



PASBO FACILITIES MANAGEMENT CONFERENCE & EXHIBITS

September 28-30, 2010
Holiday Inn Harrisburg/Hershey
Grantville, PA

Please prepare and return to:
Reber-Friel Company
Convention & Exposition Services
550 South Henderson Road
King of Prussia, PA 19406
Telephone # (610) 265-7310 Fax # (610) 265-7390

Order Deadline Date
September 15, 2010

PAYMENT & CHARGE AUTHORIZATION FORM

• TERMS •

DISCOUNT PRICES only apply to orders with payment in FULL, incl. Sales Tax, received by Deadline Date, after which the Standard Rates will be charged. All charges for services must be paid in advance by check or credit card. Orders without payment will NOT be processed. All prices are applicable to 6 % PA Sales Tax. If credit card is declined or invalid a \$ 35.00 service charge will be added. NOTE: Exhibitors are responsible to check that all ordered equipment is delivered to booth and services performed before show opens. Otherwise report to the Reber-Friel representative immediately. Claims after show will not be accepted – NO credits will be given after the show!

• SERVICES & EQUIPMENT ORDERED •

FURNITURE & ACCESSORIES, DISPLAY TABLES, WOODEN RISERS, FLOOR COVERING	\$	_____ . _____
PEGBOARD & FOAMCORE PANELS	\$	_____ . _____
FREIGHT HANDLING	\$	_____ . _____
LABOR	\$	_____ . _____
CUSTOM CLEANING	\$	_____ . _____
SPECIAL SIGNS	\$	_____ . _____
STANDARD BOOTH EQUIPMENT / PIPE & DRAPE	\$	_____ . _____
OTHER	\$	_____ . _____
SUBTOTAL	\$	_____ . _____
6 % PA SALES TAX	\$	_____ . _____
TOTAL	\$	_____ . _____

I have read, understood and I agree to all terms as described and have advised our show site representative accordingly.

Signature: _____ Print Name: _____ Date: ___ / ___ / _____

PLEASE NOTE: Electrical, Telephone, Internet and/or Plumbing orders should be mailed directly to the address given on the order form.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Check No.: _____ Date: ___ / ___ / _____ Amount: \$ _____ . _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Select Credit Card VISA MASTER AMEX
Card Member Name (please print): _____
Account No.: _____ - _____ - _____ - _____
Expiration Date: ___ / ___ Security Code: _____
Signature: _____

**Your information will be kept on file. All charges will be made to the given credit card – multiple charges may occur on your statement.
NOTE: Credit Card information must be completed when ordering EQUIPMENT, LABOR and for FREIGHT HANDLING.**

Company Name: _____ Booth No. _____
Street: _____ City/State: _____ ZIP: _____
Ordered by: _____ Email: _____
Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ___ / ___ / _____



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Standard Rate Applies
After Deadline

ORDER IN ADVANCE ... SAVE TIME & LATE CHARGES ... ALL MATERIALS ON RETAL

• FURNITURE AND ACCESSORIES •

			Discount		Standard
Executive Swivel Arm Chair *	<input type="checkbox"/>	* Limited Quantities	\$ 79.00	<input type="checkbox"/>	\$ 106.75
Modular Arm Chair	<input type="checkbox"/>		\$ 56.75	<input type="checkbox"/>	\$ 76.50
Side Chair	<input type="checkbox"/>		\$ 36.25	<input type="checkbox"/>	\$ 48.00
Stool with Back	<input type="checkbox"/>		\$ 63.00	<input type="checkbox"/>	\$ 85.00
Waste Basket	<input type="checkbox"/>		\$ 15.50	<input type="checkbox"/>	\$ 21.00
Sign Easel	<input type="checkbox"/>		\$ 32.00	<input type="checkbox"/>	\$ 43.00
Coat Tree	<input type="checkbox"/>		\$ 33.75	<input type="checkbox"/>	\$ 45.00
Modern Table (Walnut; no skirting) 24" Round, 18" High *	<input type="checkbox"/>		\$ 47.75	<input type="checkbox"/>	\$ 65.00
Conference Table (Walnut; no skirting) 30" Round, 30" High *	<input type="checkbox"/>		\$ 83.00	<input type="checkbox"/>	\$ 112.25

• DISPLAY TABLES •

	Undraped Tables *		Draped Tables **	
2' x 4' x 30" High Table	<input type="checkbox"/>	\$ 40.00	<input type="checkbox"/>	\$ 54.00
2' x 6' x 30" High Table	<input type="checkbox"/>	\$ 51.00	<input type="checkbox"/>	\$ 68.75
2' x 8' x 30" High Table	<input type="checkbox"/>	\$ 63.00	<input type="checkbox"/>	\$ 85.00

* For undraped 42" high, add \$ 15.75 per table, Check here ** For draped 42" high, add \$ 45.00 per table, Check here

Price for Draped Table includes: Top (white vinyl plastic), Drape in Front and 2 Sides. For 4th side add \$ 15.00 per table, Check here

Circle Color Choice for Drape: Black – Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

• WOODEN RISERS •

		Riser & Cover (white)	
4' Long, 10" Wide, 11" High	<input type="checkbox"/>	\$ 50.60	<input type="checkbox"/>
6' Long, 10" Wide, 11" High	<input type="checkbox"/>	\$ 76.50	<input type="checkbox"/>

• T E R M S •

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• DISPLAY PANELS •

4' x 8' Pegboard Panel, White *	<input type="checkbox"/>	\$144.00	<input type="checkbox"/>	\$190.25
4' x 8' Foamcore Panel, White *	<input type="checkbox"/>	\$164.00	<input type="checkbox"/>	\$221.25

[] Vertical [] Horizontal

* Colors – Additional \$ 50.00 per panel. Please specify color _____

Special Requirements (List Specs.) _____

• FLOOR COVERING (Standard Sizes) •

Circle Color Choice for Carpet: Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

9' x 10' Carpet	<input type="checkbox"/>	\$ 137.50	<input type="checkbox"/>	\$ 185.85
9' x 20' Carpet	<input type="checkbox"/>	\$ 275.00	<input type="checkbox"/>	\$ 372.25
9' x _____ Carpet (Ten Foot Segments) Price Per Linea Foot	<input type="checkbox"/>	\$ 13.75/ft	<input type="checkbox"/>	\$ 19.00/ft
_____ x _____ Carpet to cover entire display area. Price Per Square Foot	<input type="checkbox"/>	\$ 3.75/sqft	<input type="checkbox"/>	\$ 5.00/sqft

• CARPET ACCESSORIES •

Foam Padding (MIN 100 sq. ft.) Price Per Square Foot	<input type="checkbox"/>	\$ 1.25/sqft	<input type="checkbox"/>	\$ 1.75/sqft
Visqueen (MIN 100 sq. ft.) Price Per Square Foot	<input type="checkbox"/>	\$ 1.75/sqft	<input type="checkbox"/>	\$ 2.25/sqft

Charges for rentals listed include delivery to booth, installation only as specified and removal at close of show. Cancellation of equipment delivered will be subject to a 50 % cancellation charge for labor involved.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____/____/____

URGENT IMPORTANT NOTICE

**No Shipment of Any Kind
Will Be Accepted
By
Holiday Inn Harrisburg/Hershey**

Refer to Shipping Information Form

Your Cooperation is Appreciated – Reber-Friel Company



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Grantville, PA

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550 South Henderson Road
King of Prussia, PA 19406
Telephone # (610) 265-7310 Fax # (610) 265-7390

Advance Rate Deadline Date
September 22, 2010

Freight and Payment must be received by this date or **SURCHARGE** applies.

FREIGHT HANDLING FORM

ADVANCED INBOUND SHIPMENTS (WAREHOUSE)

Please send all shipments PREPAID. Reber-Friel Company will receive and store merchandise up to 30 days prior to show. Freight will be placed in booth at Show Site. Empties will be removed and stored until the close of the show, at which time they will be returned to booth. Outbound freight will be loaded out onto designated show carrier at show site. Shipments received after September 25, 2010 are subject to additional special freight charges for truck to drive to show site and back.

DOCKSIDE INBOUND SHIPMENTS

Reber-Friel Company will be available at the facility only during move-in hours to receive, unload and place merchandise in booth.

FREIGHT HANDLING CHARGE PER HUNDRED WEIGHT (cwt.)

*** RATES ARE BASED ON THE TOTAL WEIGHT OF EACH SHIPMENT WITH A MINIMUM CHARGE OF 200 LBS. PER SHIPMENT.**

ADVANCE/cwt.	SURCHARGE/cwt.	SHOW SITE/cwt.
\$ 78.00	\$ 23.00	\$ 78.00

There will be an additional charge of 25% on all shipments requiring special handling. This classification shall be applied to, but not limited to, uncrated materials, loose display parts, materials not accompanied by the proper paperwork, and/or the description is such that the type of material cannot be determined.

ADVANCE SHIPMENTS SHOULD BE LABELED AS FOLLOWED:

Company Name
Show Name, Booth No.
c/o Reber-Friel Company
550 South Henderson Road
King of Prussia, PA 19406

• TERMS •

ALL CHARGES MUST BE PAID IN ADVANCE BY CHECK OR CREDIT CARD. All prices are applicable to 6 % PA Sales Tax. If credit card is declined or invalid a \$ 35.00 service charge will be added. **NOTE: Reber-Friel Company shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage; for loss, theft or disappearance of exhibitor materials after delivering to booth, before picking-up after the show closed or due to fire, Acts of God, strikes, lockouts or to causes beyond its control.**

Select method of payment VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____

Expiration Date: ____ / ____ Security Code: _____

Signature: _____

• IMPORTANT NOTICE •

The Facility will not accept advance shipments. Advance shipments must be directed to Reber-Friel Company, whether it is shipped by UPS, FedEx, or other Common Carrier. The Facility and Reber-Friel Company accepts NO responsibility for and delay/loss/damage in delivering display material if addressed improperly. Note the proper shipping instructions. Shipments should be insured by the exhibitor from the time the shipments leaves the company until it returns from the show. It is suggested that exhibitors arrange All-Risk Insurance coverage.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ____ / ____ / ____

LIMITATIONS OF REBER-FRIEL'S LIABILITY AND RESPONSIBILITY

- a. Reber-Friel shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- b. Reber-Friel shall not be responsible for loss, theft, or disappearance of exhibitor's material after same have been delivered to exhibitor's booth
- c. Reber-Friel shall not be responsible for loss, theft, disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills of lading covering outgoing shipments, which are furnished to Reber-Friel by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. Reber-Friel shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- e. Reber-Friel's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Reber-Friel's maximum liability shall be limited to \$ 0.30 per pound per article with a maximum liability of \$ 50.00 per item and \$ 1,000.00 per shipment
- f. Reber-Friel 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 exhibitors' materials which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to Reber-Friel by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Reber-Friel Company to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- a. We accept the responsibility for the payment of Reber-Friel's charges in connection with the handling of our shipments as set forth and we guarantee payment to Reber-Friel in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of Reber-Friel's Liability and Responsibility"
- c. We agree that Reber-Friel's liability shall be limited to any loss or damage which results solely from Reber-Friel's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Reber-Friel's warehouse), that Reber-Friel will provide its service as our agent, and not as bailee or shipper. If any employee of Reber-Friel shall sign a delivery receipt, bill of lading, or other documents, we agree that Reber-Friel will do so as our agent, and we accept the responsibility therefore.
 - (1) Relative to outgoing shipments after the Show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Reber-Friel shall not be responsible for any loss or damage during such period, and we authorize Reber-Friel to adjust the quantities of items on any bill of lading left by us with Reber-Friel to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with Reber-Friel relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Reber-Friel for drayage or any other services provided by Reber-Friel as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Reber-Friel within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against Reber-Friel shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.



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Order Deadline Date
September 15, 2010
20 % Surcharge Applies
After Deadline

SET-UP & DISMANTLE LABOR ORDER FORM

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice is provided on this form. Orders received at the show will be processed after advance orders in all cases. Orders placed AFTER the Deadline Date are subject to a twenty percent (20 %) additional surcharge.

Carpenters are assigned to orders at 8:00 a.m. daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 a.m. cannot be guaranteed, although we will make every attempt to provide labor at requested times.

Cancellation of requested labor needs to be in writing, at least 24 hour in advance! Failure to cancel labor or to call for labor at requested time will result in a one-hour charge per requested carpenter.

Service # 1

To save time and personal supervision, we suggest Service #1, using our qualified personnel, trained to set-up the display prior to the arrival.

- Reber-Friel Company is authorized to set-up the display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. A supervision charge of 30 % will be added to the bill for carpenters at the rates shown below.
- We will use the same services to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and bill of lading will be left at the service desk and/or with a Reber-Friel representative.

Service # 2

- We would like _____ carpenters available on ___ / ___ / _____ at ___ : ___ (a.m.) (p.m.) for approximately _____ hours to set-up the display under the supervision of our representative.
- We would like _____ carpenters available on ___ / ___ / _____ at ___ : ___ (a.m.) (p.m.) for approximately _____ hours to dismantle the display under the supervision of our representative.

EXHIBITORS MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED.

CARPENTER RATES

Straight Time	\$ 104.00 per hour
Over Time.....	\$ 157.50 per hour *
Double Time.....	\$ 206.75 per hour **

* After 3:30 p.m. daily and Saturdays

** All day Sunday & Holidays

Note: Starting time for all labor is 8:00 a.m. – ONE hour minimum per man.

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Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ___ / ___ / _____

Rec'd _____
 Date _____
 Ck No. _____
 Amt. _____



Harrisburg/Hershey
 ELECTRICAL & SERVICE ORDER FORM
 (Mail to: Convention Coordinator)
 604 Station Road, Grantville, PA 17028
 Phone (717) 469-1554 Fax (717) 469-7755
 PLEASE PRINT OR TYPE

Name of Convention _____ Convention Date _____
 Company _____ Booth # _____
 Billing Address _____
 City _____ State _____ Zip _____
 Order Authorized by _____
 Phone Number (____) _____

EXHIBITORS INFORMATION

Important:
 Please read the information below before completing this form.

A. All electrical charges must be pre paid before any electrical service will be hooked up to your booth. Please make checks payable to THE HOLIDAY INN HARRISBURG/HERSHEY or
 CC# _____ EXP _____

B. Prices subject to change without notice

C. This order must be received by The Holiday Inn Harrisburg/Hershey no later than 15 days before date of set up. Orders received after this date will be subject to a \$15.00 additional late charge.

D. Any questions call the Convention Coordinator at (717) 469-1554. Ext. 548

LIST REQUIREMENTS BELOW

1. Standard electric service – (includes 110 volt outlet up to 10amps or 1000 watts) MINIMUM ELECTRICAL CHARGE
 2. T1 or phone line for Internet Access T1 Phone Line
 3. Special requirement service- Minimum 2 hours labor, for installation, and removal, Plus:
 *\$1.00 per amp for 110 volt (if over 10amp)
 *\$2.00 per amp for 208 volt, single phase
 *Plus additional installation charges as required
 Electricians are available at \$50.00 per hour
 4. Power strips at \$20.00 each
- All prices subject to 6% sales tax

NO.	AMOUNT
\$ 30.00	\$ _____
\$ 100.00	\$ _____
\$ 50.00	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Late Fee	\$ _____
Sub Total	\$ _____
6% Tax	\$ _____
Total	\$ _____

THE HOLIDAY INN HARRISBURG/HERSHEY will not be responsible for power failures or voltage fluctuations.

ELECTRIC SERVICES REQUIRED
 (List each item using electric & specify voltage, phase, amps or wattage.)

1. _____
 2. _____
 3. _____

Approved & Accepted by _____ Date _____