



RE: A personal note from Gulf Coast Event Services; the preferred decorator for the New Orleans Auto Show for over twenty years.

Dear Exhibitor:

Gulf Coast Event Services has the privilege of working with Paramount Shows, Inc as the Exclusive On-Site Service Contractor for the Annual Greater New Orleans International Auto Show.

The services that we provide include I&D labor & equipment, shipping, drayage, carpet, furniture, and other show amenities. Detailed information on these services has been provided in the show packet.

Our pricing at Gulf Coast Event Services is more than competitive, our product inventory is first quality, and our service is impeccable. Please do not hesitate to contact our home office with any questions or need additional information.

Sincerely,

Joe Vuci
President
Gulf Coast Event Services, Inc.

Exhibitor's Payment

NOTICE

If partial payment is paid by check,
GCES will require a credit card on file
for any overages.

Thank you for your cooperation.



Management

Exhibitor's Liability

NOTICE

A certificate of insurance will be required from any non-official contractor used for installation, dismantling, AV services and/or rigging.

Certificate must identify and hold harmless:

Paramount Shows, Inc.,
Greater New Orleans New Car Dealers Association,
Gulf Coast Events Services, Inc.
Morial Convention Center.

RIGHT-TO-WORK POLICIES

The New Orleans Convention Center is a right-to-work facility and there are a few restrictions pertaining to exhibitors working in the exhibit hall:

MATERIAL HANDLING

Exhibitors' personnel may handle their own equipment as long as it does not require motorized assistance such as a forklift. Exhibitors will not be allowed to use the drayage company's dollies for their own use. Exhibitors with equipment on mobile trailers will be allowed to drive into hall to drop their trailers if there is a clear path to the booth and the aisle carpet has not been in place.

INSTALLATION AND DISMANTLING

Gulf Coast Event Services has an agreement with Stagehand Local #39 to provide labor for display assembling and dismantling. However, full time employees of the exhibiting companies may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by Local 39. Labor can be ordered in advance (Display Labor order form) or on show site @ the Gulf Coast Event Services desk.

CHILDREN IN EXHIBIT HALL

Move-in and move-out periods present potential dangers on the exhibit floor. During these times, children under the age of 18 are strictly prohibited from the exhibit hall. Children will be allowed in the exhibit hall during official show hours.



RETURN FORM TO:
 36508 Event Rd Geismar, LA 70734
 Ph 225.673.2943 Fax 225-673-2142
 Email: info@gcevents.biz

FURNITURE RENTAL

TABLES				CHAIRS & ACCESSORIES			
-Draping includes white vinyl & pleated on 3 Sides -Choose your tables size, height, and color				***Please do not stand on Chairs/Tables*** ***Please do not pin or punch holes thru drape***			
-Circle choice of color: Black Blue Burgundy Gold Silver Green White Red				Chairs			
Tables 30" high				Qty.	Description	\$	Total
Qty.	Description	\$	Total		Arm Chair	36.00	
	4' long x 24" wide	58.00			Side Chair	30.00	
	6' long x 24" wide	72.00			Padded Stool	48.00	
	8' long x 30" wide	90.00			Folding Chair	12.00	
	6' long x 18" wide	64.00		Accessories			
	8' long x 18" wide	84.00			Wastebasket	9.50	
	Table skirt four sides	20.00			Chrome Easel	23.00	
Tables 42" high					Plastic Stantion-42" high	18.00	
	6' long x 24" wide	90.00			White Chain for Stanchion	10.00	
	Table skirt four sides	20.00			Peg Board (2'x8')	54.00	
Undraped Tables 30" high White vinyl top only					Peg Board (4'x8')	84.00	
	4' long x 24" wide	24.00		Table-Top Risers			
	6' long x 24" wide	36.00		*Risers are 12" wide, covered white *Choose your style & length			
	8' long x 30" wide	42.00		Single Step Risers			
	6' long x 18" wide	36.00			4' long x 7" high	36.00	
	8' long x 18" wide	42.00			6' long x 7" high	54.00	
Undraped Tables 42" high White vinyl top only				Double Step Risers			
	6' long x 24" wide	54.00			4' long x 14" high	48.00	
Dark Oak Pedestal Tables					6' long x 14" high	60.00	
	30" high x 36" diameter	50.00		Quick Tips for Easy Exhibiting			
Formica Top Tables				-Remember to order in advance to save time & money. An additional 20% will be added to all on-site orders. Some items are not available at show site. -Rental prices are for the duration of the show and include delivery and setup. -Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.			
	Cocktail Table	35.00					
	Corner Table	35.00					
Top & Skirt Your Table				Total Cost			
	Standard Table	18.00		Subtotal			
Special Draping				8.75% Tax			
-Attach a diagram showing drape placement -Choose height & drape color Black Blue Burgundy Gold Silver Green White Red				Total			
	Ft. 8' high drape	8.00 per ft					
	Ft. 3' high drape	5.00 per ft					
Greater New Orleans International Auto Show ORDER DEADLINE: 1 week prior to show dates							

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Please note: "Method of Payment" form must accompany this order



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**EQUIPMENT
 RENTAL FORM**

FORKLIFT			This service includes driver.		
STRAIGHT TIME \$195 per hour Monday – Friday 8:00am to 5:00pm 2 hour minimum	OVERTIME \$292.50 per hour Monday – Friday 5:00pm to Midnight 4 hour minimum	DOUBLE TIME \$390 per hour Saturday and Sunday 8:00am to Midnight 4 hour minimum			
Date & Time Requested: _____, 20____ _____(circle) am / pm to _____(circle) am / pm		Number of Hours: _____ X Straight time @ \$150/hr _____ _____ X Overtime @ \$225/hr _____ _____ X Double time @ \$300/hr _____			
		Total	\$		

Greater New Orleans Car Show

Please complete information below:

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Please Note: "Method of Payment" form must accompany this order.

Exhibitor's Labor / Drayage

NOTICE

Any installation or dismantling labor other than exhibitors or display house employees must be obtained through the show contractor (see order forms).

Carrier must be made aware of additional charge for constricted space loading or designated piece loading.

Customer will be charged special handling rates if warranted.

Thank you for your cooperation.



Management



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LABOR

HOURLY RATES

Straight Time (Minimum four hour call out)-----\$ 73.00 per person/per hour
 8:00am to 5:00pm-Monday thru Friday
 Overtime (Minimum 4 hour call out on overtime)----- \$109.50 per person/per hour
 5:00pm to 12:00 midnight-Monday thru Friday & 8:00am to 12:00 midnight Saturday
 Double time (Minimum 4 hour call out on double time)-----\$146.00 per person/per hour
 12:00 midnight to 8:00am-Monday thru Saturday, all day Sunday & holidays

INSTALLATION LABOR Please complete the customer info on next page

Supervision by Gulf Coast

Exhibits are setup whenever possible prior to exhibitor arrival under the direction of Gulf Coast supervisors. The charge for this service is 25% of the total installation labor bill, with a minimum of \$200.00.

	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
Installation Estimate	_____ X _____	= _____	@ \$ _____	= \$ _____	
				Supervision= \$ _____	

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official setup time begins later in the day.

Supervisor will be: _____

Date	Time	Day of week	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
___	___	_____	_____ X _____	= _____	@ \$ _____	= \$ _____	
___	___	_____	_____ X _____	= _____	@ \$ _____	= \$ _____	

DISMANTLE LABOR Please complete the customer info on next page

Supervision By Gulf Coast

Exhibits are dismantled after closing under the direction of Gulf Coast Supervisors. The charge for this is 25% of the total dismantle labor bill, with a minimum of \$200.00. Complete info on next page.

	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
Installation Estimate	_____ X _____	= _____	@ \$ _____	= \$ _____	
				Supervision= \$ _____	

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. When scheduling labor, be sure to allow sufficient time for empty container to be returned to booth after show closing. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official dismantle time begins later in the day

Supervisor will be: _____

Date	Time	Day of week	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
___	___	_____	_____ X _____	= _____	@ \$ _____	= \$ _____	
___	___	_____	_____ X _____	= _____	@ \$ _____	= \$ _____	

Please Note: "METHOD OF PAYMENT" form must accompany this order

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SETUP AND/OR DISMANTLED BY GULF COAST & YOU WILL BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE

INBOUND SHIPPING INFO:

Check Appropriate lines:

Carrier Name _____ Carrier Phone # _____

Shipped To: Warehouse ___ Show Site ___ From (City & State) _____ Date _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SETUP INFO:

Check Appropriate lines:

Setup Plans/Photo: Attached _____ To Be Sent _____ With Exhibit _____ In Crate # _____

Carpet: With Exhibit _____ Rented from Gulf Coast _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Elec Under Carpet _____

Additional Info/Instructions _____

Graphics: With Exhibit _____ Shipped Separately _____ Info/Instructions _____

Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFO:

Ship To:

Method (check one)

____ Common Carrier ____ Air Freight

____ Van Line ____ Other

Specify if Other _____

Freight (check one) ____ Prepaid ____ Collect

Bill to: _____

Please Note: Gulf Coast will not be responsible for product or literature that is not properly packed and labeled by Exhibitor

SPECIAL INSTRUCTIONS/COMMENTS:

Greater New Orleans International Auto Show

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Emergency Contact _____ Cell Phone _____



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DRAYAGE INSTRUCTIONS

Freight will not be accepted unless properly labeled and related forms completed.

INBOUND SHIPPING	
All inbound shipments should be "prepaid."	
SHIP TO GULF COAST WAREHOUSE	SHIP DIRECTLY TO SHOW SITE
Must arrive prior to: Thursday, March 12th	Arrive on Move-In day only: Tuesday, March 17th
Ship To: Greater New Orleans International Auto Show C/O Maloney Logistics 5301 Jefferson Hwy New Orleans, La. 70123 1 (800) 488-3836	Ship To: Greater New Orleans International Auto Show / Gulf Coast Event Services C/O Ernest N. Morial Conv. Center (Halls I & J) 900 Convention Center Blvd New Orleans, LA 70130
INBOUND SHIPPING INSTRUCTIONS	
<p>All materials shipped must be marked with the name of the show, exhibitor's name and exhibitor's booth number. Inbound freight shipments may be shipped and stored thirty (30) days prior to the show date. The designated freight carrier will accept and store inbound materials up to thirty (30) days at NO CHARGE. Exhibitor's material handling charges will be assessed according to the rates stated on enclosed Drayage rate form. All out of town drayage shipments will be placed in the exhibitor's booth on the show move-in day. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed for shipment with the outbound freight carrier. Freight shipped directly to the auditorium must arrive at the date specified above (move-in day).</p>	
LOCAL SHIPPING INSTRUCTIONS	
<p>Local exhibitors may deliver exhibit materials directly to the show site listed above on move-in day by way of company vehicle(s). Exhibitor's may unload materials from company vehicle(s) and set up your display with company employees. The moving in of exhibitor's equipment must be accomplished by means of pallet jacks, dollies and/or hand trucks. Exhibitors will NOT be allowed to operate forklifts or any other motorized vehicle accept auto or delivery truck on show site. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed by the forklift operator for outbound shipment by way of exhibitor's vehicle. Exhibitor's material handling charges will be assessed according to the rates on enclosed drayage rate form.</p>	
LABELING MATERIALS FOR STORAGE	
<p>Labeling of empty crate(s) during the show hours is the responsibility of the exhibitor. We request all exhibitors remove previous labels prior to re-labeling the materials for storage. Exhibit materials will NOT be removed from any booths until properly tagged. Empty crate label(s) may be obtained from the service desk on show site.</p>	
OUTBOUND SHIPPING INSTRUCTIONS	
<p>Packaging, labeling and completing of outbound BILL(S) OF LADING for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.</p>	
TERMS OF LIABILITY	
<p>The liability of the freight contractor is during the process of movement to the exhibitor's booth location and during the process of movement of reloading for outbound shipments. The freight contractor suggests all exhibit materials be PROPERLY INSURED against damage of fire, theft, collision and any other hazards arising from the display and transit process.</p>	



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DRAYAGE

MATERIAL HANDLING SERVICE		Round Trip Rates	
Rates include all labor & equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to/from storage and remove from booth for reloading on to outbound carriers.			
A. CRATED OR SKIDDED FLOOR LOAD SHIPMENT		PER CWT(100 lbs)	Min. Charge Est. Cost
Includes shipments that are loaded & charged by cubic space, and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments.) Also includes shipments received without documentation, such as FedEx & UPS. Overtime and/or after deadline shipments additional, see below.		Warehouse Rate \$60.00	200#
		Show Site Rate \$48.00	200#
Shipment Weight (Round up to next 100lbs.) _____ /100= _____		Total CWT @ \$ _____	PER CWT=\$ _____
B. SKIDDED SHIPMENT		PER CWT(100 lbs)	Min. Charge Est. Cost
For Example, skidded shipments such as literature, promotional Bags, and/or give-a-ways.		Warehouse Rate \$60.00	200#
		Show Site Rate \$48.00	200#
Shipment Weight (Round up to next 100lbs.) _____ /100= _____		Total CWT @ \$ _____	PER CWT=\$ _____
C. UNCRATED OR WRAPPED SHIPMENT		PER CWT(100lbs)	Min. Charge Est. Cost
Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Overtime and/or after deadline shipments additional, see below.		Warehouse Rate \$72.00	200#
		Show Site Rate \$56.00	200#
Shipment Weight (Round up to next 100lbs.) _____ /100= _____		Total CWT @ \$ _____	PER CWT=\$ _____
D. OVERTIME			
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of booth before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or holidays, will be charged each way in addition to the above rates.		Add <u>25%</u> if handled In <u>OR</u> Out on overtime \$ _____	
		Add <u>50%</u> if handled In <u>AND</u> Out on overtime \$ _____	
E. DELIVERY AFTER DEADLINE DATE			
Freight not received at the warehouse prior to deadline date & any shipment received at show site after show opening will be charged in addition to the above rates.		Add <u>25%</u> -----\$ _____	
OTHER AVAILABLE SERVICES			
Deliver Back to Warehouse	Material Handler	Total Estimated Cost-----\$ _____	
Storage Per Month	Forklift / Operator		
Full refund if cancelled within 48 hours of move-in			

Greater New Orleans International Auto Show

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Please Note: Method of Payment must accompany this order.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

- 1.** Gulf Coast Event Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- 3.** Gulf Coast Event Services 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 by Gulf Coast Event Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- 4.** Gulf Coast Event Services 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 causes beyond control.
- 5.** Gulf Coast Event Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Gulf Coast Event Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less.
- 6.** Gulf Coast Event Services 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.** Claims for loss or damage must be submitted to Gulf Coast Event Services prior to the close of the Show. No suit or action shall be brought against Gulf Coast Event Services more than one year after the accrual of the cause of action.
- 8. INSURANCE** - It is understood that Gulf Coast Event Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested 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.
- 9.** The consignment or delivery of a shipment to Gulf Coast Event Services 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.
- 10.** Empty container labels will be available at the Gulf Coast service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or eradicated
Gulf Coast Event Services assumes no responsibility for:
 - Errors to above procedure.
 - Removal of containers with old empty labels and without Gulf Coast labels.
 - Improper information on empty labels.
 - Materials stored in containers with empty labels.



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SHIPMENT NOTIFICATION

INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIPMENT WILL BE RECEIVED & HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH ON THE INCLOSED SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATES.

SHIPPING TO GULF COAST WAREHOUSE:

Must arrive prior to: **Thursday, March 12th**

Shipper Name: _____ From City&State _____

How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight

Shipping Date _____ # of Pieces _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known) _____

Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary

SHIPPING DIRECTLY TO SHOWSITE:

Must arrive on Move-In day only: **Tuesday, March 17th**

Shipper Name: _____ From City&State _____

How will you ship (Circle One) Common Carrier Van Line Company Truck Air Freight

Shipping Date _____ # of Pieces _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known) _____

Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary

Greater New Orleans International Auto Show

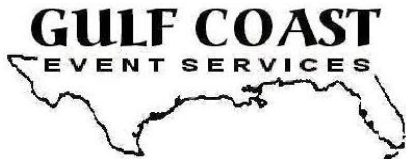
Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Please Note: Method of Payment must accompany this order.



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**METHOD
 OF PAYMENT**

FOR YOUR ORDER TO BE PROCESSED, THIS FORM MUST BE
 COMPLETED AND RETURNED WITH PAYMENT BEFORE:
Thursday, March 12th

Please **CIRCLE** one of the following:

CASH

COMPANY CHECK

Make checks payable to: **Gulf Coast Event Services**

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

Note: There is a 3% surcharge on credit card transactions.

Please complete information below:

Circle one: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Circle one: <input type="checkbox"/> Personal <input type="checkbox"/> Business
Account #:	Expiration Date:
Cardholder's name:	Signature:
Cardholder's Billing Address:	

Greater New Orleans International Car Show

I have read and agree to all terms as described on both sides and have advised our show representative

Company Name _____ Date _____

Address (if different from above) _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

Please Note: "Method of Payment" form must accompany this order.

