



P.O. Box 828 Linden, CA 95236
Phone (209) 464-0560. Fax (209) 477-3782
Karen@American-Convention.com

TO: Exhibitor

FROM: Karen Anthony
American Convention & Exposition
Services

RE:
Off-Road Expo California
October 9-10, 2021

American Convention & Exposition Services is pleased to have been selected as your Trade Show Decorator. We look forward to working with you to help maximize your marketing and sales efforts at the show.

The booth drape colors will be Black & White

Your booth package includes:

- One (1) 8' Back wall
- Two (2) 3' Side wall
- One (1) 7" x 44" Booth ID sign

Special Savings:

To take advantage of American's "advance price" complete the form and send with full payment before **September 24, 2021**. The "floor price" will be charged for orders received after this date.

Freight: (PLEASE NOTE: Our shipping address is different than our mailing address)

American is offering shipping/handling services. We can receive, handle, store and then deliver your Material to your booth. If you need this service, please complete the enclosed Shipping/Handling Service forms. All orders must be shipped to the **1130 South Reservoir Street Pomona CA 91766** on or before October 1st. If after October 1st they **can only be delivered to show site Thursday, October 7th from 8:00 am to 4:00 pm or Friday, October 8th from 8:00 am to 4 pm.** If you need return drayage, please fill out forms provided.

A limited amount of furniture is available during move-in. These order(s) will be accepted on a first come, first serve basis. Order(s) placed at the show must be paid in full.

Final Note

- Do not staple, tape or pin anything to drapery.
- Sign hooks are available to hang items over the pipe.
- Any drapes, furnishings or rental items damaged or missing from your booth after the show will be charged to you at replacement costs.
- After the show, remove all company belongings from the rental items, especially off carpets and tables.
- Call us at (209) 464-0560

CALL TO CONFIRM THAT WE HAVE RECEIVED YOUR ORDER.
ALL CREDIT CARD CHARGES ARE NON REFUNDABLES



FURNITURE & ACCESSORIES

P.O. Box 828 Linden, CA 95236
 Phone (209) 464-0560. Fax (209) 477-3782
 Karen@American-Convention.com

Off Road Expo

October 9-10-2021
 Ontario Convention Center
 2000 E Convention Center Way
 Ontario, CA 91764

TABLES

Wooden display tables - 24" wide x 32" high
 Counter height tables are 24" wide x 42" high

QTY	DESCRIPTION	RENTAL PRICES		QTY	DESCRIPTION	RENTAL PRICES																	
		BEFORE 9/24	FLOOR PRICE			BEFORE 9/24	FLOOR PRICE																
	4' LONG TABLE - SKIRTED	\$68.00	\$80.00		PADDED STOOLS	\$49.00	\$56.00																
	4' LONG TABLE - NOT SKIRTED	\$44.00	\$69.00		PADDED CHAIR	\$53.00	\$60.00																
	6' LONG TABLE - SKIRTED	\$75.00	\$87.00		FOLDING CHAIR	\$15.00	\$13.00																
	6' LONG TABLE - NOT SKIRTED	\$45.00	\$75.00		EASEL (ALUMINUM)	\$30.00	\$35.00																
	8' LONG TABLE - SKIRTED	\$85.00	\$93.00		WASTEBASKET	\$15.00	\$12.00																
	8' LONG TABLE - NOT SKIRTED	\$48.50	\$80.00																				
	4' LONG COUNTER - SKIRTED	\$80.00	\$89.50																				
	4' LONG COUNTER - NOT SKIRTED	\$48.00	\$77.25																				
	6' LONG COUNTER - SKIRTED	\$87.00	\$95.50																				
	6' LONG COUNTER - NOT SKIRTED	\$58.00	\$83.25																				
	8' LONG COUNTER - SKIRTED	\$86.25	\$101.50																				
	8' LONG COUNTER - NOT SKIRTED	\$68.00	\$89.50																				
Skirting colors available for the above table/counter selection: (Please circle) Black Blue Teal White Red				PIPE & DRAPE																			
				<table border="1"> <thead> <tr> <th>QTY.</th> <th>DESCRIPTION</th> <th colspan="2">RENTAL PRICES</th> </tr> </thead> <tbody> <tr> <td></td> <td>PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates</td> <td>\$31.00</td> <td>\$41.00</td> </tr> <tr> <td></td> <td>3' tall drape - <i>includes hardware</i></td> <td>\$8.00/ft.</td> <td>\$10.00/ft.</td> </tr> <tr> <td></td> <td>8' tall drape - <i>includes hardware</i></td> <td>\$10.00/ft.</td> <td>\$12.00/ft.</td> </tr> </tbody> </table>				QTY.	DESCRIPTION	RENTAL PRICES			PIPE SET: (1) Adj. Slider Pole, (2) 8' Uprights, (2) Lg. Baseplates	\$31.00	\$41.00		3' tall drape - <i>includes hardware</i>	\$8.00/ft.	\$10.00/ft.		8' tall drape - <i>includes hardware</i>	\$10.00/ft.	\$12.00/ft.
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				Drape is available in the following colors: White Black																			
ROUND COCKTAIL TABLE (30" HIGH) \$49.75 \$59.00 ROUND COCKTAIL TABLE (42" HIGH) \$62.00 \$71.00 Round tables come with black cover				Company: _____ Contact: _____ Date: _____ Booth #: _____																			
Comes with black cover		ORDERS MUST BE PLACED A MIN. OF 7-DAYS IN ADVANCE		TOTAL DUE: _____																			
				FOR OFFICE USE ONLY		CONTRACT #: _____																	

CUSTOMER MUST CALL TO CONFIRM THAT THE ORDER HAS BEEN RECEIVED

Payment policy: Orders are confirmed with payment in full. Floor Price will be charged for any orders received in our office after September 24, 2021. **ALL CREDIT CARD DEPOSITS ARE NON-REFUNDABLE NO REFUNDS**

ALL CREDIT CARD CHARGES ARE NON REFUNDABLES



CARPET

P.O. Box 828 Linden, CA 95236
 Phone (209) 464-0560. Fax (209) 477-3782
 Karen@American-Convention.com

Off Road Expo

October 9-10-2021
 Ontario Convention Center
 2000 E Convention Center Way
 Ontario, CA 91764

Company Name: _____

Booth #: _____

CARPET (BLACK ONLY)

QTY	DESCRIPTION	RENTAL PRICES	
		BEFORE 9/24	FLOOR PRICE
	9' x 10'	\$135.00	\$175.00
	9' x 20'	\$200.00	\$240.00
	9' x 30'	\$270.00	\$315.00
	9' x 40'	\$335.00	\$390.00
	9' x ___'	+\$121.00 each 10 ft.	+\$172.00 each 10 ft.

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. STANDARD CARPET IS NOT DESIGNED TO COVER COMPLETE BOOTH AREAS.

Before 9/24 Floor Price

Carpet Padding _____ x _____ = _____ Sq. Ft. @ \$1.20 / \$2.00 = _____

CUSTOM CUT BOOTH CARPET

Before 9/24 Floor Price

Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$195 / \$2.95 = _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pick-up at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet cancelled after being cut will be charged at 100%.

VACUUM BOOTH CARPET

<u>Rates per Sq. Ft.</u>	<u>Before 9/24</u>	<u>Floor Price</u>
Straight Time: Monday-Friday 8 am - 4:30 pm	\$0.25	\$0.30
Overtime: Before 8 am and after 4:30 pm M-F & all day Saturday, Sunday, & Holidays	\$0.30	\$0.35

	<u>Rate</u>	<u># of Days</u>	<u>Total</u>
Exhibit Space _____ x _____ = _____ Sq. Ft. (100 Sq. Ft. Min) x _____ x _____ = _____			
Exhibit Space _____ x _____ = _____ Sq. Ft. (100 Sq. Ft. Min) x _____ x _____ = _____			

Day(s): _____ **GRAND TOTAL:** _____

All rental carpets ordered from American Convention & Exposition Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

ALL COMPANY BELONGINGS MUST BE REMOVED FROM CARPET AT CLOSE OF SHOW!

ALL CREDIT CARD CHARGES ARE NON REFUNDABLES



MATERIAL AUTHORIZATION
Must be included for all shipments

Off Road Expo

October 9-10-2021
Ontario Convention Center
2000 E Convention Center Way
Ontario, CA 91764

P.O. Box 828 Linden, CA 95236
Phone (209) 464-0560. Fax (209) 477-3782
Karen@American-Convention.com

Company Name: _____

Booth #: _____

We hereby authorize American Convention & Exposition Services, or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of American Convention & Exposition Services' charges in connection with the handling of our shipment(s) and we guarantee payment to American Convention & Exposition Services prior to the handling of said materials.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that American Convention & Exposition Services or its subcontractors liability shall be limited to any loss or damage which results solely from American Convention & Exposition Services' or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from American Convention & Exposition Services' warehouse), that American Convention & Exposition Services or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of American Convention & Exposition Services shall sign a delivery receipt, Bill of Lading, or other documents, we agree that American Convention & Exposition Services or its subcontractors, will do so as our agent, and we accept the responsibility there of.
 - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by American Convention & Exposition Services or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that American Convention & Exposition Services and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
 - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that American Convention & Exposition Services or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize American Convention & Exposition Services or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to American Convention & Exposition Services or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.
6. We agree, in the event of a dispute with American Convention & Exposition Services or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to American Convention & Exposition Services for drayage or any other services provided by American Convention & Exposition Services or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay American Convention & Exposition Services upon receipt of invoice for all such charges, and we further agree that any claim we may have against American Convention & Exposition Services or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the American Convention & Exposition Services office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: _____ Booth #(s): _____

Address: _____ City, State: _____ Zip: _____

Telephone: _____ Fax: _____ Date: _____

Authorized by: _____ Signature: _____

Please Print

ALL CREDIT CARD CHARGES ARE NON REFUNDABLES



MATERIAL HANDLING INFORMATION

P.O. Box 828 Linden, CA 95236
Phone (209) 464-0560. Fax (209) 477-3782
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Ontario Convention Center
2000 E Convention Center Way
Ontario, CA 91764

Company Name: _____

Booth #: _____

American Convention & Exposition Services shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. American Convention & Exposition Services shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use American Convention & Exposition Services' estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

* INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

American Convention & Exposition Services shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

American Convention & Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

American Convention & Exposition Services shall not be responsible for loss, 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 American Convention & Exposition Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

American Convention & Exposition Services shall not be responsible for 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.

American Convention & Exposition Services' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

American Convention & Exposition Services' maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

American Convention & Exposition 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.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to American Convention & Exposition Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to American Convention & Exposition Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at American Convention & Exposition Services' discretion (see above). **NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.** To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the American Convention & Exposition Services service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location American Convention & Exposition Services, will be authorized to divert the shipment to another carrier at its discretion. American Convention & Exposition Services will assume no liability in such instance.

Signature: _____

Date: _____

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MATERIAL HANDLING

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 2000 E Convention Center Way
 Ontario, CA 91764

Company Name: _____

Booth #: _____

MATERIAL HANDLING RATES – ROUNDTrip RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGES (See Below).
 CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AMERICAN CONVENTION & EXPOSITION SERVICES' ESTIMATED WEIGHTS.
 ALL SHIPMENTS MUST BE PRE-PAID. COLLECT SHIPMENTS WILL BE REFUSED.

RATE PER 100 LBS (300 LBS MINIMUM)

DESCRIPTION	RECEIVING	STRAIGHT TIME IN/ STRAIGHT TIME OUT	OVERTIME IN/ OVERTIME OUT	MATERIALS
Advance Crated or skidded shipments (Common Carriers, 3rd Party Carriers, Company Trucks)	Advance Warehouse	\$69.00 per cwt		*Please provide an approximate piece count & type of shipments here (ie crate, skid, cartons, etc)
Direct Crated or skidded shipments (Common Carriers, 3rd Party Carriers, Company Trucks)	Showsite	\$65.00 per cwt		
Personally Owned Vehicles - Cartload (Station wagons, regular size 4 x 4, mini vans) *Accepted during exhibitor move-in	Showsite	\$70.00 per load	\$105.00 per load	
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Max weight per shipment is 50 lbs and/or 4 pieces *Shipments received that exceed the max, will be charged as separate shipments.	Advance Warehouse	\$35.00 1st package each additional \$20.00	\$52.00 1st package each additional \$26.00	
	Showsite	\$30.00 1st package each additional \$17.50	\$46.00 1st package each additional \$23.00	
Personally Owned Vehicles - Cartload (Station wagons, regular size 4 x 4, mini vans) *Accepted during exhibitor move-in	Outbound Shipments	Include an additional 50% to estimated Material Handling		

Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM, after 4:00 PM, after deadline, or anytime Saturday, Sunday, and/or Holidays.

-Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time, and/or difficulty locating your shipment if delivered to someone other than the appointed show freight receiver. Please notify your carrier of these date(s) and times.

-Separate shipments received by American Convention & Exposition Services will not be combined.

-Mobile Equipment In & Out of Convention Facility at \$70.00 each way.

-Forced Freight: Shipments left on showsite floor will be re-routed to American Convention & Exposition Services' warehouse and will be charged a routing fee of 50% drayage freight charges or shipped at exhibitor's expense via the house carrier.

SHIPPING ADDRESSES - PLEASE LABEL SHIPMENTS AS FOLLOWS

Please Note: American Convention & Exposition Services is NOT liable for shipments not properly labeled, improper information received by exhibitor's carrier resulting in delivery of materials by any means other than instructed, and/or shipments received by anyone other than the appointed show freight receiver.

ADVANCE WAREHOUSE	CONVENTION SITE
Company Name / 3rd Party Exhibiting Company Name Off Road Expo C/O American Convention & Exposition Services & YRC Freight Co. 1130 South Reservoir Street, Pomona, CA 91766	Company Name / 3rd Party Exhibiting Company Name Off Road Expo C/O American Convention & Exposition Services Ontario Convention Center 2000 E Convention Center Way Ontario, CA 91764
ARRIVAL DATES: 30 days prior to last day accepted M – F 3:00 am – 10:00 pm Last day accepted to be considered On Time: October 1, 2021 Last day accepted with additional Off Target fee: October 4, 2021	ARRIVAL DATES: Day(s) accepted: Thursday, October 7, 2021 8:00 am-4:00 pm Friday, October 8, 2021 8:00 am-4:00 pm *American Convention & Exposition Services only accepts on exhibitor move-in days during service desk hours

ESTIMATED CHARGES FOR MATERIAL HANDLING:

Inbound Carrier _____

Estimated Arrival _____

Estimated Weight (round up to next 100 lbs) $\frac{\text{LBS}}{100} = \text{_____ (CWT)} \times \text{_____ (Estimated Rate)} = \text{_____ (Total Estimated Material Handling)}$

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms. Signature: _____ Date: _____



FORKLIFT ORDER

Off Road Expo

October 9-10-2021
 Ontario Convention Center
 2000 E Convention Center Way
 Ontario, CA 91764

P.O. Box 828 Linden, CA 95236
 Phone (209) 464-0560. Fax (209) 477-3782
 Karen@American-Convention.com

Company Name: _____

Booth #: _____

Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more.

If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.

	HOURLY RATES TIMES	FORKLIFT W/OPERATOR	
		Advance	Floor Price
Straight Time	8:00 am - 4:30 pm Monday-Friday	\$145.00	\$165.00
Overtime	Before 8:00 am and after 4:30 pm M-F & all day Saturday, Sunday, and Holidays	\$185.00	\$205.00

- 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

Order

Reserve forklifts below. Starting times can be guaranteed only when forklift service is requested for 8:00 AM. Confirm forklifts by 2:00 PM the day before date requested. **Please have a representative notify they are ready for forklift service at the American Convention & Exposition Services Service Desk.**

We will need:

	DATE	TIME (AM) (PM)	NO. OF FORKLIFT CREWS
Installation			
Dismantling			

*Allow time for return of empty containers

Describe work to be done: _____

TOTAL FOR IN-BOOTH FORKLIFT ORDER FORM _____
 Yes, I have completed and enclosed along with this order the Payment Policy Form

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OUTBOUND SHIPPING INSTRUCTIONS

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As an authorized representative of the company listed below, I have selected the following **outbound** carrier, or method, for handling our freight at the close of this show.

Official YRC Freight Co. Service designated for this show.
Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock. Exhibitor selected carrier (Exhibitor must notify carrier required pick-up):

*All freight must be picked up by noon on Sunday@Midnight or freight will be pushed onto YRC Freight.

(Name of Selected Carrier)

Should the Exhibitor choose to use any outbound carrier other than the official freight service carrier for this show, one of the following options **MUST** be selected:

Exhibitor must notify their selected carrier and request a pick-up. In the event Exhibitor selected carrier does not arrive at show site prior to the deadline for freight pick-up, or should they refuse to accept Exhibitor's freight, I hereby authorize American Convention & Exposition Services to:

RETURN MY SHIPMENT TO AMERICAN'S WAREHOUSE: The shipment(s) will be returned to our warehouse for pick-up by your designated carrier. The charges for returning the shipment(s) to our warehouse are as follows:

- **\$50.00 per CWT** (hundred pounds) with a 500 LB. minimum (\$250.00 min.)
Please note that your shipment must be accompanied by a complete Bill of Lading.

REASSIGNMENT of CARRIER: Load my shipment onto the designated Official Freight Service carrier for this show. Freight charges to be marked COD.

OUTBOUND SHIPPING INFORMATION/ADDRESS

Exhibiting Company: _____ (Booth # _____)

SHIP TO: _____

Address: _____

City: _____ State: _____ Zip: _____

Mark For: _____

Please Note: It is the responsibility of the Exhibitor to fill out outbound Bills of Lading at the close of show and present them to American's service desk personnel prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored, at Exhibitor's cost, until proper information is received.

ALL CREDIT CARD CHARGES ARE NON REFUNDABLES

R U S H

DO NOT DELAY

**DEADLINE
DATE:**

October 1, 2021

Off Road Expo

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____

of _____

C/O: **American Convention & Exposition
Services**

C/O YRC FREIGHT CO.,

**1130 South Reservoir Street
Pomona CA 91766**

Booth Number _____

ADVANCE

WAREHOUSE

R U S H

DO NOT DELAY

**DEADLINE
DATE:**

October 1, 2021

Off Road Expo

To: _____

(EXHIBITOR NAME)

No. of Pieces: _____

of _____

C/O: **American Convention & Exposition
Services**

C/O YRC FREIGHT CO.,

**1130 South Reservoir Street
Pomona CA 91766**

Booth Number _____

ADVANCE

WAREHOUSE

RUSH

DO NOT DELAY

**DEADLINE
DATE & TIME:**

October 7, 2021, 8 am - 4 pm

Off Road Expo

To: _____
(EXHIBITOR NAME)

No. of Pieces: _____ of _____

C/O: **American Convention & Exposition
Services**

**Ontario Convention Center
2000 E Convention Center Way
Ontario, CA 91764**

Booth Number _____

**CONVENTION
SITE**

RUSH

DO NOT DELAY

**DEADLINE
DATE & TIME:**

October 7, 2021, 8 am - 4 pm

Off Road Expo

To: _____
(EXHIBITOR NAME)

No. of Pieces: _____ of _____

C/O: **American Convention & Exposition
Services**

**Ontario Convention Center
2000 E Convention Center Way
Ontario, CA 91764**

Booth Number _____

**CONVENTION
SITE**



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Karen@American-Convention.com

PAYMENT POLICY & AUTHORIZATION

THIS FORM & PAYMENT MUST ACCOMPANY ALL ORDERS PLACED WITH AMERICAN CONVENTION & EXPOSITION SERVICES

Orders (with payment) must be received by the deadline of September 4, 2019 to receive the discounted rate. Payments must be paid in full prior to services performed or items delivered to the booths. EXHIBITORS ARE NOT BILLED FOR SERVICES OR ITEMS. In the event that the totals are calculated incorrectly, American Convention &

Exposition Services reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified either by telephone, fax, or e-mail of any such corrections. Credit will not be given for services(s) ordered and not used. All material and equipment furnished by American Convention & Exposition Services is done on a rental basis only and remains the property of American Convention & Exposition Services. All credit card deposits are non refundable. No refunds.

PLEASE PRINT CLEARLY or TYPE THE INFORMATION

FORM OF PAYMENT:

Check (# _____) MasterCard Visa

Credit Card #

Exp. Code: /

Security Code:

Name on the card: _____

Authorized Signature: _____

Billing Address (of credit card): _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Unless advised otherwise, we will use this authorization to bill your account for additional goods or services incurred during the event. Exhibitor must advise service desk of any discrepancies prior to the close of show. **Please check all that apply:**

- Use this account for additional services at this show. No additional people are allowed to sign on this account.
- The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site:

Please enter the *Totals* from the appropriate forms:

Furniture/Accessories Total: \$ _____

Material Handling: \$ _____

Carpets: \$ _____

Fork Lift: \$ _____

Services Total: \$ _____

Convenience Fee (3%): \$ _____

Grand Total Due: \$ _____

COMPANY/EXHIBITOR: _____ BOOTH #: _____

ORDERED BY: _____ DATE: ____/____/____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TEL: _____ FAX: _____

E-MAIL: _____

ALL CREDIT CARD CHARGES ARE NON REFUNDABLES