



Guidance for Commonly Used Exhibit Rental Forms

While each conference exhibit is different and there are various show site organizers, this document provides assistance with the most common types of documents in the exhibit industry. This should be used as a guide when filling out forms requesting exhibit support services, rental equipment or other services.

QUICK FACTS FORM

Booth equipment – Describes what is standard in your booth space. Table and chairs may or may not be included.

Exhibit Hall Carpet – Designates if the hall is carpeted (ballrooms) or not and what the aisle carpet color will be. Booth carpet must be ordered if hall is not carpeted.

Discount Price Deadline – Designates the deadline to receive early order discount vs. the standard price.

Show Schedule – Notes key start times for move-in and move-out and official exhibit hours.

Shipping Info – Provides the addresses for the advance warehouse and show site shipping. Also provides the start and end times to receive shipments.

METHOD OF PAYMENT FORM

This is a standard form that goes over the totals for all items/services ordered and method of payment.

Provide a copy of the *Blanket Tax Exemption Form* to avoid paying tax. As a government agency NOAA is exempt from paying taxes. Also note this on each individual form when ordering items.

THIRD PARTY AUTHORIZATION

This form is only utilized when using a third party to pay for items/services

FURNISHING ESSENTIALS

This section goes over the options for exhibit furnishings, equipment that are most commonly used such as tables, chairs, literature racks, and coat racks,

Chairs – Stools are preferable as it keeps staff from sitting down all the time and puts them a more eye level with booth visitors.

Tables – Draped tables are standard to use if you do not have a NOAA tablecloth. If you do have a NOAA tablecloth, order an undraped table to save money.

Literature racks are also common items to rent if there will be a large amount of one-pagers to hand out. These save table space.

CARPET

If the exhibit hall is not carpeted, booth carpet will need to be ordered. There are usually various levels of quality of carpet offered – go with the most inexpensive.

Carpet padding is essential as staff will be on their feet most of the day. Plastic covering is not required and only an extra expense.

Some venues will offer a 10' x 10' exhibit space and the showsite organizer will offer carpet in different size area increments (9' x 10', 9' x 20') – generally not an issue and there entire area will be covered.

Carpet cleaning is not required and only an extra expense.

RENTAL EXHIBITS

There will usually not be a need to order a rental exhibit from the showsite organizer.

DIGITAL GRAPHICS

There will usually not be a need to order a rental exhibit from the showsite organizer.

A 7" x 44" cardboard sign is generally provided with your booth order.

INSTALL AND DISMANTLE (LABOR)

Unless your booth is larger than a 10' x 20' you will not need to order extra labor of any kind.

EXHIBIT TRANSPORTATION

Shipping – This section provides options to ship items to either the advance warehouse or the most common method, shipping directly to the showsite.

Note the deadline dates.

Shipping labels are also provided for both warehouse and showsite locations. Utilize these even if using Fed-ex or UPS and their required labels.

Material Handling Form – This form is used to calculate material handling charges when shipping any item to the event. Items may be shipped Fed-Ex, UPS or commercial carrier to either the advance warehouse or directly to showsite. Once items are at either of these two places, material handling charges apply in receiving, temporally storing items and then delivering them to a booth.

This charge covers both inbound and outbound material handling.

There may be separate rate classifications based on sending items to the warehouse or direct to show site.

Charges are based on total weight per shipment. Generally a 200lb minimum charge applies.

CWT refers to a hundred weight or 100 lbs in the U.S.

Material handling shipments are rounded up to the nearest CWT. See example.

<u>Price per CWT</u>	<u>200 lb minimum</u>
\$54.75	\$109.50
150 lb shipment = \$109.50	
320 lb shipment = \$219.00 (\$54.75 x 400 lbs)	

When shipping smaller items such as a Fed-ex box/envelope, there generally is a surcharge per piece. It is much more cost effective if shipping a last minute box/envelope to send it to your hotel and then hand carry it into the exhibit hall yourself.

Most venues will allow an exhibitor to walk in with enough items that can be hand carried or have on a small luggage dolly.

ELECTRICITY & INTERNET

These services are offered from a company other than the showsite organizer. When ordering electric and internet service, the labor to install these is included in the cost.

Discount price deadlines may apply.

Most forms will have a booth layout example to designate where drop locations are required.

Electricity

120 Volts, 2000 WATTS (20 AMPS) is the preferred electrical requirement for most booths. Multiple electric drops may need to be ordered based on booth size and specific electrical needs.

24 hour electric service is generally not required and only an extra expense.

Internet

Hardwired 256 Kbps service is the preferred internet requirement. Each line required will need an individual IP address. Some venues may offer package rates (i.e. 1 IP address = \$595.00, 3 IP address = \$1,295)

Wireless service may be available, but keep in mind it is shared with others and slow bandwidth speed may be experienced.