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Register today to join in at the new location!

Registration for the 2022 MGA Annual Convention and Trade Show is now OPEN! The Convention will take place on October 26th-28th at our new location, **Camden on the Lake Resort** in Lake of the Ozarks Missouri. Reserve your booth space, it will be first come, first serve. So make sure and sign up early!

The MGA Annual Convention each year is attended by Missouri-based grocery store owners, managers, buyers and other store personnel along with many great vendors and wholesalers. The goal of the MGA Convention and Trade Show is to allow vendors and retailers to meet and interact with each other while building lasting long-term relationships.

Our annual BUY MO! Golf tournament will be Wednesday, October 26th and this year will be held at The Cove. After the golf tournament, there will be a Vendor Social where you will get to meet other vendors and MGA Board members. We are asking that you have your booth set up before the start of the Vendor Social as it will be held in the Grand Ballroom.

Thursday, October 27th will be the day of the Trade Show. During the Trade Show you are encouraged to bring samples of your product and display them at your booth. The Trade Show will be filled with people who own and work for different grocery stores throughout Missouri. You will get to interact with each of them as they look at, sample, and discuss your products.

We will also be giving you a FREE business card size ad in the Missouri Grocer Magazine with the purchase of a booth. You also have the opportunity to advertise with us in the Convention Guide that will be given out at the start of the Convention. The Convention Guide will be the go-to guide during the Convention for your daily schedule, times, locations and other Convention information. This is a great way to get your ad directly in the hands of everyone at the Convention.

Enclosed is the Exhibitor Packet that details the cost of booth space, date, advertising contract and all the other details surrounding the convention.

If you have any questions, please call the MGA office at 417-831-6667.

We look forward to seeing you in October!

Dan Shaul
MGA State Director



EXHIBITOR PACKET

The enclosed forms in this Exhibitor Packet contain important trade show and general convention information. Take note that the **trade show is one day , Thursday October 27th**. You are also invited to attend the Vendor Social get together on *Wednesday, October 26th*, in the Grand Ballroom, where the Trade Show will take place, after booth setup. All electrical and rental items will be handled by Camden on the Lake (pgs 10-11) while shipping will be handled by Page & Brown Convention Services (pgs 12-13).

If you have any questions, please contact Cory Campbell at 417-831-6667 or ccampbell@missourigrocers.com.

Wednesday, October 26th

- 9:30 AM** MGA BUY MO! Golf Tournament
- 5:30 PM** Vendor Social in Grand Ballroom
- 7:00 PM** Adventure to Toad Island
-Social dinner with drinks, fun & music

Thursday, October 27th Cont.

- 12:00 PM** Trade Show with Lunch
- 6:30 PM** Cocktail Reception
- 7:00 PM** President's Gala & Awards Dinner

Thursday, October 27th

- 7:30 AM** Breakfast Begins
- 8:30 AM** Business Sessions Start
- 10:00 AM** Speaker Showcase

Friday, October 28th

- 6:30 - 8:30 AM** Grab and Go Breakfast Boxes

Deadlines

Booth Application Returned **As soon as possible**
(Deposit of \$100 per booth required to reserve space)

Advertising for Missouri Grocer Magazine **Friday, August 12th, 2022**
(Including FREE ad and all artwork)

Hotel Reservation Deadline to Camden on the Lake **Friday, September 23rd, 2022**

Advertising in the Convention Guide Booklet **Friday, September 30th, 2022**

Balance of Payment Due for Booth **Friday, October 14th, 2022**

Convention Registration Form Deadline **Friday, October 14th, 2022**

EXHIBITOR SCHEDULE

Exhibitor Set Up: Wednesday October 26th 8:00 am to 5:00 pm

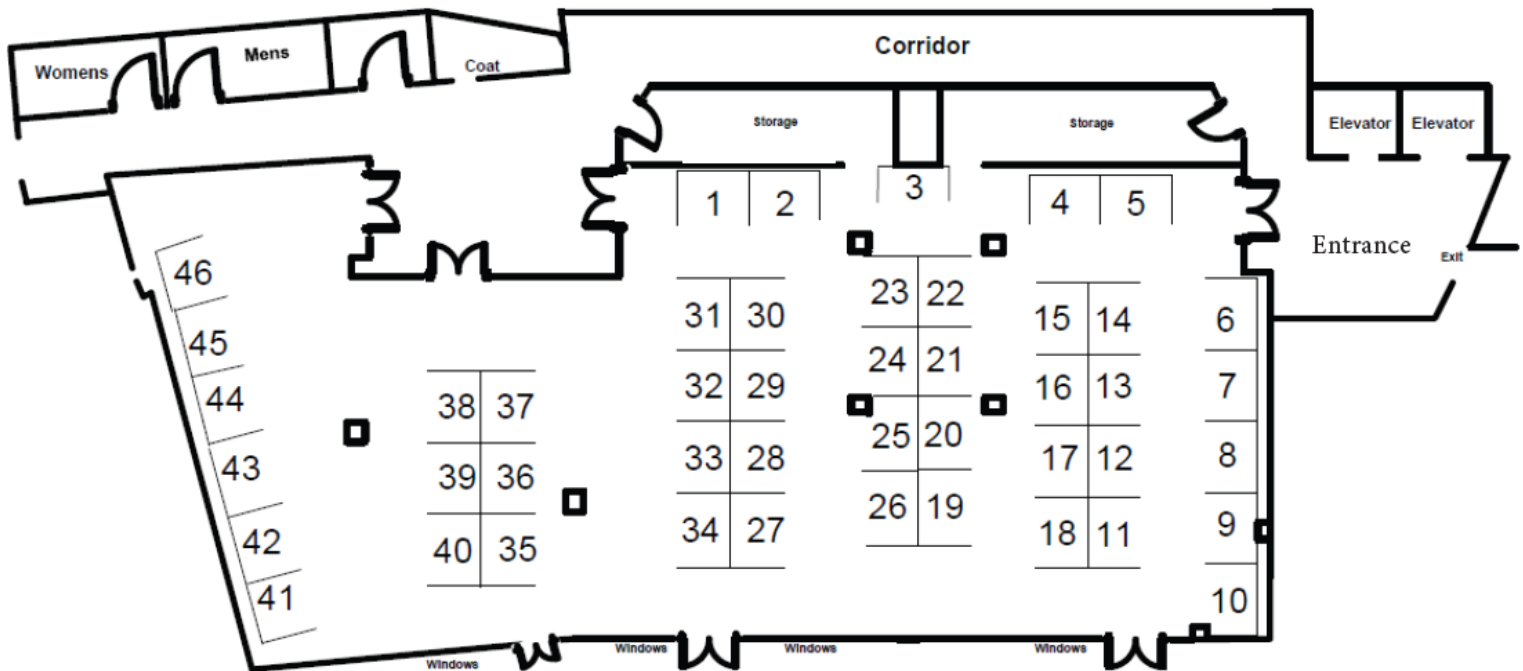
Exhibitor Attendance Requested:

Vendor Social: Wednesday October 26th 5:30 pm to 6:30 pm
in the Grand Ballroom, please have your booths set up before hand

Trade Show Hours: Thursday October 27th 12:00 pm to 4:00 pm

Exhibitor Move-Out: Thursday October 27th 4:00 pm to 11:00 pm

TRADE SHOW BOOTH LAYOUT Thursday, October 27th Grand Ballroom



Booth Size: 6' X 8'

Equipment: One Identification Sign
1 - 6' x 30" Draped and Skirted Table
2 - Chairs
1 - Wastebasket

** Electrical hook-up is not included with your booth package;
please contact Camden on the Lake (see pages 10 & 11)*

Drape: Green

Aisle Carpet: Exhibit Hall is Carpeted

Shipping Info: Freight shipments must be sent prepaid.

Send freight to: ATTN: MGA Convention
Camden on the Lake Resort
Insert: Exhibitor Name and Booth #____
C/O Page & Brown Convention Services
5744 Chapel Drive
Osage Beach, MO 65065

Booth Cost:

Booth only \$750

Booth w/ 2 full registrations \$975

Additional booths \$700 each

Deposit:

A \$100 deposit is required to hold each space and is due with contract.
Balance is due before October 14th.

Space:

The show floor is a bit smaller, so please reserve your booth early.

TRADITIONAL BOOTH CONTRACT

2022 Trade Show Date and TimeThurs, October 27th • 12:00 pm to 4:00 pm**Set Up**Wed, October 26th • 8:00 am to 5:00 pm**Move-Out**Thurs October 27th • 4:00 pm to 11:00 pm**Arrangement of Exhibits**

Each exhibit space is 8'x10' and is fully draped on three sides with the back 8' high or 3' high (depending on location) and two sides 3' high. Each booth will be furnished a 6' skirted table, two chairs, and a trash can.

Electricity must be arranged by the exhibitor through Camden on the Lake in advance. (See pages 10-11).

Space Allotment

Space will be allotted in the order requests are received. Please indicate your first, second and third choices to facilitate handling. The MGA reserves the right to change the location of your booth should the need arise. Reservations are accepted by telephone: 417-831-6667, fax: 417-831-3907 or email: ccampbell@missourigrocers.com.

FREE ADVERTISING: With the purchase of any booth you will receive a FREE ad in the Missouri Grocer Magazine. This ad will be business card size (3.5 x 2 inches) and in color. The artwork is due by Friday, August, 12th.

Terms

All booths will require a \$100 deposit with the contract. Balance will be due by October 14th, 2022. No one will be allowed to exhibit until payment is received for space. No full refunds will be made on space unless resale is arranged and approved by Dan Shaul, State Director. No cancellations after October 14th, 2022.

Liability

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend, and hold harmless the Missouri Grocers Association, Page & Brown Convention Services, and the Camden on the Lake, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Exhibitors are urged to insure themselves against such risk of loss or liability. Neither the Association, Page & Brown Convention Services, or the Camden on the Lake guarantee exhibitors against loss by theft or otherwise.

Sign up now before all the booths are gone!

Exhibitor _____ E-mail _____

Address _____ Telephone _____

City • State • Zip _____ Fax _____

Booth sign to read _____

Booth # First Choice _____ # Second Choice _____ # Third Choice _____

____ \$975.00 includes booth and two full registrations. (For additional registrations see pages 6 & 7)

The two registrants: Name _____ City • State _____

Name _____ City • State _____

____ \$750.00 includes booth only. Name of exhibitor _____ City • State _____

____ \$700.00 for each additional booth. Total number of additional booths _____

☐ Deposit for _____ booths at \$100.00 each \$ _____ Check enclosed for full payment of \$ _____

☐ Please bill my company for \$ _____

☐ Please charge my credit card for \$ _____ *We accept all major credit cards*

Name appearing on card _____ Card number _____

CVV # _____ Expiration date _____ Signature _____

If billing information is different than mailing address:

Address _____ City • State • Zip _____

We, the undersigned, contract for exhibit space shown in the diagram which we have designated above. It is also understood that the \$100 deposit is required and the balance will be paid in full before October 14th, 2022. The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth in this contract.

Name _____ Signature _____ Date _____

Mail to: Missouri Grocers Association, 315 N. Ken Ave., Springfield, MO 65802

Fax: 417-831-3907, Email: ccampbell@missourigrocers.com

HOTEL & BOOTH INFORMATION

HOTEL RATES

Studio Suite w/ King or Double	\$139.00 per room, per day plus tax & resort fee
Grand Suite w/ King or Double	\$139.00 per room, per day plus tax & resort fee

RESERVATIONS

To make a reservation, please call the resort at (573) 365 5620

- Don't forget to inform the hotel that you are with the Missouri Grocers Association
- **This convention rate is available one day before and after the convention**

**Please contact Cory Campbell at the MGA office by phone at 417-831-6667 or by email at ccampbell@missourigrocers.com with any questions regarding hotel reservations.*

HOTEL POLICY

Reservations MUST be made no later than Friday September 23rd, 2022 to guarantee accommodations at the convention rate.

However, reservations will be accepted and confirmed up to the opening day of the convention providing accommodations are still available.

Cancellation Policy:

All cancellations must be made at least FOUR (4) days prior to arrival date.

Hotel Address:

Camden on the Lake Resort
2359 Bittersweet Road
Lake Ozark, MO 65049

ADDITIONAL BOOTH INFORMATION

Booths & Merchandising Show: Traditional booths will consist of one booth 8'x10', one 6' x 30" table with cover, two chairs, one waste basket, and identification sign.

Insurance: All goods placed in this show will be at the risk of the owner. MGA will not be responsible for the safety of exhibits against robbery, fire, water or any other causes; in all cases, exhibitors must maintain their own goods.

Exhibitor Add-Ons: Additional Exhibitor items are available and can be supplied upon request through Camden on the Lake at an additional cost to the exhibitor. (See page 10).

Reduced Cost Registrations: Two (2) reduced cost, full convention registrations can be purchased with an 8x10 booth space rental. A place is provided for these registrants' names on the booth contract. If you need further assistance in this matter, contact Cory Campbell at 417-831-6667.

Exhibitor Passes: Name badges will be issued for the use of the exhibitors and employees working at convention exhibits. A NAME BADGE WILL BE REQUIRED TO ENTER THE EXHIBIT AREA.

FREE ADVERTISING: With the purchase of any booth you will receive a FREE colored ad in the Missouri Grocer Magazine. The ad will be business card size (3.5 x 2 inches). Please turn in the artwork by August, 12th.



BUY MO! OPEN

Wednesday, October 26th 9:30 AM



The Cove Golf Course - Lodge of the Four Seasons

315 Four Seasons Dr, Lake Ozark, MO 65049

Scan for Directions



PRESENTED BY SHAZAM & MGA

FULL TEAM: \$600 | HOLE SPONSOR: \$525 | BOTH: \$1,000

CONTACT INFORMATION

Contact Name:		Company:	
Address:	City:	State:	Zip:
Phone:	Email:		

GOLFER REGISTRATION (FULL TEAM \$600 - PER PERSON \$150)

First/Last Name	Company	Rate per person \$150	Mulligans per person 2 for \$10
1.			
2.			
3.			
4.			

PAYMENT INFORMATION (REFUNDS WILL NOT BE ISSUED AFTER FRIDAY, OCTOBER 14th, 2022)

<input type="checkbox"/> Golf Team (\$600) <input type="checkbox"/> Hole Sponsor (\$525) <input type="checkbox"/> Golf Team & Hole Sponsor (\$1,000) <input type="checkbox"/> Per Person(s)#____ (\$150 per)			
Please bill me for _____ Check enclosed for _____		<input type="checkbox"/> Please charge my credit card *We accept all major credit cards	
Name on card:		Billing address:	
Billing zip code:	Security code:	Exp. date:	
Card number:	Signature:		

Submit Registration Form & Payment to: Missouri Grocers Association | 315 N. Ken Avenue, Springfield, MO 65802
Email: ccampbell@missourigrocers.com | **Fax:** 417-831-3907

ADDITIONAL REGISTRATIONS

2022 MGA Convention

Contact Name _____

Store/Company _____

Address _____

City/ State/ Zip _____

Phone _____ Fax _____

Email _____

FULL REGISTRATION

\$215

Vendor Social
Adventure to Toad Island
Breakfast
Business Sessions
Trade Show
Cocktail Reception
President's Gala Dinner
Grand Prize Entry
Friday Grab & Go Breakfast

WEDNESDAY REGISTRATION

\$70

Vendor Social
Adventure to Toad Island

THURSDAY REGISTRATION

\$170

Breakfast
Business Sessions
Trade Show
Cocktail Reception
President's Gala Dinner
Friday Grab & Go Breakfast

PRESIDENT'S GALA

\$95

Cocktail Reception
Dinner and Awards
Friday Grab & Go Breakfast

Please print all information exactly as it should appear on name badge

First Name / Last Name/ City/ State

Full
Reg.
\$215

Wednesday
Reg.
\$70

Business
Sessions Only
(No Charge)

Thursday
Reg.
\$170

President's
Gala
\$95

☐ Please bill me for \$ _____

☐ Check enclosed for \$ _____

Make checks payable to the MGA and mail,
email or fax with completed registration
form to:

Missouri Grocers Association
315 N. Ken Avenue
Springfield, MO 65802
(E) ccampbell@missourigrocers.com
(P) 417.831.6667
(F) 417.831.3907

☐ Please charge my credit card **We accept all major credit cards**

Name on Card _____

Card # _____

Exp. Date _____ CVV# (3 or 4 digits on back) _____

Signature _____

If billing information is different than mailing address (listed above)

Address _____

City _____

State/ Zip _____

Receipt Email _____

LAST DAY FOR PRE-REGISTRATION is Friday,
October 14th, 2022. After that date, registrations
will be processed at the MGA registration desk at
the hotel. No refunds or cancellations made after
Friday, October 14th, 2022 substitutions only

ADDITIONAL EXHIBITOR ADMISSION NAME BADGES

MGA will prepare admission badges in advance for those exhibitors who will be working in the exhibit hall. Badges may be picked up at the registration desk where they will be filed under the company name. ALL PERSONNEL WILL NEED A NAME BADGE TO ENTER THE EXHIBIT HALL.

Do Not List Name If It Is Listed On The Registration Form

PLEASE PRINT OR TYPE ONLY

NAME (FIRST & LAST)

COMPANY NAME

CITY & STATE

Contact Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ E-mail _____

Please return form to the MGA no later than Friday, October 14th, 2022.

Email: ccampbell@missourigrocers.com

Fax: 417-831-3907

ADVERTISE WITH MGA

HAVE YOUR AD SEEN BY THOUSANDS OF SUBSCRIBERS AND EVERYONE AT THE CONVENTION!

MAGAZINE INSERTION DEADLINE

August 12th, 2022

MAGAZINE AD RATES

Missouri Grocer Magazine

AD Size	Black & White	Color
Full Page	\$350.00	\$700.00
Half Page	\$275.00	\$400.00
Quarter Page	\$185.00	\$310.00

AD Mechanical Requirements

Preferred format is PDF. However, we accept files from Photoshop and Acrobat. All photos and images should be a minimum resolution of 300 dpi at 100 percent. All color should be designed in CMYK. Please embed all fonts and graphics. All ads and bleeds should be at least 1/8-inch from the trim.

CONVENTION GUIDE DEADLINE

September 30th, 2022

CONVENTION GUIDE RATES

Convention Guide

AD Size	Color
5 x 2 in. ("Quarter Page")	\$125.00
5 x 4 in. ("Half Page")	\$200.00
5 x 8 in. ("Full Page")	\$350.00

The Convention Guide will be distributed only during the Convention to each attendee. It will feature your ad along with the Convention Schedule, Event Information, Trade Show Hours, Booth Layouts and Vendor information. This is a great way to advertise specifically to everyone attending the convention.

To reserve ad space in the Missouri Grocer magazine, fill out the form below, and mail to 315 N. Ken Avenue, Springfield MO 65802, email to ccampbell@missourigrocers.com, fax to 417-831-3907. If you have any questions, call Cory Campbell at 417-831-6667.

COMPANY PURCHASING AD

Company _____
 Contact _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

ADVERTISEMENT AGENCY

Company _____
 Contact _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

MAGAZINE AD SIZE

Circle One

Full Half Quarter

MAGAZINE COLOR/B&W

Circle One

Color B & W

CONVENTION GUIDE SIZE

Circle One

Quarter Half Full

COST

\$ _____

Missouri Grocers Association is hereby authorized to publish advertising of the specifications noted above in the Missouri Grocer Magazine or in the Convention Guide for the 2022 advertising year. I agree to have ad artwork to the editor of said publication no later than **August 12th, 2022** (Magazine) and **September 30th, 2022** (Convention Guide). If artwork deadlines are not met, the latest ad copy on file will be repeated. The below named individual/organization agrees to pay posted ad rates for the ad size indicated. Failure to do so will result in forfeiture of the advertising contract. The editor reserves the right to refuse copy deemed inappropriate or offensive in nature. Advertisers and/or advertising agencies assume full liability for all advertising content that they supply.

Signature _____ Date _____

SILENT AUCTION

The Silent Auction is a great opportunity to showcase your product or service and show how much you value the grocery industry.

We're looking for some unique items to be donated, for example: your company's premiums, special logo items, or even a memorable gift you purchased especially for this event. You could even donate a personalized item such as a week at your time share, etc. Use your imagination!

Donations will be displayed at different exhibitors booths to view and submit written bids. Winners will be announced on-site at the end of the Trade Show. Value must be at least **\$20**. There is no limit on how high (or how many), just let us know how you will participate!

YOUR DONATION WILL GO TOWARDS THE MISSOURI GROCERS EDUCATION FOUNDATION, WHICH WILL ASSIST IN ENSURING A STRONGER GROCERY INDUSTRY IN MISSOURI.

Some of the Items Donated in Past Years

- **Jackets / Sweatshirts**
- **T-Shirts**
- **Duffel Bags**
- **Coolers**
- **Show Tickets**
- **Gift Baskets**
- **Sports Tickets**
- **Golf Bags**
- **Umbrellas**
- **Grills**
- **Business Tours**
- **Beats Headphones**
- **Gift Certificates**
- **Trips**
- **Golf Clubs**
- **Wine Baskets**

YES! I want to help by donating the following item(s):

ITEM	Value
	\$
	\$
	\$
	\$

Name _____

Company _____ Phone _____

Email _____

Address _____ City _____ State _____ Zip _____

☐ I will mail my donation to the MGA office
by **Tuesday, October 11th**

☐ I will drop my donation off at the MGA office
by **Tuesday, October 18th**

☐ I will turn my donation into the registration desk at Camden by 5:00 pm on **Wed, October 26th**

Mail to: Silent Auction c/o Missouri Grocers Education Foundation, 315 N. Ken Ave, Springfield, MO 65802

Fax to 417-831-3907 or Email to ccampbell@missourigrocers.com.

For questions or additional information, please call the MGA office at 417-831-6667.

EXTRA EXHIBITOR ADD-ONS



CAMDEN
ON THE LAKE RESORT

Included with your exhibit space is: 1) 6' x 30" draped and skirted table;
2) chairs; 1) wastebasket; and carpeted 8' x 10' area

IF YOU ARE NEEDING EXTRA ITEMS PLEASE COMPLETE

Send the complete forms to the Missouri Grocers office.

Email: ccampbell@missourigrocers.com

Exhibitor Name _____

Exhibitor Address _____

Additional Notes (if any) _____

Qty	Item/ Equipment	Price
	Easel	\$15
	Electric (110AMP; <i>includes extension cord and power strip</i>)	\$30
	220AMP Electric <i>**Limited quantity, based on availability**</i>	\$150
	High Back Bar Stool Chair; <i>must be ordered beforehand; not available on-site</i>	\$15
	<i>High Top Table Rounds are available upon request **Very limited availability**</i>	\$0
	Total	\$
<i>Prices above do not include Service Charge or sales tax (if applicable)</i>		
Free WiFi is available throughout the resort!		

**If paying by CREDIT CARD, Please complete the
authorization form on the next page!**



CAMDEN ON THE LAKE CREDIT CARD AUTHORIZATION FORM

Name of Company/Event: _____

Date of Function _____

I authorize the charges noted below to be billed to my credit card:

- ____ Meeting refreshment breaks
- ____ Sleeping Rooms (room/tax only)
- ____ Sleeping Rooms (room, tax, and incidental charges)
- ____ Restaurant planned meals
- ____ Audio/Visual Equipment Rental
- ____ Fax and Copy Charges
- ____ Banquet Meals
- ____ Banquet Bar
- ____ Other (Specify): _____

In the event that the original estimate of total charges is exceeded or should we add items on the day of our event, I authorize the following to be added to my credit card:

- ____ Additional food items to a maximum of \$ _____
- ____ Additional bar items to a maximum of \$ _____
- ____ Additional miscellaneous charges to a maximum of \$ _____

Note: We will pre-authorize your card approximately five days in advance of the above scheduled event date. Should your card number be inaccurate or if it will not accept the total estimated charges for your event, a different card will need to be provided within 24 hours.

Credit Card _____ # _____ Exp: _____

Name on Card: _____

Authorized Signature: _____ Date: _____

PCI Compliance- Credit Card Information must be faxed or received over the phone.

2359 Bittersweet Rd. Lake Ozark, MO 65049

Phone: 573-365-5620

Fax: 573-964-6753

**FOR SHIPPING OF EXHIBIT MATERIALS
AND DISPLAY ASSEMBLY, PLEASE UTILIZE
PAGE & BROWN CONVENTION SERVICES (pg. 12 & 13)
5744 CHAPEL DRIVE OSAGE BEACH, MO 65065
PHONE: 573-348-5176 * SERVICE@PAGEBROWN.COM**

PAGE & BROWN CONVENTION SERVICES

Display Assembly & Dismantling Services

DISPLAY INSTALLATION WITHOUT YOUR SUPERVISION

_____ You are authorized to assemble our background display, prior to our arrival at the convention center. We are forwarding blueprints, a photo or instructions for your information. We understand that all work will be done on straight time. Shipping information will be sent to you shortly.

Per man hour – 2 hour minimum ----- \$50.00 Per Hour

Date and time assembly to be completed _____ #of men _____ app. hrs _____

Set up plans in crate _____ or attached _____

_____ We would like the same service to dismantle and pack our exhibit. Instructions for shipping and weigh-bill will be provided before the end of the show.

Per man hour – 1 hour minimum ----- \$50.00 Per Hour

Date and time to dismantle _____ # of men _____ app.hrs _____

DISPLAY INSTALLATION WITH YOUR SUPERVISION

_____ We would like _____ men available, app. hrs _____ to assemble our display, under the supervision of our representative.

Per man hour – 2 hour minimum ----- \$45.00 Per Hour

The above man, or men, to report to our booth on _____ (date) at _____ (A.M. P.M.)

_____ We would like _____ men available, app. hrs _____ to dismantle and pack our display, under the supervision of our representative.

Per man hour – 1 hour minimum ----- \$45.00 Per Hour

The above man, or men, to report to our booth on _____ (date) at _____ (A.M. P.M.)

FOR LABELS & MORE INFORMATION VISIT OUR WEB SITE

WWW.PAGEBROWN.COM /CLICK ON EXHIBIT MATERIAL HANDLING

Date of Shipment _____ # of Pieces Shipped _____ Via _____

Trade Show _____ Amount Paid _____ Weight _____

Contact _____ Telephone _____

Company Name _____ Fax _____

Address _____ City _____ State _____ Zip _____

Card # _____ Exp. Date _____ Code _____ Authorized By _____

By submitting this form, you authorize Page & Brown to apply charges to credit card number provided.

PLEASE LABEL SHIPMENT AS FOLLOWS:

Ship To:

Name of Show _____ Booth # _____

Location of Show _____

Company Name _____ Phone Number (_____) _____

Number of Pieces _____

C/O Page and Brown Convention Services

5744 Chapel Drive

Osage Beach, MO 65065

PAGE & BROWN CONVENTION SERVICES

Exhibit Material Handling

SHIPPING INSTRUCTIONS - INCOMING

NO COLLECT SHIPMENTS WILL BE ACCEPTED. **Send shipments PRE-PAID to the below address, with the following information.**

Name of Show _____ Date of Show _____ Location of Show _____
Company Name _____ Booth #(s) _____ (if known)

C/O Page & Brown Convention Services | 5744 Chapel Drive | Osage Beach, MO 65065

- **If you will be shipping freight, we require this form to be on file with payment, before the arrival of your exhibit material.**
- **Shipments (each item) must be labeled with all of the above information to insure delivery to proper booth.**
- If phone calls are necessary to determine necessary show delivery information, there will be a \$30 surcharge added.
- Credit card orders will be processed after the show is over. Indicate if you would like a receipt faxed.
- If weight of shipment is known, pre-payment may be made by check. See rate schedule below.
- Shipments should be made early, to be delivered to above address, at least three days prior to set-up date.
- Shipments which arrive after the start of exhibitor move in, and require a special trip to the site, will be charged an additional \$50.

OUTGOING SHIPPING INSTRUCTIONS

- **Representative at show site will be expected to label their containers and furnish us with shipping documents.**
- **Pre-printed shipping documents with your account number will help expedite outgoing shipping.**
- Our outgoing material handling form will be provided at show site. We require that it be completed and left with shipment.
- It is your company's responsibility to call carrier and arrange for pickup, if shipping with other than UPS or Federal Express.
- When time frame allows, we request that pickups be scheduled at our warehouse, the next business day after show closes.

PAGE & BROWN WILL PROVIDE THE FOLLOWING SERVICES:

- Receive and store shipments (30 days free storage allowed).

For Labels & More Information Visit

Our

- Delivery to booth, prior to exhibitor set-up time.

Web Site at www.pagebrown.com

and

- Removal and return of empty crates to and from booths.
- Handling out of the exhibit site at conclusion of the show.

Click On Exhibit Material Handling

***** Keep Your Shipment Tracking Numbers****

I. ADVANCE SHIPMENTS **Shipments received at warehouse.** Shipments of common freight and crated exhibits will be received and stored, up to 30 days prior to show, and delivered to booth at show site. Any necessary handling of empty containers to and from storage and outgoing handling at conclusion of show.

Per 100 lb.	Min. Charge
\$48.00	\$48.00

II. RECEIVING AT SHOW SITE **Shipments received at show site during exhibitor move in period only, early shipments will be refused.** Includes receiving, delivery to booth, any necessary handling of empty containers to and from storage, and outgoing handling at conclusion of show.

\$50.00	\$50.00
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III. OUTGOING HANDLING ONLY

IV. HANDLING UNCRATED MATERIAL Rates in Item I and Item II above apply to common freight and crated exhibit material shipments of more than 10 loose boxes will have a 30% surcharge to above rates to cover additional handling time.

\$40.00	\$40.00
Plus 30%	

LIMITS OF LIABILITY AND RESPONSIBILITY

We will not be responsible for uncrated, improperly packed materials or concealed damage. We will not be responsible for damages or loss of materials after delivery to booth, during installation time, or at conclusion of show prior to delivery to outbound carrier. Therefore, exhibitor should contact their insurance carrier if necessary, to provide insurance coverage for materials from the time they leave your firm until they are returned after the show. Limit of liability is \$.25 per lb. per article, with a maximum liability of \$50.00 per item, and a maximum of \$1,000.00 per shipment. **Hotels – Convention Centers Will Not Accept Freight As They Do Not Have The Facilities To Receive Or Store Freight.**

Trade Show _____ Amount Paid _____ Weight _____
Contact _____ Telephone _____
Company Name _____ Fax _____
Address _____ City _____ State _____ Zip _____
Card # _____ Exp. Date _____ Code _____ Authorized By _____

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