



## EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by Feb. 12<sup>th</sup>  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

### Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **Capital Remodel & Garden Show** to be held at the Dulles Expo Center in Chantilly, VA. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at [csr@haleexpo.com](mailto:csr@haleexpo.com) or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

### SHOW SCHEDULE

#### MOVE-IN DATES AND TIMES

Monday, February 22, 2016	12:00 PM – 5:00 PM ( <b>Feature Gardens, Concrete &amp; Large Landscaping Companies ONLY</b> )
Tuesday, February 23, 2016	12:00 PM - 5:00 PM
Wednesday, February 24, 2016	8:00 AM - 5:00 PM
Thursday, February 25, 2016	8:00 AM - 5:00 PM

#### SHOW DATES AND TIMES

Friday, February 26, 2016	10:00 AM - 9:00 PM
Saturday, February 27, 2016	10:00 AM - 9:00 PM
Sunday, February 28, 2016	10:00 AM - 6:00 PM

#### MOVE-OUT DATES AND TIMES

Sunday, February 28, 2016	6:01 PM - 10:00 PM
Monday, February 29, 2016	8:00 AM - 12:00 PM ( <b>All freight must be off the floor by 12 NOON</b> )

### EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BLACK** back drape with 32" tall **BLACK** dividing drape and will be identified by a booth number.

### AISLE CARPET DETAILS

All aisles will be carpeted in **BLACK**.

**VERY IMPORTANT:** It is very important that all items are kept entirely within the exhibit space defined by tape lines on the floor and or pipe and drape boundaries. This will ensure that aisle carpet can be rolled out without encountering any obstruction from exhibits protruding outside of their designated exhibit area. Exhibits extending beyond their space will be assessed a cut and lay charge for any aisle carpet that will be destroyed because of this infraction.

**\*Addendum\*** - Only the following carpet tape is allowed on show floor: Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

### BUILDING CHARACTERISTICS

The South Hall is serviced by (4) loading docks and one drive-in overhead door. The floor is concrete and the ceiling height is 25' high. The building lighting is provided by overhead mercury vapor lamps.

Bulk areas will be defined by chalk marks on the floor.

## EXHIBITOR SERVICE DESK

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist you when requested during the set-up and dismantling of the exhibit hall. If you have any special requirements or questions concerning our services, please do not hesitate to call Customer Service at 800-333-4253.

## MATERIAL HANDLING

Hale Northeastern, Inc. has partnered with ABF Freight as the official Show Carrier of this event. ABF Freight offers substantial discounts to our exhibitors if you mention the code **TSTR**. ABF may be reached directly at 800-654-7019.

You do not have to use ABF as your carrier; you can use a Common carrier of your choice.

Be sure that your insurance coverage is in effect from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. **Hale Northeastern, Inc.'s policy DOES NOT include any coverage for individual exhibitors and Hale Northeastern, Inc. cannot be held liable.**

## POSITIONING EQUIPMENT

Positioning, unskidding and assembly of equipment is NOT COVERED by the free drayage service. Exhibitors will be charged on a time and materials basis for this assistance. Our charge will be based on a one-hour minimum for labor and equipment.

## EXHIBITOR MOVE OUT & CLEAN UP

At the close of the show, it is the exhibitors' responsibility to make sure that all debris and waste are removed from the area which their exhibit booth occupied during the show. Waste must be disposed of properly in the appropriate containers that will be distributed around the show floor. Exhibitors neglecting to tidy their exhibit area at show-close will be billed for cleaning on a per-hour basis.

## OUTBOUND SHIPPING

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 Noon Monday, February 29, 2016**. To insure the floor is clear for the next event, shipments not picked up by **12 Noon Monday, February 29** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

We hope this will be a successful marketing event and encourage you to call if we can help in any way. Please note: orders can be accepted by mail, fax or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com). Full payment must accompany your order to qualify for the pre-order discount. [Please remember, there are substantial savings if you pre-order by February 12, 2016.](#)

Yours Very Truly,

HALE NORTHEASTERN, INC.  
Exhibitor Services Department



## PAYMENT POLICY

**Save Time and Money! Pre-Order by Feb. 12<sup>th</sup>  
and receive substantial discounts!**

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### Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

**PLEASE BECOME FAMILIAR WITH THIS POLICY  
BEFORE ORDERING ANY SERVICES**

#### GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to [csr@haleexpo.com](mailto:csr@haleexpo.com).

Payment MUST accompany your order. If payment is not received the order will be placed on hold and this may result in the item not making the truck.

If you have any questions or special requirements, please contact our Exhibitor Services Department at [csr@haleexpo.com](mailto:csr@haleexpo.com).

Items cancelled at show site will be charged 50% of the original price.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

#### PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

#### METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

#### PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged floor prices and placed on hold until payment is received.

#### TAX EXEMPT

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

#### QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



## ORDER SUMMARY

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### Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_  
Show Site Rep.: \_\_\_\_\_ Email: \_\_\_\_\_

#### Credit Card Authorization (Will be used for Hale services only)

##### A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: ☐ Master Card ☐ Visa ☐ Discover ☐ American Express

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Name On Card: \_\_\_\_\_ Signature: \_\_\_\_\_

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite. Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE \*\*\*

BOOTH FLOORING & SPECIAL BACK DRAPE	\$
DISCOUNTED FURNITURE PACKAGE	\$
FURNITURE & ACCESSORIES	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
	SUBTOTAL \$
	ADD 6.00% SALES TAX \$
	TOTAL \$
NON-TAXABLE ITEMS	
SIGN HANGING	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE <b>Straight-Time: M-F 8am-4pm. Overtime: M-F before 8am, after 4pm and on weekends and holidays.</b>	\$
	NON-TAXABLE SUBTOTAL \$
	GRAND TOTAL \$
For Electric, Telephone, Booth Cleaning and Plumbing services, go to <a href="http://www.dullesexpo.com">www.dullesexpo.com</a>	

Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)



**BOOTH FLOORING & SPECIAL BACK DRAPE**  
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## Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

Company Name: \_\_\_\_\_

Booth No.(s): \_\_\_\_\_

Show Site Rep.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$129.00	\$199.00	_____	_____
9' x 20'	\$269.00	\$389.00	_____	_____
9' x 30'	\$399.50	\$599.00	_____	_____
9' x 40'	\$515.00	\$635.00	_____	_____
18' x 20'	\$515.00	\$635.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$129.00	\$199.00	_____	_____
Additional Taping	Total Feet: _____ X	\$ .45/ft. =	_____	_____
Standard Booth Carpet & Add'l Tape Subtotal:				_____

Please check color choice	
<input type="checkbox"/> Black	<input type="checkbox"/> Gray
<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Red
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Burgundy
If no color is selected, show colors will be installed.	
<b>Aisles will be carpeted in BLACK</b>	

**\*Addendum\*** - Only the following carpet tape is allowed on show floor: Echo-Double Coated Carpet Tape (DC-W188F) or Shur-Residue Free (DF-545). No high tack tape or duct tape. This tape can be purchased at the Hale Service Desk for your convenience. Tape used for carpet installation must be removed immediately following the show.

### Carpet Padding & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$81.00	\$99.00	_____	_____
9' x 20'	\$162.00	\$198.00	_____	_____
9' x 30'	\$243.00	\$297.00	_____	_____
9' x 40'	\$324.00	\$352.00	_____	_____
18' x 20'	\$324.00	\$352.00	_____	_____
Visqueen	Pre-Order Price	Standard Price	_____	_____
	\$1.05/sq. ft.	\$1.25/sq. ft.	_____	_____
Calculate sq. ft.:	_____ ft. x	_____ ft. =	_____	_____
Carpet Padding & Visqueen Subtotal:				_____

### Masking Drape to Finish off Exposed Back Wall

(Show Colors Only)

Item	Pre-Order Price	Standard Price	Quantity	Total
5' of 8'H Drape	\$25.00	\$25.00	_____	_____
10' of 8'H Drape	\$50.00	\$50.00	_____	_____

### Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$7.00 Ln. ft.	\$8.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$10.00 Ln. ft.	\$11.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$17.00 Ln. ft.	\$19.50 Ln. ft.	_____ Ln. ft.	_____
Special Back Drape Subtotal:				_____

Please check color choice			
<input type="checkbox"/> Beige	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Orange	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Peach	<input type="checkbox"/> White
<input type="checkbox"/> Brown	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	

**Booth Carpet & Special Back Drape Page Subtotal:** \_\_\_\_\_



**DISCOUNTED FURNITURE PACKAGE**  
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### Capital Remodel & Garden Show

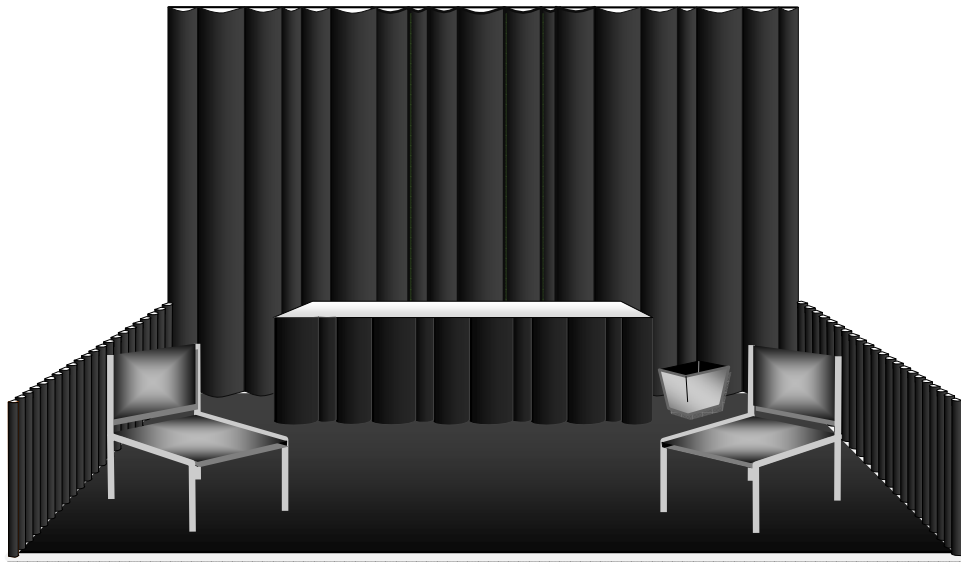
Dulles Expo Center  
February 26-28, 2016

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Show Site Rep.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Hale Northeastern, Inc. offers the following Discounted Furniture Package. This package is only available if ordered and paid for by the Pre-Order deadline date **February 12, 2016**.

#### DISCOUNTED FURNITURE PACKAGE



**Please Note:**

Colors depicted in picture are samples of chosen show colors. Color shades may vary in person.

**Package Includes:**

- One 6' long table, draped on 3 sides in BLACK
- Two upholstered side chairs
- One wastebasket
- One 9'x10' BLACK carpet

**Pre-Order Price: \$199.49**

This Package is only offered as a pre-order rental special and will not be offered on site or after the advance order deadline date **February 12, 2016**.

Payment must be received before the advance order deadline date in order to qualify for the Discounted Furniture Package pricing. **This package must be purchased as described.** Items listed in the package cannot be sold separately or substituted. No exceptions! If additional booth rental items are required, they can be ordered with the enclosed. Please refer to the Furniture Rental Form if ordering after the advance prices deadline date.

**Discounted Furniture Package Page Total** \_\_\_\_\_



## FURNITURE & ACCESSORIES

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### Capital Remodel & Garden Show

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Company Name: \_\_\_\_\_  
Show Site Rep.: \_\_\_\_\_

Booth No.(s): \_\_\_\_\_  
Phone No.: \_\_\_\_\_

**Draped Display Tables** (6' and 8' tables are skirted on 3 sides only. To have 4<sup>th</sup> side draped, see 4<sup>th</sup> side draping below.)

Size	Pre-Order Price	Standard Price	Quantity	Total
4' x 2' x 30" Tall	\$86.50	\$99.50	_____	_____
6' x 2' x 30" Tall	\$108.50	\$125.00	_____	_____
8' x 2' x 30" Tall	\$141.00	\$162.00	_____	_____
4' x 2' x 42" Tall	\$105.50	\$121.00	_____	_____
6' x 2' x 42" Tall	\$129.00	\$148.50	_____	_____
8' x 2' x 42" Tall	\$158.00	\$181.50	_____	_____
4 <sup>th</sup> Side Draping	\$35.00	\$40.25	_____	_____
Table Drape Only	\$65.00	\$74.75	_____	_____
Draped Table Subtotal:				_____

#### Undraped Display Tables & 30" Round Pedestal Tables (Undraped)

Size	Pre-Order Price	Standard Price	Quantity	Total
4' x 2' x 30" Tall	\$34.50	\$39.50	_____	_____
6' x 2' x 30" Tall	\$45.25	\$52.00	_____	_____
8' x 2' x 30" Tall	\$53.25	\$61.25	_____	_____
4' x 2' x 42" Tall	\$43.00	\$50.00	_____	_____
6' x 2' x 42" Tall	\$50.00	\$57.50	_____	_____
8' x 2' x 42" Tall	\$61.00	\$70.00	_____	_____
Vinyl Topper	\$10.50	\$10.50	_____	_____
30" Tall Pedestal Table	\$88.00	\$101.25	_____	_____
42" Tall Pedestal Table	\$99.00	\$114.00	_____	_____
Undraped Table Subtotal:				_____

#### Chairs & Stools

Item Description	Pre-Order Price	Standard Price	Quantity	Total
Padded Side Chair	\$42.50	\$49.00	_____	_____
Padded Arm Chair	\$50.50	\$58.00	_____	_____
Padded Stool	\$61.00	\$70.25	_____	_____
Chairs & Stools Subtotal:				_____

#### Accessories

Item Description	Pre-Order Price	Standard Price	Quantity	Total
Wastebasket	\$14.00	\$17.00	_____	_____
Literature Rack	\$111.00	N/A	_____	_____
Bag Rack	\$64.50	\$74.00	_____	_____
8' Post & Base	\$19.75	\$22.75	_____	_____
Crossbar	\$10.00	\$11.50	_____	_____
Floor Easel	\$25.50	\$29.50	_____	_____
22" x 28" Sign Frame	\$34.00	N/A	_____	_____
Accessories Subtotal:				_____

#### Show Colors: BLACK

##### Please check color choice

- |                                   |                                       |                                |
|-----------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Silver   | <input type="checkbox"/> Plum         | <input type="checkbox"/> Beige |
| <input type="checkbox"/> Black    | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Red   |
| <input type="checkbox"/> Blue     | <input type="checkbox"/> Lime Green   | <input type="checkbox"/> White |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Orange       |                                |
| <input type="checkbox"/> Gold     | <input type="checkbox"/> Peach        |                                |

If no color is selected, show colors will be installed.

#### Item Pictures

##### Tables



Draped Table



Undraped Table

##### Pedestal Tables



30" Round x 30" Tall



30" Round x 42" Tall

##### Chairs & Stools



Padded Side Chair



Padded Arm Chair



Padded Stool

##### Accessories



Wastebasket



Literature Rack



Bag Rack



8' Post & Base & Crossbar



Floor Easel



22" x 28" Chrome Sign Frame

Furniture & Accessories Page Total: \_\_\_\_\_



**STANDARD BOOTH SIGN  
7" X 44" SIGN**

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Show Site Rep.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**PRE-ORDER DATE IS: February 12, 2016**

Pre-Order Price: \$25.00 each

Standard Price: \$37.50 each

**First Line:** \_\_\_\_\_

**Second Line:** \_\_\_\_\_

Each line may not exceed 26 characters, including spaces.  
Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

Please enter the total on the Order Summary  
(Applicable taxes not included)

**Orders may be mailed, faxed (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com).**





## SPECIAL SIGNS

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## SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your completed logo to your order or our in house graphic artists can work with you to reproduce a logo or create one from scratch!

All sign prices below include up to two (2) color copy with simple text with no more than twelve (12) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work or heavy copy will be quoted upon request.

### EXAMPLES OF STANDARD SIZES

<p>22" x 28"</p> <p>Standard Sign Holder Size</p> <p><input type="checkbox"/> \$74.20</p>	<p>22" x 14"</p> <p>Common Table Top Size</p> <p><input type="checkbox"/> \$58.50</p>	<p>14" x 44"</p> <p>Double height of Standard Booth Sign</p> <p><input type="checkbox"/> \$74.20</p>	<p>4' x 8'</p> <p><input type="checkbox"/> \$263.70</p>	<p>3' x 4'</p> <p><input type="checkbox"/> \$113.30</p>
---	---	--	---	---

#### Copy Color

Color 1: \_\_\_\_\_

#### Orientation

☐ Landscape

Color 2: \_\_\_\_\_

☐ Portrait

#### Material Choice

☐ Foamcore – Foam center with white paper surfaces

☐ Coroplast – Corrugated plastic – Most durable (Colors available)

☐ Poster Board – White poster board / Sign card only

#### Description

22" x 28" Sign

22" x 14" Sign

14" x 44" Sign

4' x 8' Sign

3' x 4' Sign

Pair Brass Grommets

Easel Back

#### Pre-Order Price

\$74.20

\$58.50

\$74.20

\$263.70

\$113.30

\$3.50

\$2.75

#### Quantity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Total

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Indicate Sign Copy Here:

Double Sided

Add 50% to Subtotal: \_\_\_\_\_

#### Ordered After Deadline

Add 50% to Subtotal 2: \_\_\_\_\_

Special Sign Page Total: \_\_\_\_\_



## BANNERS

Save Time and Money! Pre-Order by Feb. 12<sup>th</sup>  
and receive substantial discounts!

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### Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Show Site Rep.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Your Company Name Goes Here!

All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$150.50	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$212.50	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$1.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
				<b>Subtotal:</b>	_____
				Add 50% to Subtotal:	_____
				<b>Subtotal 2:</b>	_____
				Add 50% to Subtotal 2:	_____
				<b>Banner Page Total:</b>	_____

**Font Color**

Color 1: \_\_\_\_\_

Color 2: \_\_\_\_\_

**Banner Background Material Color**

☐ White ☐ Blue ☐ Yellow

☐ Red ☐ Green

☐ I Want Grommets ☐ I Want Pockets

**Please Indicate Banner Copy Here:**

**Ordered After Deadline**

#### Acceptable File Formats For Artwork

**Vectorized Artwork** – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

**Rasterized Artwork** – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

**Files Upload Info:** FTP Server: <ftp.haleexpo.com> User: **upload-user** Password: **upload-to-hale**

**It's our business to make your business look good!**



**SIGN & BANNER HANGING**  
Save Time and Money! Pre-Order by Feb. 12<sup>th</sup>  
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### Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

Company Name: \_\_\_\_\_ Booth No. (s): \_\_\_\_\_

Show Site Rep.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

#### SIGN & BANNER HANGING RULES & REGULATIONS

1. Suspended signs/banners are allowed in exhibit booths 200 sq. feet or larger.
2. The sign/banner has to be finished on the back side with no copy, unless your display is 20' x 20' or larger. If it is not finished, the sign/banner will not be hung.
3. Please fill in the bottom portion of this form and return it to Hale Northeastern, Inc. to schedule your sign hanging.
4. Plan on dropping off your sign/banner at the Dulles Expo Center on Tuesday, February 23, 2016 between the hours of 12:00 NOON and 4:30 PM. Handwritten signs/banners will not be permitted. No magic marker, grease pencil or other "homemade" signs/banners are permitted. Professionally made signs & banners ONLY will be allowed.

Exhibit Space Size	Maximum Size of Sign/Banner	Hanging Distance from the Ground
10' x 20' = 200 sq. ft.	2' x 8'	10' from the ground
10' x 30' = 300 sq. ft.	3' x 8'	10' from the ground
20' x 20' = 400 sq. ft.	4' x 12' Each Side	12' from the ground
20' x 30' = 600 sq. ft.	4' x 18' Each Side	12' from the ground
20' x 40' = 800 sq. ft.	4' x 22' Each Side	12' from the ground

**Pre-Order Deadline Date: February 12, 2016. Orders received after February 12, 2016 are Standard Prices.**

Description of Service	Pre-order Price	Standard Price
INSTALLATION AND REMOVAL OF FIRST SIGN	\$250.00	\$325.00
INSTALLATION & REMOVAL OF EACH ADDITIONAL SIGN IN THE SAME BOOTH	\$100.00	\$130.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company is allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale one week prior to the first day of set up.

Please complete the following information:

Number of feet from floor to top of sign: \_\_\_\_\_ ft.

Number of feet in from left side: \_\_\_\_\_ ft.

Number of feet in from front aisle: \_\_\_\_\_ ft.

Does your sign require electrical connection? ☐ NO ☐ YES (If YES, please complete the Dulles Expo Center Electrical form.)

Sign Hanging Page Total: \_\_\_\_\_

**Signs & Banners will be removed on: Monday, February 29, 2016.**

Actual installation and removal will be set by Hale, per the availability of the hall and access to area under your booth.



## INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE

Save Time and Money! Pre-Order by Feb. 12<sup>th</sup>  
and receive substantial discounts!

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### Capital Remodel & Garden Show

Dulles Expo Center  
February 26-28, 2016

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Show Site Rep.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Installation & Dismantling Labor** (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.25** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously-assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

Onsite Supervisor Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Straight Time Rate: \$66.25** (M-F 8 AM – 4 PM)

**Overtime Rate: \$99.25** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

**Add 30% For Hale Supervision (Total x 1.3):** \_\_\_\_\_

**Forklift Service** (Price includes forklift and operator)

**Straight Time Rate: \$136.50** (M-F 8 AM – 4 PM)

**Overtime Rate: \$204.75** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	Date of Service	Start Time	No. of Workers	Approx. Hours	Total Hours Per Person	Hourly Rate	Estimated Total Cost
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Installation	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____
Dismantle	_____	_____	_____	X _____	= _____	@ _____	= _____

**Plastic Banding** (Per pallet and includes labor): **\$42.00**

**Shrink Wrap** (Per pallet and includes labor): **\$42.00**

If Labor must be cancelled, Hale Northeastern, Inc. requires 24 hour advance notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

**Installation & Dismantling Labor & Forklift Service Page Total:** \_\_\_\_\_

**PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE**

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

**FREIGHT LABEL**

**ADVANCE TO WAREHOUSE**

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE  
BETWEEN: Monday, February 1 – Friday, February 19, 2016**

**SHIP TO:**

ABF Freight  
c/o: Capital Remodel & Garden Show  
7850 Wellingford Drive  
Manassas, VA 20109

**SHOW INFORMATION**

**Capital Remodel & Garden Show**  
Dulles Expo Center  
February 26-28, 2016

**Booth No.:** \_\_\_\_\_

**Exhibitor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**FREIGHT LABEL**

**DIRECT TO SHOW SITE**

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS  
SCHEDULED TO ARRIVE ON OR AFTER: Monday, February 22, 2016.**

**SHIP TO:**

Capital Remodel & Garden Show  
c/o: Hale Northeastern, Inc.  
4320 Chantilly Shopping Center  
Chantilly, VA 20151

**SHOW INFORMATION**

**Capital Remodel & Garden Show**  
Dulles Expo Center  
February 26-28, 2016

**Booth No.:** \_\_\_\_\_

**Exhibitor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_



**SHIPPING & MATERIAL HANDLING**  
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## Capital Remodel & Garden Show

Dulles Expo Center  
 February 26-28, 2016

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Show Site Rep.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**\*\*\* SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE \*\*\***

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

### Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
<b>Advance Warehouse Rate</b> For Shipments Arriving (February 1 - February 19, 2016)				\$74.75 / hundredweight <b>Min. 200 lbs. Per Shipment</b> Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75
<b>Direct to Show Site Rate</b> For Shipments Arriving 8am-4pm <u>only</u> (February 22, 2016)				\$68.50 / hundredweight <b>Min. 200 lbs. Per Shipment</b> Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50
<b>Small Package Rate</b> For Single Packages 25 lbs. and Under				\$25.50 / per package (Single Package Shipments Only) Minimum Charge = \$25.50	\$25.50 Single Package Only

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

### Outbound Shipping & Material Handling Only (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How To Calculate Total Material Handling Charges
<b>Outbound Regular Rate</b>				\$50.00 / hundredweight <b>Min. 200 lbs. Per Shipment</b> Minimum Charge = \$100.00	(Total Weight / 100) x \$50.00
<b>Small Package Rate</b> For Single Packages 25 lbs. or less				\$25.50 / per package (Single Package Shipments Only) Minimum Charge = \$25.50	\$25.50 Single Package Only
<b>Uncrated Rate</b> For any Uncrated Machinery or Material Going Outbound				\$84.00/hundredweight <b>Min. 200 lbs. Per Shipment</b> Minimum Charge = \$168.00	(Total Weight) / 100 x \$84.00

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 pm on Monday, February 29, 2016**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 pm, Monday, February 29, 2016** will be force-shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**Shipping & Material Handling Page Total:** \_\_\_\_\_



## Close of Show Guidelines & Outbound Shipping

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# Close of Show Guidelines

The Hale Northeastern Service Desk will re-open approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Northeastern Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about (1) hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

# Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 PM Monday, February 29, 2016**. To ensure the floor is clear for the next event, shipments not picked up by **12 PM Monday, February 29, 2016** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**UPS Shipments:** UPS has very specific rules for shipping. *If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment.* Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier. Just write "TSTR" on your ABF Bill of Lading when shipping to save big! For information and shipping arrangements, ABF can be contacted at 800-654-7019.

[Here is the address your carrier needs to pick up your freight.](#)

**Dulles Expo Center  
4320 Chantilly Shopping Center  
Chantilly, VA 20151**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.  
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.  
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.