

# VEAL CONVENTION SERVICES, INC.

3016 8<sup>TH</sup> Avenue North  
Birmingham, Alabama 35203

www.vealconventionservices.com

Telephone: 205-328-1010  
Facsimile: 205-328-1012

## PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

**\*\*\*NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE\*\*\***

- 1. Advance orders:** For your order(s) to be processed and to receive discount pricing, full payment of cash, check or credit card must accompany your order. Purchase orders do not qualify for Advance Prices. Payment must accompany order to qualify for Advance Prices.
- 2. Show Site Orders:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- 3. Third Party Orders:** If you contract your work to a display or exhibit house and require services from Veal, the payment policy stated above applies. Please pass this information on to them.
- 4. Shipping Freight to Warehouse or Show Site and/or Ordering Rigging or I&D Labor:** If you will be shipping to our warehouse or show site, and/or ordering installation and dismantling labor or rigging labor: **YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. OUR SERVICE WILL NOT BE PERFORMED UNLESS WE HAVE THIS COMPLETED AND RETURNED TO OUR OFFICE.**
- 5. ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY EITHER CASH, CHECK OR CREDIT CARD.**
6. If rigging labor is needed on move-out or you will be using dismantling labor, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you, if requested, within 10 days of close of show.
7. International exhibitors must pay for all services in U.S. Funds prior to show closing. A \$20.00 surcharge will be added for processing checks drawn on foreign banks.

### Birmingham Deer & Turkey Expo – BJCC – July 17-19, 2009

FIRM: \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AUTHORIZED BY (PRINT NAME): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### CREDIT CARD PROCEDURE FORM (To be used for Veal Convention Services, Inc. ONLY)

Charge (Check one):

Mastercard       Visa       American Express       Discover

Expiration date:   /

(Signature Panel Code)

Account No.

Signature: \_\_\_\_\_ Print Cardholder's Name: \_\_\_\_\_

Cardholder's billing address: \_\_\_\_\_

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ALL ORDERS FOR EQUIPMENT OR SERVICES ARE GOVERNED BY THESE:

## RENTAL TERMS & CONDITIONS, SHIPPING INSTRUCTIONS, AND LIMITS OF LIABILITY

PLEASE READ CAREFULLY

### RENTAL TERMS AND CONDITIONS

- **TERM:** The term of this agreement is for a rental period of 7 days or any portion thereof. An additional 50 percent charge will be added for each 7 day period or any portion of subsequent 7 day periods. NO REFUND or reduction of charges will be made on any unused portion of stipulated rental period. Equipment will not be moved to any other location without written permission of VEAL CONVENTION SERVICES, INC. ("VCS")
- **PAYMENT:** VCS terms of payment are: Due Upon Receipt. Unpaid accounts after 14 days from invoice date will accrue a **SERVICE CHARGE** of .05% per day. Annual Interest Rate - 18%. Tax Exemption Certificates must be submitted with payment for credit, if applicable.
- **COSTS OF COLLECTION:** The renter agrees to pay all cost, interest, attorney's fees and other costs incurred by VCS in protecting its rights of property under this agreement, or in suing the renter for the breach of this agreement. The renter waives all rights of exemptions under the laws of the State of Alabama or any other state as to personal property.
- **RETURN OF MATERIALS:** All material to remain the property of VCS. Prices quoted cover rental cost only. Upon the expiration or termination of this rental agreement all materials shall be surrendered to VCS personnel or returned to the VCS warehouse in the same condition in which they were received. The acceptance of the return of the rented equipment is not a waiver by VCS of any claims for latent or patent damage to the equipment. Materials not returned at the end of the rental period will be invoiced at replacement cost.
- **REPLACEMENT OF RENTED MATERIALS:** The renter agrees to compensate VEAL CONVENTION SERVICES, INC. should said equipment be lost, stolen, missing, broken, and/or damaged by any cause whatsoever, whether due to renter's fault or not. All materials lost, stolen, missing, broken, and/or damaged will be invoiced at current market replacement cost.
- **RIGHT-TO-ENTER:** It shall be lawful for VCS or its agents, at all reasonable times, to enter the premises upon which materials and/or labor are being utilized for the purpose of viewing the state and condition of said materials and/or labor.

### SHIPPING INSTRUCTIONS

- **SHIPPING CHARGES** Please prepay all shipping charges. VCS will not accept or be responsible for collect shipments.
- **CONSIGNMENT** All shipments must be consigned C/O Veal Convention Services to enable us to accept them for handling. The convention complex will not accept direct shipments for lack of facilities for receiving or storing freight.
- **BILLS OF LADING** Bill of lading or delivery documentation should accompany all shipments. Upon shipping, send bill of lading with weight, number of pieces and content to VCS and your on-site representative. All shipments must have certified weight receipts, as handling charges are based on the weight of the shipment. If no weight is attached, charges will be based on an estimated weight and no adjustments will be made.
- **UNLOADING EQUIPMENT AND LABOR** Labor and equipment for receiving your freight is included in the freight handling charge. Labor and equipment for uncrating, assembling, installing, dismantling and repacking is available to exhibitors. Please see the "Installation and Dismantling Labor Order Form" to place your order.
- **STORAGE** All shipments can be stored for 30 days prior to initial set-up day. After set-up all empties will be picked up and stored until official close of the show. Empty stickers are provided at the VCS service desk.
- **OUTBOUND SHIPMENTS** Bills of lading and shipping labels are available at the VCS service desk. We recommend that you prepare bills ahead of time. Freight will be sent by common carrier selected by VCS unless a specific carrier is requested. UPS and FedEx shipments must have an account number. **Shipments sent using VCS's account numbers and/or charges otherwise invoiced to VCS will result in a service fee to your account amounting to 25 percent of the carrier's total charges.**

### LIMITS OF LIABILITY

- VCS and its subcontractors will not be liable for damage, loss, or delay to uncrated freight, improperly packed freight, breakage or concealed damage.
- VCS and its subcontractors shall not be liable for any loss, delay, or damage due to any cause beyond reasonable control, including, but not limited to, fire, strikes, accidents, transportation contingencies, theft, weather, acts of God, etc.
- VCS and its subcontractors shall not be liable for ordinary wear and tear in handling of freight, or any damage incurred during the handling of freight requiring special devices to properly load, place or reload unless a ten day advance notice has been given to VCS in time to obtain the proper equipment.
- Insurance shall be obtained by the exhibitor. The amounts payable to VCS hereunder are based on the value of material handling services and the scope of liability as herein set forth and are unrelated to the value of the exhibitor's property. It is understood that VCS and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if VCS and its subcontractors should be found liable for loss or damage to exhibitor's equipment the liability shall be limited to the specific article that was specifically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment whichever is less. Provisions of this paragraph apply if loss or damage results directly or indirectly to property through performance or non-performance of obligations imposed by offerings of services to exhibitors, or negligence by VCS, its subcontractors or their employees.
- VCS and its subcontractors shall not be held liable to any extent whatsoever for actual, potential or assumed loss of profits or revenues which may result from any loss or damage to exhibitor's material.
- Claims for loss or damage must be submitted to VCS by the close of show. No action shall be brought against VCS or its subcontractors more than one year after the cause of action accrues.
- In order to expedite removal of freight from the show site VCS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the exhibitor, freight will be taken to a warehouse to await exhibitor's shipping instructions. The exhibitor agrees to be responsible for charges related to such handling. VCS assumes no liability as a result of such rerouting or handling.
- The consignment or delivery of a shipment to VCS or its subcontractors by its exhibitors or by any shipper on behalf of an exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in Paragraphs 1 through 7 above.
- **BE SURE THAT THE MATERIALS YOU SHIP TO SHOW SITE ARE INSURED FROM THE TIME THEY LEAVE YOUR WAREHOUSE UNTIL THEY ARE RETURNED. CONTACT YOUR INSURANCE REPRESENTATIVE TO ARRANGE THIS COVERAGE.**

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## FREIGHT HANDLING ORDER FORM

THIS FORM MUST BE COMPLETED AND RETURNED  
TO ADDRESS ABOVE OR FAXED TO (205) 328-1012.  
CHARGES MUST BE PAID IN ADVANCE. COLLECT SHIPMENTS WILL BE REFUSED.

### SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Shipments of common freight and crated materials will be received at warehouse and delivered per shipping instructions. All weights will be rounded to the next highest hundred weight (CWT). No credits will be issued.

**ADVANCE SHIPMENTS SHOULD ARRIVE AT VCS WAREHOUSE NO LATER THAN **Tuesday, July 15, 2009****

**RATES:** \$44.00 per CWT - 2 CWT minimum or \$88.00 per shipment

PLEASE SHIP ALL EXHIBITION FREIGHT -- INCLUDING BOOTH DISPLAYS, PALLETS, CRATES, AND LITERATURE TO THE ADDRESS BELOW WITH THE NAME OF YOUR COMPANY AND THE NAME AND DATE OF YOUR EVENT. SHIPMENTS SENT TO THE RESORT FOR THE EXHIBIT HALL WILL BE DELIVERED TO VCS, AND INVOICED AT A HIGHER RATE. IF YOU MUST SEND DIRECT TO SHOW SITE, PLEASE **CALL 1-800-844-VEAL** TO COORDINATE AND ARRANGE FOR THE PROPER HANDLING OF YOUR SHIPMENT.

**ADVANCE SHIP TO:** VEAL CONVENTION SERVICES, INC.  
3016 EIGHTH AVENUE NORTH  
BIRMINGHAM, ALABAMA 35203

**ATTN.: COMPANY NAME**  
**Birmingham Deer Expo-7/17-19/09**

### AUTHORITY TO PROVIDE MATERIAL HANDLING SERVICES:

WEIGHT: \_\_\_\_\_ # of pieces: \_\_\_\_\_ ESTIMATED ARRIVAL: \_\_\_\_\_

CWT \_\_\_\_\_ x RATE \_\_\_\_\_ = TOTAL DUE \$ \_\_\_\_\_

### **Birmingham Deer & Turkey Expo – BJCC – July 17-19, 2009**

FIRM: \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Check

Credit Card

**I AGREE TO THE "RENTAL TERMS AND CONDITIONS" AND AUTHORIZE VCS TO CHARGE THE CREDIT CARD ON FILE AS PER THE SEPARATELY COMPLETED "PAYMENT POLICY FORM" FOR THE ABOVE SERVICES:**

AUTHORIZED BY (PRINT NAME): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# RUSH!

Exhibition Freight  
Advance Shipment

From:

To: VEAL Convention Services  
3016 8th Avenue North  
BIRMINGHAM, AL 35203

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EXHIBITING COMPANY/BOOTH #

Birmingham Deer & Turkey Expo – BJCC  
July 17-19, 2009

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

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Must arrive by: \_\_\_\_\_

# RUSH!

Exhibition Freight  
Advance Shipment

From:

To: VEAL Convention Services  
3016 8th Avenue North  
BIRMINGHAM, AL 35203

---

EXHIBITING COMPANY/BOOTH #

Birmingham Deer & Turkey Expo – BJCC  
July 17-19, 2009

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

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Must arrive by: \_\_\_\_\_

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## RENTAL FURNITURE & ACCESSORIES ORDER FORM

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PLEASE SEND CHECK OR COMPLETE CREDIT CARD INFORMATION BELOW.

<b>TABLES Bare</b>			<b>TABLES Skirted</b>		
Quantity	Advance Order	Floor Order	Quantity	Advance Order	Floor Order
_____ 4ft by 2ft	\$19	\$39	_____ 4ft by 2ft	\$59	\$79
_____ 6ft by 2ft	\$29	\$49	_____ 6ft by 2ft	\$69	\$89
_____ 8ft by 2ft	\$39	\$59	_____ 8ft by 2ft	\$79	\$99

Counter-height (42") tables add \$20.00. Color: \_\_\_\_\_

<b>CHAIRS</b>			<b>CARPET</b>		
	Advance Order	Floor Order		Advance Order	Floor Order
_____ Folding	\$9	\$19	_____ 10ft x10ft	\$99	\$149
_____ Side	\$29	\$39	_____ 10ft x20ft	\$179	\$249
_____ Arm	\$29	\$39	_____ X_____ @ \$3 per square foot		
_____ Barstool	\$49	\$69	Color: _____		

<b>DRAPERY</b>					
	Advance Order	Floor Order		Advance Order	Floor Order
_____ Linear Feet of 3'High	\$3	\$5	_____ Linear Feet of 12'-16' High	\$19	\$24
_____ Linear Feet of 8'High	\$5	\$8	_____ Linear Feet of Stage Skirt	\$3	\$5
			Color: _____		

<b>OTHER</b>					
	Advance Order	Floor Order		Advance Order	Floor Order
_____ 6ft riser	\$49	\$69	_____ VCR/DVD	\$195/per day	
_____ Easel	\$19	\$29	_____ 17-24" Flat/LCD Monitor	\$195/per day	
_____ Wastebasket	\$9	\$19	__V__H Message Board (4'x8')	\$99	\$129
_____ 36-42" LCD TV monitor	\$395/per day		__V__H Pegboard (4'x8')	\$99	\$129
_____ Tape (1 roll)	\$12	\$16	_____ Sign Hooks (6)	\$1	\$2

**Total Charges: Subtotal \$\_\_\_\_\_ plus 8% Rental Tax Surcharge \$\_\_\_\_\_ equals Total Due \$\_\_\_\_\_**

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FIRM: \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Check

Credit Card

*I agree to the "Rental Terms & Conditions, Shipping Instructions and Limits of Liability, " and authorize VCS to charge the credit card on file as per the separately completed "Payment Policy Form" for the above equipment and/or services.*

AUTHORIZED BY (PRINT NAME): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_