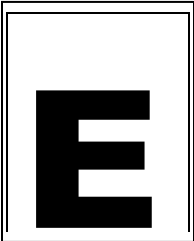


# **SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW**

**September 12-14, 2008**

## **PLEASE READ THIS MANUAL**



### **XHIBITOR CHECKLIST**

#### **ACTION**

- Exhibit Space Final Payment . . . . .August 1<sup>st</sup>**
  
- Submit All Decorator Forms to  
Five Star Convention Decorating . . . . .August 1<sup>st</sup>**
  
- Submit Utility Forms to Harperwood . . . . .August 25<sup>th</sup>**
  
- Make Hotel Reservations**
  - Pear Tree . . . . .August 18<sup>th</sup>**
  - Hawthorn Suites . . . . .September 25<sup>th</sup>**

# Key Contacts

## **PARKER TRADE SHOWS**

## **SHOW MANAGEMENT**

Craig Parker - CEO/Owner  
Margaret Parker  
206 Lido Street  
Austin, TX 78734  
(512) 261-4223  
(512) 261-3503 FAX

[www.parkertradeshow.com](http://www.parkertradeshow.com)

## **FIVE STAR CONVENTION DECORATING**

## **SHOW SERVICES**

Mary Ann Schestag  
P. O. Box 250  
Hampstead, MD 21074  
(410) 239-0606      1-888-338-0606  
(410) 239-1452 FAX

email: [maryann@fivestarcd.org](mailto:maryann@fivestarcd.org)

## **FREEMAN COLISEUM**

## **SHOW SITE**

Jennifer Fox  
3201 E. Houston  
San Antonio, Texas 78220  
(210) 225-2562

email: [jenniferf@freemancoliseum.com](mailto:jenniferf@freemancoliseum.com)

## **HARPER WOOD ELECTRIC**

## **UTILITY SERVICES**

Bev Stobaugh  
P.O Box 8154  
San Antonio, Texas 78208  
(210) 223-2495  
(210) 224-0005 FAX

email: [stobaugh@hwe.com](mailto:stobaugh@hwe.com)

**DUE TO NEW SHOW LOCATION ALL  
ALL UTILITIES MUST BE PRE ORDERED!  
SAVE TIME & MONEY ORDER NOW**

## **HOST HOTELS**

Pear Tree Inn - Drury  
8300 N. IH 35  
San Antonio, TX 78239  
800-325-0720  
Rate: \$65 single or double  
Group Code: 202538

Hawthorn Suites  
6900 I H 35 North  
San Antonio, TX 78218  
800-210-4255      210-798-3900  
Rates: \$79.95  
Group Code: Parker Trade Shows

# Dear Exhibitor

Thank you for your participation in the **SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW**. This Exhibitor Show Manual contains vital information, all the order forms you need for show services, as well as a section totally dedicated to proven exhibitor promotion activities designed to increase the value of your show experience.

## CRITICAL INFORMATION

Location: Freeman Coliseum  
3201 E. Houston  
San Antonio, TX 78219

Show Hours: Friday, September 12<sup>th</sup> 12:00 Noon - 6:00 PM  
Saturday, September 13<sup>th</sup> 10:00 AM - 5:00 PM  
Sunday, September 14<sup>th</sup> 10:00 AM - 5:00 PM

Move In Dates & Times: Thursday, September 11<sup>th</sup> 12:00 PM - 7:00 PM  
Friday, September 12<sup>th</sup> 8:00 AM - 11:00 AM

**SHOW OPENS AT 12 NOON ON FRIDAY, LOADING DOORS WILL BE CLOSED ONE HOUR PRIOR TO OPENING - NO EXCEPTIONS!!!**  
**THIS FACILITY HAS NO BUILT IN DOCKS. ALL ITEMS MUST BE UNLOADED TO CARTS OR DOLLIES. LIFT GATE TRUCKS WILL BE A GREAT ADVANTAGE.**

Move Out Date & Times: Sunday, September 14<sup>th</sup> 5:00 PM- 10:00 PM

## NO EARLY BREAKDOWN

Please review the following information. Should you have any questions, please call us @ (410) 239-0606.

**We look forward to seeing you in San Antonio!**

**FIVE STAR CONVENTION DECORATING, INC.**

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Hampstead, MD 21074  
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**W E L C O M E**

**SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW  
September 12-14, 2008**

Dear Exhibitor:

Five Star Convention Decorating, Inc. is pleased to be the Official Service Contractor for the SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW.

Our purpose is 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 \$40.00 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  
Email: [maryann@fivestarc.org](mailto:maryann@fivestarc.org)

**FIVE STAR CONVENTION DECORATING, INC.**  
 P. O. Box 250 Hampstead, MD 21074  
 (410) 239-0606 (410) 239-1452 fax  
 Email: maryann@fivestarcad.org

**ORDER SUMMARY & RECAP SHEET  
 AND  
 CREDIT CARD AUTHORIZATION FORM**

**SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW  
 September 12-14, 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* also complete the credit card authorization form in the "Shipping & Freight" Section of this manual.
- Any orders received after the advanced pricing deadline of May 8<sup>th</sup>, 2008 are subject to an additional 20% fee to the total order.
- 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.

<b><u>RECAP SHEET</u></b>	
BOOTH ACCESSORY FORM	\$ _____
DISPLAY CASE &/or PEGBOARD ORDER FORM	\$ _____
TOTAL AMOUNT DUE	\$ _____

<b><u>CREDIT CARD AUTHORIZATION</u></b>	
Cardholder Name: _____	
Credit Card Number: _____ Exp. Date: _____	
Billing Zip Code for this card: _____ Customer Security Code: _____	

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

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## **YOUR BOOTH PACKAGE INCLUDES!**

### **IMPORTANT INFORMATION**

**SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW**  
**September 12-14, 2008**

Please be aware that each booth contains booth accessories based on the size of the space you purchased. You may want additional booth accessories, which are available on the enclosed forms.

Booth Packages:

10 Foot Booth Space includes: one six foot draped table, one eight foot draped table, two folding chairs, one wastebasket and one identification sign.

15 Foot Booth Space includes: one six foot draped table, two eight foot draped tables, two folding chairs, one wastebasket and one identification sign.

20 Foot Booth Space includes: two six foot draped tables, two eight foot draped tables, two chairs, one wastebasket and one identification sign.

***PLEASE BE ADVISED THAT OUTSIDE RENTAL SERVICES ARE NOT PERMITTED ON THIS SHOW. ALL RENTALS ARE EXCLUSIVE AND MUST BE SUBMITTED THRU FIVE STAR ONLY. RENTALS INCLUDE TABLES, CHAIRS, JEWELRY CASES, EASELS, CARPET AND DISPLAYS. OUTSIDE CONTRACTORS WILL BE REFUSED ACCESS TO THE SHOW FLOOR AND YOU WILL BE RESPONSIBLE FOR ANY FEES INCURRED FOR THE REFUSED DELIVERIES IN ADDITION TO LATE FEES FOR ORDERS THAN PLACED WITH FIVE STAR CONVENTION DECORATING.***

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**ADDITIONAL BOOTH ACCESSORIES  
 ORDER FORM  
 ADVANCE PRICING DEADLINE: 8/01/08  
 SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW  
 September 12-14, 2008**

*Included in Booth Cost: 8' draped backdrop (burgundy & white), 3 1/2' draped side-rail, 7" x 44" identification sign an, two folding chairs and one wastebasket.*

<u>Quantity</u>	<u>Advance Price Each</u>	<u>Total</u>
_____ Folding Chair	25.00	_____
_____ Upholstered Chair	32.00	_____
_____ Counter Stool w/back	50.00	_____
_____ 4' Undraped Table 30" high	40.00	_____
_____ 4' Undraped Table 42" high	45.00	_____
_____ 4' Draped 30" high	55.00	_____
_____ 4' Draped 42" high	65.00	_____
_____ 6' Undraped Table 30" high	45.00	_____
_____ 6' Undraped Table 42" high	50.00	_____
_____ 6' Draped Table 30" high	65.00	_____
_____ 6' Draped Table 42" high	75.00	_____
_____ 8' Undraped Table 30" high	50.00	_____
_____ 8' Undraped Table 42" high	55.00	_____
_____ 8' Draped Table 30" high	75.00	_____
_____ 8' Draped Table 42" high	85.00	_____
_____ 4 <sup>th</sup> side table draping	25.00	_____

Indicate Color Choice for Draping:	Red_____	Blue_____	Green_____	Gold_____	White_____	Black_____	Silver_____
_____ 9' x 10' Carpet							
_____ 9' x 20' Carpet	120.00						
	200.00						

***Carpet rentals include daily vacuum service***

Indicate Color Choice for Carpet:	Red_____	Blue_____	Grey_____
_____ Wastebasket w/liner			
_____ Easel	16.00		
_____ 8' Uprights & bases	15.00		
_____ Telescoping Sliders (6'-10')	18.00		
	15.00		

**ORDER SUMMARY**

**TOTAL:** \_\_\_\_\_  
**TAX:6%** \_\_\_\_\_  
**GRAND TOTAL:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

**FIVE STAR CONVENTION DECORATING, INC.**

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DISPLAY CASES AND/OR PEGBOARDS  
ORDER FORM

ADVANCE PRICING DEADLINE: 8/01/08

**SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW**  
**September 12-14, 2008**

**PLEASE BE ADVISED THAT OUTSIDE RENTALS ARE NOT PERMITTED ON THIS SHOW. ALL RENTALS ARE EXCLUSIVE AND MUST BE SUBMITTED THRU FIVE STAR ONLY.**

**COUNTER CASE-FULL VISION**

38" high 70" wide 18" deep, White in color, solid back doors, bottom 12", top shelf 8" , with lights.

\_\_\_\_\_ Quantity @ \$215.00 each      Vendors must supply their own extension cord to power lights.

**COUNTER CASE-HALF VISION**

38" in total height with 18" glass visibility, 70" wide 18" deep, with lights. White in color, mirror & solid back doors, shelf is two pieces 12" deep.

\_\_\_\_\_ Quantity @ \$225.00 each      Vendors must supply their own extension cord to power lights.

**WALL CASES-FULL VISION**

**These units will sell out. Please don't delay in placing your order. Inventory is open to all vendors, order early to receive your first choice of display units.**

60" tall, glass all around, 17" deep, with four glass shelves (12 x 29 each), with lights. Vendors are responsible for replacement costs of ANY glass in these units.

\_\_\_\_\_ Quantity @ \$275.00 each      Vendors must supply their own extension cord to power lights.

**PEGBOARDS**

Self Standing, 4' x 8' sheets, White in color      \_\_\_\_\_ Horizontal      \_\_\_\_\_ Vertical

\_\_\_\_\_ Quantity @ \$115.00 each      *(hooks are not included)*

**THERE ARE A LIMITED NUMBER OF THESE CASES AND PEGBOARDS AVAILABLE, ORDER IN ADVANCE TO FULFILL YOUR NEEDS AND SAVE MONEY, TOO!**

**ORDER SUMMARY**

**TOTAL:** \_\_\_\_\_

**TAX 6%:** \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

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**INSURANCE BULLETIN & NOTICE**  
**LIMITS OF LIABILITY**

**SAN ANTONIO JEWELRY, GIFT, APPAREL & ACCESSORIES SHOW**  
**September 12-14, 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 liability of Five Star Convention Decorating is limited to \$.25 per pound, per article, with a maximum of \$50.00 per item and a maximum of \$1,000.00 per shipment while the materials/equipment is being handled or is in temporary storage.

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.