

Lehigh Valley Expo

PA Fall Home Show
October 23-24, 2021

Dear Exhibitors,

Main Line Expo is proud to be the official service contractor
for the **PA Fall Home Show**.

This year's event will be held at the Ag Hall @ The Fairgrounds. We know that your participation in this event is an important part of your company's marketing plan and will strive to provide a rewarding and enjoyable experience for you.

Included in your kit are all the necessary forms for ordering any additional equipment or services outside of what is provided by show management. Please review this information carefully. If ordering, complete any forms needed and return by e-mail to our office (lisa@mainlineexpo.com) at your earliest convenience. All orders must be accompanied by payment. **ONLY RETURN THOSE FORMS THAT PERTAIN TO ITEMS ORDERING.** It is not necessary to return any paperwork not directly related to your order.

Feel free to contact this office with any questions regarding labor, furniture, signs, cleaning, shipping and storage at 610-265-6200, or e-mail lisa@mainlineexpo.com.

We look forward to working with you.

Sincerely,

MAIN LINE EXPO INC.

200 Schell Lane Ste 204
Phoenixville, PA 19460
(610) 443 - 1980

PA Fall Home Show

Furniture, Accessories Order Form

Rental includes delivery to booth, use during event and removal. **Advance pricing applies only to orders received by October 18th, 2021.** All orders are to be accompanied by payment. Orders received after the above date or at the show site will be at regular price. Main Line Expo accepts cash, check, Master Card, Visa, and American Express. We cannot accept telephone orders.

Quantity	Item	Advance Price	Regular Price
Chairs			
	Directors Chairs	25.00	35.00
	Padded White Resin Chair	20.00	25.00
	Samsonite Folding Chair	13.00	18.00
Display Tables and Risers			
	30" x 4' x 30"H Wood Table	25.00	35.00
	30" x 6' x 30"H Wood Table	30.00	40.00
	30" x 8' x 30"H Wood Table	45.00	60.00
	30" x 4' x 30"H Draped Table	35.00	45.00
	30" x 6' x 30"H Draped Table	45.00	55.00
	30" x 8' x 30"H Draped Table	60.00	75.00
Accessories			
	Wastebasket w/ liner	10.00	20.00
	Tripod Easel	35.00	45.00
	Literature Racks	65.00	75.00

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not designed to support your standing weight. Main Line Expo will not be responsible for injuries or falls caused by improper use of furniture.

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PA Fall Home SHow

Shipping and Handling Instructions

The Fairgrounds will **NOT** accept advance shipments. All inbound freight can be shipped to Main Line Expo / Lehigh Valley Expo (see address below). Billing is based on inbound weights. Handling charged for material shipped to the booth will be the responsibility of the exhibiting company.

Shipments consigned to the warehouse must arrive no later than **October 19,2021**

Please label your exhibit materials as shown below and proceed to next page for payment info:

Advanced Shipping→Warehouse Address

Name of Show

Exhibiting Company's Name / Booth #

Main Line Expo / Lehigh Valley Expo
200 Schell Lane Ste 204
Phoenixville, PA 19460
(610) 265-6200

Freight Handling Charge Per Hundred Weight (CWT)

Please address shipments to the following address and be sure to notate your Booth Name/Number on the shipping label. Shipments will be stored in our warehouse and delivered to your booth prior to your arrival. Upon closing of the show, your materials can be properly packed for return shipping and left behind in the booth. Main Line Expo can assist with arranging your return shipment from our warehouse via a carrier of your choice.

Advance Freight Handling - \$85.00 CWT (per one hundred pounds) – includes receiving at advanced warehouse, storing, delivery to respective booth prior to set-up and return handling to MLE warehouse. **100 lbs minimum.**

Return Shipping only - 60.00 CWT (per one hundred pounds) – includes handling your materials at the conclusion of the event, return to Main Line Expo warehouse and coordination of return shipping via a carrier or your choice. **100lb minimum.**

You must provide completed shipping labels / bill of lading.

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Freight Form

Exhibitor Booth # _____

Exhibitor Name:

Exhibitor Address:

City

ZIP

State

Phone #

Ordered by

Please Print Name

PLEASE REMEMBER TO INSURE YOUR EXHIBIT MATERIALS. MAIN LINE EXPO IS NOT RESPONSIBLE FOR LOST OR STOLEN MATERIALS. MINIMUM SHIPMENT HANDLING CHARGE IS \$85.00 ONE WAY.

Shipment Weight: @ 85.00 per
100 lbs.(100 lbs Min)

Number of Cartons/Pieces

Total Shipment (Transfer to Recap Page) \$

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CANCELLATION POLICY:

- Orders cancelled prior to decorator move-in are subject to a 50% cancellation charge.
- Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.
- On-site orders and received after the deadline are subject to availability.

DISCOUNT PRICING: To receive the discounted price, order must be received in our office with full payment no later than the specified deadline.

STANDARD PRICING: After the deadline orders will be processed at the regular price. Full payment must accompany the order.

Company

Address

Ordered by

Phone

PLEASE NOTE: THERE IS A 2% ADMINISTRATIVE FEE FOR CREDIT CARD PAYMENTS

**** PLEASE PRINT****

Am Ex Visa Master Card Acct #

Exp

/

Billing Address Zip Code:
Code _____

CCV

CARDHOLDER'S NAME

E-Mail Address:

Authorization Signature:

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LIMITATIONS OF MAIN LINE EXPO LIABILITY & RESPONSIBILITY

The consignment or delivery of a shipment to Main Line Expo by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below.

Main Line Expo shall not be responsible for damage to uncrated material, materials improperly packed or for any concealed damage.

Main Line Expo shall not be responsible for loss, theft, or disappearance of exhibitor's material after they have been delivered to exhibitor's booth.

Main Line Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments that are furnished by Main Line Expo to exhibitors will be checked at the actual time of pick up from the booth and corrections will be made where discrepancies occur. The exhibitor must return the completed bill of lading to the Main Line Expo Service Desk.

Main Line Expo shall not be responsible for any loss, damage, or delay to due to fire, acts of God, strikes, lockout, or work stoppages of any kind, or any other cause beyond its control.

Main Line Expo's liability shall be limited to physical loss or damage to the specific article that is lost, or damaged. In any event, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.

Main Line Expo shall not be liable to any extend 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 exhibit's material which makes it impossible or impractical to exhibit same.

Relative to shipments consigned to the warehouse. Main Line Expo shall exercise ordinary diligence and care in the receiving, handling, and storage of such shipments. Main Line Expo shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. In any case, Main Line Expo's maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment, while these goods are in its warehouse or in vehicles for delivery to the show site.

INSURANCE: It is suggested that you arrange for an "all risk" Insurance coverage. Adding "Riders" to existing policies, often at no extra cost can usually do this.

Empty container labels will be available at the service desk. Affixing these labels is the sole responsibility of the exhibitor or your representative. All previous labels should be removed or obliterated. Main Line Expo assumes no responsibility for errors to the aforementioned procedure, or for the removal of containers with old empty labels, or those without Main Line Expo labels or for improper information on empty labels, or for valuables stored in a container labeled empty.

It is the responsibility of the exhibitor to contract their designated carriers.

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In order to ensure the removal of materials by the facility's designated time, Main Line Expo shall have the authority, without further clearance from exhibitors to change designated carriers.

whom shipments have been consigned. Also, changes for loading out freight shipments are the responsibility of the exhibitor from whom booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Exhibitor agrees, that in the event of a dispute with Main Line Expo relative to any loss or damage to Exhibitor's material or equipment. Exhibitor will not withhold payment of any amount due to Main Line Expo for drayage or other services provided by Main Line Expo, as an offset against the amount of the alleged loss of damage. Instead Exhibitor agrees to pay Main Line Expo by show closing for all charges incurred and further agrees that any claim against Main Line Expo shall be pursued independently as a complete separate transaction to be resolved on its own merit.

Limits of Liability and Responsibility

- 1. Main Line Expo Services and its subcontractors shall not be held responsibility for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.**
- 2. Main Line Expo Services and its subcontractors shall not be held responsible for loss, injury or damage caused by trades people or equipment furnished by Main Line Expo or its subcontractors; except when such trades people are working or operating equipment under the direct supervision of a supervisor designated by Main Line Expo or its subcontractors**
- 3. Main Line Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.**
- 4. Claims for loss, injury or damage which are not submitted to Main Line Expo within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Main Line Expo or its subcontractors more than one year after the accrual of the cause of action.**

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