

# Spectrum Associates, Inc.

Trade Show & Special Event Services

69 Bohac Street • Swoyersville, PA 18704

Phone: (570) 331-2400 • Fax: (570) 331-3088 • Toll Free: 1-800-972-3650

## SHOW INFORMATION

PENNSYLVANIA ASSOCIATION OF MEAT PROCESSORS - 2017

PENN STATER CONFERENCE CENTER

215 INNOVATION BOULEVARD

STATE COLLEGE, PA 16803

## SHOW DATES & TIMES

Friday, May 12, 2017 – 6:00 PM – 9:00 PM

Saturday, May 13, 2017 – 12:00 PM – 3:00 PM

**EXHIBITORS MOVE IN:** Friday, May 12, 2017 @ 12:00 PM

**EXHIBITORS MOVE OUT:** Saturday, May 13, 2017 @ 3:00 PM

## EXHIBIT BOOTHS

Booths will consist of 8' High Backdrop, 3' High Side Rails, 1- 6' Skirted Table,  
2 – Folding Chairs, 1 – Wastebasket/liner - 1 - ID Sign.

**Please Note: Exhibit Floor is carpeted.**

**SHOW COLORS: Royal Blue/White**

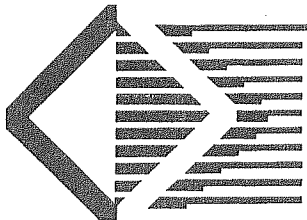
We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms to the address shown on each, will ensure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

**Electrical/Internet Access** requirements will be handled by Renee Pletcher. Please let Renee know your needs. Wireless Internet is free of charge.

**Drayage/Freight:** If you are shipping any freight or product, please complete the enclosed drayage form and return to Spectrum Associates. **All freight must be shipped to Spectrum Associates.**

To obtain the lowest pricing the **Advance Price Deadline is April 28, 2017** Orders received after this date will be charged the Floor Price. No orders will be accepted at Spectrum after May 8, 2017.

We sincerely look forward to being of service to you and your firm. If you have any questions regarding the enclosed information, please feel free to contact us at our toll free number 1-800-972-3650.



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**Office Hours: Monday – Friday - 9:30 AM – 4:30 PM EST**

**Advance Price Deadline**

**April 28, 2017**

## ORDER SUMMARY

Pennsylvania Association of Meat Processors - 2017

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

Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Payment Method: Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Check # \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 - 4 Digits on back \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Return payment in full with this form and your order. We accept credit card/checks. **However we require your credit card authorization to be on file.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders.

## PAYMENT SUMMARY

Furniture & Accessories \_\_\_\_\_

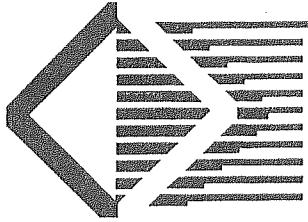
Material Handling \_\_\_\_\_

Labor \_\_\_\_\_

Sales Tax ( 6% )  
(furniture) \_\_\_\_\_

Total Remittance \_\_\_\_\_

All orders must be paid in full to obtain the Advance Price. Orders received after that date will be charged at the Floor Price. No orders will be accepted after May 8, 2017. Any needs after this date must be placed on the show floor, while supplies last. All orders must be settled at our service desk prior to show closing. No credits will be issued after show closing. A finance charge of 1 ½ % per month will be charged on all past due accounts.



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**April 28, 2017**

**FURNITURE AND ACCESSORIES ORDER FORM**  
**PENNSYLVANIA ASSOCIATION OF MEAT PROCESSORS - 2017**

<u>Display Tables</u>				<u>Chairs &amp; Accessories</u>			
Qty.	Advance	Floor	Total	Qty.	Advance	Floor	Total
<b><u>Undraped 30"</u></b>							
2' x 4' x 30"	_____ \$26.00	\$39.00	_____	Folding Chair	_____ \$15.00	\$18.75	_____
2' x 6' x 30"	_____ \$31.00	\$44.00	_____	Counter Stool	_____ \$37.00	\$47.00	_____
2' x 8' x 30"	_____ \$36.00	\$49.00	_____				
<b><u>Undraped 42"</u></b>				Padded Chair	_____ \$30.00	\$35.00	_____
2' x 4' x 42"	_____ \$38.00	\$52.00	_____	Wastebasket	_____ \$7.00	\$9.00	_____
2' x 6' x 42"	_____ \$43.00	\$57.00	_____	Bag Rack	_____ \$35.00	\$40.00	_____
2' x 8' x 42"	_____ \$48.00	\$62.00	_____				
<b><u>Draped 30"</u></b>				Clothing Rack	_____ \$24.00	\$28.00	_____
2' x 4' x 30"	_____ \$47.00	\$61.00	_____	Sign Easel	_____ \$25.00	\$31.25	_____
2' x 6' x 30"	_____ \$57.00	\$71.00	_____	Pegboard	_____ \$75.00	\$75.00	_____
2' x 8' x 30"	_____ \$66.00	\$82.00	_____				
<b><u>Draped 42"</u></b>				Tackboard	_____ \$75.00	\$75.00	_____
2' x 4' x 42"	_____ \$58.00	\$65.00	_____	Cocktail Table	_____ \$45.00	\$50.00	_____
2' x 6' x 42"	_____ \$77.00	\$94.00	_____	Raffle Drum	_____ \$50.00	\$60.00	_____
2' x 8' x 42"	_____ \$88.00	\$102.00	_____				

**Skirt Color** (please circle) Black Red Blue Gold White  
 Teal Silver Burgundy

**Booth Carpet**

<u>Draped Table Top Risers</u>			
10" x 4'	_____ \$30.00	\$45.00	_____
10" x 6'	_____ \$39.00	\$55.00	_____

9 x 10 Carpet	_____ \$87.00	\$107.00	_____
9 x 20 Carpet	_____ \$170.00	\$215.00	_____

Carpet Colors (please circle) Black Blue Red

Sub Total \_\_\_\_\_

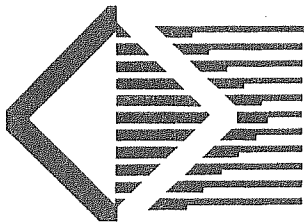
Sales Tax ( ) \_\_\_\_\_

Total \_\_\_\_\_

EXHIBITOR \_\_\_\_\_

BOOTH # \_\_\_\_\_

**\*Please enter total on Order/Payment Summary. This form must accompany Order/Payment Summary.**



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**Advance Price Deadline**

**April 28, 2017**

## REQUESTED LABOR FORM

PENNSYLVANIA ASSOCIATION OF MEAT PROCESSORS - 2017

### SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

Straight Time Hours are Non-Holiday Weekday Hours between 8:00 AM and 4:30 PM

Saturdays are Overtime Hours. All other times are Double Time Hours.

	Advance	Floor
Straight Time Rate	\$58.00/Hour	\$72.50/Hour
OverTime Rate	\$87.00/Hour	\$108.75/Hour
Double Time Rate	\$116.00/Hour	\$145.00/Hour

### Indicate Labor Requirements Below

Set Up Display      \_\_\_ Men for \_\_\_ Hours = Man/Hours x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Dismantle Display      \_\_\_ Men for \_\_\_ Hours = Man/Hours x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

PLEASE NOTE: We must be notified if any special skills are required.

### INSTALLATION PROCEDURE (CIRCLE ONE)

A. PROCEED WITHOUT EXHIBITOR – If you elect this option, you are required to send plans with this form and also include them with the shipment of exhibit material. This will help to ensure correct assembly of your exhibit. We will follow instructions to the best of our ability in assembling your exhibit, however, we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis, when possible.

### B. EXHIBITOR WILL SUPERVISE INSTALLATION

Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

### PLANS ARE (CIRCLE ONE OR MORE)

- 1. In Case(s)
- 2. Attached
- 3. With Exhibitor's Supervisor

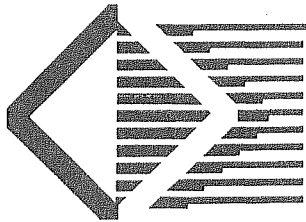
IMPORTANT: Labor and services ordered on behalf of the exhibitor by display houses or other third parties must be authorized in a letter from the exhibitor. Payment for all services is the exhibitor's responsibility.

EXHIBITOR \_\_\_\_\_ BOOTH # \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

TOTAL COST \_\_\_\_\_

**\*Please enter total on Order/Payment Summary. This form must accompany Order/Payment Summary.**



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**Advance Shipping Deadline**

**May 5, 2017**

## MATERIAL HANDLING & DRAYAGE

### PENNSYLVANIA ASSOCIATION OF MEAT PROCESSORS - 2017

<b>WAREHOUSE - ADVANCE</b>	<b>\$65.00 PER 100#</b>	<b>200# MINIMUM</b>
Shipments of common freight and crated exhibits will be received prior to move-in date with free storage up to 30 days prior to the show. Freight will be delivered to the booth.		
<b>SPECIAL HANDLING FEE – ADVANCE</b>	<b>\$79.00 PER 100#</b>	<b>200# MINIMUM</b>
Shipments from Federal Express, UPS, etc. and loose and padded shipments, consigned to Spectrum Associates.		
<b>DIRECT SHIPMENT –SHOWSITE</b>	<b>\$59.00 PER 100#</b>	<b>200# MINIMUM</b>
Shipments of common freight and crated exhibits on day of Exhibitor Move-In.		
<b>SPECIAL HANDLING FEE – SHOWSITE</b>	<b>\$82.00 PER 100#</b>	<b>200# MINIMUM</b>
Shipments from Federal Express, UPS, etc and loose and padded shipments on day of Exhibitor Move-In.		

Example – 310 LB Shipment = 400 LBS. 4 x \$65.00 = \$260.00

**LIST YOUR COMPANY NAME & BOOTH NUMBER IF AVAILABLE ON ALL SHIPMENTS.**

**DELIVERIES ARE ACCEPTED MONDAY THROUGH FRIDAY BETWEEN 10:00AM – 4:00PM**

**NOTES:**

Shipments sent to Advance Warehouse/Direct Exhibit Hall with no paperwork will incur an additional charge of 25%.

Shipments arriving at the Warehouse within 72 hours of show opening and shipments received on site after show opening will incur an additional 50% charge.

All rates based on incoming weight only. All weights are rounded off to the next cwt. Special service rates will not be split for mixed shipments. The uncrated rate will apply; cubic or dimensional weights will be invoiced at the stated weight time of delivery unless a weight certificate is attached.

No credits will be issued.

No outbound shipments accepted on any bill of lading other than Spectrum Associates.

Rates do not include any set-up, uncrating, unskidding, dismantling, crating, skidding in booth or blocking or bracing bars.

**\*DIRECT SHIPMENTS WILL BE ACCEPTED ON-SITE BY SPECTRUM DURING EXHIBITOR MOVE-IN ONLY.**

**ALL SHIPMENTS MUST BE PREPAID, COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

Advance Shipments will be accepted thirty (30) days prior to show opening.

**ADVANCE SHIPPING: Spectrum Associates, Inc.**  
**Pennsylvania Association of Meat Processors - 2017**  
**Company \_\_\_\_\_ Booth # \_\_\_\_\_**  
**69 Bohac Street**  
**Swoyersville, PA 18704**

Carrier \_\_\_\_\_ Pro # \_\_\_\_\_

Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_  
 Charges for material handling & drayage include delivery to your display area and removal at close of exhibit. A finance charge of 1 1/2% per month will be added to all charges not paid. I agree, in the event it becomes necessary to turn this over to an attorney for collection or file a lien or foreclosure or otherwise, I will pay reasonable attorney fees for such collection.

EXHIBITOR \_\_\_\_\_ BOOTH # \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

**DRAYAGE PROVISIONS**

1. Freight moved in or out on overtime through no fault of Spectrum Associates, Inc. will have an additional 25% surcharge to the listed rates.
2. Shipments should not be addressed to the Exhibit Hall, as they may not have the facilities to receive such shipments and may refuse them prior to installation of the show.
3. All Shipments should be made on a commercial Bill of Lading. It is understood that all shipments releases to us at a value not to exceed \$0.30 per pound, with a maximum of \$50.00 per article.
4. Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single Shipment due to its size that cannot fit through doorways or elevators, will be taken as far as possible and then become the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Spectrum Associates, Inc. at exhibitor's expense.
5. Spectrum Associates, Inc. will not be responsible for the count or content of material after it has been place in the booth area and will not assume responsibility for the count or content of materials left in the booth prior to Spectrum Associates, Inc. taking physical count and possession in preparation to moving such material.
6. All outbound shipment must be tendered with a Bill of Lading.
7. Your materials should be insured against fire, theft, and all hazards while in transit to and from your booth and the duration of the exhibition.
8. Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up the specified time, shipments will be rerouted to Spectrum Associates, Inc.
9. Spectrum Associates, Inc. assumes no responsibility for concealed damage.
10. Exhibits left on the exhibit floor without return instruction will be returned to exhibitor's address, freight collect.
11. Spectrum Associates, Inc. as the material handling contractor, shall have control over all freight collect.
12. Shipments not handled by Spectrum Associates, Inc, but require storage of empty shipping containers will be assessed \$25.00/each/
13. Services ordered on behalf of exhibitors by display builders or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor at the show site.

**Limitations of Spectrum Associates, Inc. Liability and Responsibility for Drayage & Labor**

It is understood that Spectrum Associates, Inc., and its subcontractors are not Insurers, that Insurance should be obtained by the Exhibitor and that any amount payable to Spectrum Associates, Inc. , hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Spectrum Associates, Inc. or its subcontractors, it is understood that Spectrum Associates or its subcontractors do not provide liability should lose or damage occur. It is agreed that if Spectrum Associates, Inc or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy. The liability of Spectrum Associates, Inc., and/or its subcontractors in the actual physical handling of the items comprising Exhibitor's shipment(s) and for any other loss or damage. Any claim for loss or damage must be submitted to Spectrum Associates, Inc. prior to show closing. Spectrum Associates, Inc., and its contractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenue or for any collateral costs which may result from any loss or damage to Exhibitor's material or which may make it impossible or impractical to exhibit same.

Exhibitor agrees, in connection with the receipts, handling, temporary storage and reloading of materials, that Spectrum Associates, Inc., and its subcontractors will be providing their services as Exhibitor's agent, and not as bailee or shipper. If any employee of Spectrum Associates, Inc., or its subcontractors shall sign a delivery receipt, bill of lading or other document, Exhibitor agrees that Spectrum Associates, Inc. will do so as Exhibitor's agent and Exhibitor accepts the responsibility therefore.

A. Once exhibits/materials are placed in the booth, Spectrum Associates, Inc., will not be responsible for condition, count, or content until such time as exhibits/materials are picked up for removal after the show closing. Therefore, all materials must be properly insured against fire, theft, and all hazards, while in transit, and to/from your booth and for the duration of the show.

B. Property Insurance: Be sure your materials are insured from the time they leave your firm until they are returned after the show. Spectrum Associates, Inc. requires, the Exhibitors arrange "all risk" coverage. This can be done by "riders" to exiting policies. Contact your Insurance representative. Be sure all your insurance is in effect at the show site. Review all insurance requirement per the contract for space.

**SHIPPING INSTRUCTIONS AT CLOSE OF SHOW**

(This address will be used as backup if exhibitor fails to provide Bill of Lading at show site.)

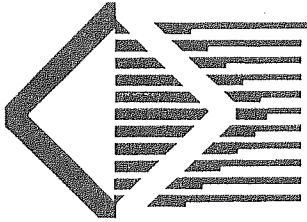
Ship To : \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Carrier: \_\_\_\_\_ Air \_\_\_\_\_ Motor Freight \_\_\_\_\_ Other \_\_\_\_\_

If prepaid Bill to: \_\_\_\_\_

City, State & Zip \_\_\_\_\_



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**ALL FREIGHT DELIVERIES MUST BE SENT TO:**

**SPECTRUM ASSOCIATES, INC.**

**C/O PENNSYLVANIA ASSOCIATION OF MEAT PROCESSORS – 2017**

**COMPANY NAME \_\_\_\_\_ BOOTH# \_\_\_\_\_**

**69 BOHAC STREET**

**SWOYERSVILLE, PA 18704**

**THE PENN STATER CONFERENCE CENTER WILL NOT ACCEPT ADVANCED SHIPMENTS OF FREIGHT.**