



ORIGINAL SEWING AND QUILT EXPO

INFINITE ENERGY CENTER

MARCH 7-9, 2019

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

Booth Package:

8' tall backwall drape
3' tall siderail drape

If you need any additional services, please use the following forms. The applicable SALES TAX RATE for this show is **6%**.

Important Dates:

Monday	February 4, 2019	Advance shipments may begin arriving at warehouse.
Friday	February 22, 2019	Last day for advance shipments to arrive at warehouse without surcharges.
Monday	February 25, 2019	Deadline to receive advance order prices on furnishings.
Tuesday	March 5, 2019	Last day for off-target shipments to arrive at warehouse
Tuesday	March 5, 2019	8:00AM – 5:00PM Cherry Convention Services install
Wednesday	March 6, 2019	Direct shipments may begin at the Infinite Energy Center (may arrive between 8:00am-2:00pm)
Wednesday	March 6, 2019	9:00AM – 4:00PM Exhibitor Move-In (Service Desk Open) You may continue to work until Show Management is ready to leave at approximately 6:00PM.
Thursday	March 7, 2019	10:00AM – 6:00PM Show Open
Friday	March 8, 2019	10:00AM – 6:00PM Show Open
Saturday	March 9, 2019	10:00PM – 5:00PM Show Open
Saturday	March 9, 2019	5:00PM – 9:30 Exhibitors and Cherry Convention Services Remove

Shipping Address:

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

Direct Shipping Address:

Infinite Energy Center
c/o Cherry Convention Services, Inc.
Original Sewing & Quilt Expo
(Your Company Name)
6400 Sugarloaf Parkway
Duluth, GA 30097



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 payable and non-refundable upon installation by CCS. Any dispute must be submitted 30 days from day of charge or it is agreed that all services have been performed and approved.
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. CCS will not be held liable for any damage or injury caused by negligent, unintended use or movement of equipment provided for this event. 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

FURNISHINGS ORDER FORM

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

		Floor Price	Advance Price	
TABLES				SHOW "PACKAGE" SPECIAL OFFER (Advance Order Only) _____ One 6' x 24' x 30" tall draped table _____ 2 Folding Chairs _____ 1 Wastebasket TOTAL COST: \$95.00 _____ One 6' x 24" x 30" tall draped table _____ 2 Folding Chairs _____ 1 Wastebasket _____ One 9' x 10' gray booth carpet TOTAL COST: \$167.00
4' x 24"				
_____ Draped**	30" tall	84.00	64.00	
	42" tall	96.00	76.00	
_____ Undraped	30" tall	38.00	30.00	
	42" tall	50.00	40.00	
6' x 24"				
_____ Draped**	30" tall	88.00	68.00	
	42" tall	100.00	80.00	
_____ Undraped	30" tall	44.00	35.00	
	42" tall	56.00	45.00	
8' x 24"				
_____ Draped**	30" tall	96.00	76.00	
	42" tall	110.00	90.00	
_____ Undraped	30" tall	50.00	40.00	
	42" tall	62.00	50.00	
Draping includes white vinyl top and pleated skirt on three sides.				
_____ 4th Side Draped adds		30.00	25.00	
**PLEASE INDICATE DRAPE COLOR PREFERRED:				
_____ Show Color	_____ Blue	_____ Silver		
_____ White	_____ Red	_____ Black		
_____ Burgundy	_____ Green			
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 linen		35.00	25.00	
Circle One: Black Linen White Linen				
GRAY CARPET				
		Floor Price	Advance Price	
_____ 9' x 10'		108.00	90.00	
_____ 9' x 20'		216.00	180.00	
_____ 9' x 30'		324.00	270.00	
Cut Carpeting: carpeting cut and tailored to fit space.				
_____		5.00/sq.ft.	3.00/sq.ft.	
Carpet Padding: (1/2", per 9' x 9' area)				
_____		65.00	45.00	
CHAIRS				
		Floor Price	Advance Price	
_____ Barstool w/ back		36.00	30.00	
_____ Tall Director's Chair		30.00	25.00	
_____ Counter Stool		25.00	20.00	
_____ Folding Chair		15.00	12.00	
ACCESSORIES				
_____ Wastebasket		10.00	8.00	
_____ Stainless Steel Easel		25.00	20.00	
_____ Display Panels		180.00	140.00	
Gray fabric, accepts velcro, push-pins, double-sided.				
_____ Horizontal	_____ Vertical			
_____ Rolling Garment Rack		42.00	32.00	
_____ Bag Rack		45.00	35.00	
_____ Waterfall Rack (2 arms)		45.00	35.00	
_____ Sign Holder 22"x28"		35.00	25.00	
_____ Double Face Tape/roll		20.00	20.00	
_____ Clear Tape/roll		10.00	10.00	
_____ Visquene (3' wide)		2.10/ft.	1.20/ft.	
MASKING DRAPE				
_____ ft. 8' high		9.00/ft.	6.00/ft.	
_____ ft. 3' high		6.00/ft.	4.00/ft.	
_____ Upright and base		12.00	12.00	
_____ Crossbar		12.00	12.00	
TOTAL YOUR ORDER HERE:				
TOTAL COST: _____				
6% TAX: _____				
TOTAL DUE: _____				

Event _____ Company Name _____
 Booth # _____ Contact _____ Phone _____



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



3866 Oakcliff Industrial Court
 Atlanta, Georgia 30340-3407
 (770) 242-5955 Phone
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LABOR SERVICE FORM

LABOR RATES

To Install/Dismantle Exhibits (1 hour minimum per man)

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

OVERTIME: 4:30PM to Midnight Monday-Friday
 8:00AM to Midnight Saturday

DOUBLE-TIME: Midnight to 8:00AM Monday-Saturday
 All day Sunday and Holidays

STRAIGHT TIME	OVERTIME	DOUBLE TIME
\$72.00	\$108.00	\$144.00

(Rates subject to change without notice)

If labor times and/or dates change, you must notify Cherry Convention Service 24 hours in advance. If no notice is made, you will be charged for time ordered and for time actually used.

WE WILL REQUIRE LABOR ACCORDING TO THIS SCHEDULE:

INSTALLATION: _____ No. of Men	DISMANTLING: _____ No. of Men
How Long? _____ Hours Each Man	How Long? _____ Hours Each Man
Men to be Available: _____ AM/PM Day/Date/Time	Men to be Available: _____ AM/PM Day/Date/Time

STARTING TIME CAN BE GUARANTEED ONLY IN THOSE INSTANCES WHERE MEN ARE REQUESTED FOR THE START OF THE WORKING DAY (8:00AM).

While every attempt will be made to provide men at time requested subsequent to 8:00AM, such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of the first job assigned.

PLEASE INDICATE PLAN DESIRED. IF PLAN IS NOT INDICATED, NO ADVANCE ORDER WILL BE ASSIGNED UNTIL EXHIBITOR'S REPRESENTATIVE REPORTS TO SERVICE DESK.

_____ Exhibitor's Supervision:
 It is important that the exhibitor representative check in at service desk to pick up men ordered. Also, it is important for the representative to check men out at the service desk upon completion of work.

ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE:
 Representative's Name: _____ Phone # during convention _____

IN ORDER TO COMPLETE THE WORK WITH YOUR REPRESENTATIVE PRESENT, WE MUST HAVE THIS INFORMATION LISTED BELOW COMPLETED. YOU MUST EMAIL PHOTOS AND PLANS WITH THIS ORDER SO THAT CORRECT LABOR CAN BE PROVIDED

<p>_____ Self-contained unit</p> <p>_____ Number of crates</p> <p>_____ Photo enclosed</p> <p>_____ Set-up plans enclosed</p> <p>_____ Special instructions enclosed</p>	<p>Please list ANY tools required for installation/dismantle of booth:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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NAME OF CONVENTION _____ **BOOTH #** _____

COMPANY NAME _____
AUTHORIZED BY _____ **TITLE** _____