



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpo.com

October 14-17, 2018
 McCormick Place
 Chicago, Illinois USA

CO - LOCATED



Healthcare
 PACKAGING
 EXPO

October 14-17, 2018 • McCormick Place
 Chicago, Illinois USA

Quick Facts

Discount Deadline:
August 27, 2018
 (excludes labor)

1 Exhibit Hall Carpet/ Drape

Please contact your Customer Account Manager (CAM) if you have any questions on your Booth Drape or Aisle Carpet colors.

All exhibitors will be provided a 7" x 44" Identification Sign with company name and booth number (at No Charge).

All in-line booth spaces will be automatically set with 8' high back drape and 36" high side dividers.

- Island Booths
 Booth Drape will NOT be automatically set for Island Booths. If drape is required, please use the Furniture and Accessories forms to order.
- Peninsula Booths
 Booth Drape will automatically be set at 8' high along the backwall for all peninsula booths according to the show rules and regulations. Setbacks apply to peninsula-end cap booths.
- See Rules and Regulations for setback guidelines.

For planning purposes, aisle carpet and booth drape will be color coded as follows:

West Building	300 - 1099	Midnight Blue Carpet	White Drape
South Building	1400 - 4399	Tuxedo Carpet	Grey Drape
North Building Upper Level 3	4500 - 6399	Tuxedo Carpet	Grey Drape
Lakeside Center Upper Level 3	6700 - 8999	Tuxedo Carpet	Grey Drape
Lakeside Center Lower Level 2	9000 - 11199	Tuxedo Carpet	Grey Drape

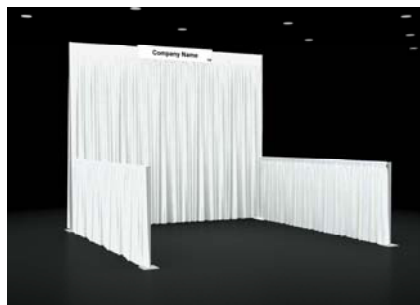
Pavilions will be color coded as follows:

Association Pavilion	Tuxedo Carpet	Hardwall
Education Pavilion	Tuxedo Carpet	Hardwall
The Confectionary Pavilion	Red Pepper Carpet	White Drape
The PACKage Printing Pavilion	Midnight Blue Carpet	White Drape
The Containers and Materials Pavilion	Midnight Blue Carpet	Black Drape
The Reusable Packaging Pavilion	Green Carpet	White Drape

➔ (NOTE: In the Showcase of Packaging Innovations® the whole area is in Black.)

2 Booth Setup

In-Line Booths are set with backwall and sidewall drape as shown below. Carpeting is required and is the responsibility of the exhibitor. If you wish to upgrade your booth with a hardwall exhibit or additional furniture, please review the exhibiting packages information, furniture order forms or our Modular System offerings.





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3 Discount Deadline Date

One deadline to remember for all services! Mark your calendar now. Place your order and payment by **August 27, 2018** to take advantage of discounted prices for all services excluding labor and material handling.

4 Show Schedule

Exhibitor Move-In		West Building	Booths 300 - 1099
		South Building	Booths 1400 - 4399
		North Building	Booths 4500 - 6399
Monday	October 8, 2018		12:00 pm - 8:00 pm
Tuesday	October 9, 2018		8:00 am - 4:30 pm
Wednesday	October 10, 2018		8:00 am - 4:30 pm
Thursday	October 11, 2018		8:00 am - 4:30 pm
Friday	October 12, 2018		8:00 am - 4:30 pm
Saturday	October 13, 2018		8:00 am - 2:00 pm
		Lakeside Upper Level 3	Booths 6700 - 8999
Tuesday	October 9, 2018		8:00 am - 4:30 pm
Wednesday	October 10, 2018		8:00 am - 4:30 pm
Thursday	October 11, 2018		8:00 am - 4:30 pm
Friday	October 12, 2018		8:00 am - 4:30 pm
Saturday	October 13, 2018		8:00 am - 2:00 pm
		Lakeside Lower Level 2	Booths 9000 - 11199
Wednesday	October 10, 2018		8:00 am - 4:30 pm
Thursday	October 11, 2018		8:00 am - 4:30 pm
Friday	October 12, 2018		8:00 am - 4:30 pm
Saturday	October 13, 2018		8:00 am - 2:00 pm

See Target Move-In Schedule in Section 6 for your target day and time.

IMPORTANT: All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.

All exhibits must be fully installed by Saturday, October 13, 2018 at 2:00 pm.

If the installation of an exhibit has not started by 2:00 pm on Saturday, October 13, 2018, Show Management reserves the right to authorize PACK EXPO Services to begin the installation process at the exhibitor's expense.

Any special equipment needed for unloading will be charged separately including cranes and 15,000 pound fork trucks.



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4 Show Schedule (continued)

Exhibit Hours

Sunday	October 14, 2018
Monday	October 15, 2018
Tuesday	October 16, 2018
Wednesday	October 17, 2018

All Halls

9:00 am - 5:00 pm
9:00 am - 5:00 pm
9:00 am - 5:00 pm
9:00 am - 3:00 pm

Exhibitor Move-Out

Wednesday	October 17, 2018
Thursday	October 18, 2018
Friday	October 19, 2018

West Building

3:00 pm - 10:00 pm
8:00 am - 4:30 pm
8:00 am - 12:00 pm

The **WEST BUILDING** must be cleared by 12:00 noon on Friday, October 19, 2018.

Exhibitor Move-Out

Wednesday	October 17, 2018
Thursday	October 18, 2018
Friday	October 19, 2018
Saturday	October 20, 2018

South, North and Lakeside Buildings

3:00 pm - 10:00 pm
8:00 am - 4:30 pm
8:00 am - 4:30 pm
8:00 am - 3:00 pm

The **SOUTH, NORTH, AND LAKESIDE BUILDINGS** must be cleared by 3:00 pm on Saturday, October 20, 2018.

The return of empty crates will take approximately seven (7) to nine (9) hours. If riggers were used to remove machinery from crates or skids, these items will not be returned automatically. Your dismantle rigging crew will return empty skids and machinery crates.

All outbound carriers must check-in no later than 2:00 pm on Friday, October 19, 2018, at PACK EXPO Services Marshalling Yard. If your outside carriers do not check-in prior to 2:00 pm on Friday, October 19, 2018, PACK EXPO Services will reroute the shipment via the most convenient manner available. The exception to this rule are exhibitors with an outbound target date of Saturday, October 20, 2018. Trucks for Saturday outbound targets must be checked-in by 9:00 am on Saturday, October 20, 2018. Please refer to Sections 6 and 7 for more shipping and target time information.

NOTE TO EXHIBITORS: If the carrier's name listed on the outbound Material Handling Agreement (Bill of Lading) DOES NOT MATCH the name of the carrier that checks into the Marshalling Yard to pick up your company's freight - **THE FREIGHT WILL NOT BE RELEASED.** Please make sure there is a phone number where we can reach you to help solve this problem, or keep a company representative onsite through move-out to ensure freight is successfully picked up.



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5 Warehouse Shipments

Advance Receiving at the Warehouse

Warehouse Shipping Address: ****NEW ADDRESS AS OF SEPTEMBER 17, 2018****

PACK EXPO International and Healthcare Packaging EXPO 2018
 Exhibiting Company Name
 Booth # _____
 c/o J & J Motor Freight
 3333 South Iron Street
 Chicago, IL 60608

PACK EXPO Services will accept crated, boxed or skidded materials beginning on Monday, August 27, 2018, at the above address. To avoid additional charges, materials must arrive to the warehouse by Friday, September 28, 2018. The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm.

Please note that the warehouse will be closed Monday, September 3, 2018 for the Labor Day holiday.

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information.

1. Warehouse Dock Door size: 9' wide x 10' high
2. Dimensions of freight should not exceed 8'-4" wide x 8'-5" high
3. Heaviest piece should not exceed 5,000 lbs.
4. Only crated, boxed, or skidded shipments will be accepted at the warehouse. NO loose or uncrated shipments or bulk carpet shipments.
5. All carpet must be skidded and separated by booth.

Any shipments that are unable to meet these guidelines will need to ship direct to show site.

NOTE: Cranes cannot be used at the warehouse. If you need special equipment to unload your materials at the warehouse, please contact PACK EXPO Services at 972-751-9400.

IMPORTANT: All warehouse shipments will be charged a special assessment of \$15.00/ cwt with a \$150.00 minimum. See Material Handling Information forms in Section 3.

6 Show Site Shipments

Show Site Shipments

Show Site Shipping Address:

PACK EXPO International and Healthcare Packaging EXPO 2018
 Exhibiting Company Name
 Booth # _____
 McCormick Place
 c/o PACK EXPO Services
 2301 South King Drive
 Chicago, IL 60616

- Show site freight must be delivered on the assigned target date. Reference target move-in floor plans in Section 6.
- All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the McCormick Place Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- All vehicles, including privately owned vehicles (POVs), with materials for delivery must check-in at the Marshalling Yard located West of Lake Shore Drive, approximately 6 blocks south of McCormick Place at 31st Street and Moe Street. (See map in Section 6 for more information.)



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C O - L O C A T E D



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Individual Booth Layout Request

To order an individual scaled layout of your booth, please supply the following information:

Booth Number:	
Booth Size:	
Company Name:	
Street Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	
Return to the Attention of:	

Individual booth layouts will be emailed to the address above.

Return form to: PACK EXPO Services
 5931 W. Campus Circle Drive
 Irving, TX 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500



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Order Summary

Discount Deadline:
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Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

PACK EXPO Services Order Forms

FORM NAME	FORM	ORDER TOTAL
Exhibitor Data	2	SUBMIT WITH FIRST ORDER (if not ordering online)
Payment Information	3a-b	SUBMIT WITH FIRST ORDER (if not ordering online)
Terms and Conditions	4	SUBMIT WITH FIRST ORDER (if not ordering online)
Third Party Authorization	5	\$ _____
Exhibiting Packages	6a-f	\$ _____
Carpet - Custom	7a-b	\$ _____
Carpet - Standard and Special Cut	7c-d	\$ _____
Cleaning Service	8a-b	\$ _____
Standard Furniture and Accessories	9a-l	\$ _____
Custom Furniture and Accessories	9a-k	\$ _____
Specialty Services/Illuminated Showcases	9l-m	\$ _____
Modular Rental Exhibits	10a-c	\$ _____
Design Your Own Rental Booth	10d-e	\$ _____
Basic Digital Graphics and Signs	11a-b	\$ _____
Fabric Graphics and Signs	11c	\$ _____
Material Handling Rates	12a-c	\$ _____
Hanging Sign Labor, Placement Grid, Label	14a-j	\$ _____ (Floorplan required.)
Labor Planning	15a	\$ _____
Rigging Labor	15b	\$ _____
Rigging Questionnaire	15c-d	\$ _____
Millwright/Machine Assembly Labor	16	\$ _____
Exhibitor Supervised Labor	17a	\$ _____
PACK EXPO Services Supervised Labor	17b-c	\$ _____
Electrical Service	19a-k	\$ _____ (Floorplan required.)
Lighting Truss/Motorized Hoist	19l-m	\$ _____
Telephone Service	20a-e	\$ _____ (Floorplan required.)
Internet Service	21a-e	\$ _____ (Floorplan required.)
Air and Water Service	22a-e	\$ _____ (Floorplan required.)
Audio Visual/Computers	23a-f	\$ _____
Meeting Room Audio Visual/Computers	24a-b	\$ _____
Floral	25	\$ _____
Hostess/Booth Talent	26a-c	\$ _____
Photography	27a-g	\$ _____
Booth Security Services	28	\$ _____

Total Amount Due: \$ _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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Exhibitor Data

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**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM
 REGARDLESS IF NOTHING IS ORDERED.**

REQUIRED FORM

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____
 Contact Name: _____ Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____

I consent to allow PACK EXPO Services and parties involved in the production of this show to send facsimiles and email communications to the fax numbers and email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Signature: _____

Company Contact Information

Pre-Show

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____ Cell Number: _____

On-Site

Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____ Cell Number: _____
 Contact Hotel: _____
 Date of Arrival: _____ Date of Departure: _____

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet



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Payment Options and Policy

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Payment Options

Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit PACK EXPO Services's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

- **Payment by Company Check**

Please mail your check along with your order forms to PACK EXPO Services. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact PACK EXPO Services directly for wire payment details.

- **Payment by Third Party**

If PACK EXPO Services will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to PACK EXPO Services for all amounts due in USD funds prior to show closing. If payment has not been received or arranged, your material handling form will be withheld from you causing your carrier not to be able to pick up your freight. Your freight will be shipped back to the advance warehouse and held there until payment has been made. All shipping costs and storage fees will be at exhibitors expense.

Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at the PACK EXPO Services Service Desk for your review at show site. No order will be processed without a credit card on file and this will cause a delay in processing your order which may cause you to miss the advanced rates on your orders.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Billing Discrepancies**

All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

All Labor Types - Two days notice is required for cancellation of all labor services. If such notice is not provided, a (1/2) half-hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture and Carpet - Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture - Items ordered and cancelled one week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Custom Exhibits and Accessories - Orders cancelled 14-days prior to the show move-in will be charged 50% of the original price. Orders cancelled within 14 days of the show move-in will be charged 100% of the original price.

Exhibitor Graphics - Orders cancelled after production will be charged 100% of the original price.



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Credit Card Authorization

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EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM REGARDLESS IF NOTHING IS ORDERED.

REQUIRED FORM

Company Information

Exhibiting Company: _____
 Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone Number: _____
 Email Address: _____ Fax Number: _____

Credit Card Payment

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at a PACK EXPO Services Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- PACK EXPO Services will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.

Credit Card Authorization

- Please complete the information below and submit with your initial order. Incomplete and/or unsigned forms cannot be accepted.

- A check is being sent to cover all expenses, use card only for show-site services
- Use credit card for all services ordered

Card Type

Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

 CITY STATE ZIP COUNTRY

 TELEPHONE EMAIL

PLEASE SIGN

X _____

3b



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Terms and Conditions

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between PACK EXPO SERVICES, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO PES'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH PES IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH PES, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. Customer and Exhibitor are used interchangeably and shall refer one to the other. PACK EXPO Services and PES are also used interchangeably and shall be deemed to refer one to the other. Show refers to the event referenced above, with location, facility and date.

2. Payments are due prior to delivery of services or equipment to Customer unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express, Discover, and Diners Club credit cards, or check, provided there is sufficient customer credit in the Customer's form of payment to completely satisfy the amount owed by Customer to PES. Undersigned authorizer acknowledges that all applicable charges for services rendered to the Exhibitor will be applied to the credit card on file in the event another form of payment is not tendered prior to the close of the trade show. In no instance shall any Customer be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by the Customer to PES which have not been paid 30 days after the close of the Show, then these shall bear an interest rate of 1-1/2% per month (18% per annum).

3. **Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the PES Service Center at the Show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in Customer's account will be made at that time, and approved by the PES Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on specific service form.**

EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Show. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

4. PES reserves the right to discontinue one or all services or equipment delivery to Customer for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release Customer from payment on the other remaining services upon presentation of invoice.

Should it become necessary after all discrepancies are resolved to employ a collection agency, then Customer agrees that all reasonable and customary collection fees shall be borne by Customer. Furthermore, should litigation ensue, the Customer and PES agree that all reasonable attorney's fees shall be borne by the non-prevailing party.

5. **PES shall not be liable to Exhibitor in any respect for any claims, losses, expenses, injuries, or damages arising out of or related to the Show or Exhibitor's participation in the Show, due to any act or omission of PES, its employees or agents, or any third person, whether based on breach of contract or warranty, negligence or other tort, or strict liability.** PES disclaims all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. PES shall not be liable to Exhibitor for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if PES is aware of the possibility thereof. Notwithstanding any other provision of this Agreement, the maximum liability of PES to Exhibitor will in no event exceed the lesser of (i) the amount of exhibit fees paid by Exhibitor to PES for the Show or (ii) \$5,000; recovery of such amount shall be Exhibitor's sole and exclusive legal remedy. Any claim against PES not submitted to PES within thirty (30) days of the close of the Show shall be forever waived, and no suit or action shall be brought against PES more than one (1) year after the Show.

6. **Insurance and liability against theft and property damage or any costs for repair or neglect for the full replacement cost of equipment or exhibit material owned or rented by the Customer remain the complete and sole responsibility of the Customer.** Insurance and liability against theft, property damage, or bodily injury occurring within the confines of the Exhibitor's booth remain the sole and complete responsibility of the Exhibitor. Without limiting the foregoing, to the extent that the performance of PES is impeded by Acts of God, fire, flood, weather, strikes or labor disruptions, civil unrest, public health risks, governmental law or action, third party conduct, or other circumstances beyond PES's reasonable control, PES shall be excused from such performance.

7. **Without limiting the provisions contained in Section 5, PES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage, nor shall PES be responsible in any manner for loss, theft or disappearance of Exhibitor's materials while Exhibitor's materials are in Exhibitor's possession or are located within or near the confines of the Exhibitor's booth.** PES's liability shall be limited to any loss or damage which results solely from PES's negligence in the actual physical handling of the Exhibitor's materials and not for any other type of loss or damage. PES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged while in the possession of PES, and, in any event, PES's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability, of \$50.00 per item or \$1,000.00 per shipment.

Exhibitor recognizes that PES provides services as Exhibitor's agent and not as bailee or shipper unless Exhibitor contracts with PES Transportation. If any employee or subcontractor of PES shall sign a delivery receipt bill-of-lading, or other document, Exhibitor agrees that these signatories will do so as Exhibitor's agent, and Exhibitor accepts the responsibility thereof. PES or its subcontractors are authorized to note the quantities or condition of items on the Exhibitor's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by exhibitor. Correct weights with Weight Certificate must be provided, otherwise PES's or its subcontractor's estimate shall prevail in the event of any weight discrepancy.

PES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from Exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished to PES by Exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

8. Exhibitor shall indemnify and hold harmless, PES and its employees and affiliated companies and organizations from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and/or expenses of any kind or nature whatsoever (including costs of defense, settlement, and reasonable attorneys' fees) on account of injuries to or death of any person or damage to any property occurring directly or indirectly from the acts or omissions of Exhibitor or its employees, agents, or contractors, however such injuries or death or damage to property may be caused. Upon the request of PES, Exhibitor shall promptly defend any such demand, claim, cause of action, or suit.

9. In the case of bills submitted to parties other than the Customer, Exhibitor, or Exhibiting Company (Third Parties): such arrangements in no way release Customer, Exhibitor, or Exhibiting Company from any and all of the terms and conditions outlined herein.

10. **REFUNDS:** In the event that the Show is not held for any reason, Customer shall receive a refund of the exhibitor services payment, less Customer's pro-rata share of all costs and expenses incurred and committed by PES in connection with the Show. Customer shall receive full and complete refund of overpayments following final audit after the close of the Show. PES will remit refunds to Customer at the name and address indicated on the Exhibitor Data Sheet. Customer will receive a refund for any extra overpayment above and beyond the amount which Customer owes to PES. Also provided for the Customer with the final refund shall be a final accounting showing the services or equipment ordered.

11. **CREDIT CARD:** We are pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the 30% discount offered.

12. **Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.**

13. **PES does not involve itself in patent infringement or trademark disputes before, during, or after the Show. Exhibitors should seek their own legal counsel to resolve such issues. Nevertheless, PES reserves the right to remove any equipment that is the subject of a patent or trademark challenge.**

14. **These terms and conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without regard to conflicts principles. Any litigation between the parties shall, at the option of PES, be filed and prosecuted exclusively in a State or federal court in or for Fairfax County, Virginia.**

15. If any provision in these Terms and Conditions is held to be invalid or unenforceable, that provision shall be construed, limited, modified or, if necessary, severed, to the extent necessary to eliminate its invalidity or unenforceability, and the other provisions shall remain unaffected.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Authorizer's Signature: _____

Date: _____



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 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpo.com

October 14-17, 2018
 McCormick Place
 Chicago, Illinois USA

**Use this form if you
 authorize a third party to
 invoice for some or all
 services.**

Third Party Authorization

Exhibiting Company: _____ Booth Number: _____

Third Party Information

Name: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____

Third Party Payment Policy

- The payment record of the Third Party must be acceptable to PACK EXPO Services.
- Form is completed and signed by both parties and returned to PACK EXPO Services at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

Services to be Invoiced to Third Party

All Services Furniture/Carpet Forklift Labor Booth Labor
 Hanging Sign Labor Booth Cleaning Material Handling
 Other: _____

Card Type

Visa® MasterCard® American Express Discover® Debit Card

Credit Card Number

Expiration Date

CARDHOLDER'S NAME (PLEASE PRINT)

BILLING ADDRESS

 CITY STATE ZIP COUNTRY

 TELEPHONE EMAIL

PLEASE SIGN

X _____

Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to PACK EXPO Services prior to the close of the show. (Authorized Firms Representative's signature required below.)

PLEASE SIGN

X _____