

PINNERS CONFERENCE & EXPO

APRIL 27-28, 2018

OFFICIAL SERVICE CONTRACTOR

Cherry Convention Services, Inc.
3866 Oakcliff Industrial Court
Atlanta, GA 30340

Phone: (770) 242-5955
Fax: (770) 441-2517
Service Email:
orders@cherryconvention.com

SHOW MANAGEMENT PROVIDES YOUR BOOTH WITH:

8' tall black backwall drape
3' tall black siderail drape
One company ID sign
Aisles will have red carpet

Dear Exhibitor,

Cherry Convention Services, Inc. is pleased to have been selected the official convention service contractor for this event. This service packet is provided to introduce you to the variety of services offered by Cherry Convention Services, Inc. Our aim is to ensure you a successful show and a professional display of your product and/or service.

If you need any additional services, please use the forms below. Thank you!

Please review all enclosed forms, complete those applicable to your needs and return WITH PAYMENT ten (10) days prior to exhibitor set-up to ensure advance order prices and availability.

THE APPLICABLE SALES TAX RATE FOR THIS SHOW IS 6%.

Cherry Convention Services, Inc. appreciates the opportunity to be of service and offers our assistance in any way. Should you have any questions or require additional information, please call or email orders@cherryconvention.com.

IMPORTANT DATES

<u>Date</u>	<u>Details</u>
Monday, March 26, 2018	Advance shipments may begin arriving at warehouse.
Monday, April 16, 2018	Last day for advance shipments to arrive at warehouse without surcharges. After this date 50% surcharge will be added to your total.
Wednesday, April 18, 2018	Deadline to receive advance order prices on booth furnishings.
Tuesday, April 24, 2018	Last day for off-target shipments to arrive at warehouse (Includes 50% surcharge)
Tuesday, April 24, 2018	8:00AM - 5:00PM Cherry Convention Services Install
Tuesday, April 24, 2018	9:00AM-4:00PM Direct shipments to Cobb Galleria will be accepted
Wednesday, April 25, 2018	8:00AM – 5:00PM Cherry Convention Services Install
Wednesday, April 25, 2018	9:00AM – 4:00PM Direct shipments to Cobb Galleria will be accepted
Thursday, April 26, 2018	8:00AM – 6:00PM Exhibitor Move-In
Friday, April 27, 2018	10:00AM - 8:00PM Show Open
Saturday, April 28, 2018	9:00AM - 6:00PM Show Open
Saturday, April 28, 2018	6:00PM Exhibitor and Cherry Convention Services Move-Out

**ADVANCE WAREHOUSE
SHIPPING ADDRESS**

Cherry Convention Services, Inc.
Pinnars Conference & Expo
(Your Company Name)
3866 Oakcliff Industrial Court
Atlanta, GA 30340

**DIRECT TO SHOW SITE
SHIPPING ADDRESS**

Cobb Galleria Centre
Pinnars Conference & Expo
(Your Company Name)
C/O Cherry Convention Services, Inc.
2 Galleria Parkway, SE
Atlanta, GA 30339



3866 Oakcliff Industrial Court
Atlanta, Georgia 30340-3407
(770) 242-5955 Phone
(770) 441-2517 Fax

orders@cherryconvention.com

EXHIBITOR SUMMARY

Please complete the exhibitor information section. Enclose a check for the total order or fill out the credit card authorization for payment, or to charge your show site orders to a Visa, Master Card, or American Express account.

Exhibitor Information

Show _____
Booth # _____
Company _____
Address _____
City _____
State/Zip _____
Signature _____
Print Name _____
Phone _____
Fax _____
Email _____

Advance Discount Orders

Furniture \$ _____
Material Handling \$ _____
Labor \$ _____
Cleaning \$ _____
Other \$ _____
SALES TAX \$ _____
TOTAL \$ _____

Advance Order Discount Price

To receive the advance order discount prices, this form must be accompanied by your check or contain a credit card authorization and be received **no later than 14 days before show move-in**. Orders placed after this deadline or at the show will not receive this discount and must be paid at the time of the order.

Cancellation Policy

There are NO REFUNDS OR EXCHANGES once items have been installed in your booth.

Credit Card Authorization

Cherry Convention Services, Inc. is authorized to charge to the following credit card all orders and or services requested by the undersigned or representative which remain unpaid at close of show.

Indicate below the method of payment you are using for services provided by Cherry Convention Services, Inc.

Check _____ Master Card _____

Visa _____ AMX _____

Account # _____

Expiration Date _____ V.Code _____
(3 digits on back of card)

Name on Card _____

Signature _____

Photo copy of front and back of card must be provided.

Credit card authorization or payment by check indicated acceptance of all terms and conditions on reverse side.

TERMS AND CONDITIONS

FOR ALL SERVICES BY CHERRY CONVENTION SERVICES, INC.

TO LESSEE / CUSTOMERS

1. This lease/contract comprises the entire lease/contract between CHERRY CONVENTION SERVICES (herein referred to as CCS) and the LESSEE/CUSTOMER. It is acknowledged that there are no understandings, representations, warranties, promises (verbal or otherwise) pertaining to this lease/contract of the equipment, which are not incorporated herein expressly by reference or rider attached hereto.
2. CCS shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
3. We suggest that you arrange all-risk insurance coverage on your exhibits and material, as CCS limits its liability to 30 cents per pound per article with a maximum of \$50.00 per item and \$1000 per each claim situation.
4. TERMS: Unless otherwise specified, all prices are net upon presentation.
5. LESSEE/CUSTOMER agrees to pay 1 ½% minimum interest per month on outstanding balance and all collection and attorney fees applicable in the event LESSEE/CUSTOMER does not meet CCS payment terms.
6. The person signing this order or an order form at an event for the customer, guarantees payment of the account personally.
7. All charges are earned upon performance by CCS, regardless of subsequent events.
8. Leased equipment shall at all times remain and be the sole and exclusive property of CCS and the LESSEE shall have only the right to use it under the conditions here contained. The leased equipment shall not be transferred, leased, used or subject to any person other than the LESSEE. This lease shall not be assigned by LESSEE by his own act or by the operation of law. The equipment will not be removed from said premises and will not be used at any other place, or for any other purpose except that stipulated.
9. The LESSEE shall at all times and at his own expense keep the leased equipment in good, safe, and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof.
10. At CCS's sole option, and without any obligation on its part, CCS shall at all times have the right of free access to the leased equipment for the purpose of inspecting it and watching its use or operation or determining the nature and extent of its use.
11. All rental equipment will be subject to a clean-up and damage charge, and LESSEE will be charged for any equipment not available for pick-up and return to CCS at the close of the event.



3866 Oakcliff Industrial Court
 Atlanta, Georgia 30340-3407
 (770) 242-5955 / Fax (770) 441-2517
orders@cherryconvention.com

FURNISHINGS ORDER FORM

Complete and send with Exhibitor Summary Form to address shown above.

TABLES		Floor Price	Advance Price	CHAIRS		Floor Price	Advance Price
4' X 24"							
_____	Draped** 30" Tall	\$84.00	\$64.00	_____	Folding Chair	\$15.00	\$12.00
_____	42" Tall	\$96.00	\$76.00	_____	Black Deluxe Folding	\$20.00	\$16.00
_____	Undraped 30" Tall	\$45.00	\$30.00	_____	Padded Stack Chair	\$25.00	\$20.00
_____	42" Tall	\$55.00	\$40.00				
6' x 24"				_____	Counter Stool	\$25.00	\$20.00
_____	Draped** 30" Tall	\$88.00	\$68.00	_____	Barstool with Back	\$45.00	\$35.00
_____	42" Tall	\$100.00	\$80.00	_____	Black Mirage Barstool	\$60.00	\$50.00
_____	Undraped 30" Tall	\$50.00	\$35.00				
_____	42" Tall	\$60.00	\$45.00				
8' x 24"				ACCESSORIES			
_____	Draped** 30" Tall	\$96.00	\$76.00	_____	Wastebasket	\$10.00	\$8.00
_____	42" Tall	\$110.00	\$90.00	_____	Stainless Steel Easel	\$25.00	\$20.00
_____	Undraped 30" Tall	\$55.00	\$40.00	_____	Display Panels	\$200.00	\$140.00
_____	42" Tall	\$65.00	\$50.00		Gray fabric, accepts velcro, push-pins, double-sided.		
				_____	Circle One: Horizontal Vertical		
				_____	Garment Rack	\$42.00	\$32.00
				_____	Bag Rack	\$75.00	\$50.00
				_____	Waterfall Rack (2 arms)	\$75.00	\$50.00
				_____	Table Top Literature Rack	\$45.00	\$35.00
				_____	Sign Holder (22"x28")	\$50.00	\$30.00
				_____	Double Face Tape/roll	\$20.00	\$20.00
				_____	Clear Tape/roll	\$15.00	\$15.00
				CARPET			
				_____	9' X 10'	\$108.00	\$90.00
				_____	9' X 20'	\$216.00	\$180.00
				_____	9' X 30'	\$324.00	\$270.00
				Cut Carpeting: Carpeting cust and tailored to fit space.			
				_____	(Size)	\$5.00/sq. ft	\$3.00/sq. ft.
				Please Indicate Carpet Color Preferred:			
				_____	Gray	_____	Blue
				_____	"Pepper"	_____	Black
				_____	Red		
				PADDING (1/2", per 9' x 9')			
						\$65.00	\$45.00
				VISQUEÑE (Required if water/plants in booth with carpet.)			
				_____	3' Wide	\$2.10/ft.	\$1.20/ft.
TOTAL YOUR ORDER HERE:				EVENT:			
TOTAL COST:				COMPANY NAME:			
TOTAL TAX:				BOOTH #:			
TOTAL DUE:				CONTACT:			
				PHONE:			

Draping includes white vinyl top & pleated skirt on three sides.

4th Side Draped Adds \$35.00 \$25.00

****PLEASE INDICATE DRAPE COLOR PREFERRED:**

_____ Show Color _____ Red
 _____ White _____ Blue
 _____ Burgundy _____ Silver
 _____ Green _____ Black

There will be an additional charge to change drape color after set-up.

TABLE RISERS (1 Step, 9" wide and 9" high)

_____ 4' Undraped wood \$35.00 \$25.00
 _____ 4' Draped \$50.00 \$40.00
 _____ 6' Undraped wood \$40.00 \$30.00
 _____ 6' Draped \$55.00 \$45.00

ROUNDS (plywood top only)

_____ 36" round x 30" tall \$50.00 \$40.00
 _____ 36" round x 42" tall \$55.00 \$45.00
 _____ 90" round black linen \$35.00 \$25.00
 _____ 90" round white linen \$35.00 \$25.00

MASKING DRAPE

_____ ft. 8' tall \$9.00/ft. \$6.00/ft.
 _____ ft. 3' tall \$6.00/ft. \$4.00/ft.
 _____ 8' Upright & base \$10.00 \$10.00
 _____ 6-10' Crossbar \$10.00 \$10.00



MATERIAL HANDLING SERVICES

SERVICE A – WAREHOUSE – CRATED* MATERIALS

1. Receive at our warehouse up to thirty (30) days prior to installation date, all cased, crated or packaged exhibit materials.
2. Deliver all materials to the loading dock at the facility on installation date and place same in proper exhibit space. Additional charges will apply if materials must be uncrated to fit into facility. Please call for rates.
3. Arrange for storage of all empty containers.
4. After verifying outbound load with on-site exhibitor, freight is released to a CCS representative. All materials are removed from exhibit space within 3 hours of close of show and reloaded at dock with preferred carriers-UPS Freight and Fed Ex Express.
5. Use of non-preferred carriers, return of freight to warehouse or additional trips will incur extra charges*.
RATE: FOR THE ABOVE COMPLETE SERVICE: \$100.00 (plus tax) per cwt. (hundred weight, 200lb. min.)
MINIMUM CHARGE: \$200.00 (plus tax) per shipment. Charges are determined by inbound bill of lading and based on round trip service whether used completely or in part.

Shipments consigned to our warehouse must arrive prepaid and on or prior to 6 working days prior to show set-up to avoid a 50% surcharge to the rate quoted.

Do not send freight taller than 8'
Please call in advance for quote on forklift service.

EXHIBITORS SHOULD MARK AND CONSIGN THEIR SHIPMENT AS FOLLOWS:

PLEASE SIGN FOR AUTHORIZATION OF SERVICES

Company Name: _____
Show Name: _____
Booth #: _____
C/O Cherry Convention Services, Inc.
3866 Oakcliff Industrial Court
Doraville, GA 30340-3407

This page with signature must be returned prior to releasing freight at show site.

SERVICE B – HANDLING CRATED* MATERIAL SHIPMENTS AT THE EXHIBITION FACILITY

If exhibitor desires to have crated materials delivered directly to the exhibition facility, freight must be labeled C/O CHERRY CONVENTION SERVICES: We will receive all shipments delivered to the loading platform on installation date and place materials in exhibit space, store all empty containers, remove materials from exhibit space within 3 hours of close of show and reload at dock.

RATE: \$87.50 (plus tax) per cwt. (hundred weight).
MINIMUM CHARGE: \$175.00 (plus tax) per shipment

*UNCRATED MATERIALS will incur an additional charge of \$20.00 (plus tax) per hundred weight to above charges.
If loading dock is not available, freight may have a maximum weight of 2200 pounds and not exceed size dimensions above.

SERVICE C - SMALL PACKAGE

Cartons and envelopes with a maximum weight per shipment of 25 pounds or less will be received at Cherry Convention Services warehouse with same services provided in **SERVICE A**. Cost per shipment will be \$40.00 (plus tax).

*Any freight returned to warehouse for outbound shipping (except for Fed Ex Express and UPS Freight) will be charged \$30.00 (plus tax) per hundred weight (based on inbound bill of lading).

ALL OF THE ABOVE SERVICES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS LIMITATIONS OF CHERRY CONVENTION SERVICES LIABILITY AND RESPONSIBILITY.

1. Cherry Convention Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Cherry Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Cherry Convention 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 to Cherry Convention Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Cherry Convention 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 its control.
5. Cherry Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Cherry Convention Services maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
6. Cherry Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, or for any collateral costs which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Cherry Convention Services by an exhibitor, or by a shipper on behalf of any exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. All handling charges are the responsibility of the exhibitor.

NOTE: PAYMENT OF THE TOTAL ESTIMATED CHARGES OR CREDIT CARD AUTHORIZATION MUST BE RECEIVED PRIOR TO RELEASE OF FREIGHT AT MOVE-IN OF THE SHOW

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

DIRECT SHIPMENT

TO: Cobb Galleria Centre
c/o Cherry Convention Services, Inc.
Show: _____

(Your Company Name)
2 Galleria Parkway SE
Atlanta, GA 30339

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

DIRECT SHIPMENT

TO: Cobb Galleria Centre
c/o Cherry Convention Services, Inc.
Show: _____

(Your Company Name)
2 Galleria Parkway SE
Atlanta, GA 30339

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

DIRECT SHIPMENT

TO: Cobb Galleria Centre
c/o Cherry Convention Services, Inc.
Show: _____

(Your Company Name)
2 Galleria Parkway SE
Atlanta, GA 30339

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

DIRECT SHIPMENT

TO: Cobb Galleria Centre
c/o Cherry Convention Services, Inc.
Show: _____

(Your Company Name)
2 Galleria Parkway SE
Atlanta, GA 30339

NUMBER _____ OF _____ PIECES



INSTRUCTIONS FOR ON-SITE CART SERVICE PROVIDED BY CHERRY CONVENTION SERVICES, INC.

In order to make this service smooth-running and the most cost-effective, please be aware that the following rules will apply. Failure to comply with these directives may result in additional charges or time delays.

1. Please call Cherry Convention Services to schedule your assistance. You will be allotted a time slot which must be ordered in advance thru Cherry Convention Services, Inc. Any on-site orders will be taken on a first-come first-serve basis when available.
2. You will be charged based on the amount of time Cherry's services will be needed. Charges are as follows:
 - A) Straight time hours (M-F 9A-5P) @ \$50.00 each 30 minutes.
 - B) Overtime hours (M-F 6A-9A; 5P-10P; Saturday) @ \$75.00 each 30 minutes.
3. Pricing is based on one way trip.
4. Pricing is based on ONE vehicle only.
5. Timing is based on ONE Cherry employee assisting.
6. All charges must be collected PRIOR to the service being performed. Any delays will be counted as part of the allotted time slot.
7. Please arrive BEFORE your time slot begins. Late arrivals will be at risk of rescheduling of the service.
8. All materials MUST be contained in boxes, tubs or other means that allows for stacking multiple pieces. Uncontained pieces will result in a 50% surcharge over normal fees.
9. Cherry employees will provide carts, ASSIST in unloading or loading of P.O.V. vehicles from loading dock, and pushing materials to or from booths. Exhibitors MUST work along side Cherry employees to unload or load materials from P.O.V. vehicles and booths.
10. Cherry employees will deliver materials to one location within the booth – no sorting or assisting with set-up.
11. Cherry employees are NOT to be asked to remove empties or extras. NO STORAGE AVAILABLE DURING SHOW.
12. Materials brought in on hired couriers (i.e. Two Men and A Truck, Fed-Ex, UPS etc.) will be charged according to Material Handling prices.



CUSTOM CLEANING SERVICE ORDER FORM

Charges for vacuuming and shampooing are based on the total square footage of the booth floor area. There is a minimum charge of 100 square feet, each day.

	SQUARE FEET (BOOTH SIZE)	PRICE PER SQ. FT. PER DAY	NUMBER OF DAYS REQUESTED
VACUUM CARPET	_____	.50	_____

_____ Total Square Feet @ _____ /Sq. Ft. X _____ Days = _____

Please indicate your specific requirements below:

NAME OF CONVENTION:

COMPANY NAME: _____

BOOTH NO. _____

STREET ADDRESS: _____

CITY/STATE: _____ ZIP: _____ DATE: _____

AUTHORIZED BY: _____ TITLE: _____

SIGNATURE: _____

TELEPHONE: (_____) _____

FULL PAYMENT MUST ACCOMPANY ORDER

