GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com. Payment MUST accompany your order. If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com. Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge. Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Expo Services, LLC. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

METHOD OF PAYMENT

Hale Expo Services, LLC. accepts cash, company checks, Visa, MasterCard, American Express and Discover. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of $55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (not Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.
We Accept American Express/Visa/MasterCard/Discover. Payment is due at the time your order is placed.
Orders placed by March 4, 2024 will receive discount pricing. Fax: 716-896-8908 Email: csr@haleexpo.com Mail: Address above.

**Show Color: Solid Black**

<table>
<thead>
<tr>
<th>Description (indicate selection)</th>
<th>Rental Price on or Before March 4th</th>
<th>Rental Price After March 4th</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4' TABLES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 4'L x 24&quot;W x 30&quot;H UNSKIRTED</td>
<td>$29.00</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 4'L x 24&quot;W x 30&quot;H SKIRTED w/ Vinyl Topper</td>
<td>$56.50</td>
<td>$72.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 4'L x 24&quot;W x 42&quot;H UNSKIRTED</td>
<td>$37.00</td>
<td>$52.50</td>
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<td></td>
</tr>
<tr>
<td>TABLE - 4'L x 24&quot;W x 42&quot;H SKIRTED w/ Vinyl Topper</td>
<td>$65.00</td>
<td>$80.00</td>
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</tr>
<tr>
<td><strong>6' TABLES</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 6'L x 24&quot;W x 30&quot;H UNSKIRTED</td>
<td>$39.00</td>
<td>$54.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 6'L x 24&quot;W x 30&quot;H SKIRTED w/ Vinyl Topper</td>
<td>$82.50</td>
<td>$98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 6'L x 24&quot;W x 42&quot;H UNSKIRTED</td>
<td>$47.50</td>
<td>$63.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 6'L x 24&quot;W x 42&quot;H SKIRTED w/ Vinyl Topper</td>
<td>$90.50</td>
<td>$106.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8' TABLES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 8'L x 24&quot;W x 30&quot;H UNSKIRTED</td>
<td>$49.50</td>
<td>$59.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 8'L x 24&quot;W x 30&quot;H SKIRTED w/ Vinyl Topper</td>
<td>$90.50</td>
<td>$101.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 8'L x 24&quot;W x 42&quot;H UNSKIRTED</td>
<td>$57.50</td>
<td>$68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE - 8'L x 24&quot;W x 42&quot;H SKIRTED w/ Vinyl Topper</td>
<td>$99.00</td>
<td>$109.00</td>
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<tr>
<td><strong>42&quot;H x 30&quot;R BISTRO TABLES</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABLE – 42&quot;H X 30&quot;R BISTRO TABLE</td>
<td>$82.88</td>
<td>$97.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BISTRO TABLE SPENDEX COVER BLACK ONLY</td>
<td>$29.75</td>
<td>$35.00</td>
<td></td>
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</tr>
</tbody>
</table>

**SKIRT COLORS (Circle: Black Blue Silver Red White Forest Green)**

<table>
<thead>
<tr>
<th>Description (indicating selection)</th>
<th>Rental Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOLDING SAMSONITE CHAIRS</td>
<td>$10.50</td>
<td></td>
<td>$15.50</td>
</tr>
<tr>
<td>PADDED STOOLS</td>
<td>$48.88</td>
<td></td>
<td>$57.50</td>
</tr>
<tr>
<td>WASTEBASKET</td>
<td>$10.50</td>
<td></td>
<td>$15.50</td>
</tr>
<tr>
<td>CARPET: 9' X 10' (Circle: Black Blue Gray)</td>
<td>$98.00</td>
<td></td>
<td>$128.50</td>
</tr>
<tr>
<td>CARPET: 9' X 20' (Circle: Black Blue Gray)</td>
<td>$190.50</td>
<td></td>
<td>$221.50</td>
</tr>
</tbody>
</table>

**ADDITIONAL ACCESSORIES**

<table>
<thead>
<tr>
<th>Description (indicating selection)</th>
<th>Rental Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>$15.50</td>
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<tr>
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<td>$48.88</td>
<td></td>
<td>$57.50</td>
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<tr>
<td>WASTEBASKET</td>
<td>$10.50</td>
<td></td>
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<tr>
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<td></td>
<td>$128.50</td>
</tr>
<tr>
<td>CARPET: 9' X 20' (Circle: Black Blue Gray)</td>
<td>$190.50</td>
<td></td>
<td>$221.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal:</th>
<th>6% Sales Tax:</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please fill out the credit card information as requested below. This will authorize Hale Expo Services, LLC, to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account. We accept American Express, Visa, MC & Discover. **There is a 4% credit card processing fee for any charges and/or services paid with a credit card.**

Billing Address: __________________________ City/State: __________________________ Zip: __________________________

Print name as it appears on card: __________________________ Signature: __________________________

Please note that your signature above signifies your acceptance of Hale Expo Services, LLC’s Payment Policy and Hale’s Terms & Conditions of Contract.

Account #: __________________________ Exp. Date: __/__/____ V-Code: __________________________

```
V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front
```

```
~ Items cancelled at show site will be charged 50% of the original price ~
~ If you are TAX EXEMPT in the State of Virginia, please forward your Exempt Certificate along with your order ~
```
Inbound Freight

**DIRECT SHOW SITE**
On or After
Tuesday, March 15, 2024

**SHIPPING / MATERIAL HANDLING**

Return form by mail; fax (716-896-8908) or scan and email to csr@haleexpo.com

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**Super Pet Expo 2024**
Dulles Expo Center
March 15-17, 2024

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover. There is a 4% Credit Card Processing Fee for all items and/or services paid with the previous accepted credit cards listed.

---

Company Name: _______________________________ Booth No.: ____________

Phone No.: ___________________ Email: ____________________________

Billing Address: ______________________________________________________
City/State: ______________________ Zip: ____________

Print name as it appears on card: ______________________________ Signature: ______________________

Account#: _______ _______ _______ _______ _______ _______ _______ _______ _______ Exp. Date: ___ ___ / ___ ___ V-Code: ___ ___ ___ ___

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

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Authorized Show Site Representative: ___________________________ Cell No.: ___________________

---

**Inbound Freight**

<table>
<thead>
<tr>
<th>NUMBER OF PIECES</th>
<th>ESTIMATED WEIGHT</th>
<th>CARRIER(s)</th>
<th>Less than 25 lbs</th>
<th>25 lbs. – 200 lbs.</th>
<th>over 200 lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT SHOW SITE</strong></td>
<td><strong>On or After</strong></td>
<td><strong>Tuesday, March 15, 2024</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$25 for single item
$68.50 x 2 = $137.50
Multiply $68.50 by the weight of shipment

---

***SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE***

Any UPS, Federal Express, or similar shipments arriving at the Show-site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having credit card # on file.

**BILLED WEIGHT** is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

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**Outbound Freight**

- Prior arrangements for outbound shipments must be made on show site at the Hale Expo Services, LLC. service desk. It is the responsibility of the exhibitor to arrange carrier pick-up, label each piece of freight clearly and to provide Hale with a complete Bill of Lading for each shipment.

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**Freight Labels**

- Please use the enclosed freight label for shipping to Show Site.

---

**Payment Policy & Shipments**

- Hale Expo Services, LLC. must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization above. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival date listed. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- Hale is responsible for accepting your freight, delivering it to your booth & storing your crates. We will provide storage labels to identify your materials & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. Storage labels can be obtained at Hale's on-site Service Desk.
- Material handling charges are applied when your freight is received Onsite. Once received, we will deliver your materials to your exhibit space.
- All shipping to and from the show must be arranged through your own freight carrier.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

---

**Liability Insurance**

Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. The Association and Hale Expo Services, LLC. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative’s arrival. please return both pages.
MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Expo Services, LLC. shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Hale Expo Services, LLC. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by Hale Expo Services, LLC. for such shipments.
4. Hale shall not be responsible for loss, damage, theft or 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 Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale 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 any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to $.30 per pound per article with maximum liability of $50.00 per item and $1000.00 per shipment, whichever is less.
6. Hale 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.
7. The consignment or delivery of a shipment to Hale 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 this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding “riders” to existing insurance policies, often at no additional cost. It is understood that Hale Expo Services, LLC. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Expo Services, LLC. are based on the value of the material handling services and the scope of Hale Expo Services, LLC. liability as set forth above.
   - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Expo Services, LLC. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative’s arrival.

PAYMENT POLICY & SHIPMENTS

- Hale Expo Services, LLC. must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Expo Services, LLC. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale’s liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale’s warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale 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 Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

(Signature)

Show Name: Super Pet Expo 2024                        Company Name: ________________________________
Print Name:                                           Booth No.: ________________________________
Signature:                                           Date: ________________________________
PLEASE MAKE SURE EVERY PIECE YOU HAVE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

The label is provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery to Show Site. If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Expo Services, LLC. on Show Site.

SHIP TO:
Dulles Expo Center
Attn.: Hale Expo Services, LLC.
Super Pet Expo 2024
4320 Chantilly Shopping Center
Chantilly, VA 20151

DIRECT TO SHOW SITE
SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE ON OR AFTER: Tuesday, March 12, 2024

SHOW INFORMATION
SUPER PET EXPO 2024
Dulles Expo Center
March 15-17, 2024

Booth# _________________________
Exhibitor Name: _________________________
Contact Name: _________________________
Phone#: _________________________