

America Tent Rentals
2110 Coors Blvd SW
Albuquerque, NM 87121
Phone: 505-888-5821
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DEAR EXHIBITOR,

IT IS OUR PRIVILEGE TO HAVE BEEN SELECTED AS YOUR CONVENTION SERVICE CONTRACTOR FOR THE NATIONAL FIERY FOODS AND BARBECUE SHOW.

IN SERVING YOU AND YOUR ORGANIZATION, IT IS OUR GOAL TO ASSURE YOU THE BEST POSSIBLE SERVICE COUPLED WITH THE BEST EQUIPMENT OFFERED FOR RENTAL. BY RETURNING YOUR ORDER IN ADVANCE, YOU WILL AVOID BEING CHARGED THE FLOOR ORDER PRICE. ORDERS RECEIVED 5 DAYS OR LESS PRIOR TO SET UP DATE WILL BE CONSIDERED FLOOR ORDERS AND PRICED ACCORDINGLY.

OUR CREDIT POLICY REQUIRES ADVANCE PAYMENT IN FULL ON ALL ORDERS LESS THAN \$500. ORDERS EXCEEDING THIS AMOUNT REQUIRE A DEPOSIT OF \$500 OR 50%, WHICHEVER IS GREATER. THIS ALSO APPLIES TO FREIGHT SERVICES.

IF YOU WISH TO CHARGE THE AMOUNT OF YOUR ORDER TO YOUR CREDIT CARD ACCOUNT, PLEASE COMPLETE THE INFORMATION BELOW AND RETURN THIS WITH YOUR ORDER. NO FOREIGN CURRENCY ACCEPTED.

ACCOUNT NUMBER:

EXPIRATION

DATE: _____

CVV#: _____

NAME ON

CARD: _____

FULL BILLING

ADDRESS: _____

PHONE NUMBER OF CARD HOLDER: _____

EXHIBITOR

NAME: _____

ADDRESS: _____

PHONE NUMBER OF CONTACT

PERSON: _____

CONTACT

PERSON: _____

FURNITURE AND ACCESSORIES RENTALS

CHAIRS				
QUANTITY	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	TOTAL AMOUNT
	PLASTIC FOLDING CHAIR	\$10.00	\$12.50	
	PADDED FOLDING CHAIR	\$16.00	\$20.00	
	STOOL, PADDED SEAT & BACK	\$15.00	\$25.00	
TABLES				
QUANTITY	DESCRIPTION	ADVANCE PRICE	FLOOR PRICE	TOTAL AMOUNT
	24" X 48" TABLE	\$16.00	\$20.00	
	24" X 48" TABLE SKIRTED	\$32.00	\$40.00	
	30" X 30" ROUND TABLE	\$21.00	\$26.00	
	30" X 30" ROUND TABLE SKIRTED	\$32.00	\$40.00	
	6' X 24" TABLE	\$31.00	\$39.00	
	6' X 24" TABLE SKIRTED	\$41.00	\$51.00	
	8' X 30" TABLE	\$41.00	\$51.00	
	8' X 30" TABLE SKIRTED	\$48.00	\$60.00	
	48" ROUND TABLE	\$31.00	\$39.00	
	48" ROUND TABLE SKIRTED	\$41.00	\$51.00	
	60" ROUND TABLE	\$42.00	\$52.00	
	60" ROUND TABLE SKIRTED	\$49.00	\$61.00	
	LEG EXTENDERS TO RAISE TABLES TO COUNTER HEIGHT	\$15.00	\$19.00	
	RISER BOARDS FOR SHELVING	\$30.00	\$37.00	
	13" X 30" SKIRTING	\$30.00	\$37.00	
	4' X 8' PEG BOARD COVERED IN BLACK OR WHITE VINYL	\$36.00	NOT AVAILABLE	
DRAPERY				
	EXTRA CURTAINS 8' PER LINEAL FOOT	\$4.00	\$5.00	
	3' PER LINEAL FOOT	\$3.00	\$4.00	

SCHEDULE OF FREIGHT SERVICES (DRYAGE)

SHIPPING INFORMATION AND LABELING

SHIPPING INFORMATION:

PLEASE FORWARD COMPLETE SHIPPING INFORMATION TO AMERICA TENT RENTALS

1. DATE OF SHIPMENT
2. ROUNTING
3. WAYBILL NUMBER (COPY OF BILL LADING)

LABELING: EXHIBITORS SHOULD MARK AND CONSIGN SHIPMENTS AS FOLLOWS:

COMPANY NAME _____ BOOTH LOCATION _____
C/O AMERICA TENT RENTALS
2110 Coors Blvd SW
Albuquerque, NM 87121
FOR: NATIONAL FIERY FOODS SHOW

RUSH: EXHIBIT MATERIAL MUST ARRIVE PRIOR TO (DATE) _____

SCHEDULE OF SERVICES

1. RECEIVE EXHIBIT MATERIAL, STORE IN OUR WHAREHOUSE UP TO 30 DAYS PRIOR TO SET UP DAY.
2. DELIVER ALL EXHIBIT MATERIAL TO PROPER EXHIBIT SPACE ON INSTALLATION DAY.
3. IF REQUESTED, REMOVE EMPTY CONTAINERS TO PROPER EXHIBIT SPACE AT CONCLUSION OF EXHIBITION.
4. RETURN EMPTY CONTAINERS TO PROPER EXHIBIT SPACE AT CONCLUSION OF EXHIBITION.
5. DELIVER EXHIBIT MATERIAL FROM BOOTH TO LOADING AREA OF EXHIBIT HALL, THEN TO AMERICA TENT RENTAL FOR EXHIBITOR'S CARRIER PICKUP. EXHIBITOR IS RESPONSIBLE FOR ALL NECESSARY PAPERWORK INCLUDING NOTIFYING CARRIER TO PICKUP AT AMERICA TENT RENTAL, LABELS, BILLS OF LADING AND EXPORT DOCUMENTS.

FOR ANY OR ALL OF THE ABOVE SERVICES, RATES AS FOLLOWS:

\$26.00 PER 100 POUNDS-UP TO 1,000 POUNDS

\$18.00 PER 100 POUNDS-EACH ADDITIONAL 100 POUNDS
MINIMUM CHARGE- \$52.00

OUR REGULAR WORKING HOURS ARE 8:30AM TO 5:00PM MONDAY THROUGH SATURDAY. WITH THE EXCEPTION OF THE EVENTS EXHIBITOR'S MOVE OUT HOURS, ANY FREIGHT THAT IS RECEIVED OR PROCESSED OR SHIPPED BEFORE OR AFTER OUR HOURS WILL BE CHARGED OUT AT OVERTIME RATES AS FOLLOWS:

\$52.00 PER 100 POUNDS- UP TO 1,000 POUNDS

\$46.00 PER 100 POUNDS-EACH ADDITIONAL 100 POUNDS

LABOR WILL BE ADDED TO INVOICES FOR SPECIAL DELIVERIES TO HOTEL ROOMS, OR OTHER LOCATIONS, OTHER THAN GROUND FLOOR BOOTH LEVELS.

OTHER LOCAL SERVICE FEES AVAILABLE ON REQUEST

_____ FORKLIFT

_____ CRATING AND UNCRATING

_____ BANDING

_____ SKIDDING AND UNSKIDDING

_____ SHORT TERM STORAGE

_____ LOCAL TRANSFER

FREIGHT SERVICES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

TERMS AND CONDITIONS: ACTUAL WEIGHTS MUST APPEAR ON ALL BILLS OF LADING. WE RESERVE THE RIGHT TO REWEIGH ANY SHIPMENT AND CORRECT ANY WEIGHTS. WE WILL HONOR SHIPPER ROUTING IN MOST CASES, ALTHOUGH IN SOME INOF EXPEDIENCY WE RESERVE THE RIGHT TO REROUTE ANY OUTGOING SHIPMENT. AFTER EXHIBIT, ETC. ARE PLACED IN BOOTH, DRAYAGE COMPANY WILL NOT BE RESPONSIBLE FOR CONDITION, COUNT OR CONTENT UNTIL EXHIBITS, ETC. ARE PACKED UP FOR REMOVAL AFTER CLOSE OF EXHIBITION. ALL SHIPMENTS RECEIVED AT CLOSE OF EXHIBITION ARE SUBJECT TO FINAL COUNT. HANDLING OF LOOSE EXHIBIT MATERIAL OR MATERIAL INADEQUATELY PACKAGED WILL BE DONE AT EXHIBITOR'S RISK. AMERICA TENT RENTALS WILL NOT BE RESPONSIBLE FOR DAMAGE TO SUCH MATERIALS OR CONCEALED DAMAGE TO MATERIAL ARRIVING IN CASES, CARTONS, CRATES, ETC. EXHIBITOR'S MATERIAL NOT REMOVED FROM EXHIBIT HALL ON REMOVAL DAY MAY BE TRANSPORTED TO OUR WAREHOUSE AND ARE SUBJECT TO A SERVICE FEE. AFTER SHIPMENTS ARE TENDERED TO CARRIER FOR SHIPMENT, AMERICA TENT RENTALS CANNOT BE RESPONSIBLE FOR DELIVERY TIME.

INSURANCE: ALL EXHIBITS OR EXHIBIT MATERIAL HANDLED BY AMERICA TENT RENTALS ARE RELEASED AT A VALUE NOT TO EXCEED SIXTY CENTS (\$.60) PER POUND PER ARTICLE. PLEASE BE CERTAIN YOUR MATERIAL IS PROPERLY INSURED AGAINST FIRE, THEFT AND ALL HAZARDS WHILE IN TRANSIT, TO AND FROM YOUR BOOTH AND FOR THE DURATION OF EXHIBITION. SHIPMENTS SHOULD BE MADE EARLY, TO BE DELIVERED TO OUR WAREHOUSE AT LEAST 2 WEEKS PRIOR TO SET UP DATE. TO ASSURE THAT YOUR EXPOSITION MATERIAL ARRIVE ON TIME, WE SUGGEST YOU CHECK WITH YOUR CARRIER TO ALLOW AMPLE TIME FOR DELIVERY. TO INSURE PROPER HANDLING AND RECEIVING, SHIPMENTS SHOULD NOT BE ADDRESSED TO THE CONVENTION SITE. SHOW MANAGEMENT HAS NO PROVISION FOR ACCEPTANCE OR STORAGE OF SHIPMENTS ON OR TO SET UP DATE. ALL CHARGES SHOULD BE **PREPAID** (THERE ARE NO EXCEPTIONS WHATSOEVER TO THIS FIRM AND UNALTERABLE POLICY). WHEELED VEHICLES WILL BE HANDLED ON AN HOURLY BASIS- \$45.00 PER HOUR STRAIGHT TIME, \$90.00 PER HOUR OVERTIME WITH A MINIMUM CHARGE OF ONE HOUR PER PERSON. ANY EQUIPMENT NEEDED TO HANDLE THESE VEHICLES WILL ALSO BE

CHARGES FOR ON AN HOURLY BASIS. CHARGES WILL BE INVOICED FOR BOTH INBOUND AND OUTBOUND MOVEMENT. AMERICA TENT RENTALS WILL HAVE A REPRESENTATIVE ON DUTY DURING THE DISMANTLING OF THE CONVENTION TO ASSIST THE EXHIBITOR ON RETURN SHIPMENTS.

EACH EXHIBITOR WILL BE EXPECTED TO SHRINK WRAP, TAPE AND LABEL HIS OR HER OUT BOUND SHIPMENTS AND FURNISH US WITH THE OUTBOUND INSTRUCTION SHEET AND RETURN SHIPPING BILLS OF LADING BY THE CONCLUSION OF THE SHOW.

SHIPPER INFORMATION

NATIONAL FIERY FOODS AND BARBECUE SHOW
COMPANY: _____ BOOTH: _____

SHIPMENTS TO THE SHOW

SHIPPED FROM (CITY) _____ TRUCK
LINE _____

PRO NO _____ NO. OF
SHIPMENTS _____

TOTAL NUMBER OF PIECES _____ TOTAL WEIGHT OF
SHIPMENT _____

REFORWARDING INSTRUCTRIONS AT CLOSE OF THE SHOW

SHIP TO _____
PREPAID _____

ADDRESS _____
COLLECT _____

CITY STATE ZIP

DESCRIPTION

TOTAL NUMBER OF
PIECES _____

FORWARD VIA

AIRFREIGHT _____ MOTOR FREIGHT _____ MOVING
VAN _____

OTHER (SPECIFY) _____

NAME OF CARRIER _____

BILLING INSTRUCTIONS

FIRM NAME _____

ADDRESS _____

SHIPPERS NAME _____ TITLE _____

DATE _____ PHONE
NUMBER _____

**PLEASE FILL OUT FOR HANDLING OF OUTBOUND
FREIGHT**

1) How many pieces shipping out? _____

2) Going where? (address) _____

3) Contact of responsible person. (address, phone, fax) _____

All freight is brought back to AMERICA TENT RENTALS and it is up to the individual exhibitor/company to make arrangements for pick up.

