

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464

Phone: 610-495-8866 . Fax: 610-495-8870

Email: info@generalexposition.com

Exhibitor Quick Facts

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

Exhibitor Move-In Hours:

Friday, October 24, 2025 from 3:00PM to 5:00PM

Saturday, October 25, 2025 from 9:00AM to 10:30AM

All exhibits must be completely installed by: 10:30AM on Saturday, October 25, 2025.

Show Hours:

Saturday, October 25, 2025 from 11:00AM to 3:00PM

Exhibitor Move-Out Hours:

Saturday, October 25, 2025 from 3:00PM to 6:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 6:00PM on Saturday, October 25, 2025.

Note: All Freight Carriers must check in at the dock or service desk at the close of the show or freight will be shipped C.O.D. via our show carriers.

Shipping Information

Advance Warehouse Shipping Address:

Name of Exhibiting Company
Your Booth Number
NACAC - Philadelphia
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, October 10, 2025

Last Date to Arrive at Warehouse Address: Thursday, October 23, 2025

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

Direct Show Site Shipping Address:

Name of Exhibiting Company
Your Booth Number
NACAC - Philadelphia
Pennsylvania Convention Center
c/o General Exposition Services
1130 Vine Street
Philadelphia, PA 19107

Direct Show Site Delivery Hours: Friday, October 24, 2025

No Freight will be accepted in advance at show site.

Show Colors:

Back Drape: Blue/White

Side Drape: Blue

Booth Carpet: no

The Show floor is: not carpeted

If you desire booth carpeting of another color, please indicate this on the Carpet Order Form.

Booth Equipment:

Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide.

DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

Display Furniture:

1 - 6' blue skirted, 2 chairs, and a wastebasket are provided with your booth space. Additional furnishing items can be rented by clicking the Furniture tab under Shop by Categories.

Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 8 % Tax MUST be included with your order.

Electrical Service:

There is no electricity provided with your booth space. If your booth requires electricity, please contact the Pennsylvania Convention Center directly.

Telephone/Internet Services:

There is no telephone or Internet provided with your booth space. If your booth requires telephone or Internet, please contact the Pennsylvania Convention Center directly.

Electrical Plumbing and Telephone/Internet orders should be made, with payment, directly to Show location.

Service Desk: An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

Please refer to the Form List provided in the online service kit for additional services offered.

Assistance: If you have any questions or need assistance, please contact General Exposition Services at:

Phone: (610) 495-8866 Fax: (610) 495-8870

Email: info@generalexposition.com

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

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Pottstown, PA 19464

Phone: 610-495-8866 . Fax: 610-495-8870

Email: info@generalexposition.com

Payment Authorization Form (This form must be included with your order!)

Advanced Discount Deadline Date: Friday, October 10, 2025

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

Credit card information must be on file before any goods or services will be rendered.

To receive discount pricing you must place your order by the advance discount deadline dates. A \$50.00 surcharge will be added to your account for all declined credit cards. Any balance due on your account, including past due amount will be charged to the credit card provided. By signing below you are agreeing to all Terms & Conditions and General Exposition Services Limits & Liabilities set forth in this service kit.

ENTER TOTALS:

* Booth Package:	_____	SubTotal:	_____
* Furniture and Accessories:	_____	5% Fuel Surcharge:	_____
* Carpet:	_____	SubTotal:	_____
* Hardwall Unit:	_____	* Tax: (8 %)	_____
Freight Handling:	_____	"Estimated" Total:	_____
Labor:	_____		
Custom Cleaning:	_____		
Other:	_____		

* Note: Electrical, Telephone and Plumbing orders should be sent directly to the venue.

NOTE: ALL ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD, REGARDLESS OF PREFERRED METHOD OF PAYMENT

Credit Card Information ☐ American Express ☐ Visa ☐ Mastercard ☐ Company Check

Credit Card Number: _____ Expiration Date: _____

Card Security Code: _____

Card Holder's Name
(please print): _____

Billing Address (if different
from address below): _____

Signature: _____

Exhibitor Information (PLEASE PRINT CLEARLY, INFORMATION BELOW WILL BE USED FOR FINAL RECEIPT.)

Exhibiting Company: _____ Ordered by: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Date: _____ Booth Number: _____

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Furniture and Accessories Form

DISCOUNT DEADLINE DATE: Friday, October 10, 2025

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

Please see our Furniture & Accessories photos on the Exhibitor Services tab of our home page.

Booth Furnishings

Furniture	Qty.	Advance	Show	Total
A-1 Bag Stand	___	\$56.00	\$66.00	___
A-2 Literature Rack	___	\$95.00	\$115.00	___
A-3 Clothes Tree	___	N/A	N/A	___
A-4 Aluminum Easel	___	\$37.00	\$50.00	___
A-5 22" x 28" Sign Holder	___	\$48.00	\$58.00	___
A-6 Wastebasket	___	\$23.00	\$27.00	___
A-8 6ft. ShowCase	___	\$550.00	\$650.00	___
A-9 Raffle Drum	___	\$90.00	\$100.00	___
E-1 Contemporary Arm Chair	___	N/A	N/A	___
E-2 Contemporary Side Chair	___	\$61.00	\$71.00	___
E-3 Swivel Desk Chair	___	N/A	N/A	___
E-4 Executive Desk Chair	___	\$105.00	\$125.00	___
S-1 Modern Arm Chair	___	\$63.00	\$73.00	___
S-2 Vinyl Side Chair	___	\$55.00	\$65.00	___
S-3 Upholstered Stool w/ back	___	\$66.00	\$86.00	___
S-4 24" x 15" Modern Table	___	N/A	N/A	___
S-5 30" x 30" Conference Table	___	\$82.00	\$100.00	___
S-6 30" x 42" Pedestal Table	___	\$95.00	\$105.00	___
Chrome Stanchions	___	\$50.00	\$56.00	___
White Chain	___	\$2.50 ft.	\$3.00 ft.	___

Risers / Special Drapery

Draped Risers	Qty.	Advance	Show
4' x 10" Wide x 11"H	___	\$45.00	\$58.00
6' x 10" Wide x 11"H	___	\$58.00	\$70.00
(All risers are draped in white vinyl)			
8' Column & Base	___	\$28.00	\$33.00
3' Column & Base	___	\$23.00	\$30.00
Telescopes	___	\$15.00	\$20.00
Special Drapery			
3' High Drape / per run ft.	___	\$8.00	\$11.00
8' High Drape / per run ft.	___	\$10.00	\$14.00
* 12' High Drape / per run ft.	___	\$13.00	\$17.00

Color: (please circle) Blue White Red Grey Black Burgundy Teal Hunter Green Plum

*Limited Colors - please call.

Display Tables

Draped 30"	Qty.	Advance	Show	Total
4' x 24W x 30"H	___	\$110.00	\$145.00	___
6' x 24W x 30"H	___	\$135.00	\$165.00	___
8' x 24W x 30"H	___	\$155.00	\$185.00	___

Draped 42"

4' x 24W x 42 "H	___	\$125.00	\$150.00	___
6' x 24W x 42 "H	___	\$135.00	\$170.00	___
8' x 24W x 42 "H	___	\$165.00	\$190.00	___

Undraped Tables

4' x 24W x 30"H	___	\$70.00	\$80.00	___
6' x 24W x 30"H	___	\$80.00	\$90.00	___
8' x 24W x 30"H	___	\$95.00	\$105.00	___

Raise Table to 42"	___	\$40.00	\$45.00	___
Skirt Table 4th Side	___	\$40.00	\$45.00	___

Skirt Color: (please circle) Blue Red Black Grey Teal Burgundy Hunter Green Plum Gold White

**** Please note:** Show Color Will be Used if No Other Color is indicated **

All tables are covered with white vinyl.

Pegboards and Tackboards

4 x 8 Pegboard - White	___	\$115.00	\$160.00	___
4 x 8 Tackboard - Oak	___	\$130.00	\$170.00	___

Special Colors are available and priced on request
FOR PEGBOARDS ONLY!

Price does not include push pins, pegboard hooks, and/or tacks.

~ Terms ~

Discount prices only apply to orders with payment in full received at the above address prior to the order deadline date on the enclosed forms. All charges for service and/or equipment must be paid in advance by credit card - American Express, Visa or Mastercard. All prices are subject to applicable taxes.

Charges for rentals include delivery to your space, installation only as specified, and removal at close of exhibit. Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.

Total: _____
Please transfer totals to the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

STANDARD AND EXECUTIVE FURNITURE

Make your visitors feel comfortable as they tour your exhibit with these standard and executive furnishings. Depending on the specific needs for your event, there is a wide selection of sizes and styles to choose from.

Standard Chairs

- S-1 Upholstered Arm Chair
- S-2 Vinyl Side Chair
- S-3 Upholstered Stool

Conference and Cocktail Tables

- S-4 24" Cocktail Table
- S-5 30" x 30" High Conference Table
- S-6 30" x 42" High Conference Table

Draped Tables

- S-7 30" High Table
- S-8 4' or 6' Draped Riser
- S-9 42" Draped Table

Executive Chairs

- E-1 Upholstered Arm Chair
- E-2 Upholstered Side Chair
- E-3 Swivel Desk Chair
- E-4 Executive Desk Chair



DISPLAY ACCESSORIES

To add the final touches to your exhibit, don't forget about the accessories. These items help give your visitors the impression of a well planned and polished presentation.

Accessories

- A-1 Bag Stand
- A-2 Literature Rack
- A-3 Cloths Tree
- A-4 Aluminum Easel
- A-5 Sign Holder 22" x 28"
- A-6 Wastebasket



Product Display Care

- A-8 6' Showcase with Shelves and Light
- A-9 Raffle Drum

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Carpet Rental Form

DISCOUNT DEADLINE DATE (standard carpets): Friday, October 10, 2025

ORDER DEADLINE (plush carpets): Friday, October 3, 2025

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

Please see our Carpet color choices on the Exhibitor Services tab of our home page.

Orders MUST be received by the deadline date above to guarantee delivery.

Rental includes installation, front edge taping and removal at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.
Prices include taping front aisle only.

Standard Size Booth Carpet

Size	Advance	Show	Quantity	Total	Please select color:	
10' x 10'	\$180.00	\$215.00	_____	_____	☐ Black	☐ Grey
10' x 20'	\$335.00	\$420.00	_____	_____	☐ Red	☐ Hunter Green
10' x 30'	\$490.00	\$565.00	_____	_____	☐ Blue	
10' x 40'	\$650.00	\$735.00	_____	_____		
10' x 50'	\$800.00	\$885.00	_____	_____		
10' x 60'	\$955.00	\$1,040.00	_____	_____		

Custom Size Booth Carpet

This nylon carpet is cut specifically to your booth measurements.

* Show color will be used if color choice is not indicated.

Carpet Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @ **Advance** \$2.65 **Show** \$3.65 = _____ Total Cost

Plush Booth Carpet - 100 Sq. Ft. Minimum (special order)

This luxurious deep pile nylon carpet is cut specifically to your booth measurements.
Orders MUST be received by the deadline date above to guarantee delivery.

Carpet Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @ **Advance** \$6.00 **Show** \$7.50 = _____ Total Cost

Please select color:

- | | |
|--------------------------------|-------------------------------|
| ☐ Mocha | ☐ Navy |
| ☐ Charcoal | ☐ Ivory |
| ☐ Cardinal | ☐ Black |
| ☐ Platinum | ☐ Nu Blue |
| ☐ Beige | |

Foam Padding - 100 Sq. Ft. Minimum

9/16" foam padding for added comfort. Rental includes installation and removal.

Padding Size _____ ft. x _____ ft. = Total Sq. Ft.

_____ Sq. Ft. @ **Advance** \$2.00 **Show** \$2.50 = _____ Total Cost

Cancellation Policy - Plush carpet and custom size booth carpet cancelled after being cut will be charged at 100%, all other carpet cancellations will be charged at 50% of original price after move-in begins and 100% of original price after installation.

Plastic Covering for protection

Includes installation and removal.

Covering Size _____ ft. x _____ ft. = Total Sq. Ft.

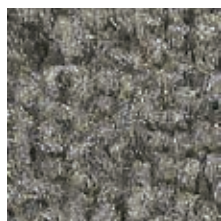
_____ Sq. Ft. @ **Advance** \$1.40 **Show** \$1.65 = _____ Total Cost

Total Amount: _____
Please transfer this total to the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

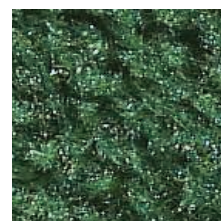
Standard Carpet Colors



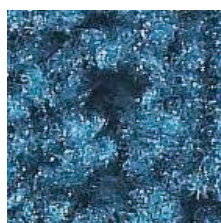
Gray



Red



Hunter Green

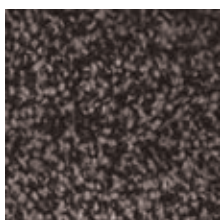


Blue



Black

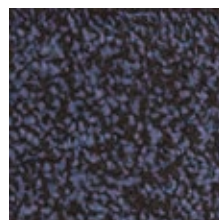
Matrix Carpet Colors



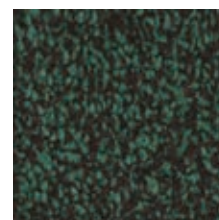
Pepper



Cayenne

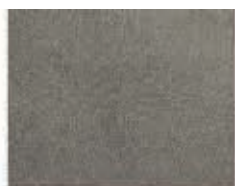


Blue Jay

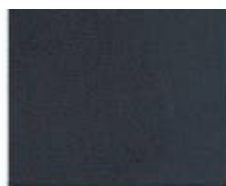


Rain Forest

Plush Carpet Colors



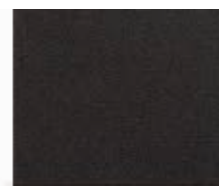
Charcoal



Navy



Cardinal



Black



Mocha



Platinum



Beige



Ivory



Nu Blue

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Important Shipping Information

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

IMPORTANT INFORMATION

NO Shipments will be accepted in advance of scheduled move-in times at the Pennsylvania Convention Center.

Shipments being delivered directly to the Pennsylvania Convention Center for your booth must be scheduled to arrive beginning Friday, October 24, 2025.

All shipments must be prepaid and addressed in the following manner:

NACAC - Philadelphia
c/o General Exposition Services
Exhibiting Company Name
Booth # _____
Pennsylvania Convention Center
c/o General Exposition Services
1130 Vine Street
Philadelphia, PA 19107

NOTE: Freight delivered to Show Site prior to Friday, October 24, 2025 will not be accepted and returned to sender.

YOUR COOPERATION IS APPRECIATED!

General Exposition Services

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Pottstown, PA 19464

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Shipping Information

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

Shipping Information -Read the "General Exposition's Limits of Liability and Responsibility" for expanded information .

We recommend you use a carrier specializing in trade shows. Exhibit material is time-sensitive, and experience counts.

- **Outgoing Shipments** - Shipping Information, bills of lading or labels will be available at the General Exposition Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. If you wish to use your own carrier, you must fill out our Bill of Lading with your carrier name. You must call them to schedule your pick up and they must check in at the General Exposition Service Desk 2 hours prior to floor closing time. If your carrier does not show to pick up your freight within the allotted time, your freight will be forced out through our "house" carriers. General Exposition Logistics is our "house" carrier. You must fill out the appropriate Bill of Lading for the carrier you wish to use. When your booth is completely packed and ready for shipment, bring the completed Bill of Lading back to the General Exposition Service Desk.
- **Shipping Charge-Please prepay all shipping charges. General Exposition Services cannot accept or be responsible for collect shipments.**
- **Bills of Lading** -All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to General Exposition Services and your on-site representative.

Handling charges are based on the weight of the material. Certified weight receipts are required for all shipments. General Exposition will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise General Exposition Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

- **Consignment**-All shipments must be consigned c/o General Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.
- **Certified Weight Receipts** -The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. General Exposition Services will unload all shipments after your driver submits certified weight receipts at the receiving site.
- **Labor and Equipment** -Labor and equipment for unloading and loading are included with General Exposition Services Material handling rates for services. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor in the labor order form section of this Exhibitor Service Kit.
- **Empty Labels** -Shipping cartons will be picked up, stored and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the service desk and are for empty storage only.
- **Return to Warehouse (optional)** -After the show, General Exposition can provide delivery to the warehouse, storage of materials and loading on outbound carriers. Call us at the above phone number or stop in during the show at the General Exposition Services Desk for price quotes.

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Shipping 101

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage," is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in the Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, General Exposition Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, there will be an additional surcharge of 25%. General Exposition Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically higher, there are benefits. You can confirm receipt of your shipment with General Exposition Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting your exhibits as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

Exhibiting Company: _____

Booth Number: _____

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Freight Handling Order Form

(Please see Freight Labeling for Address)

ARRIVAL DATE FOR DIRECT SHIPMENTS: Friday, October 24, 2025
WAREHOUSE DISCOUNT DEADLINE DATE: Friday, October 10, 2025

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

Warehouse receiving hours: Monday-Friday 8:30 AM to 11:45 AM and 12:30 PM to 4:30 PM

Material Handling Rates - ROUND TRIP RATES, PER SHIPMENT. USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS.

**** Rates are subject to surcharges (See Below)****

Certified weight tickets are required for inbound shipments, if not provided, General Exposition Services estimated weights will be used.

RATE CLASSIFICATIONS STANDARD RATES	Rate per 100 lbs	Rate per 200 lb min	ESTIMATED WEIGHT
ADVANCE Shipments to Warehouse boxed or crated	\$110.00	\$220.00	
DIRECT Shipments to Exhibit Site boxed or crated	\$105.00	\$210.00	
DIRECT Shipments to Exhibit Site uncrated	N/A	N/A	

SMALL PACKAGE DESCRIPTION	Price	x Quantity	= Total Price
Small Package, 1st Carton - Per Shipment, Maximum weight is 30lbs per shipment A small package is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs that is received on the same day, from the same shipper and delivered by the same carrier. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Only Federal Express and UPS shipments can be considered as small packages.	\$25.00		
Small Package, Each Additional Carton - Per Shipment	\$15.00		

Total Estimated Weight: _____

Estimated Cost for Freight Handling: _____

Please transfer this total to the Payment Authorization Form.

FREIGHT WILL NOT BE ACCEPTED AT THE WAREHOUSE AFTER: Thursday, October 23, 2025

OVERTIME SURCHARGES

A 25% (\$25.00 minimum) late charge will apply if...

- Freight is received after advance discount deadline date to warehouse

A 25% overtime surcharge for every occurrence will apply if...

- Show move-in or move-out hours, dates or times occur on overtime.
- Inbound freight arrives after 4:30 PM on weekdays (Overtime - Monday-Friday before 8:30 AM and after 4:30 PM - All day Saturday, Sunday and Holidays)
- Inbound shipments are unloaded on overtime
- Outbound shipments are loaded on overtime
- Warehouse freight must be moved to exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services.
- Freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services.

TERMS

Prices only apply to orders with payment in full received at the above address prior to the order advance deadline date on the enclosed forms. All charges for service and/or equipment must be paid in advance by credit card - American Express, VISA or Mastercard. All shipments must be prepaid, collect shipments will be refused.

Exhibiting Company: _____

Booth Number: _____

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Freight Handling Special Services

Advanced Discount Deadline Date: Friday, October 10, 2025

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October 25, 2025

The following freight handling special services are available through General Exposition Services.

EMPTY STORAGE

Those exhibitors who elect to **hand carry in one trip** items into the exhibit hall without the assistance of General Exposition Services may acquire on-site storage for empty containers based on the following rates: \$10.00 per carton, \$20.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing.

MOBILE UNIT SPOTTING

Exhibitors who wish to bring a motorized vehicle into the exhibit hall will be required to hire General Exposition Service's supervision services at the rate of \$175.00 round-trip per mobile unit. A General Exposition Service's representative will escort each vehicle into and out of the exhibit facility in order to provide safe access and to minimize liabilities.

DRAYAGE BACK TO WAREHOUSE

Materials left in the exhibit hall with no disposition or materials returned to the General Exposition Services warehouse at the exhibitor's request will be charged at a rate of \$50.00 per 100 pounds (CWT). A 200-pound minimum will apply to all such shipments. Exhibitors whose materials are returned to the General Exposition Services warehouse are responsible for making outbound shipping arrangements from the General Expositions Services warehouse to the final destination.

SHRINK-WRAP SERVICE

Shrink-wrapping is available at a cost of \$27.50 per skid.

BANDING SERVICE

Banding is available at a cost of \$2.75 per ft.

For more information on freight handling services provided by General Exposition Services, please contact our Customer Service Department at 610-495-8866.

Cartons

of pieces _____ Estimated \$ Total _____

Fiber Case

of pieces _____ Estimated \$ Total _____

Mobile Unit Spotting

of pieces _____ Estimated \$ Total _____

Drayage

of pieces _____ Estimated \$ Total _____

Shrink-wrap

of pieces _____ Estimated \$ Total _____

Banding

of pieces _____ Estimated \$ Total _____

Please transfer totals to the Payment Authorization form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Freight Handling / Labeling Information

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

General Exposition Services, Inc. is prepared to receive your shipment either in advance at our warehouse or, if applicable, directly at the exhibit site.
You may ship via the carrier of your choice. Rates are based on the incoming weight of shipments.

For rates and arrival deadlines, see the Freight Handling Order Form.

ADVANCE SHIPMENTS TO GENERAL EXPOSITION SERVICES, WAREHOUSE - CRATES, CARTONS & FIBER CASES

RATES INCLUDE:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Complete the bill of lading and consign as follows

All crates, cartons, and fiber cases must be labeled as follows:

Name of Exhibiting Company
Your Booth Number
NACAC - Philadelphia
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

ADVANCE DISCOUNT DEADLINE DATE: Friday, October 10, 2025

DIRECT SHIPMENTS TO EXHIBIT SITE

RATES INCLUDE:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Complete the bill of lading and consign as follows

All crates, cartons, and fiber cases must be labeled as follows:

Name of Exhibiting Company
Your Booth Number
NACAC - Philadelphia
Pennsylvania Convention Center
c/o General Exposition Services
1130 Vine Street
Philadelphia, PA 19107

DIRECT ARRIVAL DATE: Friday, October 24, 2025

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

NACAC - Philadelphia
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, October 10, 2025

Carrier: _____

Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

NACAC - Philadelphia
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, October 10, 2025

Carrier: _____

Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

NACAC - Philadelphia
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, October 10, 2025

Carrier: _____

Number of Pieces: _____

**ADVANCE
WAREHOUSE**

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

NACAC - Philadelphia
Pennsylvania Convention Center
c/o General Exposition Services
1130 Vine Street
Philadelphia, PA 19107

Direct arrival date: Friday, October 24,
2025

Carrier: _____

Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

NACAC - Philadelphia
Pennsylvania Convention Center
c/o General Exposition Services
1130 Vine Street
Philadelphia, PA 19107

Direct arrival date: Friday, October 24,
2025

Carrier: _____

Number of Pieces: _____

RUSH!
Exhibition Freight

From: _____

To: _____
(Exhibiting Company) (Booth)

NACAC - Philadelphia
Pennsylvania Convention Center
c/o General Exposition Services
1130 Vine Street
Philadelphia, PA 19107

Direct arrival date: Friday, October 24,
2025

Carrier: _____

Number of Pieces: _____

**DIRECT TO
SHOW SITE**



STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

General Exposition
Services
THE TRADE SHOW SERVICE CONTRACTORS

Place Pro Label Here

General Exposition Logistics Freight
EXHIBITION MATERIALS

Exhibit Transportation Assistance
610-495-8866
www.generalexposition.com

DATE _____ B/L NO. _____

1

SHIPPER: COMPLETE BLOCKS 1-9

FROM: SHIPPER NAME (EXHIBITOR)

2

TO: CONSIGNEE NAME

C/O

C/O

ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

DESTINATION CITY

STATE

ZIP CODE

SHOW NAME

BOOTH #

SHOW NAME

BOOTH #

3

INVOICE CHARGES TO (THIRD PARTY)

4

FREIGHT CHARGES ARE ☐ COLLECT ☐ PREPAID

ADDRESS

5

SPECIAL INSTRUCTIONS

CITY

STATE

ZIP CODE

6

IF GOING TO SHOW, CHECK ONE

ATTN:

PHONE NUMBER

☐ ADVANCE WAREHOUSE ➡ DELIVER BY _____

☐ SHOW SITE ➡ TARGET/MOVE-IN DATE _____

7	# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT	CLASS
			CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
			CARTON EXHIBITION PARAPHERNALIA (154630)		125
			SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
			ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
			FIBER CASE/TRUNK (COLOR _____) (154630)		125

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at the time of actual removal from booth.

8

IF SELECTED CARRIER DOES NOT CHECK IN FOR SHIPPING

☐ RETURN TO WAREHOUSE FOR CARRIER PICKUP (FEES APPLY)

☐ TRANSFER TO GENERAL EXPOSITION LOGISTICS

HAZARDOUS MATERIALS EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or *(2) the amount determined from applicable limited provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$50.00 per pound per package and \$1,000.00 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain Items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. ***Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____. **Shipper requests Excess Declared Value Coverage in the amount of \$ _____

RECEIVED, subject to individually determined rates of contracts that have been agreed upon in writing between the carrier and shipper if applicable, otherwise to the rates classifications and rules that have been established by the carrier and are available to the shipper on request; ***the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

SIGNATURE: _____

This is to certify that the above names materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

9

EXHIBITOR/COMPANY NAME

CARRIER

SIGNATURE

PRINT NAME

DRIVER

DATE

PIECES RECEIVED

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS

LIMITS OF LIABILITY AND RESPONSIBILITY

1. General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. General Exposition 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. Bill of Lading covering outgoing shipments, which are furnished by General Exposition Services to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. General Exposition 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. General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. and in any event General Exposition Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. General Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to General Exposition Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

DRAYAGE SERVICE

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form and we will further agree to the following:

- a. We accept the responsibility for the payment of General Exposition Services charges in connection with the banding of our shipment as set forth above and we guarantee payment to General Exposition Services in the event any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of General Exposition Services Liability and Responsibility" as set forth above.
- c. We agree that General Exposition Services liability shall be limited to any loss or damage which results solely from General Exposition Services negligence in the actual physical handling of items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c of the above, we agree in connection with the receipt handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Services warehouse), that General Exposition Services will provide its services as our agent, and not as bailee or shipper. If an employee of General Exposition Services shall sign a delivery receipt, Bill of Lading, or other documents, we agree that General Exposition Services will do so as our agent, and we accept the responsibility therefore.
 - (1) Relative to outgoing shipments after the Show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any Bill of Lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from close of the show for all such charges, and further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, General Exposition Services shall have authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made, materials will be taken to General Exposition Services warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.

1

SHIPPER: COMPLETE BLOCKS 1-8

FROM: SHIPPER NAME (EXHIBITOR)

2

TO: CONSIGNEE NAME

C/O

C/O

ADDRESS

ADDRESS

CITYSTATEZIP CODE

DESTINATION CITYSTATEZIP CODE

SHOW NAMEBOOTH #

SHOW NAMEBOOTH #

3

INVOICE CHARGES TO (THIRD PARTY)

GENERAL EXPOSITION SERVICES

4

FREIGHT CHARGES ARE

☐ COLLECT

☐ PREPAID

5

SPECIAL INSTRUCTIONS

6

IF GOING TO SHOW, CHECK ONE

☐ ADVANCE WAREHOUSE → DELIVER BY _____

☐ SHOW SITE → TARGET/MOVE-IN DATE _____

7

INVOICE CHARGES TO (THIRD PARTY)

GENERAL EXPOSITION SERVICES

ADDRESS

205 WINDSOR ROAD

CITYSTATEZIP CODE

POTTSTOWNPA19464

ATTN: FREIGHT@GENERALEXPOSITION.COM

PHONE NUMBER 610-495-8866

# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at the time of actual removal from booth.

SHOW UPGF 20339

Item 1800

HAZARDOUS MATERIALS EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or *(2) the amount determined from applicable limited provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$50.00 per pound per package and \$1,000.00 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain Items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. ***Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____. **Shipper requests Excess Declared Value Coverage in the amount of \$ _____

RECEIVED, subject to individually determined rates of contracts that have been agreed upon in writing between the carrier and shipper if applicable, otherwise to the rates classifications and rules that have been established by the carrier and are available to the shipper on request; ***the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

SIGNATURE: _____

This is to certify that the above names materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8

EXHIBITOR/COMPANY NAME

CARRIER

SIGNATURE

PRINT NAME

DRIVER

DATE

PIECES RECEIVED

LIMITS OF LIABILITY AND RESPONSIBILITY

1. General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. General Exposition 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. Bill of Lading covering outgoing shipments, which are furnished by General Exposition Services to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. General Exposition 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. General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. and in any event General Exposition Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. General Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to General Exposition Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

DRAYAGE SERVICE

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form and we will further agree to the following:

- a. We accept the responsibility for the payment of General Exposition Services charges in connection with the banding of our shipment as set forth above and we guarantee payment to General Exposition Services in the event any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of General Exposition Services Liability and Responsibility" as set forth above.
- c. We agree that General Exposition Services liability shall be limited to any loss or damage which results solely from General Exposition Services negligence in the actual physical handling of items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to subparagraphs b and c of the above, we agree in connection with the receipt handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Services warehouse), that General Exposition Services will provide its services as our agent, and not as bailee or shipper. If an employee of General Exposition Services shall sign a delivery receipt, Bill of Lading, or other documents, we agree that General Exposition Services will do so as our agent, and we accept the responsibility therefore.
 - (1) Relative to outgoing shipments after the Show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any Bill of Lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from close of the show for all such charges, and further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- f. In order to expedite removal of materials, General Exposition Services shall have authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made, materials will be taken to General Exposition Services warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Forklift Labor Loading/Unloading

Advanced Discount Deadline Date: Friday, October 10, 2025

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

4000 # Capacity Forklift w/Operator

\$195 each for Unloading/Loading (Straight time)*

(All services are 1 hour minimum for Loading and Unloading.)

\$250 each for Unloading/Loading (Overtime)**

*Straight time is Monday through Friday, 8:00 AM - 4:30 PM

**Overtime consists of all hours Saturday, Sunday, Holidays, and Monday through Friday before 8:00 AM and after 4:30 PM.

All rigging, material handling labor and forklift operations must be picked up at the Exhibitor Service Desk. All work is to be performed under the supervision of an authorized exhibitor representative.

Orders received after the advance discount deadline date and orders placed at the show will be subject to a 25% surcharge.

To qualify for Forklift Rates:

- Must arrive on own company vehicle
- Must be equipment or machinery
- Must not require the storage of empty crates, pallets or packing
- Combined shipments of equipment and display items will be charged accordingly (Equipment at hourly rate, display items at cwt.)

Date Required: _____

Equipment to be moved in: _____

Approximate Weight: _____

Estimated Total Amount: _____

IMPORTANT: All orders must be paid in advance with a credit card included on the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Signs and Banners Installation Form

Advanced Discount Deadline Date: Friday, October 10, 2025

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

INSTRUCTIONS

All hanging signs must conform to Show Management rules and regulations and facility limitations.
All overhead hanging signs or banners must be handled by General Exposition Services. Overhead hanging signs must be sent in separate containers directly to General Exposition Service's Warehouse labeled as **HANGING SIGNS**.
Hanging anchor points must be pre-fabricated and ready for use.
Electrical signs must be in working order and in accordance with the National Electrical Code.
Electrical Service requirements must be ordered in advance.

Orders received after the advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.

Sign Description, Size & Weight

For signs other than banners, include blueprint or drawing containing detailed information so hanging anchor points can be determined.)

Type: _____ Cloth Banner _____ Metal or Wood _____ Other _____ **Size:** Length _____ Width _____ Height _____

Shape: _____ Square _____ Triangle _____ Rectangle _____ Other _____ **Weight of sign:** _____

Does your sign require: _____ Electricity _____ Assembly (If assembly is required, set up plans must be provided.)

Placement

Please forward a diagram of your booth space indicating how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Number of feet from floor to bottom of sign: _____

MUST BE ORDERED IN ADVANCE

Equipment With Crew
Rates are per lift and crew per hour
Scissors lift with crew (up to 400 lb lift capacity)

One hour minimum per lift and crew

Straight Time: \$225.00 Overtime: \$325.00

Straight Time: 8:00 AM TO 4:30 PM, Monday - Friday

Overtime: 4:30 PM TO 8:00 AM, Monday - Friday and all day Saturday and Sunday.

Crew Size: Minimum of three people, Operator, Riggers and Helper

Materials: Cable, Clamps, etc. additional and charged accordingly

Installation Estimate: _____ Hours x _____ Hourly Rate = _____ Total Estimated Cost

Dismantle Estimate: _____ Hours x _____ Hourly Rate = _____ Total Estimated Cost

Estimated Total Amount: _____

Please transfer this total to the Payment Authorization Form.

Supervision for installation and dismantling of overhead hanging signs can be provided by General Exposition Services, your company representative or display house.

Please indicate method of supervision your require: _____ Exhibit Personnel _____ Display House _____ General I & D

(Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.)

Quick Tip for Easy Exhibiting

We strongly recommend signs be shipped to our warehouse in advance to avoid delays. If you have questions or need assistance in completing your order, please contact General Exposition Services at: 610.495.8870

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Set-Up & Dismantle Labor Order Form

Advanced Discount Deadline Date: Friday, October 10, 2025

NACAC - Philadelphia

Pennsylvania Convention Center
October 25, 2025

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Orders received after advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.

Display persons are assigned to orders at 8:00 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring display person back to the service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per display person requested, unless a 24 hour advance written notice is provided. If installation labor is used, dismantle labor is also required.

SERVICE #1

To save you time and personal supervision, we suggest Service #1, using our qualified personnel, trained to erect your display prior to your arrival.

☐ You are authorized to erect our display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

☐ We will use the same service to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and waybill will be left at the service desk. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

SERVICE #2

☐ We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to erect our display under the supervision of our representative.

☐ We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to assist our representative in dismantling and packing our exhibit.

**EXHIBITORS MUST COME TO THE SERVICE DESK
TO SIGN IN AND OUT FOR MEN REQUIRED**

CARPENTER RATES

Straight Time	\$120.00 per hour	
Overtime *	\$170.00 per hour	*After 4:30 PM Daily and all day Saturday
Doubletime **	\$210.00 per hour	**Sunday and all holidays

NOTE: Starting time for all labor is 8:00 AM - One hour minimum per man. One hour increments thereafter.

PAYMENT POLICY: General Exposition Services requires all labor orders to have a credit card on file (VISA, MasterCard or American Express). Service charge of 1% on unpaid balance per month starts 20 days after invoice date.

Estimated Total: _____

Please transfer this total to the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road, Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Forklift and Equipment Labor

Advanced Discount Deadline Date: Friday, October 10, 2025

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

Orders received after the advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.

EQUIPMENT & LABOR RATES

STRAIGHT TIME - 8:00 AM TO 4:30 PM Monday through Friday

DOUBLETIME - 4:30 PM TO 8:00 AM Monday through Friday, all day Saturday, Sunday & Holidays

CREW SIZE - Indicated below are MINIMUM crew requirements

LIFT CAPACITIES vary based on lift and/or boom extension. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

RIGGING MATERIALS, cable, clamps, shackles, turnbuckles, etc. are additional and will be charged accordingly.

FORKLIFT (One Hour Minimum Per Forklift/Crew)

Forklift Crew consists of the operator, rigger and helper.

	STRAIGHT TIME	DOUBLETIME
Forklift with Crew, Up to 2 tons/5,000 lb. Lift capacity	\$350.00	\$550.00
Forklift with Crew, 2 tons/5,000 lb. to 4 tons/8,000 lb. Lift capacity	\$395.00	\$595.00
Forklift with Crew, 4 tons/8,000 lb. to 6 tons/10,000 lb. Lift capacity	QUOTED ON REQUEST	

BOOM LIFTS *Condor Snorkel-Cherry Picker (One Hour Minimum Per Lift/Crew)

Lift crew consists of the operator, rigger and helper

Boom Lift with crew, Up to 200 lb. Lift capacity	\$700.00	\$850.00
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CRANES (Four Hour Minimum Per Crane/Crew)

Crane crew consists of the operator and two riggers.

Crane with Crew, Up to 30 tons/60,000 lb. Lift capacity	QUOTED ON REQUEST
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Crane with Crew, Over 30 tons/60,000 lb. Lift capacity

ASSEMBLY & ADDITIONAL Crew Labor (One Hour Minimum Per Person)

Rigger Foreman	\$159.50	\$247.00
Rigger	\$154.00	\$242.00

FOR INSTALLATION, we will require the following:

Type of Equipment: _____ Describe Work to be Done: _____
Lift Capacity: _____
Date: _____ Time: _____ Day: _____ # of Crews: _____ x Approx. Hours: _____
Total Hours: _____ @ Hourly Rate: _____ = TOTAL ESTIMATED COST _____

FOR DISMANTLE, we will require the following:

Type of Equipment: _____ Describe Work to be Done: _____
Lift Capacity: _____
Date: _____ Time: _____ Day: _____ # of Crews: _____ x Approx. Hours: _____
Total Hours: _____ @ Hourly Rate: _____ = TOTAL ESTIMATED COST _____

Estimated Total Amount: _____

Please transfer this total to the Payment and Charge Form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

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Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
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Custom Cleaning Order Form

Advanced Discount Deadline Date: Friday, October 10, 2025

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Pennsylvania Convention Center
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All advance orders will be billed to the exhibitor if the Service Desk is not notified, no later than opening day, that the service was not performed.

The Building Management provides general cleaning of the exhibit hall. If you require booth cleaning, you must contract for it by using this form, or arrange for it at the Service Desk upon arrival.

We will require the following Service:

Vacuuming before opening of exhibit & daily thereafter:

Advance

\$0.60 per sq. / ft. per day

Show

\$0.75 per sq. / ft. per day

Cleaning Service:

Opening (one time) _____ Opening & Daily (100 sq. ft. minimum) _____

Sq. Ft. (length x width) _____ # of show days _____

Total Amount: \$ _____

Please transfer total to the Payment Authorization Form.

*** TERMS ***

All charges for services must be paid in advance. All prices are subject to applicable taxes.

Important: All orders must be paid in advance with a credit card included on the Payment Authorization Form.

Exhibiting Company: _____

Booth Number: _____

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Official Service Contractors and Exhibit Appointed Contractors

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force,
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor.
- The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Complete the attached Notification of Intent to use **NONOFFICIAL** Service Contractor.
2. The Exhibitor must notify Show Management in writing and General Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
3. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and General Exposition Services at least 10 days before the show opening.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
5. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
6. The Exhibitor Appointed Contractor will share with General Exposition Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
7. The Exhibitor Appointed Contractor must furnish Show Management and General Exposition Service 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 Show Management.
8. The Exhibitor Appointed Contractor 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.
9. The Exhibitor Appointed Contractor 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.
10. The Exhibitor Appointed Contractor shall provide, if requested, evidence to General Exposition Services 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 that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, General Exposition Services. The Exhibitor Appointed Contractor must coordinate all of its activities with General Exposition Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of 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.

General Exposition Services

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Email: info@generalexposition.com

Notification of Intent to Use Non-Official Service Contractor

NACAC - Philadelphia

Pennsylvania Convention Center

October 25, 2025

If your company plans to use a firm other than the official service contractor designated by the show manager, please complete this form and mail it to the address listed below.

Booth Number: _____

Non-Official Service Contractor: _____

Address of Contractor: _____

Supervisor On-Site: _____ Telephone: _____

Type of Service to be performed: _____

Submitted by: _____ Telephone: _____

Please advise the "Non-official" Service Contractor that they **MUST** send a current General Liability Insurance Certificate, no later than 30 days prior to the show, or they will not be permitted to service your exhibit. This certificate should be sent to General Exposition Management.

It is the exhibitor's responsibility to make sure that each representative of your "Non-Official" Service Contractor abides by the rules and regulations of the show.

Exhibiting Company: _____

Booth Number: _____

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Liabilities and Responsibility

NACAC - Philadelphia
Pennsylvania Convention Center
October 25, 2025

Damage: The exhibitors are responsible for any damage to building floors or equipment caused by their participation.

Objectionable Exhibits: Management retains the right to discontinue any exhibit, which in the opinion of management is objectionable.

Loss-Insurance: General Exposition Services will not be responsible for any loss or damage of any kind. It is suggested that exhibitors contact their insurance brokers to determine the possibility of obtaining a rider to cover their shipments from the time they leave home premises until deliveries reach final destination.

Limitations of General Exposition Services Liability and Responsibility

- General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- General Exposition Services shall not be responsible for loss, theft, and 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 General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- General Exposition 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 causes beyond its control.
- General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item and \$1,000 per shipment.
- General Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- The consignment or delivery of a shipment to General Exposition Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- We agree to the "Limitations of General Exposition Services Liability and Responsibility.
- We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set forth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.
- With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof
 - Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.
- We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.