



## GENERAL SHOW INFORMATION

## NADeFA Annual Conference & Fundraiser

Crowne Plaza / March 21-23, 2024

### Excel Decorators Information

- Location: 3600 Winchester Rd. • Springfield, IL 62707
- Phone: 217.528.4024; press one (1) for Exhibitor Services Department
- Fax: 217.528.4026 | email: [events@excel-expo.com](mailto:events@excel-expo.com) | online ordering: <https://excel-expo.boomerecommerce.com>
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)

### Show Management Information

- North American Deer Farmers Association
- Marci Henry/Shawn Schaefer
- 330-454-3944
- [marci@nadefa.org](mailto:marci@nadefa.org)/[jschafer@nadefa.org](mailto:jschafer@nadefa.org)

### Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard 10' x 10' booth will include:

- Black 8' Back Drape and 3' Side Drape
- (1) 8' Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) 11" x 17" Identification Sign

Your exhibit area is carpeted with facility carpeting.

### Event Schedule Information

<b>Exhibitor Move In:</b>	Wednesday	March 20, 2024	10:00 am - 9:00 pm
<b>Show Hours:</b>	Thursday	March 21, 2024	8:00 am - 6:00 pm
	Friday	March 22, 2024	8:00 am - 6:00 pm
	Saturday	March 23, 2024	8:00 am - 12:00 pm
<b>Exhibitor Move Out:</b>	Saturday	March 23, 2024	12:00:00 PM

### ST/OT/DT Rate Information

This show moves in and out on **overtime** and is subject to overtime rates for labor as well as **additional surcharges** for material handling services. We will attempt whenever possible, to perform the work on straight time, contingent upon the schedules of the show management and/or the convention facility.

### Shipping Addresses & Receiving Dates

#### Advance to Warehouse

Receiving Dates:

**2/6/2024 thru 3/14/2024**

Receiving Hours:

**Mon-Fri 8:00AM-4:00PM**

TO: Exhibiting Company Name and Booth #

FOR: NADeFA Annual Conference & Fundraiser

Excel Decorators

C/O Excel Decorators

3600 Winchester Road

Springfield, IL 62707

#### Direct to Show Site

Receiving Dates and Times:

**3/20/2024; 10:00 am - 9:00 pm**

TO: Exhibiting Company Name and Booth #

FOR: NADeFA Annual Conference & Fundraiser

Crowne Plaza

C/O Excel Decorators

3000 South Dirksen Parkway

Springfield, IL 62703



Important  
Deadlines  
Dates

**Discount Price Deadline: Friday, March 15, 2024**

*Orders received after discount deadline date will be processed at standard pricing, no exceptions.*

**Pre-Show Ordering Deadline: Friday, March 15, 2024**

**First Day for Warehouse Deliveries: Tuesday, February 6, 2024**

**Last Day for Warehouse Deliveries: Thursday, March 14, 2024**

**First Day Freight Can Arrive at Show Site: Wednesday, March 20, 2024**

*Freight received before or after the receiving dates above will incur an additional surcharge and may be delayed in delivery.*

All carriers, including POVs, must check in at the Excel Decorators Freight Desk no later than **12:00:00 PM on 3/23/2024**. Freight reroutes will begin promptly **after 12:00:00 PM on 3/23/2024**. Exhibitor freight will be rerouted to official show carrier for transportation at exhibitor's expense.

Preshow  
Ordering  
Deadline

Excel Decorators does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by 3/15/2024. After this date orders must be placed at the Excel Decorators Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Payment  
Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Excel Decorators. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations  
&  
Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS!

Tax  
Exemption

- If your company is exempt from payment of sales tax, Excel Decorators requires an exemption certificate for the State in which the services are used. Excel Decorators cannot omit sales tax from your order without a copy of your certificate.

Third Party  
Payment Billing  
Exhibitor  
Appointed  
Contractor

- All third party and EAC forms must be completely filled out and submitted to Excel Decorators. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Excel Decorators must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$25.00 Third Party Processing Fee, \$45.00 EAC Processing Fee.



Miscellaneous  
Items

- Rental items not ordered, yet found in booth space, are invoiced at "Standard" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Excel Decorators.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public spaces are not a part of an exhibitor's booth space and must be kept clear.
- No children under the age of 18 are allowed on the show floor during move in or move out due to safety concerns.

Empty  
Containers

- Pick up "empty labels" at the Excel Decorators Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

The show closes at **12:00PM** on **March 23, 2024**. Please do not tear down prior to the close of the show. Excel Decorators will begin returning empty containers, cartons and skids as soon as the aisle carpet is removed. The aisle carpet removal may take up to 2 hours to complete.

Outbound  
Procedure

- All outbound shipments require a Excel Decorators Bill of Lading. To preorder your Excel Decorators Bill of Lading please refer to the outbound shipping information form included in this kit. All prepared Bills of Lading will be available at show site and distributed to your booth before move out. If you do not receive a Bill of Lading please see the Excel Decorators Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Leave your shipment in your booth and return the completed Bill of Lading to the Excel Decorators Service Desk when your materials are packaged, labeled and ready to be shipped. Turning in your Bill of Lading indicates to Excel Decorators that your shipment is ready to be loaded.
- It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with any carrier you choose. Exhibitors must schedule pick ups directly with their chosen carrier as well as provide carrier specific shipping labels, if required by your carrier, for pick up. Our Exhibitor Services Representatives, at the Excel Decorators Service Desk, are available during move out to assist you in arranging shipping through the official show carrier. For peace of mind and easy set up, contact before the event for transportations services rates.

**PICK UP ADDRESS : Crowne Plaza, 3000 South Dirksen Parkway, Springfield, IL, 62703**

Excessive  
Trash & Booth  
Abandonment

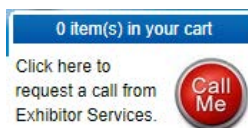
- Any excessive trash consisting of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out, that is not labeled for an outbound shipment, will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.



For your convenience, Excel Decorators offers online ordering. You can order your Excel Decorators services, view show schedule, review previous and current account information, and print invoices.

Place your order or receive access to Excel Decorators' Exhibitor Portal at <https://excel-expo.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>. You must login or create an account and follow the simple instructions for

If you need assistance at any time during your visit to Excel Decorators' Exhibitor Portal, you can contact us using our Request for Assistance feature on the top, right side of the screen. Representatives are available Monday - Friday, 8:00AM - 4:30PM CST.



### Three Ways to Login

#### Online Ordering Email

Exhibitors will receive an email from [events@excel-expo.com](mailto:events@excel-expo.com) containing the following:

Username - Exhibitor email (provided by show management)

Temporary Password - XXXXXXXX

Link to Excel Decorators' Exhibitor Portal/Online Ordering

Click on the link and update your password to gain access to Excel Decorators' Exhibitor Portal.

#### Previous Ordered with Excel

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your updated password on Excel Decorators' Exhibitor Portal. If you have forgotten your password, press "Forgot Password" to receive a new temporary password via

#### 1st Time Registering

To register for the first time for Excel Decorators' Exhibitor Portal, please click here. Select "Register Now" and complete your registration setup, once complete an email will be sent with your login credentials.

Select your event by clicking "Shop Now"



Once logged in, please confirm your profile information. If you need to update your information, please contact us at [events@excel-expo.com](mailto:events@excel-expo.com).

- To order, utilize the blue department drop-down menus to the left hand side of the screen.
- After adding your selections to the shopping cart, click the "Secured Checkout" button on the top right of the page. Then,
  - Review Your Customer Details
  - Accept the Terms and Conditions
  - Apply Payment and Secure Your Credit Card On File
  - Final Review of Your Order
  - Complete Payment (An Order Confirmation will be automatically emailed to the contact on the order.)



## METHOD OF PAYMENT

## NADeFA Annual Conference & Fundraiser

Discount pricing deadline: March 15, 2024  
Online: <https://valleyexpodisplays.boomerecommerce.com>  
Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)  
Fax: (815) 873-1544

Crowne Plaza / March 21-23, 2024

You may choose to pay by credit card, check payable to Excel Decorators, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information for additional amounts incurred as a result of show site orders placed by your representative. This includes freight handling and any unpaid balance due for Excel Decorators services.** Refunds/credits for services will be issued after the close of the event only. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information.

### Pre-Show Orders

All pre show orders **must** be received by 3/15/2024. After this date orders must be placed at the service desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Place orders online at: <https://excel-expo.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>

Email all order forms along with this form to [events@excel-expo.com](mailto:events@excel-expo.com)

Fax all order forms along with this form to 217.528.4026

**Please note** all orders emailed or faxed will incur a \$25.00 administrative processing fee.

### Change of Payment Fee

Once a payment is processed by credit card, any changes to the payment method will incur a Change of Payment Method Transaction Fee of 3% of the total invoice.

### Discount Deadline

Orders received without payment or after the discount price deadline of **Friday, March 15, 2024** will be charged at the standard price.

### ACH/Wire Transfer Information

You may choose to pay by check or ACH/wire transfer, however a credit card is required on file to process all orders. In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to [events@excel-expo.com](mailto:events@excel-expo.com). A \$25.00 service charge will be added for processing U.S. wire transfers. A \$50.00 service charge will be added for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **NADeFA Annual Conference & Fundraiser**

EVENT CODE:



## SERVICES & EQUIPMENT ORDERED

Discount pricing deadline: March 15, 2024  
Online: <https://valleyexpodisplays.boomerecommerce.com>  
Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)  
Fax: (815) 873-1544

## NADeFA Annual Conference & Fundraiser

Crowne Plaza / March 21-23, 2024

This form with your credit card information, and all applicable order forms must be forwarded to Excel Decorators. Advance prices apply **only** to orders received with payment in full by the advance price deadline date, **Friday, March 15, 2024**. All orders received afterward, or at the show site will be subject to standard rates. For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.

### SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Furniture Order Form	\$ _____	Sign & Banner Order Form
\$ _____	Booth Accessories Order Form	\$ _____	Excel Decorators Supervised - Labor Order Form
\$ _____	Booth Carpet Order Form	\$ _____	Exhibitor Supervised - Labor Order Form
\$ _____	Advance Material Handling Order Form	\$ _____	Processing Fee(s)
\$ _____	Direct Material Handling Order Form		

\$ _____	Subtotal
\$ _____	9.75 % Sales Tax
\$ _____	<b>Total Now Due</b>

In order to process your order, Excel Decorators requires a credit card for payment on file. Please complete the below information.

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### Credit Card Information

☐

AMEX

☐

MasterCard

☐

Visa

☐

Discover

Card Number

Expiration Date

CVC

Name On Card

Signature

By signing you agree to all terms and conditions.



# ORDER FORM

## NADeFA Annual Conference & Fundraiser

Discount pricing deadline: March 15, 2024  
Online: <https://excel-expo.boomerecommerce.com>  
Email: [events@excel-expo.com](mailto:events@excel-expo.com)  
Fax: (217)-528-4026

Crowne Plaza / March 21-23, 2024

### Miscellaneous

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
AdminFee	Processing Fee for Orders Mailed/Faxed/Emailed	\$ 25.00	\$ 25.00		
3PartyFee	Third Party Processing Fee	\$ 25.00	\$ 25.00		
EACFee	EAC Processing Fee	\$ 45.00	\$ 45.00		

### Booth Tables - Skirted, Plain, Cocktail

Please Select skirting color choice below Orders received without color selected will receive show colors

\_\_\_ Black  \_\_\_ Blue  \_\_\_ Burgundy  \_\_\_ Teal  \_\_\_ Silver  \_\_\_ Red  \_\_\_ Purple  \_\_\_ White  \_\_\_ Gold  \_\_\_ Green 

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
F10	4' Skirted Table (30" High)	\$ 108.65	\$ 141.25		
F20	6' Skirted Table (30" High)	\$ 125.60	\$ 163.30		
F30	8' Skirted Table (30" High)	\$ 144.35	\$ 187.70		
F40	4' Skirted Table (42" High)	\$ 130.70	\$ 169.95		
F50	6' Skirted Table (42" High)	\$ 151.00	\$ 196.30		
F60	8' Skirted Table (42" High)	\$ 173.40	\$ 225.45		
F130	30" Skirting Only (4th Side)	\$ 46.60	\$ 60.60		
F140	42" Skirting Only (4th Side)	\$ 54.20	\$ 70.50		
F70	4' Plain Table (30" High)	\$ 54.80	\$ 71.25		
F80	6' Plain Table (30" High)	\$ 62.95	\$ 81.85		
F90	8' Plain Table (30" High)	\$ 72.35	\$ 94.10		
F100	4' Plain Table (42" High)	\$ 65.35	\$ 85.00		
F110	6' Plain Table (42" High)	\$ 75.65	\$ 98.35		
F120	8' Plain Table (42" High)	\$ 92.90	\$ 120.80		
F150	White Vinyl, 8' Long Table Top Covering	\$ 4.00	\$ 5.20		
F160	30" Round Cocktail Table (30" High)	\$ 102.00	\$ 132.60		
F170	30" Round Cocktail Table (42" High)	\$ 120.15	\$ 156.20		

### Booth Chairs and Barstool

F180	Folding Chair	\$ 52.40	\$ 68.15		
F1901	Side Chair	\$ 59.30	\$ 77.10		
F2001	Padded Chair	\$ 70.80	\$ 92.05		
F210	Bar Stool with Back	\$ 77.90	\$ 101.30		

### Booth Accessories

F220	Tripod Adjustable Easel	\$ 26.65	\$ 34.65		
F240	Garment Rack	\$ 106.50	\$ 138.45		
F250	Bag Stand	\$ 85.05	\$ 110.60		
F280	Literature Stand	\$ 139.80	\$ 181.75		
F230	Wastebasket	\$ 18.15	\$ 23.60		
F313	8' Upright with Bases	\$ 50.85	\$ 66.15		

### Booth Accessories

Product ID	Item Name	Discount	Standard	Surcharges	Estimate
F314	Crossbar	\$ 23.45	\$ 30.50		
F3141	120V Stem Light	\$ 49.05	\$ 63.80		
F290	Table Riser 1' x 1' x 4' White Skirted	\$ 38.45	\$ 50.00		
F300	Posterboard 4' x 8'	\$ 178.20	\$ 231.70		
	Placement Required ___ Vertical ___ Horizontal				
F260	3' Drape (Side) per sq ft	\$ 6.05	\$ 7.90		
F270	8' Drape (Back) per sq ft	\$ 10.05	\$ 13.10		





# ORDER FORM

## NADeFA Annual Conference & Fundraiser

Discount pricing deadline: March 15, 2024  
Online: <https://excel-expo.boomerecommerce.com>  
Email: [events@excel-expo.com](mailto:events@excel-expo.com)  
Fax: (217)-528-4026

Crowne Plaza / March 21-23, 2024

### Grid Wall and Accessories

Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
F6201	2' w x 8' h Gridwall Panel	\$ 95.35	\$ 124.00		
F62011	2' w x 8' h Gridwall Panel with T-Base	\$ 14.55	\$ 18.95		
F640	24" Shelf w/ shelf brackets	\$ 33.25			
F650	48" Shelf w/ shelf brackets	\$ 46.70			
F660	6 Ball Waterfall Mount	\$ 12.75			
F670	Hang Rail Mount	\$ 25.10			
F680	Picture Hanger Mount	\$ 6.20			
F690	Hat Display Mount	\$ 14.20			
F700	Peg Hook	\$ 6.20			
F7001	Peg Hook Package (6 Hooks)	\$ 12.95			

### Booth Carpet and Padding

Please select carpeting color choice. Orders received without color selected will receive show colors.

#### Standard Carpet Colors

\_\_\_Blue  \_\_\_Green  \_\_\_Black  \_\_\_Burgundy  \_\_\_Red  \_\_\_Gray 

#### Additional Color Options for Custom Carpet ONLY

\_\_\_Green Jay  \_\_\_Pepper 

F3209	10' x 10' Standard Carpet	\$ 177.30	\$ 230.50		
F3304	10' x 20' Standard Carpet	\$ 298.00	\$ 387.40		
F3404	10' x 30' Standard Carpet	\$ 428.35	\$ 556.90		

Product ID	Item Name	Booth Size	Discount Price	Standard Price	Square Feet	Total
F350	Custom Carpet per sq ft	X	\$ 3.55	\$ 4.65		
F3602	Luxury Booth Carpet per sq ft	X	\$ 4.80	\$ 6.25		
F370	Padding per sq ft	X	\$ 1.65	\$ 2.15		
F380	Visqueen per sq ft	X	\$ 0.85	\$ 1.15		
F390	Additional Taping per sq ft	X	\$ 2.60	\$ 3.40		

### Booth Sign and Banner

30% Rush fee if order received after, 3/15/2024.

Product ID	Item Name	Pricing	Quantity	Total
S10	11" x 14" Foamcore Sign	\$ 43.30		
S20	14" x 22" Foamcore Sign	\$ 62.05		
S50	22" x 28" Foamcore Sign	\$ 416.55		
S60	28" x 44" Foamcore Sign	\$ 567.70		
S70	2' x 4' Vinyl Banner	\$ 165.80		
S80	2' x 6' Vinyl Banner	\$ 221.20		
S90	2' x 8' Vinyl Banner	\$ 516.95		
S100	Easel Back	\$ 22.70		
S110	Sign Grommets	\$ 8.45		







# ORDER FORM

## NADeFA Annual Conference & Fundraiser

Discount pricing deadline: March 15, 2024  
Online: <https://excel-expo.boomerecommerce.com>  
Email: [events@excel-expo.com](mailto:events@excel-expo.com)  
Fax: (217)-528-4026

Crowne Plaza / March 21-23,2024

Labor - Installation & Dismantle Services		Install Dates & Times	3/20/2024; 10:00 am - 9:00 pm			
Exhibitor Supervised (Exhibitor MUST be present)		Dismantle Dates & Times	3/23/2024; 12:00:00 PM			
Product ID	Item Name	# of People	X	Approx Hrs. Per People	= Total Hours	@ Hourly Rate (See Below) = Estimate

L105	Installation Labor - Exhibitor Supervision					\$
L205	Dismantle Labor - Exhibitor Supervision					\$

### Hourly Rate Information

#### Install Labor | Requested Start

Date	Time	Description	Discount	Standard
		Straight Time - 8:00AM and 4:30PM on weekdays	\$ 81.70	\$ 106.25
		Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$ 122.55	\$ 159.38
		Double time - All day Sunday and holidays	\$ 163.40	\$ 212.50

#### Dismantle Labor Requested Start

Exhibitor **must** check in at the Excel Decorators Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Excel Decorators Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Excel Decorators Service Desk will result in a one (1) hour per man no show charge.

Brief description of labor required:

Labor - Installation & Dismantle Services		Install Dates & Times	3/20/2024; 10:00 am - 9:00 pm			
Excel Decorators Supervised (Exhibitor does not need to be present)		Dismantle Dates & Times	3/23/2024; 12:00:00 PM			
Product ID	Item Name	# of People	X	Approx Hrs. Per People	= Total Hours	@ Hourly Rate (See Below) = Estimate

L104	Installation Labor - Excel Decorators Supervision					\$
L204	Dismantle Labor - Excel Decorators Supervision					\$

### Hourly Rate Information

Description	Discount	Standard
Straight Time - 8:00AM and 4:30PM on weekdays	\$ 106.25	\$ 138.15
Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$ 159.38	\$ 207.23
Double time - All day Sunday and holidays	\$ 212.50	\$ 276.30

### Required Information

Freight will be shipped to: Advance Warehouse \_\_\_\_\_ Direct to Show Site \_\_\_\_\_

Inbound Carrier: \_\_\_\_\_ Tracking/PRO #: \_\_\_\_\_

Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Skids \_\_\_\_\_ Other \_\_\_\_\_

Setup Plans/Photo: Attached to order \_\_\_\_\_ To be sent with Exhibit, in crate # \_\_\_\_\_ Sent to [events@excel-expo.com](mailto:events@excel-expo.com) \_\_\_\_\_

Flooring/Carpet: With exhibit \_\_\_\_\_ Rented from Excel Decorators \_\_\_\_\_

Electrical Placement: Electrical under carpet \_\_\_\_\_ Electrical in back of booth \_\_\_\_\_ Other, must provide floor plan \_\_\_\_\_

Graphic: With exhibit \_\_\_\_\_ Shipped separately \_\_\_\_\_ Tracking/PRO # \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

### Outbound Shipping Information

Street Address	City	State	Zip Code	Attn
Method of shipment*: Common Carrier _____ UPS _____ FedEx _____ Show Carrier _____				

\*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.

If labels are provided where will they be? \_\_\_\_\_



## THIRD PARTY BILLING

## NADeFA Annual Conference & Fundraiser

Crowne Plaza / March 21-23, 2024

This form is to be used if an exhibiting company wishes to have a third party handle their display and be billed for exhibitor services. The Method of Payment Form **MUST** be completed by the third party in order to be billed for services, **however, we also must be provided with the exhibiting company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the third party. Please note a \$25.00 processing fee will be applied to order for all 3rd party forms received.

It should be understood that by signing this form or placing an order, the exhibiting company agrees it is ultimately responsible for payment of charges. **If your third party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibiting  
Company  
Information

Exhibiting Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_/\_\_\_ Exp. Date \_\_\_ CVC

Account #: \_\_\_\_\_

\_\_\_\_\_  
Name On Card

\_\_\_\_\_  
Signature

Services  
to be  
billed to  
third party

Indicate which services are to be invoiced to the Third Party:

\_\_\_ ALL EXCEL DECORATORS SERVICES

\_\_\_ RENTAL FURNITURE/CARPET/SIGNS

\_\_\_ I&D LABOR/SUPERVISION

\_\_\_ BOOTH CLEANING

\_\_\_ MATERIAL HANDLING IN & OUT

\_\_\_ OTHER: \_\_\_\_\_

Third Party Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-Mail for Invoice: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Third Party  
Company  
Information

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Third Party Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_/\_\_\_ Exp. Date \_\_\_ CVC

Account #: \_\_\_\_\_

\_\_\_\_\_  
Name On Card

\_\_\_\_\_  
Signature



# EXHIBITOR APPOINTED CONTRACTOR

## NADeFA Annual Conference & Fundraiser

Crowne Plaza / March 21-23,2024

Submit this form if the exhibiting company intends to use a third party contractor other than Excel Decorators. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Excel Decorators must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only. Please note there is a \$45.00 processing fee for all EAC's forms received.

Exhibitor appointed contractors must use labor supplied by Excel Decorators unless the following requirements are fulfilled:

- Contractor  
Requirements
- The exhibitor must notify North American Deer Farmers Association and Excel Decorators of the intention to utilize an independent contractor no later than 30 days prior to the first day of move in, furnishing the name, address and telephone number of the firm.
  - The exhibitor shall provide evidence that the exhibitor appointed contractor has proper certificates of insurance with at least the minimum as described below, unless North American Deer Farmers Association requires more.
    - Comprehensive General Liability not less than \$ 1,000,000 with respect to injuries to any one person in an occurrence.
    - \$ 2,000,000 with respect to injuries to more than one person in any occurrence.
    - Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$ 1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
    - Automobile Liability with a limit of not less than \$ 1,000,000 combined single limit - each accident.
    - Umbrella/Excess Liability with a limit of not less than \$ 1,000,000 each occurrence and {\$ 1,000,000} each aggregate.
    - Excel Decorators, North American Deer Farmers Association and the Crowne Plaza must be named as additional insureds on a primary and non-contributory basis.**
  - The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Excel Decorators.
  - For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
  - The exhibitor appointed contractor:
    - Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
    - Will share with Excel Decorators all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
    - Must furnish North American Deer Farmers Association and Excel Decorators Expo with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by North American Deer Farmers Association.
    - Shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
    - Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
    - Shall provide, if requested, evidence to Excel Decorators that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
    - Must coordinate all of its activities with Excel Decorators.
    - Must comply with all reasonable rules and regulations of Crowne Plaza, North American Deer Farmers Association and Excel Decorators in order to create a safe work environment. A failure to do so can result in a delay or termination of EAC's right to continue if the condition cannot be corrected.

Exhibiting Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Excel Decorators.

## Skirted Tables

### Height 30"

**4' L x 24" D x 30" H**

F10

\$108.65    \$141.25  
Discount    Standard

**6' L x 24" D x 30" H**

F20

\$125.60    \$163.30  
Discount    Standard

**8' L x 24" D x 30" H**

F30

\$144.35    \$187.70  
Discount    Standard

### Bar Height 42"

**4' L x 24" D x 42" H**

F40

\$130.70    \$169.95  
Discount    Standard

**6' L x 24" D x 42" H**

F50

\$151.00    \$196.30  
Discount    Standard

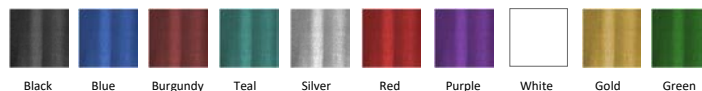
**8' L x 24" D x 42" H**

F60

\$173.40    \$225.45  
Discount    Standard



## Skirting Colors Available



4th Side Skirting (available in above colors)

30" Skirting

F130

\$46.60    \$60.60  
Discount    Standard

42" Skirting

F140

\$54.20    \$70.50  
Discount    Standard

## Plain Tables

### Height 30"

**4' L x 24" D x 30" H**

F70

\$54.80    \$71.25  
Discount    Standard

**6' L x 24" D x 30" H**

F80

\$62.95    \$81.85  
Discount    Standard

**8' L x 24" D x 30" H**

F90

\$72.35    \$94.10  
Discount    Standard

### Bar Height 42"

**4' L x 24" D x 42" H**

F100

\$65.35    \$85.00  
Discount    Standard

**6' L x 24" D x 42" H**

F110

\$151.00    \$98.35  
Discount    Standard

**8' L x 24" D x 42" H**

F120

\$92.90    \$120.80  
Discount    Standard



White Vinyl Topping

F150

\$4.00    \$5.20  
Discount    Standard

## Cocktail Tables

### Height 30"

**30" Round x 30" High**

F160

\$102.00    \$132.60  
Discount    Standard

### Bar Height 42"

**30" Round x 42" High**

F170

\$120.15    \$156.20  
Discount    Standard



All orders are subject to availability of equipment. Prices include delivery to the booth and removal.  
All equipment remains the property of Excel Decorators.

## Chairs and Barstool



**Folding Chair**

F180

\$52.40

Discount

\$68.15

Standard



**Side Chair**

F1901

\$59.30

Discount

\$77.10

Standard



**Padded Chair**

F2001

\$70.80

Discount

\$92.05

Standard



**Bar Stool with Back**

F210

\$77.90

Discount

\$101.30

Standard

## Booth Accessories



**Tripod Adjustable Easel**

F220

\$26.65

Discount

\$34.65

Standard



**Garment Rack**

F240

\$106.50

Discount

\$138.45

Standard



**Bag Stand**

F250

\$85.05

Discount

\$110.60

Standard



**Literature Stand**

F280

\$139.80

Discount

\$181.75

Standard



**Wastebasket**

F230

\$18.15

Discount

\$23.60

Standard



**8' Upright with Bases**

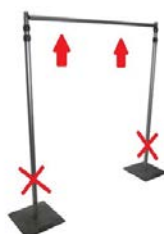
F313

\$50.85

Discount

\$66.15

Standard



**Crossbar**

F314

\$23.45

Discount

\$30.50

Standard



**120V Stem Light**

F3141

\$49.05

Discount

\$63.80

Standard



**Table Riser 1' x 1' x 4'**

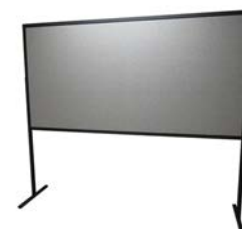
F290

\$38.45

Discount

\$50.00

Standard



**Posterboard 4' x 8'**

F30

Placement: Vertical or Horizontal

\$178.20

Discount

\$231.70

Standard



### Booth Accessories

All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Excel Decorators.



#### 8' Back Drape-Per Linear Foot

F270

\$10.05

Discount

\$13.10

Standard



#### 3' Side Drape-Per Linear Foot

F260

\$6.05

Discount

\$7.90

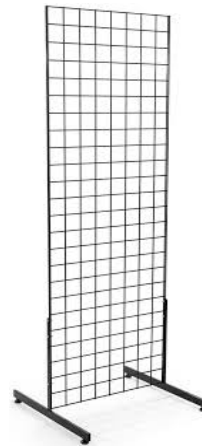
Standard

### Grid Wall and Accessories



Items showcased in picture

- |  |                            |
|--|----------------------------|
| (2) 2' x 8' Gridwall Panel             | (1) Hang rail Mount        |
| (2) 2' x 8' Gridwall Panel with T-Base | (1) Hat Display Mount      |
| (1) 24" Shelf w/shelf brackets         | (1) 6 Ball Waterfall Mount |
| (1) 48" Shelf w/shelf brackets         | (5) Peg Hooks              |



#### 2'W x 8'H Gridwall

With T-Base

F62011

\$14.55

Discount

\$18.95

Standard



#### 2'W x 8'H Gridwall

Gridwall Panel Only

F6201

\$95.35

Discount

\$124.00

Standard



#### Shelf w/ shelf brackets

24" F640

\$33.25

48" F650

\$46.70



#### 6 Ball Waterfall Mount

F660

\$12.75



#### Hang Rail Mount

F670

\$25.10



#### Picture Hanger Mount

F680

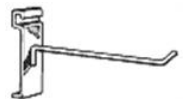
\$6.20



#### Hat Display Mount

F690

\$14.20



#### Peg Hook

Single Hook F700

\$6.20

Pkg of 6 Hooks F7001  
\$12.95





## 13 oz Standard Carpeting

Rental prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different than your booth size, you **MUST** include a layout diagram. Failure to provide the diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to [events@excel-expo.com](mailto:events@excel-expo.com) or attach to your order online.

10' x 10' Carpet		10' x 20' Carpet	
F3209		F3304	
\$177.30	\$230.50	\$298.00	\$387.40
Discount	Standard	Discount	Standard

10' x 30' Carpet	
F3404	
\$428.35	\$556.90
Discount	Standard

## Available Colors



## Crown Jewel 18 oz. Custom Carpeting

Custom carpeting is available in 10' widths only. Rental prices include installation, carpet taping and pickup at the close of the show. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

## 18 oz Custom Carpeting

F350	
Per Sq Ft	
\$3.55	\$4.65
Discount	Standard

## 28 oz Luxury Carpeting

F3602	
Per Sq Ft	
\$4.80	\$6.25
Discount	Standard

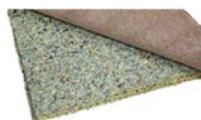
## Designer Plus 28 oz. Luxury Carpeting

Luxury carpet combines plush comfort with durable ability and is great for high traffic areas. Luxury carpet packages include 10' wide carpet, delivery, visqueen covering, installation, carpet tape, and carpet removal. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

## Available Colors



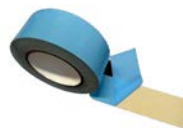
**Don't forget to order vacuuming services. See Vacuum & Porter Service forms.**



Padding	
F370	
Per Sq Ft	
\$1.65	\$2.15
Discount	Standard



Visqueen	
F380	
Per Sq Ft	
\$0.85	\$1.15
Discount	Standard



Carpet Tape	
F390	
Per Sq Ft	
\$2.60	\$3.40
Discount	Standard



## SHIPPING vs. MATERIAL HANDLING

### What is Shipping



Shipping is the process of a carrier picking up items from your office, or any place of origin, and transporting it to the dock of either the advance warehouse or event facility. Shipping

is separate from Freight Handling. Exhibitors may use any carrier they want, including the official show carrier, ABF Freight.

<https://arcb.com/abf-freight>

### What is Material Handling



Material Handling is the process of receiving a shipment from your carrier and managing on site handling of the shipment through the event cycle. It is a standard event procedure with associated costs based on shipment weight.

Excel Decorators is the sole provider of Material Handling Services. Exhibitors or their hired EAC/carriers may not deliver freight to exhibit spaces delivered by common carrier/ground services or operate any type of mechanical or powered equipment. Material handling is a billable service.

#### Material Handling Process:

- The unloading of freight from your carrier once it arrives at the receiving dock.
- The transporting freight from dock to your booth space.
- The removing of empty shipping containers (boxes, crates and pallets) from your booth.
- The temporary storage of your empty shipping containers during the duration of the show.
- The return of empty shipping containers to your booth at the close of event.
- The transfer of your freight back to the loading dock once your chosen carrier has arrived.
- The loading of your freight into your carrier's vehicle for return shipping.

#### One easy way to keep charges low?

Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

Consolidate shipments when total weight is less than 200 lbs. ***It can save you money!*** For example:

#### 3 Separate Shipments

60 lbs. charged @ 200 lbs. Minimum \$ 165.30  
 52 lbs. charged @ 200 lbs. Minimum \$ 165.30  
 65 lbs. charged @ 200 lbs. Minimum \$ 165.30= \$ **495.90**

#### 1 Consolidated Shipment

3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs. Minimum = \$ **165.30**

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.



## SHIPPING

## NADeFA Annual Conference & Fundraiser

### Advance Warehouse Direct to Show Site

Crowne Plaza / March 21-23, 2024

The official Show Carrier for this event is ABF Freight, however you can use any carrier you choose to ship your items. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable). Material handling charges will incur for shipments received at either the advance warehouse or directly to show site. To avoid delay in receiving your shipment at show site, please make sure you have a material handling order and credit card on file.

#### Shipping to the Advanced Warehouse

- **Advance Warehouse Address:** Excel Decorators, 3600 Winchester Road, Springfield, IL 62707
- Freight accepted: **2/6/2024 - 3/14/2024**
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date of **3/14/2024**. Your freight will still be received after the deadline date, but additional charges will be incurred and possible delay in delivery.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a Bill of Lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 217-528-4024 if you want to ship oversized material that requires special equipment to the warehouse.

#### Shipping to Show Site

- **Show Site/Direct Freight Address:** Crowne Plaza, 3000 South Dirksen Parkway, Springfield, IL 62703
- Direct freight will be accepted: 3/20/2024; 10:00 am - 9:00 pm
- Do not send shipments directly to show site before **3/20/2024**. Crowne Plaza may refuse shipment and/or shipment runs the risk of being lost. Excel Decorators not responsible for shipments sent directly to Crowne Plaza outside date range indicated above
- All shipments must have a Bill of Lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Once your carrier arrives and is unloaded, the shipment will be brought to booth.
- Please call our Exhibitor Services Department at 217-528-4024 if you want to ship oversized material that requires special equipment to Crowne Plaza.

#### Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your Bill of Lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

#### Labeling Your Freight

- The label should contain the following:
  - Exhibiting Company Name
  - Booth Number(s)
  - Name of the Event - **NADeFA Annual Conference & Fundraiser**
- For your convenience please use the advance shipping label and/or the direct to show site shipping label provided in this exhibitor kit.

#### Protecting Materials

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NADEFA ANNUAL CONFERENCE & FUNDRAISER

SHOW NAME

BOOTH NUMBER

EXCEL DECORATORS

C/O EXCEL DECORATORS

3600 WINCHESTER ROAD

SPRINGFIELD , IL 62707

Shipment Should Arrive Between:

2/6/2024 thru 3/14/2024

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number of pieces of

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

NADEFA ANNUAL CONFERENCE & FUNDRAISER

SHOW NAME

BOOTH NUMBER

EXCEL DECORATORS

C/O EXCEL DECORATORS

3600 WINCHESTER ROAD

SPRINGFIELD , IL 62707

Shipment Should Arrive Between:

2/6/2024 thru 3/14/2024

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number of pieces of

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

NADEFA ANNUAL CONFERENCE & FUNDRAISER

SHOW NAME

BOOTH NUMBER

CROWNE PLAZA

EXCEL DECORATORS

3000 SOUTH DIRKSEN PARKWAY

SPRINGFIELD, IL 62703

C/O

**Shipment Should Arrive:**

**3/20/2024; 10:00 am - 9:00 pm**

Carrier

Number of pieces of

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

NADEFA ANNUAL CONFERENCE & FUNDRAISER

SHOW NAME

BOOTH NUMBER

CROWNE PLAZA

EXCEL DECORATORS

3000 SOUTH DIRKSEN PARKWAY

SPRINGFIELD, IL 62703

C/O

**Shipment Should Arrive:**

**3/20/2024; 10:00 am - 9:00 pm**

Carrier

Number of pieces of



**Special Handling** Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no Bill of Lading or documentation, carpet/pad only shipments.

- **Constricted Space** Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipment Integrity** Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or Bills of Lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver to remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.
- **Padded Van Deliveries** this applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**Disposal Fee** A disposal fee & minimum 1 hour of labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

**Overtime/Double-time SURCHARGE: Overtime: 25% • Double Time: 50%** Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a Bill of Lading is submitted to the Excel Decorators Service Desk AND the driver has checked in.

**Early/Late Shipments to the Warehouse SURCHARGE: 25%** A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

**Reroute/Forced Freight** Due to failure of exhibitor carrier to check in at the designated times, Excel Decorators will cosign exhibitor's shipment to the Official Show Carrier for transportation at exhibitor's expense.

**FIB/LIB** Shipment found/left in booth by exhibitor. Shipment will be rerouted to the Official Show Carrier for transportation at exhibitor's expense.

**Reweigh of Shipments FEE: \$ 25.00 per forklift load** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Empty Crate Storage FEE: \$ 75.00 per piece** A charge per crate, carton or skid applies when Excel Decorators handles the storage and return of empties from a shipment not received by Excel Decorators and therefore not subject to material handling charges.

**Lightweight Shipments** Shipment weighing 50 pounds or less will qualify for the lightweight shipment rate. Shipments exceeding 50 pounds will be billed standard material handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**Priority Empty Labels FEE: \$ 75.00 per label** Limited quantities available on a per event basis.

**Marshaling Yard FEE: \$ 45 per Shipment/Carrier** Where Excel Decorators as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Excel Decorators may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

**POV:** Personally Operated Vehicle.

**Vehicle Placement:** Excel Decorators charges a round-trip fee to place a vehicle on the tradeshow floor.





## MATERIAL HANDLING SERVICES

As the official service contractor, Excel Decorators is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or Bill of Lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Excel Decorators for those shipments. Excel Decorators assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

**Straight Time :** 8:00AM to 4:30PM Monday through Friday  
**Overtime:** 4:30PM to 8:00AM Monday through Friday; All day Saturday  
**Double Time:** All day Sunday and Holidays  
(Overtime/double time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

### Estimating Standard Material Handling Charges

⇒ Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. **(200 pounds minimum charged on all shipments weighing 51 - 200 pounds)**

- Select the category that best describes your shipment. There are two categories for advance freight and three categories for direct freight:

**Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.  
**Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.  
**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.

Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.

Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates.

#### Surcharge Information

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

### Advanced Warehouse Shipments

Single pieces over 5000 pounds cannot be accepted at warehouse.

FIRST DAY FREIGHT CAN ARRIVE: TUESDAY, FEBRUARY 6, 2024

LAST DAY FREIGHT CAN ARRIVE: THURSDAY, MARCH 14, 2024

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$82.65	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$97.45	X		X		X		=	\$	X		=	\$

### Direct to Facility/Show Site Shipments

FIRST DAY FREIGHT CAN ARRIVE: WEDNESDAY, MARCH 20, 2024

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$79.90	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$94.40	X		X		X		=	\$	X		=	\$
MHS20173	Uncrated		÷ 100 =		X	\$94.40	X		X		X		=	\$	X		=	\$

**Example Only** 623lbs Crated Freight sent to the Advance Warehouse by Common Freight Carrier - YRC

Select Freight Category		Calculate CWT			Add All Applicable Surcharges to Standard Rate										Calculate Freight Handling Estimate			
Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded	700	÷ 100 =	7	X	\$ 82.65	X	25%	X	N/A	X	N/A	=	\$ 103.3125	X	7	=	\$ 723.19

**Lightweight Shipment** A lightweight shipment is a shipment totaling any number of pieces with a **combined weight not to exceed 50lbs** that is received on the same day and delivered by the same carrier. Lightweight Shipment can be sent to either the advance warehouse or directly to show site, please be aware of dates and times for each location indicated on the Show Information pages.

Item ID	Item	Total Weight Not to exceed 50lbs	Number of Packages/Cartons	X	Standard Rate	=	Totals	Add Totals together for both 1st Package/ Carton & Additional Package/Carton	=	Freight Handling Estimate
MHS20171	Lightweight - First Package/Carton		1	X	\$58.10	=				
MHS20172	Lightweight - Each Additional Package/Carton			X	\$44.80	=				\$





## MATERIAL HANDLING QUESTIONNAIRE

### EXHIBITORS SHIPPING MACHINERY AND/OR FREIGHT WEIGHING OVER 2,000LBS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ **Crate(s)**

Dimensions of each crate

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Skid/Pallet(s)**

\_\_\_\_\_ Standard Pallet Size 48" x 40"

Dimensions of each skid other than standard size

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Machinery**

Please send pictures of Machines to [events@Excel Decoratorsexpodisplays.com](mailto:events@Excel Decoratorsexpodisplays.com)

Dimensions of each Machine

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Other**

Dimensions of each

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

2. Shipping

\_\_\_\_\_ Advance to Warehouse

\_\_\_\_\_ Direct to Show Site

3. List carrier name(s):

\_\_\_\_\_

4. Tracking Number(s)

\_\_\_\_\_

5. Are there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_ Extended Blades \_\_\_\_\_ Slings \_\_\_\_\_ 4 Stage Lift

\_\_\_\_\_ Other, list below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Excel Decorators.



## OUTBOUND INFORMATION

Outbound shipping is not an automatic process. Each shipment must have material handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Excel Decorators Service Desk. **Do not leave this in your booth with your shipment.**

Call your designated carrier with pick-up information. In the event your carrier fails to show by the carrier check in time indicated on the shipping information form, your shipment will be rerouted to Excel Decorators's official show carrier at the exhibitor's expense.

### Tear Down

The show closes at **12:00PM** on **March 23,2024**. Please do not tear down prior to the close of the show. If your event has aisle carpet, the aisle carpeting will be removed before forklift service or empty crates will be returned. Please allow time for removal. Once completed, empty crates will be brought to your booth.

### Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up from Crowne Plaza, 3000 South Dirksen Parkway, Springfield, IL 62703
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first come, first served basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Excel Decorators Service Desk. Should your carrier fail to check in by the designated time, Excel Decorators reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

### Outbound Bill of Lading Procedure

- All outbound shipments require a Excel Decorators Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a Bill of Lading please see the Excel Decorators Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bills of Lading are available at the Excel Decorators Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Excel Decorators Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Excel Decorators that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

### Outbound Miscellaneous Services

Shrink Wrap	<b>\$95.00</b> per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	<b>\$1.25</b> per foot + dismantle labor (please see labor order form for dismantle labor rates)

### Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.



All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. A booth representative must be present during move in or out.

Labor Hours & Rate Information

Description	Discount	Standard
Straight Time - 8:00AM and 4:30PM on weekdays	\$81.70	\$106.25
Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$122.55	\$159.38
Double time - All day Sunday and holidays	\$163.40	\$212.50

Minimum  
Charge &  
Cancellation  
Information

A minimum charge of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Labor  
Check  
In & Out

Exhibitor **must** check in at the Excel Decorators Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Excel Decorators Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Excel Decorators Service Desk will result in a one (1) hour per man no show charge.

*When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.*

Hours of  
Operation

<u>Move In Dates &amp; Times</u>	<u>Move Out Dates &amp; Times</u>
3/20/2024; 10:00 am - 9:00 pm	3/23/2024; 12:00:00 PM

Example Only

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 81.70	\$ 326.80
Dismantling	1	1	\$ 81.70	\$ 81.70

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Excel Decorators and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Excel Decorators for labor services are based on the value of the services rendered and the scope of Excel Decorators' liability as herein set forth. The amounts payable to Excel Decorators are unrelated to the value of the Exhibitor's property being handled by Excel Decorators or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Excel Decorators or its subcontractors. It is agreed therefore that if Excel Decorators or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.



Lessen the hassle of setting up your booth or exhibit by adding Excel Decorators supervised labor. Excel Decorators will do all the heavy lifting for you. All labor is performed under the supervision of Excel Decorators personnel.

A booth representative does not need to be present during move in or out. Great for exhibitors that need to catch a flight right after the close of the event. Excel Decorators will supervise the dismantle of your exhibit space, pack and label, complete all necessary outbound documentation and once your carrier arrives, move your shipment from your booth space to docking area to be loaded onto your carrier.

Documentation  
Requirements

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

Description	Discount	Standard
<b>Straight Time</b> - 8:00AM and 4:30PM on weekdays	\$106.25	\$138.15
<b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$159.38	\$207.23
<b>Double time</b> - All day Sunday and Holidays	\$212.50	\$276.30

A minimum charge of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

Example Only

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 106.25	\$ 425.00
Dismantling	1	1	\$ 106.25	\$ 106.25

Please forward all documentation for setup and/or tear down of exhibit to [events@excel-expo.com](mailto:events@excel-expo.com)

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Excel Decorators and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Excel Decorators for labor services are based on the value of the services rendered and the scope of Excel Decorators’ liability as herein set forth. The amounts payable to Excel Decorators are unrelated to the value of the Exhibitor’s property being handled by Excel Decorators or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Excel Decorators or its subcontractors. It is agreed therefore that if Excel Decorators or its subcontractors should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor’s exclusive remedy.



# LABOR EXCEL DECORATORS SUPERVISED INSTRUCTIONS

## NADeFA Annual Conference & Fundraiser

Crowne Plaza / March 21-23,2024

Information must be completed and sent along with order forms before Excel Decorators supervised labor will be performed.

### Inbound Shipping & Set Up Information

Exhibiting Company Name: \_\_\_\_\_ Booth No : \_\_\_\_\_

Freight will be shipped to: Advance Warehouse \_\_\_\_\_ Direct to Show Site \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Inbound Carrier: \_\_\_\_\_ Tracking/PRO #: \_\_\_\_\_

Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Skids \_\_\_\_\_ Other \_\_\_\_\_

Setup Plans/Photo: Attached to order \_\_\_\_\_ To be sent with Exhibit, in crate # \_\_\_\_\_ Sent to events@excel-expo.com \_\_\_\_\_

Flooring/Carpet: With exhibit \_\_\_\_\_ Rented from Excel Decorators \_\_\_\_\_

Electrical Placement: Electrical under carpet \_\_\_\_\_ Electrical in back of booth \_\_\_\_\_ Other, must provide floor plan \_\_\_\_\_

Graphic: With exhibit \_\_\_\_\_ Shipped separately \_\_\_\_\_ Tracking/PRO # \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

### Outbound Shipping Information

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of shipment\*: Common Carrier \_\_\_\_\_ UPS \_\_\_\_\_ FedEx \_\_\_\_\_ Show Carrier \_\_\_\_\_

*\*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided where will they be? \_\_\_\_\_

Freight Charges: Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

Bill to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Your booth design can make or break the success of your promotional event. Stand out from the competition! We've got you covered with our comprehensive line of trade show display printing products. Excel Decorators has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an

option or feature you want is not listed on this form, please call us for a special quote. Get the attention of attendees with bold and graphic printed banners, pop-up displays, feather flags and other indoor signs that show off your brand logo and colors. Make sure all your trade show displays feature design elements to form a strong, cohesive look that represents what your brand is all about.

With Excel Decorators's VR5D from Vanguard Digital Printing systems, you are only limited by your imagination.. Exhibitors have already put the VR5D through its paces by printing on:	PVC	PAPER	STONE	METAL
	VINYL	FOAM	BRICK	PLASTIC
	ACRYLIC	COROPLAST	PORCELAIN	GLASS
	CANVAS	STYRENE	RUBBER	CARDBOARD
	LEATHER	WOOD	FABRIC	AND MORE!!!!

**Send your artwork to [events@excel-expo.com](mailto:events@excel-expo.com)** Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form.

Orders received after, Friday, March 15, 2024 will receive an additional 30% rush fee.

	Description	Product ID	Pricing
Foamcore Signs White Background	11" x 14"	S10	\$43.30
	14" x 22"	S20	\$62.05
	22" x 28"	S50	\$416.55
	28" x 44"	S60	\$567.70
Vinyl Banners White Background	2' X 4'	S70	\$165.80
	2' X 6'	S80	\$221.20
	2' X 8'	S90	\$516.95
	Grommets for hanging are included		
Miscellaneous	Easel Back	S100	\$22.70
	Sign Grommets	S110	\$8.45
	Color Background		Add 25%

In an effort to provide you with the best graphics for your display, Excel Decorators requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at 815-873-1500 press 1 for exhibitor services department or e-mail [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

#### **Raster (Pixel-based) Art -**

Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi *at output size*. For example, a file for 16 x 20 inch output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but **cmyk is preferred. Its helpful if all your files are consistently one or the other.**

##### **Use for:**

**Photographic or continuous tone** images.

#### **Vector Art -**

Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality.

Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

**NOTE:** A Raster image imported or placed, and then saved in these programs is not changed into

vector art...*it is still a raster image* and may not be suitable for some output options.

Logos & illustrations produced as cut vinyl **MUST** be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

##### **Use for:**

**Cut vinyl, large format text, logos, graphic elements.**

**Art Size:** Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

**Raster Art** can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

**Vector Art** should be **Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign)** files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

**QuarkExpress** users, supply eps files with fonts embedded. Native Quark files are no longer supported.

**Media:** Submit files to [events@excel-expo.com](mailto:events@excel-expo.com)

Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

**Still have questions?**

**Call 217-528-4024**

**or**

**E-mail: [events@excel-expo.com](mailto:events@excel-expo.com)**





# BOOTH DIAGRAM

For your convenience Excel Decorators has provided the grid below for booths up to 10 x 10 for placement of the following or as needed.

Carpet Layout if different then booth size

Electrical placement (if applicable)

Hanging Sign Placement

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_


Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_