

**FIVE STAR CONVENTION DECORATING, INC.**

P.O. Box 250  
Hampstead, MD 21074

(410) 239-0606  
(410) 239-1452 fax

**W E L C O M E  
TO THE  
MID ATLANTIC NURSERY TRADE SHOW 2011**

Dear Exhibitor:

Five Star Convention Decorating Inc. is pleased to be the Official Service Contractor for the 2011 Mid Atlantic Nursery Trade Show.

Our purpose: To serve you, from 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 advance pricing. All show site orders or changes must be paid in full at show site. We accept American Express, Visa, MasterCard, company checks and cash. Changed or cancelled orders are subject to a 50% service charge. A service charge of \$75.00 will be assessed for all returned checks and no credits can be issued for any services after the close of the show. It is your responsibility to bring any disputes or questions to our attention during the show through the Exhibitor Service Desk so they can be rectified.

Five Star Convention Decorating, Inc. will provide an on-site Exhibitor Service Desk, located in Hall D, if you should need assistance with placing, changing or verifying an order for your booth requirements. Please visit us at this location and we will be happy to assist you.

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

**Have A Great Show!**

**Best Regards,**

**Mary Ann Schestag**

Email: [maryann@fivestarc.org](mailto:maryann@fivestarc.org)

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

**MID ATLANTIC NURSERY TRADE SHOW 2011**

YOUR ORDERS MUST BE SUBMITTED WITH FULL PAYMENT BY THE POSTED DEADLINE DATES TO RECEIVE THE APPLICABLE ADVANCE RATES. **ORDERS RECEIVED AFTER THE DEADLINE DATES ARE SUBJECT TO AND WILL INCUR A 20% LATE FEE.**

**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.

**RECAP SHEET**

BOOTH ACCESSORY ORDER FORM		\$ _____
CEILING SIGN AND/OR BANNER ORDER FORM		\$ _____
DAILY BOOTH CLEANING ORDER FORM		\$ _____
FREIGHT SERVICE ORDER FORM	ADVANCE SHIPMENTS	\$ _____
	SHOW SITE SHIPMENTS	\$ _____
	<b>TOTAL AMOUNT DUE</b>	<b>\$ _____</b>

**CREDIT CARD INFORMATION AND AUTHORIZATION:**

**(VISA, MASTERCARD OR AMERICAN EXPRESS ONLY)**

Card Holder Name: (please print) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Zip code for this account: \_\_\_\_\_ Customer Security Code: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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

REPRESENTATIVE'S NAME: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**BOOTH ACCESSORIES ORDER FORM**

**ADVANCE PRICING DEADLINE: 11/1/10**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

Included in Booth Cost: 8" draped backdrop, 3 1/2' draped side-rail, one wastebasket and 1 line 7" x 44" booth identification sign. **A 20% late fee will be applied to orders received after the above referenced deadline.**

<u>Quantity</u>	<u>Item</u>	<u>Advance Price (each)</u>	<u>Total</u>
_____	Folding Chair	30.00	_____
_____	Upholstered Chair	45.00	_____
_____	Counter Stool w/back	80.00	_____
_____	4' Undraped Table 30" high	55.00	_____
_____	4' Undraped Table 42" high	65.00	_____
_____	4' Draped Table 30" high	80.00	_____
_____	4' Draped Table 42" high	85.00	_____
_____	6' Undraped Table 30" high	65.00	_____
_____	6' Undraped Table 42" high	70.00	_____
_____	6' Draped Table 30" high	90.00	_____
_____	6' Draped Table 42" high	95.00	_____
_____	8' Undraped Table 30" high	75.00	_____
_____	8' Undraped Table 42" high	80.00	_____
_____	8' Draped Table 30" high	100.00	_____
_____	8' Draped Table 42" high	105.00	_____
_____	4 <sup>th</sup> side table draping	30.00	_____

**Indicate Color Choice For Draping: (circle one)**    Red    Blue    Green    Gold    White    Black

_____	10' x 10' Carpet	150.00	_____
_____	10" x 20" Carpet	275.00	_____
_____	10' x 30' Carpet	375.00	_____
_____	10" x 40" Carpet	475.00	_____

**Indicate Color Choice For Carpet: (circle one)**    Red    Blue    Grey

_____	Carpet Padding (square footage)	1.05	_____
_____	Visqueen Covering (square footage)	.95	_____
_____	Wastebasket w/liner	18.00	_____

**ORDER SUMMARY**

**SUBTOTAL:** \_\_\_\_\_  
**TAX (6%):** \_\_\_\_\_  
**FINAL TOTAL:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

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**CEILING SIGN & BANNER INSTALLATION ORDER FORM**

**ADVANCE PRICING DEADLINE: 11/1/10**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

All hanging designs must have approval in advance by Show Management, in accordance with your show contract for design, copy and placement in your display area. If you require this service, return this form to Five Star Convention Decorating, Inc.

All signs must be hung by Five Star Convention Decorating, Inc. (the official service contractor), in accordance with insurance regulations. According to the rules and regulations of the facility and unions, no other firm will be allowed to bring high-lift or boom equipment on the show floor. If your sign is electrical, be sure to place your order with the electrical contractor.

**RATES**

Service includes one lift and two persons for labor. NOTE: Exhibitors are responsible to supply all additional materials for installation.

A Certificate of Insurance for the period of January 2 – 7, 2011 naming Five Star Convention Decorating, Inc., MANTS, & The Baltimore Convention Center must be submitted with this order form.

**STRAIGHT TIME: (MONDAY – FRIDAY, 8:00 am – 4:00 pm)**

\$400.00	1 <sup>ST</sup> sign Up & Down	<u>\$400.00</u>
\$275.00	Each Additional Sign	_____
	<b>TOTAL:</b>	_____

**OVERTIME: (MONDAY – FRIDAY, AFTER 4:00 pm and/or all day Saturday & Sunday)**

\$525.00	1 <sup>ST</sup> sign Up & Down	<u>525.00</u>
\$300.00	Each Additional Sign	<u>300.00</u>
	<b>TOTAL:</b>	_____

**ORDER SUMMARY**

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

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

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**DAILY BOOTH CLEANING ORDER FORM  
ADVANCE PRICING DEADLINE: 11/1/10**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

**PLEASE NOTE: Rental Carpet Includes Daily Vacuum Service**

**BOOTH CLEANING**

Daily Vacuum Service for Exhibitor – owned carpet. Each day prior to opening at \$1.15 per square foot. This service can only be ordered for your entire square footage of booth space, partial orders will not be accepted.

\_\_\_\_\_Square Footage X \$1.15 (per square foot) = \$TOTAL \_\_\_\_\_

**ORDER SUMMARY**

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

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

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**DISPLAY LABOR ORDER FORM  
ADVANCE PRICING DEADLINE: 11/1/10**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

ONLY ORDERS SUBMITTED WITH FULL PAYMENT BY THE ABOVE REFERENCED DEADLINE WILL BE GUARANTEED FOR SERVICE.

**Option A**

Start time can be guaranteed only in those instances when labor is requested for the start of the workday, 8:00 am. It is critical that a representative check-in at the service desk to pick up the labor orders and sign the staff in & out with our personnel. A two hour per person minimum is applicable to all orders. A two hour minimum is applicable to all orders placed, but not picked up or those orders cancelled within 24 hours of the request date. All work is performed under the supervision of the exhibitor's representative only.

_____			_____
Representatives Name			Exhibiting Company Name
_____	_____	_____	_____
Install Date	# of Persons	Start Time	Total Approximate Hours
_____	_____	_____	_____
_____	_____	_____	_____
Dismantle Date	# of Persons	Start Time	Total Approximate Hours

**Option B**

All work is performed under the direction of Five Start Convention Decorating personnel. Our fee for this service is 30% of the total labor bill or a minimum fee of \$70.00, whichever is greater. A two hour per person minimum is applicable to all orders. Five Star Convention Decorating must be provided with set-up, packing and shipping instructions in advance of the event for this order to be complete.

_____			_____
Representatives Name			Exhibiting Company Name
_____	_____	_____	_____
Install Date	# of Persons	Start Time	Total Approximate Hours
_____	_____	_____	_____
_____	_____	_____	_____
Dismantle Date	# of Persons	Start Time	Total Approximate Hours

Rates:    Straight Time:    \$125.00 per man hour effective Monday thru Friday 8:00am to 4:00pm  
              Overtime:         \$210.00 per man hour effective weekdays before 8:00am, after 4:00 pm, and all weekends & holidays  
              Double Time:        \$170.00 per man hour effective after 8 hours of work on all weekends and holidays

<b>ORDER SUMMARY</b>	Straight Time Hours x \$125.00	<b>TOTAL:</b>	_____
	Overtime Hours x \$210.00	<b>TOTAL:</b>	_____
	Double Time Hours x \$370.00	<b>TOTAL:</b>	_____
		<b>GRAND TOTAL:</b>	_____

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

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**ADVANCE SHIPMENTS ORDER FORM**  
**NO SHIPMENTS CAN BE RECEIVED AFTER: 12/22/2010**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

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

Service **Does Not** Include:

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

Label each crate or package as follows:

<p>TO:</p> <p>Five Star Convention Decorating, Inc. C/O ABF Freight Systems 6720 Washington Boulevard Elkridge, Maryland 21075 (410) 796-8800</p> <p>FOR: Mid Atlantic Nursery Trade Show 2011</p> <p>Booth #: _____</p> <p>Company Name: _____</p>
---

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

Rates: \$75.00 per 100 lbs.  
\$150.00 minimum charge

REMITTANCE:

Weight: # of pounds \_\_\_\_\_ x \$75.00 = \_\_\_\_\_  
(round off to nearest 100#) Total Amount Due

COMPANY NAME: \_\_\_\_\_

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

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**SHOW SITE SHIPMENTS ORDER FORM**  
**NO SHIPMENTS CAN BE RECEIVED PRIOR TO: 01/03/2011**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

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 crates to designated vehicles under our supervision

Service **Does Not** Include:

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

Label each crate or package as follows:

<p>TO:</p> <p>Five Star Convention Decorating, Inc. Baltimore Convention Center 1 West Pratt Street Baltimore, Maryland 21201</p> <p>FOR: Mid Atlantic Nursery Trade Show 2011</p> <p>Booth #: _____</p> <p>Company Name: _____</p>
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Shipments must be **prepaid**. . . . collect shipments will be refused

Rates: \$75.00 per 100 lbs.  
\$150.00 minimum charge

REMITTANCE:

Weight: # of pounds \_\_\_\_\_ x \$75.00 = \_\_\_\_\_  
(round off to nearest 100#) Total Amount Due

COMPANY NAME: \_\_\_\_\_

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

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**FREIGHT SERVICE #3  
HOURLY FORKLIFT**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

This service is applicable to shipments arriving on exhibitor owned vehicles. All materials, crates, boxes and cases should be clearly marked with exhibitor name and booth numbers. This service is performed on a first come basis. Please see page 11 of this manual, Freight Service Policy, it is possible that not ALL of your shipment is handled on a complimentary basis.

All vehicles will be required to check in at the staging lot where your driver will be dispatched to the facility as space allows. Please follow staging lot instructions as printed in your Mid Atlantic Nursery Trade Show Instructions that arrived under separate cover from show management. The lot is located at, Sharp and West Streets, LOT H at Camden Yards Stadium. **EVERYONE MUST REPORT TO THIS STAGING LOT FOR BOTH MOVE IN AND MOVE OUT.**

**RATES**

Small forklift (capacity up to 5,000#) will be provided free of charge, compliments of Mid Atlantic Nursery Trade Show Management & Five Star Convention Decorating. Service will include the lift and an operator. Please see Freight Policy on page 11 to see if this complimentary forklift applies to your circumstances.

Hourly Forklift (this is a minimum fee and is applicable to the move-in and move-out, each way, it is not an inclusive fee for roundtrip service). . . . . \$225.00 per hour

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

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**FREIGHT TRACKING FORM**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

The following information should be completed and returned to Five Star Convention Decorating as soon as it becomes available to your firm. This information will allow us to help you or your show staff to locate lost or damaged shipments. We can better plan for the number of shipments expected in advance or at show site with this information. Very often the originating freight office or person is not available to your show site staff during the move-in hours to acquire this very important information

Critical Shipping Information:

Originating Shipper: \_\_\_\_\_

Original Ship Date: \_\_\_\_\_ Pro or Bill of Lading #: \_\_\_\_\_

Originating Carrier: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Shipping Weight: \_\_\_\_\_

Description of Shipment: (boxes, pallets, crates and/or display cases): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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

## ***FIVE STAR CONVENTION DECORATING, INC.***

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### **FREIGHT SERVICE & POLICY REVIEW**

The MANTS event has been a premier trade show for many reasons and the long standing freight policy we have established with the local union and show management is just one of the many provisions that contribute to the success of this event. Please review the policy below, so that your company is prepared for freight handling services during both move-in and move-out at MANTS.

#### **A. Exhibitor's Company-Owned Truck used for Move-in and Move-out:**

- There is no charge for the unloading or reloading of the exhibitor's business product.
- Business product is defined as the product your company is selling. For example, if your company sells trees, and those trees arrive on a company truck, there is no charge for handling those trees; if your business sells tools and those tools arrive on a company-owned truck, the tools are handled at no charge.
- The exhibitor will be charged for handling of non-business related product, such as display enhancements – counters, benches, display cases, lighting, tables, chairs, etc.
- Five-Star will, upon their consent, extend the definition of a company-owned truck, to include a truck that is carrying plant material for multiple exhibitors, who have consolidated their shipments coming or going to a specific geographic region.
- Exhibitors may ship non-business products with their business products, but will be charged a freight handling fee for the non-business products. Exhibitors must complete a Freight Service Order Form, to capture the expense associated with handling non-business product. The Freight Service Order Form is found on pages 7 and 8 of the Vendor Manual

Example: Your business product is plant material and you have two display cases and chairs that are included in the shipment on your company truck. You must complete the Freight Service Order Form, page 7 or 8 of the manual and pay for the handling of the display cases and chairs only.

#### **B. Hired Trucks, Common Carriers, Independent Truck Lines, UPS, FedEx, etc. used for Move-in and Move-out:**

- All non exhibiting-company owned truck shipments that unload at the dock will be handled by the union and handling fees will apply to all items on that vehicle. The fees are based on the total weight of your shipment, per 100 pounds. You will find examples and the Freight Service Order Form on pages 7 and 8 of the vendor manual.

If you have any questions, need assistance completing the Freight Service Order Form, pages 7 or 8 of the manual, or want to discuss how to comply with the Freight Service Policy, please contact Five Star at 410-239-0606. Your compliance with this Freight Policy and submitting the appropriate order form and payment is greatly appreciated.

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**INSURANCE BULLETIN & NOTICE**

**MID ATLANTIC NURSERY TRADE SHOW 2011**

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

**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.