



MOTORSPORTS 2018

January 19 – 21, 2018
Greater Philadelphia Expo Center
Oaks, PA

Please prepare and return to:
Reber-Friel Company
Convention & Exposition Services
P.O. Box 1202
Oaks, PA 19456
Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

Order Deadline Date
January 5, 2018

PAYMENT & CHARGE AUTHORIZATION FORM

• TERMS •

DISCOUNT PRICES only apply to orders submitted with **FULL** payment, including sales tax, received by **Deadline Date**, after which **Standard Rates** apply. All charges for services must be paid in advance by check, credit card or money order. Orders without payment will **NOT** be processed. All prices are subject to **6% PA Sales Tax**. If credit card is declined or invalid a \$35.00 service charge will be added. Exhibitors are responsible to check that all ordered equipment is delivered to booth and services performed before show opens, otherwise report this to the Reber-Friel representative immediately. Claims after show will not be accepted – **NO** credits will be given after the show.

• SERVICES & EQUIPMENT ORDERED •

FURNITURE & ACCESSORIES, DISPLAY TABLES, WOODEN RISERS, FLOOR COVERINGS.....	\$	_____
PEGBOARD & FOAMCORE PANELS.....	\$	_____
FREIGHT HANDLING.....	\$	_____
LABOR.....	\$	_____
CUSTOM CLEANING	\$	_____
SPECIAL SIGNS	\$	_____
STANDARD BOOTH EQUIPMENT / PIPE & DRAPE.....	\$	_____
OTHER	\$	_____
SUBTOTAL	\$	_____
6% PA SALES TAX	\$	_____
TOTAL	\$	_____

I have read, understood and I agree to all terms as described and have advised our show site representative accordingly.

Signature: _____ Print Name: _____ Date: ___ / ___ / _____

PLEASE NOTE: Electrical, Telephone, Internet and/or Plumbing orders should be mailed directly to the address given on the order form.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Check No.: _____ Date: ___ / ___ / _____ Amount: \$ _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Select Credit Card VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____ - _____ - _____ - _____

Expiration Date: ___ / ___ Security Code: _____

Signature: _____

Your information will be kept on file. All charges will be made to the given credit card – multiple charges may occur on your statement.
NOTE: Credit Card information must be completed when ordering EQUIPMENT, LABOR and for FREIGHT HANDLING.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ___ / ___ / _____



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ORDER IN ADVANCE ... SAVE TIME & LATE CHARGES ... ALL MATERIALS ON RENTAL

• CHAIRS, ACCESSORIES, ADDITIONAL TABLES •

	Discount	Standard
Side Chair	\$ 7.50	\$ 10.00
Stool with Back	\$ 30.00	\$ 40.50
Waste Basket	\$ 15.50	\$ 21.00
Sign Easel	\$ 32.00	\$ 43.00
Modern Table (Walnut; no cover or skirting) 24" Round, 18" High*	\$ 47.75	\$ 64.50
Conference Table (Walnut; no cover or skirting) 30" Round, 30" High *	\$ 69.00	\$ 93.25

• DISPLAY TABLES •

	Unskirted Tables *		Skirted Tables **	
2' x 4' x 30" High Table	\$ 35.00	\$ 47.25	\$ 55.00	\$ 74.25
2' x 6' x 30" High Table	\$ 35.00	\$ 47.25	\$ 55.00	\$ 74.25
2' x 8' x 30" High Table	\$ 35.00	\$ 47.25	\$ 55.00	\$ 74.25

* For unskirted 42" high, add \$ 15.75 per table, Check here ** For skirted 42" high, add \$ 45.00 per table, Check here

Price for Skirted Table includes: Top (white plastic vinyl), Skirting in Front and 2 Sides. For 4th side add \$ 15.00 per table, Check here

Circle Color Choice for Skirt: Black – Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

• WOODEN RISERS •

	Riser & Cover (white)	
4' Long, 10" Wide, 11" High	\$ 50.60	\$ 68.25
6' Long, 10" Wide, 11" High	\$ 76.50	\$ 103.50

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• DISPLAY PANELS •

4' x 8' Pegboard Panel, White *	\$ 95.00	\$128.25
4' x 8' Foamcore Panel, White *	\$ 95.00	\$128.25

[] Vertical [] Horizontal

* Colors – Additional \$ 50.00 per panel. Please specify color _____

Special Requirements (List Specs.) _____

• FLOOR COVERING (Standard Sizes) •

Circle Color Choice for Carpet: Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

9' x 10' Carpet	\$ 95.00	\$ 128.25
9' x 20' Carpet	\$190.00	\$ 256.50
9' x _____ Carpet (Ten Foot Segments) Price Per Linear Foot	\$ 9.50/ft	\$ 12.80/ft
_____ x _____ Carpet to cover entire display area. Price Per Square Foot	\$ 3.75/sq ft	\$ 5.00/sq ft

• CARPET ACCESSORIES •

Foam Padding (MIN 100 sq. ft.) Price Per Square Foot	\$ 0.95/sq ft	\$ 1.28/sq ft
Visqueen (MIN 100 sq. ft.) Price Per Square Foot	\$ 1.35/sq ft	\$ 1.80/sq ft

Charges for rentals listed include delivery to booth, installation only as specified and removal at close of show. Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____ / ____ / ____

URGENT IMPORTANT NOTICE

**No Shipment of Any Kind
Will Be Accepted By
Greater Philadelphia Expo Center
Before Official Move-In**

Refer to Shipping Information Form

Your Cooperation is Appreciated – Reber-Friel Company



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Advance Rate Deadline Date
January 12, 2018

Freight and Payment must be received by this date or **SURCHARGE** applies.

FREIGHT HANDLING FORM

ADVANCED INBOUND SHIPMENTS (WAREHOUSE)

Please send all shipments PREPAID. Reber-Friel Company will receive and store merchandise up to 30 days prior to show until five days before show opens. Shipments received after deadline date (see upper right corner) will be charged the advanced rate and the surcharge; shipments received after five days before show opens might be charged additional charges. All Freight will be placed in booth at Show Site, if payment is received. All unpaid freight will be held by Reber-Friel until payment is received. Empties will be removed and stored until the close of the show, at which time they will be returned to booth. Outbound freight will be loaded out onto designated show carrier at show site.

DOCKSIDE INBOUND SHIPMENTS

Reber-Friel Company will be available at the facility only during move-in hours to receive, unload and place merchandise in booth.

FREIGHT HANDLING CHARGE PER HUNDRED WEIGHT (cwt.) – Minimum 200 LBS per Shipment

*** RATES ARE BASED ON THE TOTAL WEIGHT OF EACH SHIPMENT WITH A MINIMUM CHARGE OF 200 LBS. PER SHIPMENT.**

ADVANCE/cwt.	SURCHARGE/cwt.	SHOW SITE/cwt.
\$78.00	\$ 23.00	\$78.00

There will be an additional charge of 25% on all shipments requiring special handling. This classification shall be applied to, but not limited to, uncrated materials, loose display parts, materials not accompanied by the proper paperwork, and/or the description is such that the type of material cannot be determined.

ADVANCE SHIPMENTS SHOULD BE LABELED AS FOLLOWS:

Company Name & Booth Number
 MOTORSPORTS
 c/o Reber-Friel Company
 1900 South Drive
 Oaks, PA 19456

• TERMS •

ALL CHARGES MUST BE PAID IN ADVANCE BY CHECK, CREDIT CARD OR MONEY ORDER. All prices are subject to 6% PA Sales Tax. If credit card is declined or invalid a \$35.00 service charge will be added. NOTE: Reber-Friel Company shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage; for loss, theft or disappearance of exhibitor materials after delivering to booth, before picking-up after the show closed or due to fire, Acts of God, strikes, lockouts or to causes beyond its control.

Select method of payment VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ Security Code: _____

Signature: _____

• IMPORTANT NOTICE •

The Facility will not accept advance shipments. Advance shipments must be directed to Reber-Friel Company, whether it is shipped by UPS, FedEx, or other Common Carrier. The Facility and Reber-Friel Company accepts NO responsibility for and delay/loss/damage in delivering display material if addressed improperly. Shipments should be addressed as noted on the previous page and insured by the exhibitor from the time the shipments leaves the company until it returns from the show. All-Risk Insurance coverage is suggested.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____ / ____ / ____

LIMITATIONS OF REBER-FRIEL'S LIABILITY AND RESPONSIBILITY

- a. Reber-Friel shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- b. Reber-Friel shall not be responsible for loss, theft, or disappearance of exhibitor's material after same have been delivered to exhibitor's booth
- c. Reber-Friel shall not be responsible for loss, theft, disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills of lading covering outgoing shipments, which are furnished to Reber-Friel by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. Reber-Friel shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- e. Reber-Friel's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Reber-Friel's maximum liability shall be limited to \$ 0.30 per pound per article with a maximum liability of \$ 50.00 per item and \$ 1,000.00 per shipment
- f. Reber-Friel 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 exhibitors' materials which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to Reber-Friel by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

ORDER FOR DRAYAGE SERVICES

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

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



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◆ CUSTOM CLEANING ORDER FORM ◆

All advance orders will be billed to the exhibitor. No Credits will be given if the Service Desk or the Reber-Friel representative is not notified no later than opening day that the service was not performed.

The Building Management provides general cleaning of the exhibit hall. If booth cleaning is required, Reber-Friel must be contracted for it by using this form, or arrange for it at the Service Desk upon arrival.

RATES FOR CUSTOM CLEANING:

Advanced Rate: 35¢ per sq. ft. per day

Standard Rate: 39¢ per sq. ft. per day

WE WILL REQUIRE THE FOLLOWING CLEANING:

[] Pre-Show Only
(100 sq. ft. min)

[] Daily Service
(100 sq. ft. min)

[] Service Only
(100 sq. ft. min)

___/___/____ ; ___/___/____
___/___/____ ; ___/___/____
___/___/____ ; ___/___/____

ALL RATES BASED ON GROSS BOOTH AREA
(100 sq. ft. minimum)

• T E R M S •

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Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ___/___/____



**100 Station Ave
PO Box 835
Oaks, PA 19456
484-754-3976**

Expo Authorized Service Provider for Audio Visual

Contact Directly for Rates and Terms

ALN A/V
Neil Schwenk
Phone: 610-983-0100
Email: Neil@aln-av.com



Outlets

Prices for Electric Wiring on a Rental Basis

Booth Outlets for Single Electric Units Only

	<u>Discount Price</u>	<u>Standard Price</u>
10 AMPS	110.00	225.00
20 AMPS	140.00	255.00

Flood Lights and Par Can Lights

If you order floodlights or par can lights, you must order outlets.

	<u>Discount Price</u>	<u>Standard Price</u>
100W Flood Light	25.00	90.00
10000W Par	150.00	325.00

Power for Heavy Equipment

208V Single Phase

208V Three Phase

	<u>Discount Price</u>	<u>Standard Price</u>	<u>Discount Price</u>	<u>Standard Price</u>
2 HP or 20 AMPS	250.00	400.00	350.00	500.00
3 HP or 30 AMPS	275.00	440.00	375.00	540.00
7 HP or 50 AMPS	320.00	485.00	420.00	585.00
10 HP or 60 AMPS	340.00	525.00	440.00	630.00
12 HP or 80 AMPS	420.00	605.00	520.00	705.00
15 HP or 100 AMPS	490.00	705.00	700.00	950.00

Schedule of Price for Water Gallons Required

<u>Gallons</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Gallons</u>	<u>Discount Price</u>	<u>Standard Price</u>
1-100	50.00	75.00	1500-2000	275.00	412.50
101-500	100.00	150.00	2001-2500	350.00	525.00
501-1000	175.00	262.50	2501-3000	425.00	637.50
1001-1500	250.00	375.00	3001-3500	500.00	750.00

Hardwire Internet Connection \$500.00



Phone: 484-754-3976
Fax: 484-754-3994
email: info@phillyexpocenter.com

How to Order Services

Ordering services at The Greater Philadelphia Expo Center is easy, just follow these steps.

1. Go to www.phillyexpocenter.com.
2. Choose “For Exhibitors” at the top of the page.
3. Choose “Order Services”
4. The website will have you set up an account. From there, choose your event and place your order.

Don't forget to remember your password! You can use it to log in to your account and order services for any event at the Expo.



100 Station Avenue
P.O. Box 835
Oaks, PA 19456
484-754-3976 * Fax 484-754-3994

GPEC Wireless Internet

Wireless Internet service is available at the Greater Philadelphia Expo Center based upon the following rates:

256/128 Basic Bandwidth

1 day / \$19.95
4 days/ \$39.95

512/256 Premium Bandwidth

1 day/ \$29.95
4 days/ \$49.95

To purchase a connection, simply open the web browser on the device you would like to have internet access. You will automatically be guided through a simple ordering process. Please note that you must have a Visa or Mastercard in order to log on.