

Five Star Convention Decorating
P. O. Box 250 Hampstead, MD 21074
(410) 239-0606 (410) 239-1452 *fax*

W E L C O M E

HORSE WORLD EXPO-MD 2008

Dear Exhibitor:

Five Star Convention Decorating Inc. is pleased to be the Official Service Contractor for the Horse World Expo-MD. 2008.

- Our purpose - to serve you, start to finish-throughout the planning, production and dismantle of the event.
- Our goal - to assist you in making this event a successful and pleasant experience.
- Our payment policy - all pre orders must be submitted with full payment to qualify for the advance pricing. All show site orders or changes must be paid in full at show site. We accept American Express, Visa, MC, company check and cash. Changed or cancelled orders are subject to a 50% service charge. A service charge of \$50.00 will be assessed for all returned checks. No credits can be issued for any services after the close of the show. Please bring any disputes or questions to our attention during the show through the Exhibitor Service Desk.

Five Star Convention Decorating, Inc. will provide an on site Exhibitor Service Desk. If you need to place, change or verify an order for your booth requirements, please visit us at this location and we will be happy to help you.

Please feel free to contact us at any time with any questions you may have in regards to your booth requirements.

Have a Great Show!

Best Regards,

Mary Ann Schestag

ORDER SUMMARY & RECAP SHEET AND CREDIT CARD AUTHORIZATION FORM

SUBMIT THIS SUMMARY SHEET WITH YOUR ORDER FORMS TO:

Five Star Convention Decorating
P.O. Box 250 Hampstead, MD 21074
410-239-0606 410-239-1452 FAX

HORSE WORLD EXPO-MD 2008

YOUR ORDERS MUST BE SUBMITTED WITH FULL PAYMENT BY THE POSTED DEADLINE DATES TO RECEIVE THE APPLICABLE ADVANCE RATES.

PAYMENT POLICY:

- All orders must be accompanied by full payment either by check or credit card as indicated below.
- If your company is shipping any freight/materials directly to this event or to our advance storage warehouse you *must* complete the credit card authorization form below.
- ALL ADVANCE ORDERS, AS WELL AS SHOW SITE ORDERS RECEIVED WITHOUT A CHECK PAYMENT WILL BE APPLIED TO THE CREDIT CARD INFORMATION THAT IS LISTED BELOW.

RECAP SHEET

EARLY BIRD SPECIAL ORDER FORM		\$ _____
BOOTH ACCESSORY ORDER FORM		\$ _____
DAILY BOOTH CLEANING ORDER FORM		\$ _____
FREIGHT SERVICE ORDER FORM	ADVANCE SHIPMENTS	\$ _____
	SHOW SITE SHIPMENTS	\$ _____
	TOTAL AMOUNT DUE	\$ _____

CREDIT CARD INFORMATION AND AUTHORIZATION:
Visa, MasterCard or American Express Only

Card Holder Name (Please Print): _____

Authorized Signature: _____

Account Number: _____ Expiration Date: _____

Billing Zip Code for this card: _____

Company Name: _____ Booth: _____

Representative's Name: _____ Telephone # () _____

EARLY BIRD ORDER FORM
DEADLINE DATE 12/01/07

SUBMIT THIS ORDER FORM AND PAYMENT TO:
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P.O. Box 250 Hampstead, MD 21074
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HORSE WORLD EXPO-MD-2008

These Early Bird Packages are a special valued savings.. They are available only through December 1, 2007. No exceptions or changes can be made to these packages.

EARLY BIRD PACKAGE "A"

- 9 X 10 Booth Carpet – Blue in color
- 6' draped table – Blue in color
- Opening day booth vacuuming service
- Two folding chairs
- One wastebasket

COST - \$140.00 + 5% tax

Valued at \$240.00 *Savings of \$100.00*

_____ number of booth spaces x \$140.00 = _____
5% MD. State Tax _____
Total Due \$ _____

EARLY BIRD PACKAGE "B"

- 6' draped table – Blue in color
- Two folding chairs
- One wastebasket

COST - \$95.00 + 5% tax

Valued at \$115.00 *Savings of \$30.00*

_____ number of booth spaces x \$95.00 = _____
5% MD. State Tax _____
Total Due \$ _____

Company Name: _____ Booth: _____

BOOTH ACCESSORIES ORDER FORM
ADVANCE PRICING DEADLINE: 12/20/07

SUBMIT THIS ORDER FORM AND PAYMENT TO:

Five Star Convention Decorating
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 410-239-0606 410-239-1452 FAX

HORSE WORLD EXPO-MD 2008

YOUR ORDER MUST BE SUBMITTED WITH FULL PAYMENT BY THE DEADLINE DATE TO RECEIVE THESE ADVANCE RATES. LATE ORDERS AND SHOW SITE ORDERS INCUR AN ADDITIONAL 20% FEE.

Included in Booth Cost: 8' draped backdrop (green & white), 3 1/2' draped side-rail, 7" x 44" identification sign.

<u>Quantity</u>	<u>Advance Price Each</u>	<u>Total</u>
_____ Folding Chair	20.00	_____
_____ Upholstered Chair	25.00	_____
_____ 4' Undraped Table 30" high	40.00	_____
_____ 4' Undraped Table 42" high	45.00	_____
_____ 4' Draped 30" high	55.00	_____
_____ 4' Draped 42" high	58.00	_____
_____ 6' Undraped Table 30" high	45.00	_____
_____ 6' Undraped Table 42" high	50.00	_____
_____ 6' Draped Table 30" high	60.00	_____
_____ 6' Draped Table 42" high	65.00	_____
_____ 8' Undraped Table 30" high	50.00	_____
_____ 8' Undraped Table 42" high	55.00	_____
_____ 8' Draped Table 30" high	70.00	_____
_____ 8' Draped Table 42" high	75.00	_____
_____ 4 th side table draping	28.00	_____
Indicate Color Choice for Draping:	Red_____ Blue_____ Dk.Green_____ Gold_____	White_____ Black_____
	Silver _____ Green _____	
_____ 9' x 10' Carpet	100.00	_____
_____ 9' x 20' Carpet	180.00	_____
_____ 9' x 30' Carpet	260.00	_____
_____ 9' x 40' Carpet	295.00	_____
_____ Carpet Padding (square footage)	.95	_____
_____ Visqueen Covering (square footage)	.60	_____
Indicate Color Choice for Carpet:	Red_____ Blue_____ Grey_____ Green _____	
_____ Wastebasket w/liner	15.00	_____
_____ Counter Stool w/back	55.00	_____
_____ Easel	15.00	_____
_____ riser 4' w/plastic cover	30.00	_____

ORDER SUMMARY

TOTAL: _____
 TAX:5% _____
 GRAND TOTAL: _____

Company Name: _____ Booth: _____

BOOTH CLEANING ORDER FORM
ADVANCE PRICING DEADLINE: 12/20/07

SUBMIT THIS ORDER FORM AND PAYMENT TO:
Five Star Convention Decorating
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BOOTH CLEANING

Vacuum Service is for exhibitor-owned or rented carpet. First day prior to opening at \$.25 per square foot. This service can only be ordered for your entire square footage of booth space, partial orders will not be accepted. This service is only available the first day of the show.

_____ Square Footage X \$.25 (per square foot) = \$ _____ TOTAL

ORDER SUMMARY

TOTAL: _____

Company Name: _____ Booth: _____

FREIGHT SERVICES

THREE SERVICES ARE AVAILABLE:

1. **ADVANCE SHIPMENTS** - These shipments must arrive at the published address. Five Star will be responsible for transporting these shipments from the storage facility to your booth and a handling fee will be applied. Shipments must arrive “freight charges pre-paid”. All collect shipments will be refused.
2. **SHOW SITE SHIPMENTS** – These shipments must arrive at the event facility during regularly scheduled move-in days and hours. Shipment must arrive “freight charges pre-paid”. All collect shipments will be refused.
 - Common Carrier or truck line shipments will be accepted by Five Star and a handling fee will be applied. These shipments must arrive on regularly scheduled move-in days and hours at the event facility.
 - UPS, FedEx, Airborne, etc small package deliveries will be accepted by Show Management. These small packages may be picked up upon your arrival at the Exhibitor Registration Desk. Show Management assumes no responsibility for receiving these packages.
3. **HOURLY FORKLIFT-** For those exhibitors that are bringing their own equipment and require forklift service to unload/load their equipment to/from their booth.

IMPORTANT NOTES

- “Empty” storage is for empty crates, boxes or cases only. Five Star Convention Decorating, Inc., is not responsible for any damage to contents left in containers that are labeled for “empty” storage.
- Tracking: A copy of bills of lading and manifests should be forwarded to Five Star Convention Decorating, Inc. when your shipping arrangements have been finalized. This will allow us to assist you or your staff in seeking out your freight/shipment should a problem occur.
- Insurance: Be certain to insure your materials from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange an “**All Risk Rider**” to their existing policies.

ADVANCE SHIPMENTS ORDER FORM

SUBMIT THIS ORDER FORM AND PAYMENT TO:
Five Star Convention Decorating
P.O. Box 250 Hampstead, MD 21074
410-239-0606 410-239-1452 FAX

HORSE WORLD EXPO MD 2008

Service includes:

- Storage at warehouse for up to 30 days but not after five days prior to show move-in
- Delivery to booth
- Crate storage
- Delivery of crates after show
- Delivery of crates to designated vehicles under our supervision

Does Not Include:

- Labor necessary for un-skidding, un-crating or more than a one-time spot.

Label each crate or package as follows:

To: Five Star Convention Decorating, Inc.
C/o ABF Freight Systems
6720 Washington Blvd.
Elkridge, MD 21075
410-796-8800

For: Horse World Expo- MD 2008

Booth #: _____

Company Name: _____

Shipments must be prepaid. . . collect shipments will be refused

Rates: \$45.00 per 100 lbs.
\$90.00 minimum charge

REMITTANCE:

Weight: # of pounds _____ **x \$45.00 =** _____
(round off to nearest 100#) Total Amount Due

Company Name: _____ Booth #: _____

Representative's Name: _____ Phone #() _____

SHOW SITE SHIPMENTS ORDER FORM

SUBMIT THIS ORDER FORM AND PAYMENT TO:
Five Star Convention Decorating
P.O. Box 250 Hampstead, MD 21074
410-239-0606 410-239-1452 FAX

APPLICABLE TO ALL COMMON CARRIER AND TRUCK LINE DELIVERIES ONLY.

SEE SHOW MANAGEMENT PACKET FOR SHIPPING INSTRUCTIONS FOR ALL
FED-EX, UPS, DHL, AIRBORNE ETC. SMALL PACKAGE DELIVERIES

Service includes:

- Receipt of shipments at show site during published move-in days & hours only
- Delivery to booth
- Crate storage
- Delivery of crates after show
- Delivery of freight to designated vehicles under our supervision

Does Not Include:

- Labor necessary for un-skidding, un-crating or more than a one-time spot.

Label each crate or package as follows:

<p>To: Five Star Convention Decorating, Inc. Maryland State Fairgrounds 2200 York Road Timonium, MD 21093</p> <p>For: Horse World Expo-MD. 2008</p> <p>Booth #: _____</p> <p>Company Name: _____</p>
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Shipments must be prepaid. . . collect shipments will be refused

Rates: \$50.00 per 100 lbs.
\$100.00 minimum charge

REMITTANCE:

Weight: # of pounds _____ **x \$50.00 =** _____
(round off to nearest 100#) Total Amount Due

Company Name: _____ Booth #: _____

HOURLY FORKLIFT SERVICE

HORSE WORLD EXPO-MD 2008

Service Includes:

- Receipt and unloading of product and/or machinery from company-owned vehicles to assigned booth space
- Delivery of product to designated vehicles under your supervision at close of the event

Does not include

Un-skidding or un-crating of machinery or product may require additional labor at your expense.

RATES

- Small forklift (capacity up to 5000#) will be provided “**free of charge**”. Compliments of Show Management & Five Star Convention Decorating. Service will include the lift and an operator.

INSURANCE BULLETIN & NOTICE

HORSE WORLD EXPO-MD 2008

Be certain you are insured. Five Star Convention Decorating Inc. is not responsible for your materials or your display while at the show.

Be certain your materials are insured from the time they leave your firm until they are received at their destination after the show. It is suggested that you arrange for all-risk coverage, which usually is done with a "rider" to your existing insurance policy.

Five Star Convention Decorating Inc. and their subcontractors shall not and cannot be held responsible for the following:

- Damage to uncrated materials, materials improperly packed, glass breakage or concealed damages.
- Loss or thefts of an exhibitor's materials after the same have been delivered to the booth.
- Disappearances of materials before same are picked up for loading out of the booth subsequent to the show. All Bills of Lading or shipping instructions, covering shipments which are furnished to Five Star Convention Decorating will be checked at the time of actual loading and corrections made where discrepancies exist.
- Loss, delay or damage due to strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

Five Star Convention Decorating 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 exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to Five Star Convention Decorating by an exhibitor or by any shipper on behalf of an exhibitor are subject to the terms and conditions set forth in this bulletin.