

**SEAUPG Annual Meeting
&
Exhibits**

November 19-21, 2019
Hilton Inn Baton Rouge Capitol Center
Baton Rouge, LA

EXHIBITOR'S PACKET

IMPORTANT:

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



SHOW INFO

**SEAUPG Annual Meeting & Exhibits
November 19-21, 2019
Baton Rouge Hilton Capitol Center
Baton Rouge, La.**

BOOTH SPECIFICS

Booths will be set with 8' backdrop and 36" side dividers. Entire exhibit area is carpeted. Each booth will be provided with (1) ID sign, (1) 6' skirted table, (2) folding chairs, and (1) wastebasket.

RENTALS & SERVICE

There is an additional charge for floor orders, so please place orders in advance of **Thursday, November 7th**. To assist you in selecting decorating needs, order forms for furniture and mechanical services have been provided.

EXHIBITOR MOVE-IN

Exhibitors may set displays on:

Tuesday, November 19th: by 5:00 pm

EXHIBIT HOURS

Tuesday, November 19th: 5:00 pm - 8:00 pm
Wednesday, November 20th: 8:00 am - 5:00 pm
Thursday, November 21st: 8:00 am - Noon

EXHIBITOR MOVE-OUT

Exhibitors may remove displays on:

Thursday, November 21st: Noon - 1:00 pm

ADDITIONAL INFO

All electrical, telephone and internet services must be ordered from the Hilton Capitol Center. See attached 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 clients. For any questions or need further assistance do not hesitate to contact our home office (800-488-3836 / info@gcevents.biz).



Vendor Credit Card Authorization Form

Southeastern Asphalt User/Producer Group

I, _____ hereby authorize the Hilton Baton Rouge Capitol Center, Baton Rouge, Louisiana, to charge my credit card account for payment of the audio visual equipment charges as indicated below for use during the conference.

Items Available	Date(s) Needed	Check Items Needed
Electricity Advance Order: \$25.00++ per day		
32" Video Monitor: \$205.00++ per day		
Wireless Internet: \$25.00++ per day		
Electricity Day of Order: \$25.00++ per day <u>plus</u> \$10.00 Day of Fee		

**** ++ indicates 24% service charge and 9.95% sales tax**

Credit Card Type: _____ **Credit Card #:** _____ **Exp Date:** _____

Company Name: _____

Name on Card: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail: _____

Signature: _____ **Today's Date:** _____

I warrant and represent that I am authorized to agree that charges for this event are posted to this credit card.
This credit card authorization form must be completed in its entirety to secure the requested AV equipment

Please email this form directly to Jaynie Stewart at jstewart@hiltonbr.com at the Hilton Baton Rouge Capitol Center to process your request.

Hilton Baton Rouge Capitol Center
201 Lafayette St.
Baton Rouge, LA 70801
Fax: 225.906.0595
Phone: 225.344.5866

NOTICE TO EXHIBITORS

Your booth comes equipped with...

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

*****Electricity is not furnished in your booth.***
(see attached Hilton Baton Rouge Capitol Center form)**

Other items for your booth may be furnished by yourself or you may obtain them from Gulf Coast Event Services.

ORDER DEADLINE is Thursday, November 7, 2019

Please order in advance. All floor orders will have an additional 20% handling charge.

Floor orders are accepted at the Gulf Coast service desk during exhibitor move in.

Feel free to contact us (office@gcevents.biz or 800-488-3836) with any questions or in need of info.

ATTENTION

For your convenience, **order online**
in regard to rentals/services.

Copy or click link (<http://gcevents.biz/orderonline/>)
and type the word **tigers** in the password box.

Feel free to also eMail the following forms.

The PDF Forms are fillable using
the latest Adobe Acrobat Reader.

Copy or click link (<https://get.adobe.com/reader/>)
to install.

Select "Tools" and then "Fill and Sign."

**Please enter info and send to
office@gcevents.biz.**

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 La Hwy 44; Unit 2
 Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

FURNITURE RENTAL

TABLES				CHAIRS & ACCESSORIES			
Skirting 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.***			
Place an "X" above color choice:				Chairs			
Black Blue Burgundy Gold Silver Green White Red							
Tables 30" high				Qty.	Description	\$	Total
Qty.	Description	\$	Total				
	4' long x 24" wide	45.00			Side Chair	25.00	
	6' long x 24" wide	65.00			Padded Stool	42.00	
	8' long x 30" wide	78.00			Folding Chair	12.00	
	6' long x 18" wide	65.00		Accessories			
	8' long x 18" wide	78.00			Wastebasket	8.50	
	Table skirt four sides	20.00			Chrome Easel	24.50	
Tables 42" high					Stanchion-42" high	18.00	
	6' long x 24" wide	78.00			Rope for Stanchion	10.00	
	Table skirt four sides	20.00			Peg Board (2'x8')	65.00	
Undraped Tables 30" high White vinyl top only					Peg Board (4'x8')	85.00	
	4' long x 24" wide	30.00		Table-Top Risers			
	6' long x 24" wide	52.00		Risers are 12" wide, covered in white vinyl. Choose your style & length.			
	8' long x 30" wide	65.00		Single Step Risers			
	6' long x 18" wide	52.00			4' long x 7" high	35.00	
	8' long x 18" wide	65.00			6' long x 7" high	45.00	
Undraped Tables 42" high White vinyl top only				Double Step Risers			
	6' long x 24" wide	55.00			4' long x 14" high	45.00	
Dark Oak Pedestal Tables					6' long x 14" high	65.00	
	30" high x 36" diameter	55.00		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.			
	42"X36" Cocktail Table	65.00		-Rental prices are for the duration of the show and include delivery and setup.			
Top & Skirt Your Table				-Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.			
	Standard Table	45.00		Total Cost			
Special Draping							
Place an "X" above color choice:							
Black Blue Burgundy Gold Silver Green White Red							
Ft.	8' high drape	6.00 per ft		Subtotal			
Ft.	3' high drape	3.00 per ft		10.0% Tax			
				Total			

Event SEAUPG Annual Meeting & Exhibits Order Deadline Thursday, November 7 2019

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

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



Return form to:
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 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

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:

Mark an "X" on 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:

Mark an "X" 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 (select one)

___ Common Carrier ___ Air Freight

___ Van Line ___ Other

Specify if other _____

Freight (select 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:

Event Name SEAUPG Annual Meeting & Exhibits Order Deadline Thursday, November 7, 2019

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ 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.

No shipments received on Friday.



RETURN FORM TO:
 17257 Hwy 44; Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

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	\$79.00	200#	
	Show Site Rate	\$72.00	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	\$72.00	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	\$85.00	200#	
	Show Site Rate	\$80.00	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 25% if handled In OR Out on overtime \$ _____		
		Add 50% if handled In AND 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 25% \$ _____		
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				

Event Name SEAUPG Annual Meeting & Exhibits Order Deadline Thursday, November 7, 2019
 Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (please print) _____
 Phone _____ Email _____

Please Note: Method of Payment must accompany this order.



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office@gcevents.biz

SHIPMENT NOTIFICATION

IMPORTANT: Freight will not be accepted unless properly labeled and related forms completed.
NO Shipments received on Friday.

INBOUND SHIPPING All inbound shipments should be "prepaid."

PLEASE NOTE: 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: No shipments received on Friday.

IMPORTANT: DEADLINE DATE for Shipping to WAREHOUSE: **Thursday, November 7, 2019**

Shipper Name: _____ From City&State _____
Shipping Method (select 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 SHOW SITE:

IMPORTANT: Shipping to SHOW SITE on move in day only: **Tuesday, November 19, 2019**

Shipper Name: _____ From City&State _____
Shipping Method (select 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.

Event Name SEAUPG Annual Meeting & Exhibits Order Deadline Thursday, November 7 2019

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Please Note: Method of Payment must accompany this order.



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DRAYAGE INSTRUCTIONS

Important: 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, November 7, 2019**

Arrive on Move-In day only: **Tuesday, November 19, 2019**

Ship To:
Gulf Coast Event Services
 C/O SEAUPG Annual Meeting Booth # _____
 17257 Hwy 44
 Prairieville, La. 70769

Ship To:
GCES / The Hilton Baton Rouge Capitol Center
 C/O SEAUPG Annual Meeting Booth # _____
 201 Lafayette Street
 Baton Rouge, La. 70801

INBOUND SHIPPING INSTRUCTIONS

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).

LOCAL SHIPPING INSTRUCTIONS

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 except 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.

LABELING MATERIALS FOR STORAGE

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.

OUTBOUND SHIPPING INSTRUCTIONS

Packaging, labeling, completing of outbound BILL(S) OF LADING and scheduling a pickup for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. There is a 25% charge for any exhibit materials brought back to our warehouse for outbound. 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.

TERMS OF LIABILITY

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.

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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office@gcevents.biz

ORDER CHECKLIST

SERVICES RENDERED

IMPORTANT: See Order Deadline Date Below. Onsite orders will be charged an additional 20%.

DESCRIPTION:	DATE ORDERED:	ORDER FORM TOTALS:
FURNITURE	_____	\$ _____
CARPET	_____	\$ _____
LABOR	_____	\$ _____
DRAYAGE	_____	\$ _____
TOTAL		\$ _____

Event Name SEAUPG Annual Meeting & Exhibits Order Deadline Thursday, November 7, 2019
Company Name _____ Date _____
Address _____ Booth# _____
Ordered By (please print) _____
Phone _____ eMail _____

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



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 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

**METHOD
 OF PAYMENT**

PLEASE NOTE: For your order to be processed, this form must be completed and returned with payment before show setup. See deadline date below. Onsite orders will be charged an additional 20%.

Mark an "X" on 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:

Select one: Visa Mastercard Am Ex	Select one: Personal Business	
Account #:	Expiration Date:	CVV #:
Cardholder's name:	Signature:	
Cardholder's Billing Address:		

Event Name SEAUPG Annual Meeting & Exhibits Order Deadline Thursday, November 7, 2019

Company Name _____ Date _____

Address (if different from above) _____ Booth# _____

Ordered By (please print) _____

Phone _____ 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 Capitol Center Hilton. Failure to do so may delay your order and/or incur additional charges.

Thank you for your cooperation.

Gulf Coast Event Services