										
			X		=		@		=	
			X		=		@		=	
			X		=		@		=	
Teamwork Supervision										
Tax (0.0%)										N/A

Dismantle Labor										
			X		=		@		=	
			X		=		@		=	
			X		=		@		=	
Teamwork Supervision										
Tax (0.0%)										N/A
Total										

Please check service required:

☐ **Teamwork Events Supervision**

Hourly rate plus 38% Supervision Charge/Minimum \$45.00

☐ **Exhibitor Supervision:**

All work performed must be under the supervision of the exhibitor.

Name of Carrier _____

#Crates _____

#Cartons _____ # Skids _____

Shipped to: ☐ Warehouse ☐ Show site

☐ Teamwork Rental Carpet

☐ Display Includes Carpet

DISMANTLE DISCLAIMER NON-TEAMWORK PRODUCTS: Please be advised that Teamwork Events will not be responsible for dismantle of any non-Teamwork material (this includes ALL electronic equipment such as computers, television, audio-visual components, etc.). In the instance that Teamwork Events is requested to dismantle non-Teamwork material, Teamwork Events will not be held responsible for any damage or improper dismantle of said material. Since this equipment is not our standard product, there may be additional charges if more time is needed in the set up or takedown than originally estimated.



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LABOR ORDER FORM

Please complete this form and return it to Teamwork Events ONLY if you are hiring Teamwork labor to set up and/or dismantle your display without supervision from your company.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____

Shipped to: ☐ Warehouse ☐ Show Site Date Shipped: _____

From (city & state): _____

Total Number of: ☐ Crates: ☐ Cartons: ☐ Cases: ☐ Other: _____

SET UP INFORMATION

A photo/sketch of my exhibit is enclosed with my order. ☐ Yes ☐ No

A photo/sketch of my exhibit is packed inside my display case. ☐ Yes ☐ No

Special set-up instructions are provided with my order. ☐ Yes ☐ No

Special set-up instructions are packed inside my display case. ☐ Yes ☐ No

Carpet: ☐ With Exhibit ☐ Rented from Teamwork Color: _____ Size: _____

Electrical Placement: ☐ Drawing Attached ☐ Drawing with Exhibit Installed under carpet: ☐ Yes ☐ No

My exhibit has a key ☐ Yes ☐ No If "Yes", the key is located in:

Comments: _____

In case of emergency, please call: _____

At: _____

OUTBOUND SHIPPING INFORMATION

At show close, please ship my exhibit to:

NAME: _____ PHONE: _____

STREET/CITY: _____ STATE: _____ ZIP: _____

SHIPPING CHARGES ☐ COLLECT ☐ PREPAID

IF EXHIBITOR-DESIGNATED CARRIER, PROVIDE NAME & PHONE #:

DATE & TIME (pick-up scheduled):

IF CARRIER FAILS TO SHOW UP, SHOULD WE:

☐ RE-ROUTE ON A SIMILAR CARRIER – OR –

☐ RETURN SHIPMENT TO THE WAREHOUSE AT YOUR COMPANY'S EXPENSE

NOTE: EXHIBITOR IS RESPONSIBLE FOR CONTACTING ANY CARRIER EXCEPT THOSE RECOMMENDED IN THIS MANUAL. TEAMWORK WILL NOT BE RESPONSIBLE FOR LITERATURE/PRODUCT NOT PROPERLY PACKED AND LABELED BY EXHIBIT PERSONNEL.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show



7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407)438-7481
Exhibit@teamworkevents.com

FREIGHT RATES AND SHIPPING INSTRUCTIONS

Teamwork Events has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all Exhibitors' freight shipments.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a Bill of Lading showing number of pieces, weight, and description of merchandise. For trucks without a Bill of Lading or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

WHERE TO SHIP:

<u>Advance Shipments</u>	<u>Direct Shipments</u>
YRC Freight (Exhibitor Name & Booth Number) C/O Teamwork – Potato Expo 2019 9018 Tuscany Way Austin, TX 78754 <i>MUST DELIVER BETWEEN Monday, November 12 and Friday, December 21, 2018 from 9:00 AM until 3:00 PM weekdays.</i>	Austin Convention Center – Exhibit Hall EH4 (Exhibitor Name & Booth Number) C/O Teamwork – Potato Expo 2019 500 E Cesar Chavez Street Austin, TX 78701 <i>MUST DELIVER Tuesday, January 8, 2019 between 8:00 AM and 4:30 PM ONLY.</i>

Rates quoted below are based upon straight time move-in and move-out. All charges are based upon inbound weight certificates and are quoted on a round trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs. Teamwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Teamwork will receive direct shipments on scheduled move-in day(s). The rates listed below include receiving shipments, delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. Partial service will not be discounted. All shipments must be accompanied by certified weight tickets.

Advance Shipments to Warehouse - 200 Lb. Minimum charge per shipment

- Shipments must arrive on or before Friday, December 21 at 3:00 PM.
- If freight arrives to warehouse after advanced cutoff date, or if advance freight is moved to showsite due to scheduling issues beyond our control, each shipment will be assessed a late fee of 38%.
- PLEASE NOTE: The advanced receiving warehouse will be CLOSED on Nov. 22-23, Dec. 24-25, and Jan. 1.**

Crated MaterialsWeight_____ cwt x \$95.00 per 100 lbs. = \$_____

Uncrated/Special HandlingWeight_____ cwt x \$131.10 per 100 lbs. = \$_____

Direct Shipments to Exhibit Site – 200 Lb. Minimum charge per shipment

- Shipments must arrive Tuesday, January 8, 2019 from 8:00 AM to 4:30 PM only.
- All freight handled on Overtime is subject to a surcharge of 38% on each occurrence.
- The Austin Convention Center prefers NOT TO RECEIVE exhibitor materials as they do not have sufficient storage space or personnel. If you choose to ship to the Austin Convention Center, and your shipment arrives prior to Tuesday, January 8, 2019 at 8:00 AM, you will incur a receiving charge by the Austin Convention Center AND a receiving charge from Teamwork.**

Crated MaterialsWeight_____ cwt x \$90.00 per 100 lbs. = \$_____

Uncrated/Special Handling.....Weight_____ cwt x \$124.20 per 100 lbs. = \$_____

Small Packages – 25 Lb. Maximum Weight for Entire Shipment

First Small PackageWeight_____ @ \$30.00 first pkg = \$_____

Additional Small Packages on same shipment Weight_____ @ \$15.00 per addtl pkg = \$_____

POV Cartload Service (per cartload one-way): \$95.00 STRAIGHT TIME; \$140.00 OVERTIME - applies to cars, passenger vans, SUVs and small pick-up trucks. Not applicable for any type of commercial vehicle.



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FREIGHT RATES AND SHIPPING INSTRUCTIONS

Small Package:

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 lbs. per shipment, per delivery, and includes UPS, Federal Express and Airborne. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

Special Handling/Uncrated Materials:

Crated shipments requiring special handling include shipments that are loaded and or packed in such a manner as to require additional handling, such as ground loading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts.

Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the Exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or his representative. Teamwork assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.

Outbound shipping labels and Bills of Lading will be available at the Service Desk. The Exhibitor or his representative must pack and label their exhibit material and turn in a Bill of Lading for each shipment at the Service Desk before leaving the Show. Teamwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the Show, Teamwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Teamwork.

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. Teamwork Events shall not be responsible for damage to uncrated materials, material improperly packed or concealed damage.
- B. Teamwork Events shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Teamwork Events shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Teamwork Events to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Teamwork Events shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Teamwork Events shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Teamwork Events maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Teamwork Events 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 any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Teamwork Events by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Surcharges:

Inbound Overtime: Additional 38% to the above rate for shipments handled before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday, and union observed holidays. Applied to each occurrence.

Outbound Overtime: Additional 38% to the above rate for shipments handled before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday, and union observed holidays. Applied to each occurrence.

Off Target: Additional 38% to the above rate for shipments handled after the deadline and/or scheduled move in date.

Freight left in booth: For freight left in booth with no Bill of Lading turned in will incur a hour labor fee at the prevailing rate.

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FREIGHT RATES AND SHIPPING INSTRUCTIONS

Use this worksheet to compute your material handling charges. YOU DO NOT NEED TO RETURN THIS WORKSHEET TO TEAMWORK. This is merely a tool to help you form an estimate. All material handling is billed upon receipt, and according to the date and time received, as well as the actual weight upon receipt.

Description	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
				TOTAL	

Please note that all work performed by Teamwork between before 8:00 AM or after 4:30 PM weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

The Austin Convention Center prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Austin Convention Center, and your shipment arrives prior to Tuesday, January 8, 2019 you will incur a receiving charge by the Austin Convention Center AND a receiving charge from Teamwork. Teamwork strongly advises that exhibitors ship all exhibit materials directly to the advance warehouse.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth No:

Please Note: A credit card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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POTATO EXPO 2019
AUSTIN CONVENTION CENTER
JANUARY 9-10, 2019

FREIGHT FAQs & HANDLING HINTS

Delivery of your Bills of Lading to Teamwork Events does not signify that Teamwork Events has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

The information below is an outline of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. We will try to explain what drayage is and how rates are established, which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? – The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Teamwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Teamwork Events uses Union labor to move freight. These rates can vary from city to city.

Tips on how you can save money – Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – All drivers should attain certified weight tickets for materials prior to arriving at the dock - either at the warehouse or at show site. Teamwork Events reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Teamwork Events weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Teamwork, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. – In general it is best to ship your materials in advance to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping direct, if there is a problem there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.


Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments, or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.


Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> Potato Expo 2019 <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> YRC Freight C/O Teamwork 9018 Tuscany Way Austin, TX 78754 <i>MUST BE RECEIVED BY: Friday, December 21 at 3:00PM</i> Number _____ of _____ pieces		TO: _____ <small>EXHIBITING COMPANY</small> Potato Expo 2019 <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> YRC Freight C/O Teamwork 9018 Tuscany Way Austin, TX 78754 <i>MUST BE RECEIVED BY: Friday, December 21 at 3:00PM</i> Number _____ of _____ pieces	
			

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DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2019</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Austin Convention Center – Exhibit Hall EH4 C/O Teamwork 500 E Cesar Chavez Street Austin, TX 78701 <small>Shipments must arrive Tuesday, January 8 from 8:00 AM to 4:30 PM only.</small> <small>Number _____ of _____ pieces</small>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2019</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Austin Convention Center – Exhibit Hall EH4 C/O Teamwork 500 E Cesar Chavez Street Austin, TX 78701 <small>Shipments must arrive Tuesday, January 8 from 8:00 AM to 4:30 PM only.</small> <small>Number _____ of _____ pieces</small>	
			

DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2019</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Austin Convention Center – Exhibit Hall EH4 C/O Teamwork 500 E Cesar Chavez Street Austin, TX 78701 <small>Shipments must arrive Tuesday, January 8 from 8:00 AM to 4:30 PM only.</small> <small>Number _____ of _____ pieces</small>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2019</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Austin Convention Center – Exhibit Hall EH4 C/O Teamwork 500 E Cesar Chavez Street Austin, TX 78701 <small>Shipments must arrive Tuesday, January 8 from 8:00 AM to 4:30 PM only.</small> <small>Number _____ of _____ pieces</small>	
			



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POTATO EXPO 2019
AUSTIN CONVENTION CENTER
JANUARY 9-10, 2019

OUTBOUND BILL OF LADING & SHIPPING LABEL REQUEST FORM

EVERY OUTBOUND SHIPMENT WILL REQUIRE A BILL OF LADING AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE.

ONCE YOUR BOOTH IS PACKED AND READY TO BE PICKED UP FROM THE SHOW BY THE CARRIER OF YOUR CHOICE, PLEASE:

1. Verify that the shipping information provided on the pre-printed Bill of Lading is still correct
2. Itemize the pieces that you are shipping on the Bill of Lading
3. Return the Bill of Lading to the Teamwork Service Desk for validation
4. Retain your verified copy of the Bill of Lading for your files

To take advantage of this time-saving service, *please complete and return this form* by either email (exhibit@teamworkevents.com) or fax (407)438-7481.

SHIP TO:
(Consignee)

COMPANY NAME: _____

DELIVERY ADDRESS: _____

ATTN: _____ PHONE#: _____

CITY: _____ STATE/
PROVIDENCE _____ ZIP CODE _____

BILL TO:

☐ Same as Above

COMPANY NAME: _____

BILLING ADDRESS: _____

ATTN: _____ PHONE#: _____

CITY: _____ STATE/
PROVIDENCE _____ ZIP CODE _____

CARRIER:

☐ TEAMWORK

No need to schedule ahead
Charges will appear on your
Teamwork Invoice

☐ YRC

Recommend
Show Carrier

☐ OTHER CARRIER

Carrier Name _____
(You are responsible for making arrangements
with your own carrier)
Driver check in deadline is
Thursday, January 10, 2019 at 9:00 PM

NUMBER OF LABELS NEEDED: _____

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth No:

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





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ORDER RECAP

1. Please complete the information requested and return payment in full with this form and your order.
2. You may choose to pay by credit card or check. All exhibitors must fill out and return the credit card authorization form in this Manual regardless of payment method. If you are paying by check, please make check payable to **Teamwork Events**.
3. **IF PAYING BY CHECK, mail your check to:**

Teamwork Events
23 Norfolk Ave
South Easton, MA 02375
4. All exhibitors must fill out and return the Credit Card Authorization Form in this Manual regardless of payment method. Credit Card Authorization Forms, along with all other Teamwork forms, should be faxed to the Orlando office (407)438-7481, or emailed to the Orlando office at Exhibit@teamworkevents.com.

CALCULATION OF ORDERS (total from each **Teamwork Events** order form):

STANDARD FURNISHINGS ORDER FORM	\$
CARPET ORDER FORM	\$
CARPET CLEANING ORDER FORM	\$
LABOR ORDER FORM	\$
FREIGHT WORKSHEET	\$
OTHER TEAMWORK SERVICES (AS QUOTED)	\$
Sub Total	\$
TOTAL DUE TO TEAMWORK EVENTS	\$

PAYMENT METHOD:

- ☐ **Credit Card:**
 ☐ VISA
 ☐ MASTERCARD
 ☐ AMERICAN EXPRESS
☐ **Check:** # _____ Dated ____/____/____ in the amount of \$ _____

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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POTATO EXPO 2019
AUSTIN CONVENTION CENTER
JANUARY 9-10, 2019

EXHIBITOR APPOINTED CONTRACTOR

Deadline to Submit: *Friday, December 14, 2018*

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Teamwork Events, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Teamwork Events, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Teamwork Events no later than **Friday, December 14, 2018**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **Austin Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Teamwork Events with **Certificates of Insurance naming Teamwork Events, Potato Expo 2019, and Austin Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Teamwork Events to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by **Friday, December 14, 2018**, your non-official contractor will be allowed to supervise only. **All labor must then be hired from Teamwork Events for installation and dismantling of the exhibit.** There are **NO** exceptions after the deadline date.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Please print or type information below:

Event or Show:		
Exhibiting Company Name:		Email:
Contracting Company:		Booth #:
Contracting Company Address:		
City:	State:	ZIP:
Telephone:		Fax:
Estimated Arrival to Show:		# of Workers:
Authorized By:		Title:



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EXHIBITOR SAFETY & SECURITY

EXHIBITOR SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Teamwork Events cannot be responsible for injuries, falls, or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Teamwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to Fire Marshal Jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hard wall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Teamwork Event Specialist, Show Management, facility personnel, and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Teamwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility, or Teamwork Events. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Teamwork Events, Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



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JANUARY 9-10, 2019

RULES & REGULATIONS

Please follow the guidelines listed below as they will help you plan for your upcoming exhibit. Union Labor is required for certain aspects of exhibit handling. Reading the following rules will assist you in your planning for the event.

EXHIBIT INSTALLATION & DISMANTLE

Teamwork Events is the designated contractor for the erection, touch-up, dismantling, and repair of all exhibits when work is done by persons other than your full-time company personnel.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms located within this service manual.

MATERIAL HANDLING

Teamwork Events is responsible for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the responsibility for the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process.

Teamwork Events has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Teamwork Events will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

TIPPING

Teamwork Events company policies prohibit the solicitation and/or acceptance of any tips by our employees. Our employees receive excellent hourly wages denoting a professional status, and tipping of any form is not allowed. Should you as an exhibitor be solicited in any way for a gratuity, you should report such activity immediately to our Teamwork Service Desk.



7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481
Exhibit@teamworkevents.com

POTATO EXPO 2019
AUSTIN CONVENTION CENTER
JANUARY 9-10, 2019

MOVE OUT INFORMATION

To increase the efficiency of exhibitor move-out, Teamwork Events has instituted the following Move-Out Schedule for this show.

Thursday, January 10, 2019 at 5:00 PM -- Exhibitor Move-Out officially begins.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, Teamwork will begin removing the aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Teamwork Service Desk.

Thursday, January 10, 2019 at 9:00PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at the Austin Convention Center. They will check in at the loading dock for **Exhibit Hall EH4** with the Teamwork Dock Supervisor by **Thursday, January 10, 2019 at 9:00pm**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Teamwork Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **9:00 PM on Thursday, January 10, 2019**, Teamwork Events reserves the right to re-route the shipment via the official show carrier as necessary. Neither Teamwork nor Show Management assumes any liability as a result of such re-routing.

Thursday, January 10, 2019 at 9:00 PM – Exhibits packed and Bills of Lading turned in to TEAMWORK.

All Bills of Lading must be turned in to the Teamwork Service Desk to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Teamwork Service Desk at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Delivery of your Bills of Lading to Teamwork Events does not signify that Teamwork Events has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

Final Payments

For your convenience, any show site balances or charges for outbound labor, freight, or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Teamwork Service Desk prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Thursday, January 10 at 10:00 PM – Final clean up; items remaining on the show floor will be forced onto the official show carrier at the exhibitor's expense.

ALL SHIPPING CONTAINERS INCLUDING BUT NOT LIMITED TO FIBER CASES, CARTONS AND CRATES SHOULD BE SECURELY PACKAGED AND LABELED BY THE EXHIBITOR. IF YOU HAVE MULTIPLE ITEMS STACKED ON A SKID, WE STRONGLY ADVISE THAT YOU ORDER SHRINK WRAP OR BANDING FROM THE TEAMWORK SERVICE DESK SO THAT ITEMS DO NOT GET SEPARATED.



LIMITS OF LIABILITY

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481
Exhibit@teamworkevents.com

1. Teamwork Events shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Teamwork Events shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Teamwork Events shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills of Lading covering outgoing shipments, which are furnished by Teamwork Events to exhibitor, will be checked at time of actual pick-up from the booth, and corrections made where discrepancies occur.
4. Teamwork Events shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind or to any causes beyond its control.
5. Teamwork Events' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Teamwork Event Specialist's maximum liability shall be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Teamwork Events shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Teamwork Events by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIAL FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

ACCD Exhibitor Services – Information Packet

Event: Potato Expo 2019

Event Dates: 01/07/19 to 01/11/19

Discount Rate Deadline: 12/24/18

Standard Rate Deadline: 01/03/19

Floor Rate Applies: 01/04/19

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider for utility and technology services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed **On-line**, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website <http://www.austinconventioncenter.com> under Exhibit. This is the fastest, most convenient way to order and is completely PCI compliant. Please note this is the preferred method for ordering since you will have to go on-line to submit payments if your order is processed through ACCD.

We provide a wide range of utility and technology services:

- Electrical
- Water and Drainage
- Compressed Air
- Telephone
- Internet/ Technical

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Ben Hamilton
Senior Event Utilities Coordinator
ben.hamilton@austintexas.gov
512-404-4236

Ordering Instructions

On-Line Ordering – The Preferred Method: To place your order on-line please visit our website <http://www.austinconventioncenter.com> under **Exhibit**. This is completely PCI compliant.

Complete the Order Form: A Utility Services Order Form is included in this packet; however, this method should only be used if you are unable to order on-line. Complete the 'Exhibitor Information' and 'Authorization' section. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form. Mail or fax completed order form with payment to the address shown at the top of the form. Credit card customers will receive an e-mail on how to submit credit card payments on our secure Exhibitor Service Center website.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. **DO NOT SEND CASH.** Make check or money order payable to 'Austin Convention Center.' Orders without payment will not be processed. [If you do not order on-line and you wish to pay by credit card, you will receive an e-mail on how to submit credit card payments on our secure Exhibitor Service Center website.](#)

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. ACCD cannot guarantee floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the floor rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to close of event.
- Refunds for less than \$50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.

General Terms and Conditions Continued

- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets are restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first serve basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fee expended or incurred by the ACCD in connection herein.

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
 - A. Labor is charged for:
 1. Any four (4) utility services in one (1) booth.
 2. Installation of utilities after booth display and/or carpet has been installed.
 3. Relocating/moving installed services.
 4. Re-taping electrical cords.
 5. Resetting breakers due to exhibitor equipment.
 - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
 - C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	NEMA 5-30R
E201	120 Volts 8 AMP Ceiling Power	Standard
E202	120 Volts 15 AMP Ceiling Power	Standard
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
 1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to 1" hose coupler.
 2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
 3. All water supplies must be set to the off position at the end of each day.
 4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
 1. Drains are not designed to handle the discharge of large volumes of water.
 2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
 3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
 4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Telephone Service Terms and Conditions

- **Local Service**
 1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
 2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.
 3. Phone sets are available upon request. Please contact ACCD Exhibitor Services Division for any questions.
- **Long Distance**
 1. Allows both local and long-distance calling.
 2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
 3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
 4. All long-distance charges will be processed against credit card information previously provided by Exhibitor.
- **Special Programming**
 1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
 2. Special programming requests must be made at least 10 days prior to the event or we cannot guarantee delivery of service.
 3. **A Specialty Programming Fee will apply.** Discounts are unavailable for specialty programming services.
- **Telephone for Credit Card Machine Use**
 1. The telephone line fees do not include electrical services necessary for credit card machines.
 2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions.

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH ACCD WI-FI OPERATING GUIDELINES

TERMS AND CONDITIONS

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

Wi-Fi Operating Guidelines

- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center Department. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 510-889-4002 / 512-827-3200 / phillip.sherrod@freemanco.com.
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs weighing 250 pounds or more.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services and charged at \$25.00 per 50' extension cord. This quantity will be determined during installation. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the "Power for Motors or Special Equipment" price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

2018 EXHIBITOR PRICE LIST

CODE	DESCRIPTION	INCENTIVE PRICE	STANDARD PRICE	FLOOR PRICE
Air/Water/Gas/Drainage				
A101	Compressed Air (Per Connection)	\$158.00	\$210.00	\$315.00
A200	Sink (Incl. water/drain/install)	\$425.00	\$425.00	\$425.00
A501	Water & Drainage (up to 500 gallons per connection)	\$206.00	\$275.00	\$413.00
Electrical Outlets				
E101	120 Volts Outlet 0-1000 Watts (8AMP)	\$75.00	\$100.00	\$150.00
E102	120 Volts 15 AMP	\$86.00	\$115.00	\$173.00
E103	120 Volts 20 AMP	\$90.00	\$120.00	\$180.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	\$120.00	\$160.00	\$240.00
E201	120 Volts 8 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$75.00	\$100.00	\$150.00
E202	120 Volts 15 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$86.00	\$115.00	\$173.00
E203	120 Volts 20 AMP - Ceiling Power (Contact ACCD Exhibitor Services)	\$90.00	\$120.00	\$180.00
Power for Motors or Special Equipment				
P202	208 Volts/Single Phase 20 AMP	\$188.00	\$250.00	\$375.00
P203	208 Volts/Single Phase 30 AMP	\$225.00	\$300.00	\$450.00
P206	208 Volts/Single Phase 60 AMP	\$345.00	\$460.00	\$690.00
P210	208 Volts/Single Phase 100 AMP	\$525.00	\$700.00	\$1,050.00
P302	120/208 Volts/3 Phase 20 AMP	\$285.00	\$380.00	\$570.00
P303	120/208 Volts/3 Phase 30 AMP	\$323.00	\$430.00	\$645.00
P306	120/208 Volts/3 Phase 60 AMP	\$518.00	\$690.00	\$1,035.00
P310	120/208 Volts/3 Phase 100 AMP	\$825.00	\$1,100.00	\$1,650.00
P320	120/208 Volts/3 Phase 200 AMP	\$1,238.00	\$1,650.00	\$2,475.00
P340	120/208 Volts/3 Phase 400 AMP	\$2,430.00	\$3,240.00	\$4,860.00
Equipment				
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	\$25.00	\$25.00	\$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	\$25.00	\$25.00	\$25.00
L106	Adaptor	\$50.00	\$50.00	\$50.00
Labor - Electrical				
M101	Technical Labor per hour	\$50.00	\$50.00	\$50.00
Telephone				
T101	Local Only Phone Line	\$150.00	\$200.00	\$300.00
T102	Local/Long Distance Phone Line	\$188.00	\$250.00	\$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	\$0.00	\$0.00	\$0.00
T104	Long Distance Charges (Per Minute)	\$1.00	\$1.00	\$1.00
T401	Specialty Programing	\$50.00	\$50.00	\$50.00
TC201	IP Conference Phone Station (spaceship phone)-Local	\$225.00	\$300.00	\$450.00
TC202	IP Conference Phone Station (spaceship phone)-Long Distance	\$225.00	\$300.00	\$450.00
TM301	Multiline IP Phone - Local	\$225.00	\$300.00	\$450.00
TM302	Multiline IP Phone - Long Distance	\$225.00	\$300.00	\$450.00
Technical Services				
H101	Standard Internet Service - (10 Mbps – 1 DHCP IP address)	596.00	795.00	1,193.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own).	150.00	200.00	300.00
H103	Premium Internet Service - (15 Mbps – 1 DHCP IP address)	896.00	1,195.00	1,793.00
H312	Network Patch Cable (Up to 30ft.)	50.00	50.00	50.00
H405	Ethernet Switch-Unmanaged	225.00	300.00	300.00
H601	Basic Cable TV Coax patch	300.00	300.00	450.00
Labor - IT				
M103	Technical Labor per hour	150.00	150.00	150.00

ACCD Exhibitor Services – Order Form

For faster service, please order ON-LINE at austinconventioncenter.com under Exhibit

Event: Potato Expo 2019	Event Dates: 01/09/19 to 01/11/19
Discount Deadline: 12/24/18	Floor Rate Applies: 01/04/19

Exhibitor Information				
Company Name			Booth #	
Address			Phone #	
City	State	ZIP	Fax #	
Contact Person			Email Address	

Service Order				
Product ID	Item Description	Unit Price	Quantity	Sub-Total
NOTE: A diagram is REQUIRED for all orders with 3 or more services requested.			TOTAL AMOUNT DUE	

Authorization <i>(Orders submitted without a signature will not be processed)</i>	
I have read and agree with all the terms as stated in the attached agreement.	
Authorized Signature	Date

IMPORTANT ORDERING INFORMATION

Terms and Conditions: Please carefully review the terms and conditions included in this packet.

Ordering Instructions: Please carefully review the ordering instructions on page 2 of this packet.

Refunds: Cancellation of services must be made 5 days prior to the first contracted day of the event.

Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures. **PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION**

ACCD Exhibitor Services – Floor & Booth Layout

Event: Potato Expo 2019	Event Dates: 01/09/19 to 01/11/19
Discount Deadline: 12/24/18	Floor Rate Applies: 01/04/19

Company Name	Booth Number	Booth Size

SCALE (check one)

- ☐ 1 Square = 1 Ft (Default)
☐ 1 Square = _____ Ft
☐ X = 10 x 10 Booth
☐ X + Y = 10 x 20 Booth
☐ X + Y + Z = 20 x 20 Booth

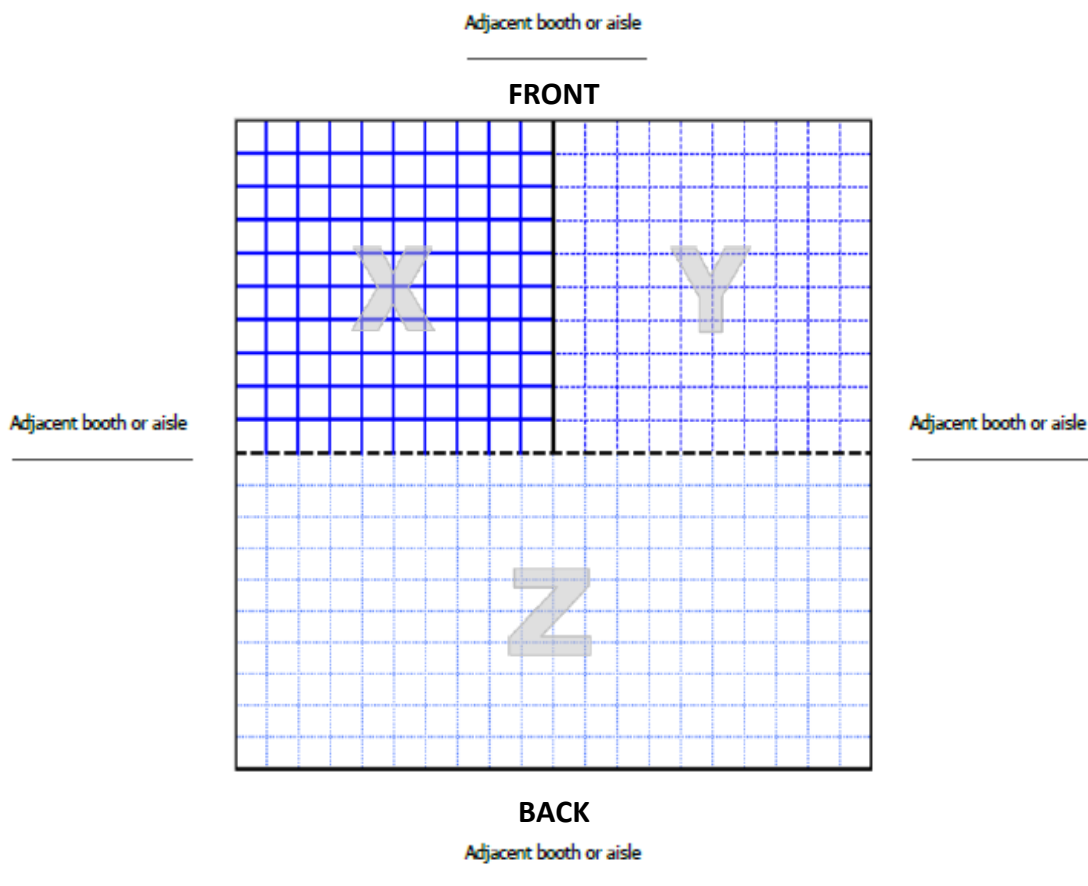
IMPORTANT INFORMATION

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

LEGEND

- X** Power Outlet
I Internet
P Phone
O Water
▲ Air

Exhibitors may contact show management for a copy of the exhibit show floor plan



Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances.
- All containers, packages and vehicles subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.





Potato Expo 2019
Austin Convention Center
Austin, TX. JANUARY 7 - 10, 2019

DISCOUNT DEADLINE: MONDAY DECEMBER 24TH, 2018
15% FEE APPLIED AFTER DEADLINE AND FOR ALL ONSITE ORDERS
BOOTH NUMBER _____

QTY	Description	Price	Total
LCD & Plasma Displays			
	98" 4K Monitor	\$6500.00	\$
	90" LED Monitor	\$2600.00	\$
	80" LED Monitor	\$1900.00	\$
	65" LED Monitor	\$750.00	\$
	60" LED Monitor	\$700.00	\$
	55" LED Monitor	\$650.00	\$
	46" LED Monitor	\$400.00	\$
	40" LED Monitor	\$325.00	\$
	32" LED Monitor	\$250.00	\$
	24" Flat Panel LCD	\$160.00	\$
	Dual post floor stand	\$100.00	\$
			\$

Computers / Printers			
	Lenovo Desktop Computer	\$195.00	\$
	Lenovo W540 Laptop:	\$175.00	\$
	Mac Book Pro	\$250.00	\$
	Laser printer: HP 4200N 40PPM	\$175.00	\$
	Color Printer	\$195.00	\$
	Ipad Air 2	\$175.00	\$
	Mac Mini	\$175.00	\$

QTY	Description	Price	Total
LCD Projectors			
	3K Projector	\$495.00	\$
	5K Projector	\$895.00	\$
	6K Projector	\$1000.00	\$
	8x8 Tri-pod Screen	\$95.00	\$
	6' X 10'8" w/ dress kit	\$490.00	\$
	AV Cart w/ drape	\$55.00	\$

Touchscreens/ Kiosk			
	32" Touchscreen	\$550.00	\$
	40" Touchscreen	\$650.00	\$
	46" Touchscreen	\$800.00	\$
	55" Touchscreen	\$950.00	\$
	65" Touchscreen	\$1500.00	\$

Audio			
	Single Channel wireless Mic	\$250.00	\$
	Dual Channel wireless Mic	\$495.00	\$
	Anchor AN1000 – 50 watts	\$80.00	\$
	Powered speakers w/ stand (2)	\$175.00	\$
	Mackie 4 channel mixer	\$75.00	\$
	Mackie 12 channel mixer	\$125.00	\$

- All listed rates are show rates (price covers entire run of the show).

***Set-up dates: Please indicate date and time to have AV installed (2 hour window):**

Date: Time:

*** Set-up / Delivery charges are \$150.00 or 15% of the total order, whichever is greater.**

Subtotal:	\$
Tax (8.25%):	
*Set-up:	\$
Total:	\$

Please print or type information below:

Contact Name:	
Email:	
Telephone:	Fax:
Exhibiting Company Name:	Booth No:
Onsite Contact Name:	Onsite Contact Cell Phone:

CHARGE TO(check one) <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
Account Number:	Expiration Date:
Card Holders Name:	Card Holders Signature:
Card Billing Address:	
City:	State: ZIP:
Telephone:	Fax:

SUBMIT ORDERS TO: ORDERS@4PRODUCTIONS.COM

Note: Specialty A/V items are available upon request (24" – 103" touch screens, seamless video walls, LED's, special audio requests, etc)

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the 4 Productions Service Desk to finalize your invoice. No adjustment will be made after the close of the show.

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the 4 Productions Service Desk to finalize your invoice. No adjustment will be made after the close of the show.

This form required for:

- Rigging of objects over 250lbs.
- Points requiring motors
- Rigging of audio, video, or lighting

AUSTIN



CONVENTION CENTER DEPARTMENT

FREEMAN

Audio Visual

4801 Freidrich Ln, Building 1 Suite 100
Austin, Texas 78744
Phone: 512-827-3200
Fax: 512-827-3201

Structural Rigging Authorization Request Form

SEE NEXT PAGE FOR TERMS AND CONDITIONS

NAME OF EVENT	DATES OF EVENT		
COMPANY	CONTACT		
ADDRESS	OFFICE PHONE	OFFICE FAX	
E-MAIL	ON SITE CONTACT	ON-SITE PHONE	
INSTALLATION COMPANY FREEMAN AV, Austin	CONTACT Clay Kindrick Phil Sherrod	clay.kindrick@freemanco.com phillip.sherrod@freemanco.com	
ADDRESS 4801 Freidrich Ln Suite 100, Austin, TX 78744	PHONE 512-827-3200	FAX 512-827-3201	

FACILITY LOCATION WHERE RIGGING IS TO BE DONE (GIVE SPECIFICS - HALL, BOOTH, ROOM #)

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BEGIN:

DAY: DATE: TIME:

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BE REMOVED:

DAY: DATE: TIME:

DESCRIPTION AND DIMENSIONS OF MATERIAL AND/OR EQUIPMENT TO BE RIGGED:

Note: Plot Review and Approval Fee, orders received more than 30 days prior to event-\$150.00 less than 30 days prior to event-\$ \$350.00

TOTAL WEIGHT OF RIGGING:	NUMBER OF HANGING POINTS:	MAX WEIGHT OF EACH HANGING POINT
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Structural Rigger Hourly Rate \$77.50	Chain Hoist	\$175/week
Monday – Friday, 7AM to 7PM Base Rate	Boom Lift	\$700/day
Monday - Friday 7PM to Midnight Rate x 1.5	Scissor Lift	\$400/day
Saturday & Sunday 7AM to Midnight Rate x 1.5	Point Fee	\$50/point
Monday-Sunday Midnight to 7AM and Holidays Rate x 2.0		

REQUESTED BY:

PRINT NAME	SIGNATURE	DATE
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We have read, understand, and agree to all terms as described and have advised our Show Site Representative accordingly.

Billing to (This MUST be filled out completely if different from above)	
In an effort to maximize the security of customer transactions, a Freeman representative will contact you to arrange payment.	
CONTACT:	
COMPANY:	
ADDRESS:	
City/State/Zip:	
Phone:	Fax:
Please email or fax completed form to Attn: Clay Kindrick or Phil Sherrod @ 512-827-3201	



Freeman Audio Visual is the exclusive structural rigging contractor for the Austin Convention Center/Palmer Events Center. This exclusivity includes motors and attachment points to the building. Truss and additional rigging supplies, as well as A/V equipment, are available as requested.

During the initial design stages, please submit rigging and/or hanging requests in the form of a scale drawing, blueprints or engineers certification (when requested) 30 days prior to load in, via fax or email for approval.

A Freeman Audio Visual representative will confirm whether or not the requirements fall within the facility architect's guidelines. Facility management or their designated representative may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or concerned for damage to the building. The facility's manager's decision will be final in all cases. Facility management has the ultimate right to assign an on-site supervisor provided by the facility audio-visual contractor, at the published rates.

All rigging must conform to Show Management rules, regulations, and facility limitations. Nothing may be rigged, suspended from, or attached to any Center mechanical system. This includes ducts, electrical conduit or raceways, plumbing acoustical baffles, or sprinkler pipes. Rigging may only be attached to approved structural members.

Rigging plots, drawings, blueprints must include the location, the dimensions, and the height above the floor to the top, load capacities, and installation methods of the suspended item. They must also show stage outline with aisles marked for reference as needed.

All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All rigging hardware used in suspension (hanging) of any items must be rated, showing the working load limit (W.L.L.). In some cases we may require an Engineers stamp of approval.

All assembly of equipment, signs, products, etc., will be the responsibility of the Production Company, exhibitor, or contractor. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by Freeman Audio Visual or the Austin Convention Center will not be allowed.

Rigging Plots are not considered approved until a confirmation from a FAV Supervisor is received

Rigging plots should not be published or distributed without written approval from Facility Management and/or Facility appointed contractor.

Rigging in the finished-ceiling areas of the Exhibit Halls require special arrangements. Please contact Freeman Audio Visual with specifics of your request.