

# 2023 Nursery/Landscape EXPO **\*REQUIRED PRIOR TO MOVE-IN\*** - CONTRACT ADDENDUM

Please read carefully the information below. Your signature of understanding and acceptance of ALL items is **REQUIRED** prior to moving in any booth/product materials at this year's Nursery/ Landscape EXPO being held August 10-11 at the Henry B Gonzalez Convention Center in San Antonio. If you need clarification, please call 512-579-3858 or email EXPO@NurseryLandscapeEXPO.org

## **EARLY BREAKDOWN OF EXHIBIT DISPLAY – NEW POLICIES/PENALITES IN PLACE**

**PLAN YOUR TRAVEL ACCORDINGLY!** Any Exhibitor seen breaking down their exhibit space in any form prior to 3:00 on the final day of the Tradeshow and is unable to conduct business in their booth will be monetarily penalized and all booth priority selection points will drop to ZERO. EXPO Management will have designated personnel walking the show floor taking photographs to enforce compliance. Please respect the NEW registered attendees and their desire to do business on that final day along with your fellow exhibitors.

I **understand** and **agree** to plan my travel according to the official Move-Out schedule and not break down my exhibit space prior to 3:00 pm on August 11<sup>th</sup>.

**MATERIAL HANDLING CHARGE INFORMATION:** Due to confusion of what is chargeable to exhibitors and what is included with your booth during the move-in process, we have put together the information below to help answer some of your questions. **Charges for the items below can be found in the Exhibitor Service Kit.**

### **Freeman will charge material handling to the Exhibitor for the following items:**

- Shipments sent to the **Freeman Advance Warehouse**
- Show site shipments, which are **consigned** to Freeman
- Show site shipments, which are not Consigned to Freeman, and **Exhibit representative is not on site to sign** the carrier bill of lading
- **Crated** material where material inside the crate can't be seen by drayage personnel
- **Storage** of empty crates, skids, cartons, etc. unloaded by exhibitor, but stored by Freeman (\$25 per load)
- **Forklift work** provided in booth for placement of product Exhibitor receives a **ONE-TIME placement** at NO CHARGE
- Use of Freeman owned straps, chains, etc. used to unload trees, product, etc. (\$45 per strap/chain)
- When carrier delivers **loose, un-skidded plants** and Freeman extends additional labor to deliver to booth
- Any display (non-product) **material which is NOT product sold by Exhibitor** in normal course of business. (examples: table, chairs, display materials, fliers, etc.)
- Any **product NOT removed from exhibit space by 12 noon** on the last day of move out - the cost of labor/equipment will be charged to Exhibitor.
- Exhibitor-owned manual pallet jacks **ONLY** are allowed for move-in assistance

I **understand** the above chargeable items and **accept** charges that may occur according to the guidelines listed

**DISPLAY STRUCTURAL INTEGRITY** - ALL exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, attendees, hall laborers, wind, or equipment such as forklifts, vehicles, etc.

Exhibitors must ensure that any plant material, display fixtures such as tables, racks, or shelves are designed and installed properly to support the materials to be displayed. **ALL exhibits in excess of 15 ft. require an explanation of the measures Exhibitor will take to ensure the structural integrity of the display to EXPO Management PRIOR to moving into the convention center. EXPO Management reserves the right to modify if display is deemed unsafe.**

I **understand** and **agree** to design and install my Exhibit Display according to the guidelines listed above and **official Exhibit Policy Manual** located at [www.NurseryLandscapeEXPO.org](http://www.NurseryLandscapeEXPO.org)

Company \_\_\_\_\_ Booth #(s) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

On-Site Mobile # \_\_\_\_\_ Email \_\_\_\_\_