

# **WESTERN EVENT SERVICE**

1970 Williams Street, San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

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**CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION**

## **Southern California Independent Booksellers Association**

Sheraton LA San Gabriel Hotel  
San Gabriel, CA  
October 20 - 21, 2018

### **MEMO TO ALL EXHIBITORS:**

Western Event Service is pleased to have been selected to serve as the Official Freight Service Contractor for this show. Included are forms and information for your use. This Exhibitor Service Kit contains information and order forms for your use. Please take the time to read over the entire Exhibitor Service Kit carefully and select the proper forms for your needs. Please fill out the forms carefully and completely, as errors or omissions may result in higher than expected charges for services or rentals. Freight that arrives at our Advance Warehouse after Thursday, October 11<sup>th</sup> will be subject to additional charges.

Full payment must be included with your order to take advantage of pre-order prices. All orders received without payment will be processed at the Late Order price rates and services will not be provided at the show until payment is received.

### **SHOW HOURS:**

Exhibitor move in:	8:00 AM – 3:00 PM	Saturday, October 20 <sup>th</sup>
Show open:	3:00 PM	Saturday, October 20 <sup>th</sup>
Show close:	5:00 PM	Sunday, October 21 <sup>st</sup>
Dismantle complete by:	7:00 PM	Sunday, October 21 <sup>st</sup>

**PLEASE NOTE:** For the dismantle of the show, the outbound Valet Service will end at 6:30 PM and that all outbound materials must be packed and ready for our pick-up no later than 7:00 PM.

### **INSURANCE:**

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

### **SHIPPING INFORMATION:**

Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

The last day we can receive Advance Freight for this show is Thursday, October 26<sup>th</sup>. Freight sent to the above address must arrive on or before Thursday, October 19<sup>th</sup>, to avoid late freight handling surcharges. Freight, which arrives after this date, will be accepted, but will be assessed late freight handling surcharges as outlined on the attached Rate Sheet.

Advance freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

### **ADVANCE FREIGHT shipping address:**

TO: SCIBA 2018  
FOR: Exhibitor Name      Booth #

Western Event Service  
c/o YRC Freight Service  
9933 Beverly Blvd.  
Pico Rivera, CA 90660

**To Arrive No Later Than: Oct. 18, 2018**

Do not ship your Advance Freight directly to the Sheraton San Gabriel Hotel. They are unable to accept and store advance exhibitor freight and will refuse exhibit materials or freight unless delivered during the scheduled move-in times for the show. Should Advance Freight be delivered to the Beverly Garden there will be additional charges for locating it and delivering it to your booth. Any freight addressed for the show will be turned over to WES by the hotel for delivery to Exhibitors' booth. There will be additional charges for handling of these materials.

### **SHOW SITE FREIGHT shipping address:**

TO: Western Event Service  
FOR: Exhibitor Name      Booth #

C/O Sheraton LA San Gabriel Hotel  
303 Valley Blvd.  
San Gabriel, CA 91776

**To Arrive No Earlier Than: Oct. 20, 2018**

#### **TEAMSTER UNION INFORMATION**

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning freight. We will also be on hand at the close of show to assist with your outbound freight arrangements. Should you have any questions, please feel free to call us at (510) 430-0510. For additional information, please check the Frequently Asked Questions link on our website @ [www.WesternEventService.com](http://www.WesternEventService.com).

Sincerely,

***Western Event Service***

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SCIBA 2018  
Sheraton San Gabriel  
October 20-21, 2018

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1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION)  
MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

**PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511**

**PLEASE TOTAL YOUR ORDER HERE:**

FREIGHT SERVICE \$ \_\_\_\_\_

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ \_\_\_\_\_**

**LATE RATES APPLY FOR ALL FREIGHT RECEIVED AFTER THURSDAY, OCTOBER 11<sup>th</sup>.**

Check Enclosed for Total Amount Due. Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO:  Am Express  Discover Card  Master Card  Visa

Account Number \_\_\_\_\_ Expiration Date → \_\_\_\_\_  
\_\_\_\_\_

Security Number printed on rear of card (Front of AmEx) → \_\_\_\_\_

Please Print: Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

**Please Check all of the Following Boxes that Apply:**

- Use this account for additional services at this show.
- No additional people are allowed to sign on this account.
- The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

E-mail \_\_\_\_\_

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## Order For Freight Handling Service

**Please complete and return this form even if you will not be sending freight for the show!**

Exhibitor:		<input type="checkbox"/> <b>No freight will be sent.</b>
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Estimated Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site	Expected arrival date: / / 2018	
<b>Advance Freight Total Estimated Weight:</b>	<b>lbs. @ \$ 98.00 per CWT (\$196.00 minimum) = \$</b>	
<b>Show Site Freight Total Estimated Weight:</b>	<b>lbs. @ \$ 112.00 per CWT (\$224.00 minimum) = \$</b>	
<b>Extra Services:</b> <input type="checkbox"/> Late Freight <input type="checkbox"/> Valet Service <input type="checkbox"/> Forklift <input type="checkbox"/> _____	<b>= \$</b>	
<b>NOTE:</b> Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		<b>Total Freight Charges = \$</b>

**Advance Freight** Western Event Service  
**Shipping Address:** c/o YRC Freight Service  
9933 Beverly Blvd.  
Pico Rivera, CA 90660

**Mark for:** SCIBA Exhibits  
Exhibiting Company Name  
Booth Number

*The last date we can receive Advance Freight for this show is: Thursday, October 18<sup>th</sup>.*

### Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.



*FREIGHT HANDLING SERVICE CHARGES*

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 200 POUND MINIMUM (\$196.00)	\$98.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 200 POUND MINIMUM (\$224.00)	\$112.00
3. Small package rate. Per piece, up to 100 lbs total weight or four pieces, count & weight total daily.	\$25.00
4. Shipments consigned to our warehouse, which arrive after our published receiving cut off date ( <i>October 11, 2018</i> ), or which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$16.00
5. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
6. Outbound FedEx./DHL package handling (per destination).	\$20.00
7. For delivery of shipments, at close of show, back to our warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$100.00).	\$20.00

Special Services	Straight Time	Overtime	Holiday Time
8. Material Handler.	\$94.00	\$144.00	\$172.00
9. Vehicle spotting charge.	N/A	N/A	N/A
10. 4,000 lb. Forklift with driver.	N/A	N/A	N/A
11. Crate or pallet banding & shrink wrap (per hr plus material).	\$94.00	\$144.00	\$172.00
12. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$95.00 per round trip		

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used. For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

**Insurance:** Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

# WESTERN EVENT SERVICE

## ***REDUCE YOUR MATERIAL HANDLING COSTS***

- ◆ By sending small packages together as one shipment instead of separately, you will save considerably on your material handling charges.
- ◆ Each time we receive a shipment, you will be charged for the listed minimum per shipment, even if the items weigh less than the minimum (daily multiple shipments will be combined).
- ◆ The examples below show the RIGHT and WRONG ways to ship your materials. The dollar amounts, rates and minimums are for example only. Please see the "Freight/Material Handling Rates" form enclosed with this information for the correct rates and minimums for this show.

RIGHT WAY			
<u>Freight Received</u>			
11/10/2013	345 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$336.00
Total	345 lbs	<b>Total Freight Handling Charges</b>	<b>\$336.00</b>
*cwt = 100 lbs.			

WRONG WAY			
<u>Freight Received</u>			
11/01/2013	130 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$168.00
11/15/2013	143 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$168.00
11/20/2013	72 lbs @ \$84.00 per cwt*	with a 200 lb. Minimum =	\$168.00
*cwt = 100 lbs.	345 lbs	<b>Total Freight Charges</b>	<b>\$504.00</b>

**Please** fill out and return the "Order for Service" form included with this information and forward a copy of your outbound Bill of Lading, if possible.

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Take advantage of our free 30 days of advance freight storage.  
Ship early to ensure the safe and timely arrival of your materials.

.....

Be sure to PREPAY all shipments - C.O.D. shipments will not be accepted!

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## Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show.

- ✓  Official Freight Service designated for this show (**YRC Freight Service**).
- ✓  Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓  Exhibitor selected carrier: \_\_\_\_\_  
(Name of Selected Carrier)

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓  **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:  
\$16.00 per CWT (hundred pounds) with a 500-pound minimum = \$80.00 minimum charge.  
*Please note that your shipment must be accompanied by a complete Bill of Lading.*
- ✓  **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show (Yellow Freight Service). Freight charges to be marked COD.

Exhibiting Company _____
Representative _____
Address _____
City/State/Zip _____
Phone _____ FAX _____
Emergency Phone or Local Number _____

**NOTE:** It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received and will be subject to additional handling and transportation charges.

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## Outbound Shipping Procedures

### **NECESSARY OUTBOUND PAPERWORK**

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper

### **DESIGNATED OUTBOUND CARRIER FOR THIS SHOW**

Yellow Freight Service has been chosen as the designated freight carrier for this show and will be available at the close of the show to pick-up any outbound freight you may have.

### **EXHIBITOR SELECTED CARRIERS**

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers.

### **FEDERAL EXPRESS – Special Information**

Should you use Federal Express, Airborne or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. *The use of FedEx Ground for outbound shipping is not an option for this show.*

### **UPS – Special Information**

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide UPS shipping services from the show floor or from our Warehouse. After contacting UPS and confirming the pick-up arrangements, either at the show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with confirmation numbers and a complete Bill of Lading. UPS rules do not allow us to return your boxes to our warehouse for pickup without your contacting them to make arrangements for the pickup.

### **MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW**

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee along with storage charges when applicable. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.



## ADVANCE WAREHOUSE FREIGHT

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: WESTERN EVENT SERVICE  
c/o YRC Freight  
9933 Beverly Blvd  
Pico Rivera, CA 90660

For: **SCIBA Exhibits 2018**

Exhibitor: \_\_\_\_\_

Booth No: \_\_\_\_\_

**To Arrive No Later Than October 18, 2018**

## ADVANCE WAREHOUSE FREIGHT

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: WESTERN EVENT SERVICE  
c/o YRC Freight  
9933 Beverly Blvd  
Pico Rivera, CA 90660

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