



September 30 - October 1-3, 2015

Baton Rouge River Center
Baton Rouge, Louisiana

EXHIBITOR'S PACKET

IMPORTANT:

Please direct this packet to the
person in charge of your booth



SHOW INFO

HOLLYDAYS
September 30 – October 1-3, 2015
Baton Rouge River Center

BOOTH SPECIFICS

Each 10x10 booth will be set with black 8' backdrop and black 8' side dividers. Each exhibitor will be provided with (1) ID sign, (1) 6' skirted table, (2) chairs and (1) wastebasket.

RENTALS & SERVICES

There is an additional charge for floor orders, so please place orders in advance of **Thursday, September 17th**. To assist you in selecting decorating needs, order forms for furniture, electrical, carpet and mechanical services have been provided.

EXHIBITOR MOVE-IN

Exhibitors should move in at their assigned times on:
Sunday, September 27th thru Wednesday, September 30th.
Freight doors will be closed at noon on Wednesday.

EXHIBIT HOURS

Preview Party: Wednesday, September 30th, 6:00 pm – 10:00 pm
Preferred Shopping: Thursday, October 1st, 9:00 am – 12:00 pm

Regular Exhibit hours are:

Thursday, October 1st: 11:00 am – 9:00 pm
Friday, October 2nd: 9:00 am – 9:00 pm
Saturday, October 3rd: 9:00 am – 4:00 pm

EXHIBITOR MOVE-OUT

Exhibitors must remove displays:
Saturday, October 3rd at 4:00pm and must be cleared by 10:00pm.
All of Gulf Coast Event Services' booth accessories such as tables, chairs, drapes, etc. will be removed by 6:00 pm.
All trash including boxes must be placed in outside trash bin before leaving.

ELECTRICAL TELEPHONE & INTERNET SERVICES

Exhibitors must obtain electrical, telephone line and internet services from the Baton Rouge River Center (**See enclosed forms**).
Request service to be installed on move-in day. Please specify your booth number on all order forms.

Gulf Coast Event Services would like to express our appreciation for this business opportunity. We will do whatever necessary to make this a successful show for you, your organization and potential customers. For any questions or need further assistance do not hesitate to contact our home office (800-488-3836 / info@gcevents.biz).

NOTICE TO EXHIBITORS

YOUR BOOTH COMES EQUIPPED WITH-

ONE (1) ID SIGN
ONE (1) 6' SKIRTED TABLE
(2) CHAIRS
ONE (1) WASTEBASKET

Wastebasket must be placed in aisle if you wish to have it emptied.

OTHER ITEMS FOR YOUR BOOTH MAY BE FURNISHED BY
YOURSELF OR YOU MAY OBTAIN THEM FROM GULF COAST
EVENT SERVICES
(SEE ENCLOSED FORMS FOR DETAILS)

PLEASE ORDER IN ADVANCE. ALL FLOOR ORDERS WILL HAVE
AN ADDITIONAL FLOOR ORDER CHARGE OF 20%

FLOOR ORDERS WILL BE TAKEN AT THE GULF COAST
SERVICE DESK DURING NORMAL WORKING HOURS ONLY

ONLINE ORDERING

HOLLYDAYS

LOG ON TO:
gcevents.biz

- Click on "Exhibitors"
- Enter **2677** for the Event ID Number
- Click "submit"
- Follow the on screen prompts
- Contact Gulf Coast Event Services with any problems ordering online (800-488-3836 or gcevents.biz)

 Gulf Coast Event Services

[Exhibitors](#) [Promoters](#) [About Us](#) [Contact Us](#)

Event Login:

Event #1234

Email:

Password:

[forgot your password?](#)

[New User?](#)

ATTENTION

**-PLEASE DO NOT PIN, STAPLE OR
TAPE TO DRAPERY.**

ALSO FOR YOUR SAFETY:

**DO NOT STAND ON CHAIRS.
DO NOT SIT OR STAND ON TABLES.**



RETURN FORM TO:
 17257 Hwy 44; Unit 2
 Prairieville, La. 70769
 Ph 225.673.2943 Fax 225-673-2142
 Email: office@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	28.00	
	4' long x 24" wide	38.00			Side Chair	20.00	
	6' long x 24" wide	56.00			Padded Stool	32.00	
	8' long x 30" wide	66.00			Folding Chair	10.00	
	6' long x 18" wide	54.00		Accessories			
	8' long x 18" wide	67.00			Wastebasket	7.75	
	Table skirt four sides	15.00			Chrome Easel	19.00	
Tables 42" high					Stanchion-42" high	18.00	
	6' long x 24" wide	64.00			Rope for Stanchion	10.00	
	Table skirt four sides	15.00			Peg Board (2'x8')	45.00	
Undraped Tables 30" high White vinyl top only					Peg Board (4'x8')	65.00	
	4' long x 24" wide	23.00		Table-Top Risers			
	6' long x 24" wide	41.00		*Risers are 12" wide, covered white *Choose your style & length			
	8' long x 30" wide	51.00		Single Step Risers			
	6' long x 18" wide	39.00			4' long x 7" high	25.00	
	8' long x 18" wide	52.00			6' long x 7" high	31.00	
Undraped Tables 42" high White vinyl top only				Double Step Risers			
	6' long x 24" wide	49.00			4' long x 14" high	35.00	
Dark Oak Pedestal Tables					6' long x 14" high	55.00	
	30" high x 36" diameter	42.00		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.			
	Cocktail Table	29.00		-Rental prices are for the duration of the show and include delivery and setup.			
	Corner Table	29.00		-Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.			
Top & Skirt Your Table				Total Cost			
	Standard Table	15.00		Subtotal			
Special Draping							
-Attach a diagram showing drape placement -Choose height & drape color Black Blue Burgundy Gold Silver Green White Red							
Ft.	8' high drape	5.00 per ft		9.0% Tax			
Ft.	3' high drape	3.00 per ft		Total			
HOLLYDAYS ORDER DEADLINE: Thursday, September 17, 2015							

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

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



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CARPET

CARPET				CLEANING SERVICES															
Circle choice of Color: Blue Green Silver Red Black				The cleaning provided by the auditorium include only a general sweeping of the aisles. If you desire special services, please review & complete the order below. Emptying & cleaning of waste baskets are included with all cleaning services. All rates are based on gross booth area & performing the service once only. Indicate below the number of times you desire the service.															
Qty	Description	\$	Total																
	9' x 10' Carpet	60.00																	
	9' x 20' Carpet	110.00																	
	9' X 30' Carpet	160.00																	
	9' x 40' Carpet	220.00																	
Other Carpet Selections				Qty	Description	\$	Total												
Circle choice of Color: Blue Green Silver Red Black					Vacuum once before initial opening (quote per booth)	13.50													
Nylon Carpet					Vacuum booth carpet once Daily (quote per booth)	9.00													
Cut to fit space (Island booths and Special areas). Pricing includes taping & complete installation.				Porter Service															
	sq. ft. of Carpet @	1.74		Periodic policing of exhibit area including emptying waste baskets and cleaning table tops. Service Performed at two hour intervals															
Indicate Space Size:				# of days	\$ a day	Total													
Foam Padding					25.00														
	Padding Rental 10x10	30.00		<table border="1"> <tr> <td colspan="2">HOLLYDAYS</td> <td>Subtotal</td> <td></td> </tr> <tr> <td colspan="2">Order Deadline: Thursday, September 17, 2015</td> <td>9.0% Tax</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total</td> <td></td> </tr> </table>				HOLLYDAYS		Subtotal		Order Deadline: Thursday, September 17, 2015		9.0% Tax				Total	
HOLLYDAYS		Subtotal																	
Order Deadline: Thursday, September 17, 2015		9.0% Tax																	
		Total																	

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ Email _____

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

NOTICE:

LABOR FOR MOVE-IN AND MOVE-OUT DAYS

MUST BE ORDERED IN ADVANCE.

WE CANNOT GUARANTEE LABOR REQUEST AT

OUR SERVICE DESK ON THE MOVE-IN

OR MOVE-OUT DAYS



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LABOR

HOURLY RATES

Straight Time (**Two hour minimum per person**)-----\$42.00 per person/per hour
 8:00am to 5:00pm-Monday thru Friday
 Overtime (**Minimum 4 hour call out on overtime**)-----\$63.00 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**)-----\$84.00 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 \$20.00.

	# 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 \$20.00.

	# 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. 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:

HOLLYDAYS

Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (Print) _____ Signature _____
 Phone _____ FAX _____ Email _____
Emergency Contact _____ **Cell Phone** _____

SHIPMENT NOTICE

The following forms must be completed before any shipment will be accepted in our warehouse:

**DRAYAGE
SHIPMENT NOTIFICATION
METHOD OF PAYMENT**

Shipments received by facility personnel may be turned over to Gulf Coast Event Services for distribution.

Exhibitor material handling charges will be assessed according to the rates stated on the drayage rate form.



RETURN FORM TO:
 17257 Hwy 44; Unit 2
 Prairieville, La. 70769
 Ph 225.673.2943 Fax 225-673-2142
 Email: office@gcevents.biz

DRAYAGE
 Freight will not be accepted unless properly labeled and related forms completed.
 No shipments received on Friday.

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	\$79.00	200#
	Show Site Rate	\$65.00	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	\$79.00	200#
	Show Site Rate	\$65.00	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	\$79.00	200#
	Show Site Rate	\$65.00	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 Storage Per Month	Material Handler Forklift / Operator	Total Estimated Cost-----\$ _____	
Full refund if cancelled within 48 hours of move-in			

HOLLYDAYS

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ 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.



RETURN FORM TO:
 17257 La Hwy 44; Unit 2
 Prairieville, La. 70769
 Ph 225.673.2943 Fax 225-673-2142
 Email: office@gcevents.biz

DRAYAGE INSTRUCTIONS
 Freight will not be accepted unless properly labeled and related forms completed. Shipments are not received on Fridays.

INBOUND SHIPPING	
All inbound shipments should be "prepaid."	
SHIP TO GULF COAST WAREHOUSE	SHIP DIRECTLY TO SHOW SITE
Must arrive prior to: Thursday, September 17, 2015	Arrive on Move-In day only: Monday, September 28th, 2015
Ship To: Gulf Coast Event Services Hollydays Booth# _____ 17257 La Hwy 44; Unit 2 Prairieville, La. 70769	Ship To: Baton Rouge River Center Hollydays / GCES Booth# _____ 275 South River Road Baton Rouge, LA 70802
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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 Email: office@gcevents.biz

SHIPMENT NOTIFICATION

INBOUND SHIPPING

All inbound shipments should be "prepaid."

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

SHIPPING TO GULF COAST WAREHOUSE: Shipments are not received on Friday.

Must arrive prior to: **Thursday, September 17, 2015**

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: **Monday, September 28, 2015**

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

HOLLYDAYS

Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (Print) _____ Signature _____
 Phone _____ Email _____

Please Note: Method of Payment must accompany this order.



RETURN FORM TO:
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ORDER CHECKLIST

SERVICES RENDERED

ORDERED DEADLINE DATE: **Thursday, September 17, 2015**

<u>DESCRIPTION:</u>	<u>DATE ORDERED:</u>	<u>TOTALS FROM ORDER FORM:</u>
FURNITURE	_____	\$ _____
CARPET	_____	\$ _____
DRAYAGE	_____	\$ _____
LABOR	_____	\$ _____
TOTAL		\$ _____

HOLLYDAYS

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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 Ph 225.673.2943 Fax 225-673-2142
 Email: office@gcevents.biz

**METHOD
 OF PAYMENT**

**FOR YOUR ORDER TO BE PROCESSED, THIS FORM MUST BE
 COMPLETED AND RETURNED WITH PAYMENT BEFORE THE SHOW
 ORDER DEADLINE DATE: **Thursday, September 17, 2015****

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.

Please complete information below:

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

HOLLYDAYS

Company Name _____ Date _____

Address (if different from above) _____ Booth# _____

Ordered By (Print) _____ Signature _____

Phone _____ FAX _____ Email _____

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

PAYMENT TERMS, CONDITIONS & INSURANCE

PAYMENT

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

DISCOUNTS

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

RENTALS

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

CREDIT

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

CANCELLATION

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

TAX EXEMPTION

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

INSURANCE

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.

Attention: Exhibitor

The following order forms are for ancillary services that **are not** provided by Gulf Coast Event Services.

Please direct your questions, orders and payments for these services directly to the Baton Rouge River Center. Failure to do so may delay your order and/or incur additional charges.

Thank you for your cooperation.

Gulf Coast Event Services

Remit all payments to:
Baton Rouge River Center – ATTN: Finance Department
275 S. River Road, Baton Rouge, LA 70802
Phone (225) 389-3030 Fax (225) 389-4954

METHODS OF PAYMENT:

CHECK - MONEY ORDER - CREDIT CARD (Chose one)

Master Card Discover Visa Check Money Order Cash American Express

Credit Card Number: _____ Expiration Date: _____

Authorized Signature _____

CONDITIONS AND SAFETY REGULATIONS:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. All materials and equipment furnished by BATON ROUGE RIVER CENTER personnel for services ordered shall remain BATON ROUGE RIVER CENTER property and shall be removed ONLY by BATON ROUGE RIVER CENTER personnel at the close of the show.
3. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$46.00 per hour. Special materials required will be charged at cost, plus 20%.
4. All Long Distance charges will be billed at five (5) cents per minute rounded to the minute.
5. All phone lines must dial nine (9) to get an outside line.
6. BATON ROUGE RIVER CENTER personnel must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without BATON ROUGE RIVER CENTER approval.
7. Customer will receive one (1) Ethernet Cable (Cat 5 with an RJ45 Connector). You are responsible to provide 10/100 Ethernet card. The use of DHCP routers, hubs or switches is not permitted.
8. Any use of wireless equipment for internet connections must be approved prior to use. Service will be terminated for any use of unauthorized wireless equipment.
9. Service charges will be refunded if cancelled within 48 hours of the first move-in date.
- 10. No services will be connected until ALL CHARGES ARE PAID.**

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied are excluded from this agreement. The BATON ROUGE RIVER CENTER does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the BATON ROUGE RIVER CENTER or refer to our web site at www.brrivercenter.com.

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE

OFFICE USE ONLY:			
EVENT NAME:		EVENT DATE:	
DATE PAID:		CONFIRMATION NO.	
CHECK/MONEY ORDER #	AMOUNT PAID \$	CREDIT CARD:	AMOUNT PAID \$
ROOM/BOOTH #:		ITEM #:	