



**PLEASE READ
INSTRUCTIONS
THOROUGHLY**



BABYTIME EXPO 2009

SHIPPING & MATERIAL HANDLING INFORMATION

ANY SHIPPING OF SHOW MATERIALS MUST BE SENT TO SOURCE ONE EVENTS WAREHOUSE. ANY SHIPMENTS SENT TO SHOW SITE MAY INCUR A CHARGE AT AN INCREASED RATE OR BE REFUSED.

ALL MATERIALS SHIPPED TO SOURCE ONE ADVANCED WAREHOUSE MUST ARRIVE BY **April 24, 2009**

ADVANCED SHIPMENTS

Advanced shipments by whatever means of transportation, **MUST BE PREPAID** and should be shipped to arrive at our Warehouse by **April 24, 2009** for the show.

Advance shipments will be charged @ \$75.00/cwt

SHIP TO ADDRESS

To: (name of exhibitor and booth #)

FOR: BABYTIME EXPO 2009
c/o: **Source One Events**
102 Cassia Way
Henderson, NV 89014
(702) 795-7772

COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

OUTBOUND SHIPMENTS

OUTBOUND SHIPMENTS WITH SOURCE ONE WILL SHIP WITHIN ONE WEEK OF END OF SHOW. Please provide contact and address information. Exhibitor to provide shipping account number & **READY TO SHIP LABELS** for all returns.

Source One Events will assist with outbound Shipments. PLEASE HAVE SHIPPING DOCUMENTS FILLED OUT and READY TO SHIP.

Transportation Company: _____

Business Acct.#: _____

OUTBOUND SHIPPING INFO

To: (name of exhibitor)

FOR: _____

c/o: _____

PLEASE PROVIDE RETURN INFORMATION

Outbound shipments will incur a handling charged @ \$60.00/cwt



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IMPORTANT - PLEASE READ:

Source One Events shall not be responsible for damage to uncrated or improperly packed materials or concealed damages. Source One Events shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.

Source One Events shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Source One Events by an exhibitor or by any shipper 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. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to you current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

INBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, **and during such time the materials will be left unattended.** Source One Events **WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, AND OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE.** Source One Events highly recommends a representative be present during install and/or the securing of security services from the Facility.

***ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY
FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.***

*Shipments to Warehouse, 100 lb. minimum charge per shipment
(includes delivery to booth at show site)*

Shipping on Pallet :
 Shipment weight _____ cwt x \$75.00 (per 100 lbs.) = _____

Shipping individually:
 Individual package/case/box \$50.00 each QTY: _____

Estimated Freight Charges \$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702.795.4727
 Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment.
 By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



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OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup materials from the booths for loading onto a carrier, *and during such time the materials will be left unattended.* **Source One Events WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, AND/OR DISAPPEARANCE OF EXHIBITORS MATERIALS AFTER SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Source One Events highly recommends a representative to be present during show dismantle and/or the securing of security services from the Facility.

It is understood by the Exhibitor that all OUTBOUND shipments are solely the responsibility of each Exhibitor to provide any and all appropriate return shipping lables and account information to Source One Events. Source One Events shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or for any causes beyond its control.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. SOURCE ONE EVENTS RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT PICK UP BY THE APPOINTED DATE AND TIME WITH AN INTEREST @ 30%.

Returning Shipments - Exhibitor Materials
Exhibitors are responsible for own shipping/freight charges, Source One to bill Material Handling Fee Only.

Shipping on Pallet :
 Shipment weight _____ cwt x \$60.00 (per 100 lbs.) = _____

Shipping individually:
 Individual package/case/box \$30.00 each QTY: _____

Estimated Freight Charges \$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702.795.4727
 Credit card authorization must be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment.
 By utilizing this form, Exhibitors acknowledge that they have read and agreed to comply with the Limits of Liability statements contained herein.



CREDIT CARD AUTHORIZATION		
BABYTIME EXPO 2009		Booth Number
Exhibitors Name:	Tel #:	
Billing Address:	Fax #:	
City/State/Zip:	Auth. By:	

This Credit Card Authorization **MUST** be on file with Source One Events before any goods or services will be rendered regardless of your preferred method of payment. **FAX # 702.795.4727**

All accounts must be settled at Source One's Service Desk on show site prior to the close of show.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

Note: There is NO third party billing

IMPORTANT: Full payment **MUST BE** included with your order. A purchase order is not considered payment.

If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.

Please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number. There is a 3% credit card fee on top of all charges.

(Any show site balances or charges for labor, freight, or miscellaneous items not paid before the show closing will automatically be charged to your credit card account on file.)

Charge to:	Visa___	MasterCard___	American Express___
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Incomplete and/or unsigned forms will not be accepted.

Cardholder's Signature: _____

Account #: _____ Exp. Date: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS. FAX 702-795-4727

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