



# MARKET SQUARE'S ORDER WRITING AND CASH & CARRY

February 3 – 5, 2019

Greater Philadelphia Expo Center  
Oaks, PA

Please prepare and return to:  
**Reber-Friel Company**  
Convention & Exposition Services  
P.O. Box 1202  
Oaks, PA 19456  
Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

**Order Deadline Date**  
**January 21, 2019**

## PAYMENT & CHARGE AUTHORIZATION FORM

### • TERMS •

DISCOUNT PRICES only apply to orders paid in FULL, incl. Sales Tax, received by Deadline Date, after which the Standard Rates will be charged. All services must be paid in advance by check or credit card. Orders will not be processed without payment in full. All prices are applicable to 6% PA Sales Tax. A \$35.00 service charge will be added for any declined or invalid credit card. NOTE: Exhibitors are responsible to check that all ordered equipment and services are delivered and/or performed prior to the show's opening and for reporting any claims with the Reber-Friel representative immediately. Claims after show will not be accepted – NO credits will be given after the show.

### • SERVICES & EQUIPMENT ORDERED •

FURNITURE & ACCESSORIES, DISPLAY TABLES, WOODEN RISERS, FLOOR COVERING .....	\$	_____ . _____
PEGBOARD & FOAMCORE PANELS .....	\$	_____ . _____
FREIGHT HANDLING .....	\$	_____ . _____
LABOR .....	\$	_____ . _____
CUSTOM CLEANING .....	\$	_____ . _____
SPECIAL SIGNS .....	\$	_____ . _____
STANDARD BOOTH EQUIPMENT / PIPE & DRAPE .....	\$	_____ . _____
OTHER .....	\$	_____ . _____
<b>SUBTOTAL</b>	\$	_____ . _____
<b>6 % PA SALES TAX</b>	\$	_____ . _____
<b>TOTAL</b>	\$	_____ . _____

I have read, understood and I agree to all terms as described and have advised our show site representative accordingly.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**PLEASE NOTE:** Electrical, Telephone, Internet and/or Plumbing orders should be mailed directly to the address given on the order form.

### PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Check No.: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Amount: \$ \_\_\_\_\_ . \_\_\_\_\_

### PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Select Credit Card  VISA  MASTER  AMEX  
Card Member Name (please print): \_\_\_\_\_  
Account No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Expiration Date: \_\_\_ / \_\_\_ Security Code: \_\_\_\_\_  
Signature: \_\_\_\_\_

Your information will be kept on file. All charges will be made to the given credit card – multiple charges may occur on your statement.  
**NOTE: Credit Card information must be completed when ordering EQUIPMENT, LABOR and for FREIGHT HANDLING.**

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_  
Street: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_



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Please prepare and return to:  
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Convention & Exposition Services  
PO Box 1202  
Oaks, PA 19456  
Telephone # (610) 265-7310 Fax # (610) 265-7390  
sales@reberfriel.com

**Order Deadline Date**

**January 21, 2019**

**Standard Rate Applies  
After Deadline**

## ORDER IN ADVANCE ... SAVE TIME & LATE CHARGES ... ALL MATERIALS ON RENTAL

### • FURNITURE AND ACCESSORIES •

	Discount	Standard
Side Chair	_____ \$ 36.25	_____ \$ 48.00
Stool with Back	_____ \$ 63.00	_____ \$ 85.00
Waste Basket	_____ \$ 15.50	_____ \$ 21.00
Sign Easel	_____ \$ 32.00	_____ \$ 43.00
Conference Table (Walnut; no skirting) 30" Round, 30" High * - Limited Quantity	_____ \$ 83.00	_____ \$ 112.25
Clothing Racks (5' Chrome; adjustable) – Limited Quantity	_____ \$ 42.50	_____ \$ 55.25

### • SPECIAL BACK/SIDE WALL DRAPE COLOR & ADDITIONAL PIPING •

8' Column w/ Base	_____ \$ 15.00	_____ \$ 20.00
7' to 10' Telescope / Slider	_____ \$ 15.00	_____ \$ 20.00
8' High Drape for Side/Back walls if different color than provided (incl. Metal), per foot	_____ \$ 4.25/ft	_____ \$ 5.75/ft

Circle **Special**; Drape Color: Black-Blue-Burgundy-Gold-White-Green-Red-Gray

### • DISPLAY TABLES •

	Draped Tables **	
2' x 4' x 30" High Table	_____ \$104.50	_____ \$141.25
2' x 6' x 30" High Table	_____ \$122.50	_____ \$165.00
2' x 8' x 30" High Table	_____ \$138.75	_____ \$187.00

\*\* For draped 42" high, add \$ 45.00 per table, Check here

**Price for Draped Table includes: Top (white vinyl plastic), Drape in Front and 2 Sides.** For 4<sup>th</sup> side add \$ 15.00 per table, Check here

Circle Color Choice for Drape: Black – Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

### • WOODEN RISERS •

	Riser & Cover (white)	
4' Long, 10" Wide, 11" High	_____ \$ 50.60	_____ \$ 68.25
6' Long, 10" Wide, 11" High	_____ \$ 76.50	_____ \$ 103.50

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### • DISPLAY PANELS •

4' x 8' Pegboard Panel, White *	_____ \$144.00	_____ \$190.25
4' x 8' Foamcore Panel, White *	_____ \$164.00	_____ \$221.25

[ ] Vertical [ ] Horizontal

\* Colors – Additional \$ 50.00 per panel. Please specify color \_\_\_\_\_

Special Requirements (List Specs.) \_\_\_\_\_

### • FLOOR COVERING (Standard Sizes) •

Circle Color Choice for Carpet: Blue – Burgundy – Gold – Grey – Hunter Green – Red – Teal

9' x 10' Carpet	_____ \$ 137.50	_____ \$ 185.85
9' x 20' Carpet	_____ \$ 275.00	_____ \$ 372.25
9' x _____ Carpet (Ten Foot Segments) Price Per Linear Foot	_____ \$ 13.75/ft	_____ \$ 19.00/ft
_____ x _____ Carpet to cover entire display area. Price Per Square Foot	_____ \$ 3.75/sqft	_____ \$ 5.00/sqft

### • CARPET ACCESSORIES •

Foam Padding (MIN 100 sq. ft.) Price Per Square Foot	_____ \$ 1.25/sqft	_____ \$ 1.75/sqft
Visqueen (MIN 100 sq. ft.) Price Per Square Foot	_____ \$ 1.75/sqft	_____ \$ 2.25/sqft

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

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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Convention & Exposition Services  
P.O. Box 1202  
Oaks, PA 19456  
Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

**Order Deadline Date**  
**January 21, 2019**

**Standard Rate Applies  
After Deadline**

## HARD WALL SYSTEM ORDER FORM

### 5' X 10' or 10' X 10' BOOTH WITH WALL COVERING

**PAPER COLOR**  White  Black  None  Other – Contact Reber-Friel

**RENTAL RATE:** Advanced Rate: \$360.00 Standard Rate: \$475.00

**QUANTITY NEEDED:** \_\_\_\_\_

If you need special hardware, please call for availability and price quotes.

**Additional Design Available at Additional Rental – please call**

### 5' X 20' BOOTH WITH WALL COVERING

**PAPER COLOR**  White  Black  None  Other – Contact Reber-Friel

**RENTAL RATE:** Advanced Rate: \$420.00 Standard Rate: \$550.00

**QUANTITY NEEDED:** \_\_\_\_\_

If you need special hardware, please call for availability and price quotes.

**Additional Design Available at Additional Rental – please call**

### 10' X 20' BOOTH WITH WALL COVERING

**PAPER COLOR**  White  Black  None  Other – Contact Reber-Friel

**RENTAL RATE:** Advanced Rate: \$470.00 Standard Rate: \$590.00

**QUANTITY NEEDED:** \_\_\_\_\_

If you need special hardware, please call for availability and price quotes.

**Additional Design Available at Additional Rental – please call**

**NOTE: REBER-FRIEL COMPANY ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE DUE TO IMPROPER HANGING OF HARDWARE, SHELVING OR ANY ACCESSORIES AFTER WE SET-UP BASIC HARD WALL**

#### TERMS

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Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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# **URGENT IMPORTANT NOTICE**

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**NO shipments will be accepted in advance of the official move-in at the Greater Philadelphia Expo Center at Oaks.**

**Shipments being sent to the Expo Center for delivery to your booth must be scheduled for the following dates and hours:**

**From 8:00 AM until 4:00 PM  
Thursday, January 31, 2019 through Saturday, February 2, 2019**

**Please see the Freight Handling Form for rates.  
If you are driving a POV (privately owned vehicle) a Porter Service will be provided for assistance.**

**All materials must be prepaid for door delivery and addressed as follows:**

**Exhibitor's Company & Booth Number  
MARKET SQUARE  
c/o Reber-Friel Company  
Greater Philadelphia Expo Center  
100 Station Avenue  
Oaks, PA 19456**

**Your Cooperation is Appreciated – Reber-Friel Company**



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P.O. Box 1202  
Oaks, PA 19456  
Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

**Advance Rate Deadline Date**  
**January 28, 2019**

Freight and Payment must be received by this date or SURCHARGE applies.

## STORAGE & FREIGHT HANDLING FORM

### ADVANCED INBOUND SHIPMENTS (WAREHOUSE)

Please send all shipments PREPAID. Reber-Friel Company will receive and store merchandise up to 30 days prior to show. Freight will be placed in booth at Show Site. Empties will be removed and stored until the close of the show, at which time they will be returned to booth. Outbound freight will be loaded out onto designated show carrier at show site. Shipments received after January 28, 2019 will be charged the surcharge.

### DOCKSIDE INBOUND SHIPMENTS

Reber-Friel Company will be available at the facility only during move-in hours to receive, unload and place merchandise in booth.

### FREIGHT HANDLING CHARGE PER HUNDRED WEIGHT (cwt.) – 200 POUNDS MINIMUM PER SHIPMENT

**\* RATES ARE BASED ON THE TOTAL WEIGHT OF EACH SHIPMENT WITH A MINIMUM CHARGE OF 200 LBS. PER SHIPMENT.**

ADVANCE/cwt.	SURCHARGE/cwt.	SHOW SITE/cwt.
\$ 33.50	\$ 11.50	\$ 33.50

There will be an additional charge of 25% on all shipments requiring special handling. This classification shall be applied to, but not limited to, uncrated materials, loose display parts, materials not accompanied by the proper paperwork, and/or the description is such that the type of material cannot be determined.

### ADVANCE SHIPMENTS SHOULD BE LABELED AS FOLLOVED:

**Company Name**  
**Show Name, Booth No.**  
c/o Reber-Friel Company  
1900 South Drive  
Oaks, PA 19456

### • T E R M S •

ALL CHARGES MUST BE PAID IN ADVANCE BY CHECK OR CREDIT CARD. All prices are applicable to 6% PA Sales Tax. If credit card is declined or invalid a \$35.00 service charge will be added. NOTE: Reber-Friel Company shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage; for loss, theft or disappearance of exhibitor materials after delivering to booth, before picking-up after the show closed or due to fire, Acts of God, strikes, lockouts or to causes beyond its control.

Select method of payment  VISA  MASTER  AMEX

Card Member Name (please print): \_\_\_\_\_

Account No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

### • I M P O R T A N T N O T I C E •

The Facility will not accept advance shipments. Advance shipments must be directed to Reber-Friel Company, whether it is shipped by UPS, FedEx, or other Common Carrier. The Facility and Reber-Friel Company accepts NO responsibility for and delay/loss/damage in delivering display material if addressed improperly. Note the proper shipping instructions. Shipments should be insured by the exhibitor from the time the shipments leaves the company until it returns from the show. It is suggested that exhibitors arrange All-Risk Insurance coverage.

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## LIMITATIONS OF REBER-FRIEL'S LIABILITY AND RESPONSIBILITY

- a. Reber-Friel shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- b. Reber-Friel shall not be responsible for loss, theft, or disappearance of exhibitor's material after same have been delivered to exhibitor's booth.
- c. Reber-Friel shall not be responsible for loss, theft, disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills of lading covering outgoing shipments, which are furnished to Reber-Friel by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. Reber-Friel 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.
- e. Reber-Friel's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Reber-Friel's maximum liability shall be limited to \$ 0.30 per pound per article with a maximum liability of \$ 50.00 per item and \$ 1,000.00 per shipment
- f. Reber-Friel 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 exhibitors' materials which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to Reber-Friel 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.

## ORDER FOR DRAYAGE SERVICES

We hereby authorize Reber-Friel Company 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:

- a. We accept the responsibility for the payment of Reber-Friel's charges in connection with the handling of our shipments as set forth and we guarantee payment to Reber-Friel 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.
- b. We agree to the "Limitations of Reber-Friel's Liability and Responsibility".
- c. We agree that Reber-Friel's liability shall be limited to any loss or damage which results solely from Reber-Friel's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. 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 Reber-Friel's warehouse), that Reber-Friel will provide its service as our agent, and not as bailee or shipper. If any employee of Reber-Friel shall sign a delivery receipt, bill of lading, or other documents, we agree that Reber-Friel 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 into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Reber-Friel shall not be responsible for any loss or damage during such period, and we authorize Reber-Friel to adjust the quantities of items on any bill of lading left by us with Reber-Friel 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 Reber-Friel relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Reber-Friel for drayage or any other services provided by Reber-Friel as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Reber-Friel within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against Reber-Friel shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.



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Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

**Order Deadline Date**  
**January 21, 2019**

**20% Surcharge Applies  
After Deadline**

## SET-UP & DISMANTLE LABOR ORDER FORM

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 is provided on this form. Orders received at the show will be processed after advance orders in all cases. Orders placed AFTER the Deadline Date is subject to a twenty percent (20 %) additional surcharge.

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

**Cancellation of requested labor needs to be in writing, at least 24 hour in advance! Failure to cancel labor or to call for labor at requested time will result in a one-hour charge per requested carpenter.**

### Service # 1

To save time and personal supervision, we suggest Service #1, using our qualified personnel, trained to set-up the display prior to the arrival.

Reber-Friel Company is authorized to set-up the 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 the bill for carpenters at the rates shown below.

We will use the same services to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and bill of lading will be left at the service desk and/or with a Reber-Friel representative.

### Service # 2

We would like \_\_\_\_\_ carpenters available on \_\_\_ / \_\_\_ / \_\_\_\_\_ at \_\_\_ : \_\_\_ (a.m.) (p.m.) for approximately \_\_\_\_\_ hours to set-up the display under the supervision of our representative.

We would like \_\_\_\_\_ carpenters available on \_\_\_ / \_\_\_ / \_\_\_\_\_ at \_\_\_ : \_\_\_ (a.m.) (p.m.) for approximately \_\_\_\_\_ hours to dismantle the display under the supervision of our representative.

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

### CARPENTER RATES

Straight Time ..... \$ 104.00 per hour  
Over Time..... \$ 157.50 per hour \*  
Double Time..... \$ 206.75 per hour \*\*

\* After 3:30 p.m. daily & All day Saturday

\*\* All day Sunday & Holidays

**Note: Starting time for all labor is 8:00 a.m. – ONE hour minimum per man.**

### • T E R M S •

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Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_



Phone: 484-754-3976  
Fax: 484-754-3994  
email: [info@phillyexpocenter.com](mailto:info@phillyexpocenter.com)

## **How to Order Services**

Ordering services at The Greater Philadelphia Expo Center is easy, just follow these steps.

Orders may be placed 6 months prior to the show.

**Please note that for all events, the discount rate cut off is two weeks before the first date of the show. Any orders placed after the cutoff date will be processed at the standard rate.**

1. Go to [www.phillyexpocenter.com](http://www.phillyexpocenter.com).
2. Choose "For Exhibitors" at the top of the page.
3. Choose "Order Services"
4. The website will have you set up an account. From there, choose your event and place your order.

**Don't forget to remember your password!** You can use it to log in to your account and order services for any event at the Expo.





### **To access the Wi-Fi system:**

1. Open the Wi-Fi setting on the device (phone, laptop, tablet, etc.) that needs access.
2. Choose “OaksExpoPublic”.
3. On the log in page choose the package that best suits your needs.
4. Provide the requested payment info to connect.

The system will automatically recognize the device anytime you need to log on during the purchased time.

Connections are good only through the device with which access was purchased.

#### Standard Individual Rates:

15 Minutes: Free

#### Basic 1.5 Mbps/1.5 Mbps

1 Day: \$20

2 Day: \$30

3 Day: \$35

#### Premium 5Mbps/5Mbps

1 Day: \$25

2 Day: \$35

3 Day: \$40

Only fused (UL listed) multi-plug adapters will be permitted



Approved



Approved



Not Approved



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Three wire (grounded) cords **SHALL NOT** be plugged into two (2) wire extension cords.

Ground prongs **SHALL NOT** be removed.



Approved



Not Approved  
maybe confiscated

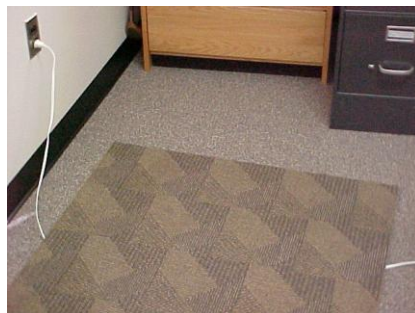


Not Approved  
may be confiscated



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Extension cords (two-wire zip-cords) **SHALL NOT** run under carpets/rugs.



Not Approved  
maybe confiscated

Only listed electrical devices and cords shall be allowed.



Approved



Approved



Homemade items will not be allowed.



Not Approved  
and may be confiscated



All electrical plugs, cords shall be free from defects.



Not Approved  
and may be confiscated



Piggy Backing of power strips is not permitted.



Approved

Power strips must be plugged directly into an outlet.



Not Approved