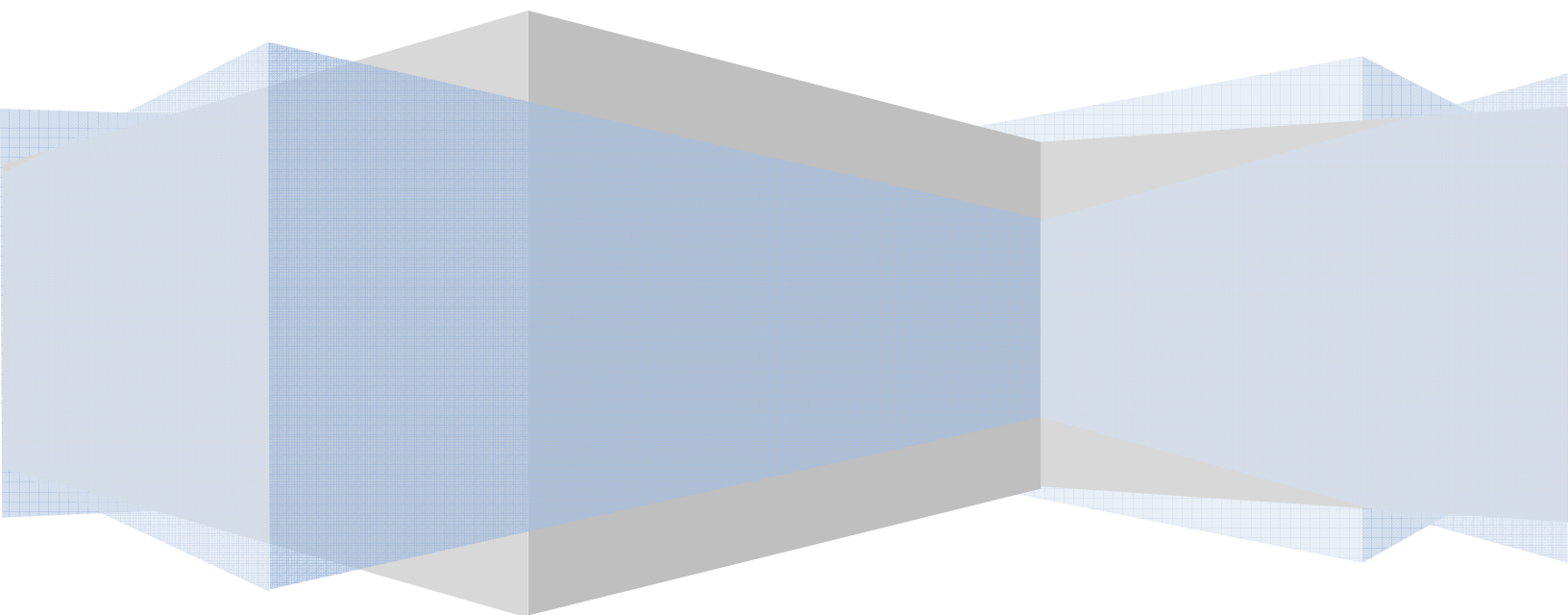


Exhibitor Shipping & Receiving Packet

**2012 Chicago Homeschool Expo
Tinley Park Convention Center**

Southeastern Convention Services, Inc.



Chicago Homeschool Expo Exhibitor Information

Welcome to the Chicago Homeschool Expo at the Tinley Park Convention Center! We hope to make your experience as an Exhibitor a smooth and successful experience. Information about the show can be found at **ChicagoHomeschoolExpo.com** and information about Shipping can be found here in this document.

Tinley Park Convention Center is located at 18451 Convention Center Drive, Tinley Park, IL 60477.

Exhibitor setup time: Wednesday, May 9th from 1:00 PM to 6:00 PM

Move-in Instructions: The Tinley Park Convention Center has dock doors in the back of the exhibit hall. Park your vehicle and then go to the “Exhibitor Registration Desk” in the back of the exhibit hall to check in. Once you have checked in, then you can begin moving in.

Exhibitor Shipments: For Exhibitors that shipped material to the Tinley Park Convention Center, please check in at the “Exhibitor Registration Desk” first to find out if your shipment has arrived. If you are shipping material to the Tinley Park Convention Center, please follow the instructions found in this document. Be sure to look through the following documents if you are shipping material whether by UPS, Fed Ex or by some other company including freight companies.

Table of Contents:

- Page 3 – Exhibitor Shipping Information – Information about shipping boxes/containers/pallets by UPS, Fed Ex or freight companies. Please read carefully.
- Page 4 - Material Handling/Shipping Authorization. Please complete and sign.
- Pages 5 & 6 - Material Handling/Shipping Terms and Conditions – information about shipping and handling of materials. Please read carefully.
- Page 7 - Payment Authorization – information about payment for receiving and shipping material to and from the Tinley Park Convention Center

We appreciate the opportunity to work with you and look forward to a great show!

Mark St. Denis

**Southeastern Convention
Services**

Exhibitor Shipping Information 2012 CHICAGO HOMESCHOOL EXPO

Exhibitors: if you plan to ship material by Truck to the Chicago Homeschool Expo which you expect to be received (and/or delivered to your booth) at the Tinley Park Convention Center; and if you plan to ship material by Truck from the Chicago Homeschool Expo to your place of business after the show closes, then you must follow the instructions below.

1. You must notify us, by email, that you will be shipping material to the Chicago Homeschool Expo at the Tinley Park Convention Center and tell us whether you will be shipping material back to your place of business after the show closes.
2. **Your shipment must arrive on Wednesday, May 9th at the Tinley Park Convention Center between the hours of 10:00 AM and 5:00 pm. (Specify on your "shipping label" to deliver on Wednesday, May 9th).**
3. Shipment must be delivered to: **Tinley Park Convention Center, 18451 Convention Center Drive, Tinley Park, IL 60477**
4. Shipment must be labeled with your "**Exhibitor Name**", to identify which booth to deliver your materials.
5. If you are shipping material/boxes/pallets back to your place of business, then you must provide to Southeastern Convention Services BY 5:00 PM ON FRIDAY, MAY 11th the appropriate shipping information, labels for shipping and payment for shipping. ALL SHIPMENTS BACK TO YOUR PLACE OF BUSINESS MUST BE PALETIZED AND READY TO BE WRAPPED IN PLASTIC. WE WILL NOT PACK YOUR MATERIALS OR STACK ON PALLETS.

UPS/FED EX/Specialized Carrier Pricing for RECEIVING ONLY at Tinley Park Convention Center

Price is \$25 per box/container for first carton per delivery. And \$10 for each additional box/container in said delivery.

Truck/Tractor Trailer Delivery Pricing for RECEIVING ONLY at Tinley Park Convention Center

Price is \$50 per pallet/container and includes delivery of pallet to Exhibitor's booth.

UPS/FED EX/Specialized Carrier Pricing for SHIPPING ONLY FROM Tinley Park Convention Center

Price is \$25 per box/container to transport from Convention Center to Carrier for shipment. PRICE DOES NOT INCLUDE CHARGES TO SHIP FROM CARRIER TO EXHIBITOR'S PLACE OF BUSINESS. THESE ADDITIONAL CHARGES WILL BE BILLED TO YOUR CREDIT CARD VIA PAYPAL INVOICING. IT IS THE EXHIBITOR'S RESPONSIBILITY TO DELIVER THE PACKAGES/BOXES/CONTAINERS TO THE REAR OF THE EXHIBIT HALL FOR FURTHER HANDLING.

Truck/Tractor Trailer Delivery Pricing for SHIPPING ONLY FROM Tinley Park Convention Center

Price is \$50 per pallet/container to transport from Convention Center to Trucking Company for shipment. ADDITIONAL CHARGES TO SHIP FROM TRUCKING COMPANY TO EXHIBITOR'S PLACE OF BUSINESS IS THE EXHIBITOR'S RESPONSIBILITY AND WILL BE BILLED SEPARATELY. THESE ADDITIONAL CHARGES WILL BE BILLED TO YOUR CREDIT CARD VIA PAYPAL INVOICING. - Pallets must be packaged and stacked - We will only wrap.

**MATERIAL HANDLING/SHIPPING AUTHORIZATION
2012 CHICAGO HOMESCHOOL EXPO**

Event Location: Tinley Park Convention Center
18451 Convention Center Drive
Tinley Park, IL 60477

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Shipping Contact: _____ Phone: _____

Authorized Signature: _____ Fax: _____

By signing above, Southeastern Convention Services, Inc. is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accepted the Terms & Conditions and sign & return all documents in this packet.

TO: _____ (Exhibiting Co & Booth #)

FOR:

**TINLEY PARK CONVENTION CENTER
CHICAGO HOMESCHOOL EXPO**

**18451 Convention Center Drive
Tinley Park, IL 60477**

SHIPMENT MUST BE DELIVERED ON MAY 9th, 2012

DIRECT SHIPPING TO CHICAGO HOMESCHOOL EXPO

MATERIAL HANDLING/SHIPPING TEAMS & CONDITIONS 2012 CHICAGO HOMESCHOOL EXPO

Please read carefully. As a representative of the exhibiting company, you are entering into a contract that may limit your possible recoveries in case of loss or damage. These terms and conditions set forth below become part of your contractual agreement with Southeastern Convention Services. Acceptance of said terms and conditions will be construed upon the return of an order form or an authorization form signed by the exhibitor, his agent, or representative; or by the arrival of freight shipped to the warehouse or show site by said parties.

SOUTHEASTERN CONVENTION SERVICES RESPONSIBILITIES AND DEFINITIONS

Southeastern Convention Services (hereinafter called SOUTHEASTERN CONVENTION SERVICES) and its employees, officers, agents and assigns including any subcontractors SOUTHEASTERN CONVENTION SERVICES may appoint. The term "exhibitor" refers to any party who contracts for services with SOUTHEASTERN CONVENTION SERVICES. SOUTHEASTERN CONVENTION SERVICES shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. SOUTHEASTERN CONVENTION SERVICES assumes no responsibility for any person, parties, or other contracting firms not under SOUTHEASTERN CONVENTION SERVICES's direct supervision and control. SOUTHEASTERN CONVENTION SERVICES shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond SOUTHEASTERN CONVENTION SERVICES's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, SOUTHEASTERN CONVENTION SERVICES personnel will unload all vendor materials from the loading docks to the booths.

INSURANCE

It is understood that SOUTHEASTERN CONVENTION SERVICES is not an insurer. Insurance on exhibit material, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide SOUTHEASTERN CONVENTION SERVICES with a release of subrogation to the extent that any insurance settlement is received.

INBOUND AND OUTBOUND SHIPMENTS

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 the exhibitor or his representative. During such time, the materials will be left unattended. SOUTHEASTERN CONVENTION SERVICES is not, and cannot be, responsible for loss; damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of the packing and the actual pick up of exhibitor's materials from the booth for loading onto the carrier. During such time, the materials will be left unattended.

SOUTHEASTERN CONVENTION SERVICES shall not be responsible for loss, damage, theft, or disappearance of exhibitor's material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notation of exceptions to conditions of materials, or piece counts will be made on said document. SOUTHEASTERN CONVENTION SERVICES assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show.

SOUTHEASTERN CONVENTION SERVICES loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials.

SOUTHEASTERN CONVENTION SERVICES assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, SOUTHEASTERN CONVENTION SERVICES shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES AND EMPTY CONTAINERS

SOUTHEASTERN CONVENTION SERVICES shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. SOUTHEASTERN CONVENTION SERVICES shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. SOUTHEASTERN CONVENTION SERVICES shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. SOUTHEASTERN CONVENTION SERVICES assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty".

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to SOUTHEASTERN CONVENTION SERVICES prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All Claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against SOUTHEASTERN CONVENTION SERVICES more than one year after the date that loss or damaged occurred. Payment for services may not be withheld. In the event of any dispute between SOUTHEASTERN CONVENTION SERVICES and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for SOUTHEASTERN CONVENTION SERVICES as an offset against the amount of the alleged loss or damage. Any claim against SOUTHEASTERN CONVENTION SERVICES shall be considered a separate transaction and shall be resolved on its own merit.

SOUTHEASTERN CONVENTION SERVICES'S LIMIT OR LIABILITY

If found liable for any loss or damage, SOUTHEASTERN CONVENTION SERVICES's sole and maximum liability for loss or damage to exhibitor's materials to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which SOUTHEASTERN CONVENTION SERVICES specifically acknowledges receipt in writing. SOUTHEASTERN CONVENTION SERVICES shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss or sales result from, or related to, a claim for loss of or damage to material.

**PAYMENT AUTHORIZATION
2012 CHICAGO HOMESCHOOL EXPO**

Event Location: *Tinley Park Convention Center*
18451 Convention Center Drive
Tinley Park, IL 60477

Company Name: _____ Booth # _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact person: _____ Phone: _____

Shipping Contact: _____ Phone: _____

Authorized Signature: _____ **Fax:** _____

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card or check payable to SOUTHEASTERN CONVENTION SERVICES. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balances due for Southeastern Convention Services. If payment is not received by May 9th, 2012, I hereby agree to have the balance owed to Southeastern Convention Services charged to the credit card indicated below:

CREDIT CARD AUTHORIZATION

Please charge my (check one): MasterCard _____ Visa _____ American Express _____ Discover _____

Account Number: _____

Expiration Date: Month: _____ Year: _____

V-Code for MasterCard, Visa, American Express, or Discover: _____

Cardholder's Name: _____

Card Billing Address: _____

City, State, Zip: _____

Authorized Signature: _____

Print Name: _____ Date: _____