



327 West Redberry Road
Draper, Utah 84020
TELEPHONE: 801-523-7083
FAX: 801-523-7093
EMAIL: orders@jpdisplay.com
www.jpdisplay.com



Utah's APWA Fall Conference
and Stormwater Expo
October 2 and 3, 2018
South Towne Exposition Center

Dear Exhibitor:

We are pleased to inform you that JP Display has been selected by the Show Management as the official Service Contractor for the **Utah's APWA Fall Conference and Storm water Expo**.

In order to assist you in selecting your additional decorating needs, we are enclosing our equipment and service order forms. Advance ordering helps us plan your show and service your firm more efficiently, at a lower cost to you.

Orders may be **emailed**, **faxed** or **mailed** to JP Display. Please refer to the Payment Policy sheet of this kit for payment information. All orders must be paid for in advance of delivery or the performance of services. JP Display requires a credit card authorization on file for each exhibitor using JP Display services.

Please notify your company representative, who will be at the show, of our payment policy. It is also helpful for your representative to have a copy of the completed order forms, as turned into JP Display, for referenced purposes.

**TO RECEIVE DISCOUNT PRICES, ORDERS WITH FULL PAYMENT MUST BE RECEIVED BY:
September 26, 2018**

If you have questions regarding JP Display services, or need additional information, please call:

**JP Display
Customer Service
801-523-7083
Fax: 801-523-7093
Orders@jpdisplay.com**

All questions regarding the convention's policies, space assignments, display limitations, and event schedule should be directed to the following:

Richey, Angela
RicheyAngela@stanleygroup.com

Wishing you a successful show....



NO PHONE ORDERS PLEASE



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SHOW INFORMATION



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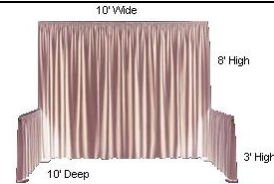
Utah's APWA Fall Conference
 and Stormwater Expo
 October 2 and 3, 2018
 South Towne Exposition Center

FACILITY:	South Towne Exposition Center – Hall 5		
EXHIBITOR MOVE IN:	Monday	October 1, 2018	9:00am – 4:00pm
	Tuesday	October 2, 2018	6:00 am – 7:00 am
SHOW SCHEDULE:	Tuesday	October 2, 2018	7:00 am – 4:00 pm
	Wednesday	October 3, 2018	7:30 am – 1: 30pm
EXHIBITOR MOVE OUT:	Wednesday	October 3, 2018	1:30pm
ALL EXHIBIT MATERIALS MUST BE REMOVED FROM THE EXHIBIT HALL BY:	Wednesday	October 3, 2018	5:00 pm

Booth ID Sign will be printed as it appears on the Exhibitor contact list provided by Association

EXHIBIT HALL INFORMATION

- Exhibits are located in the Hall 5
- Exhibit Hall is a concrete floor
- Each 10' x 10' booth will receive the Booth Package.



EACH 10' WIDE IN-LINE BOOTH PACKAGE INCLUDES

- 8' High Side and Back drape – Black
- 3' High Side and Back drape – Black
- 7" x 40" ID Sign
- 2 – Chairs
- 1 – 8' Skirted Table,



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PAYMENT POLICY:

JP Display requires payment at the time of order for all services. JP Display also requires that all exhibitors using JP Display 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 other services.

METHOD OF PAYMENT:

JP Display accepts Check, Visa, MasterCard, American Express, and Discover card. Payment in full is required prior to completion of move in.

THIRD PARTY BILLING:

JP Display will accommodate requests for third party billing, however, the responsibility for all payments is the responsibility of the exhibitor, JP Display reserves the right to contract collection action against the exhibitor if the designated third party does not meet the payment requirements (To designate an authorized third party billing agent see the payment calculation form).

ADJUSTMENTS AND CANCELLATIONS:

Due to expenses incurred by JP Display in providing certain services, some items and services are subject to cancellation/re-stocking fees. More information is available on the individual order form.

ADVANCE PAYMENT DISCOUNT PRICE:

JP Display can provide faster, more efficient service to exhibitors who place orders early. For this reason we offer a discount rate to those who place orders prior to the stated deadline. Full payment must be received with your order if you wish to receive this discount. Orders charged to JP Display accounts do not qualify for discount rates. All orders placed after the order deadline and at the show will be charged regular prices.

All orders cancelled at show site will be charged at 50% of the original price. All orders cancelled after delivery will be charged at full price.

A service charge of \$20.00 will be assessed to individuals or companies for return checks.

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 1.5% per month or 18% per annum. In the event of default the customer agrees to pay all costs of collection, including attorney fees and court costs.

PAYMENT AUTHORIZATION



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Return Order Forms and Payment to: JP Display

COMPANY Name		Booth #	
Address	City	State	Zip
Contact Name	Phone #	Fax #	
Email			
Authorized Signature		Authorized Contact (Please Print)	

Credit Card Charge Authorizations

ACCOUNT NUMBER																	
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

VISA
 MASTERCARD
 AMERICAN EXPRESS
 DISCOVER

***** EXPIRATION DATE**

--	--	--	--

***** CREDIT CARD SECURITY CODE (Last three digits on back of Credit Card) *****

--	--	--	--

Cardholder's billing address (if different from above)
 City
 State
 Zip

X

Cardholder's Signature	Cardholder's Name (Please Print)
-------------------------------	---

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or money order; however, **we require your credit card authorization to be on file with JP Display.** For your convenience, we will use this authorization to charge your credit card for any additional accounts incurred as a result of show site orders placed by your representative for this event.

SUMMARY OF ORDERS

Electrical	
Carpet	
Furniture	
Cleaning	
Labor	
Material Handling	
Other Services	
Subtotal	
Please add 6.85% Utah Sales Tax	

FULL PAYMENT IN U.S. FUNDS ***TOTAL** _____

- Advance pricing applies only to orders received with full payment prior to the deadline date.

ELECTRICAL ORDER FORM



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When ordering electrical power check the UL rating plate on each electrical item you are using in your booth. Add and total the voltage requirements for all electrical items. If the total requirement is 475 watts, order 500 watts of power (N/A to 208 phase outlets). The power used **CAN NOT EXCEED** the maximum power ordered. Exhibitor agrees to all terms and conditions contained on this form. Contract will be considered executed upon receipt of signed document and payment. No orders are received without payment. Cancellation policy; 50% refund applies to orders less than 20amps/ 120 volts cancelled from move-in through show opening. No refunds available after show are open.

QTY	ELECTRICAL OUTLETS	120 VOLT PRE-ORDER	120 VOLT FLOOR ORDER	208 VOLT SINGLE PHASE PRE-ORDER	208 VOLT SINGLE PHASE FLOOR ORDER	208 VOLT THREE PHASE PRE-ORDER	208 VOLT THREE PHASE FLOOR ORDER	TOTALS
	500 WATTS OR 5 AMPS	85.00	105.00	N/A	N/A	N/A	N/A	
	1000 WATTS OR 10 AMPS	113.00	131.00	173.00	224.00	231.00	302.00	
	1500 WATTS OR 15 AMPS	144.00	173.00	201.00	259.00	268.00	348.00	
	2000 WATTS OR 20 AMPS	159.00	191.00	222.00	286.00	297.00	447.00	
	208 VOLT 50 AMPS OR LESS	N/A	N/A	326.00	411.00	407.00	505.00	
	208 VOLT 100 AMPS OR LESS	N/A	N/A	387.00	488.00	517.00	624.00	
ELECTRICIAN		QTY	For assistance with any special electrical needs or if you have island booth, you must order a minimum of 1 hour electrician labor.				TOTALS	
			65.00 PER MAN HOUR		127.00 OVERTIME			

All electrical in **island booths** will be adjusted to a 1 hour minimum electrician labor. ELECTRICAL LABOR IS REQUIRED on all motor and machine hookups which require more than 120 volts or 20 amps. Any concealed wiring or under carpet wiring must be installed by JP Display electricians. Minimum 1 hour move-in (connect) and ½ hour move-out (disconnect). Overtime rates apply to all work performed before 8:00 a.m. or 5:00 p.m., Sat., Sun. & Holidays.

QTY	OPTIONAL EQUIPEMENT (POWER NOT INCLUDED)	PRE-ORDER	FLOOR ORDER	TOTALS
	150 WATTS FLOODLITE	58.00	87.00	
	300 WATT HALOGEN	88.00	132.00	
	25' EXTENSION CORD	18.00	25.00	
	MULTI OUTLET STRIP	16.00	25.00	
	PIGTAIL / CORD-CAP	33.00	49.00	

For Outlets requiring 24 Hour service, the Price is DOUBLE THE RATE of the outlet ordered. For Dedicated Circuits, the Price is DOUBLE THE RATE of the outlet ordered. JP Display may not be held responsible for damage or loss of equipment, software, or revenues due to power failure or voltage fluctuations beyond our control or due to temporary conditions or loose connections. For your protection, you should install surge/ over-under voltage protections on your computer or other voltage sensitive equipment as you deem necessary.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

CARPET & ACCESSORIES ORDER FORM



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CARPET UPGRADE	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
9' x 10' check color box below		80.00	108.00	
AVAILABLE COLORS <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Forest Green				
ACCESSORIES- Description	QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
Carpet Padding- 100 Sq. Ft. minimum		\$0.80 per sq. ft.	\$1.20 per sq. ft.	
Visqueen- 100 Sq. Ft. minimum		\$0.30 per sq. ft.	\$0.55 per sq. ft.	
Double Face Tape- Per Roll		\$20.00 per roll	\$24.00 per roll	
Clear Tape- Per Roll		\$10.00 per roll	\$13.00 per roll	
Duck Tape- Per Roll		\$12.00 per roll	\$15.00 per roll	
2 CHROME STANCHIONS		61.00	80.00	
WASTE BASKET		10.00	15.00	
EASEL		16.00	20.00	
GARMENT RACK		95.00	108.00	
COAT RACK		43.00	55.00	
GLASS SHOWCASE 4' W		295.00	N/A	
TACKBOARD 4' X 8'		95.00	118.00	
PEGBOARD 4' X 8'		95.00	118.00	
LITERATURE RACKS – Z Style		65.00	85.00	
			PAGE TOTAL	
COMPANY NAME	BOOTH #		\$	

FURNISHINGS ORDER FORM



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SKIRTED DISPLAY TABLES		QUANTITY	PRE-ORDER	FLOOR ORDER	TOTAL
4' LONG 30" WIDE			61.00	79.00	
6' LONG 30" WIDE			71.00	92.00	
8' LONG 30" WIDE			86.00	112.00	
AVAILABLE COLORS: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Forest Green <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Orange <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy					
UNFINISHED DISPLAY TABLES					
4' LONG 30" WIDE			27.00	35.00	
6' LONG 30" WIDE			37.00	48.00	
8' LONG 30" WIDE			41.00	53.00	
SKIRTED COUNTER HIGH DISPLAY TABLES 40" TALL AND CABARET TABLE					
30" x 42" ROUND WITH BLACK LINEN ONLY			45.00	57.00	
4' LONG 30" WIDE			72.00	85.00	
6' LONG 30" WIDE			82.00	98.00	
8' LONG 30" WIDE			97.00	120.00	
AVAILABLE COLORS: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Forest Green <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Orange <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy					
UNFINISHED COUNTER HIGH DISPLAY TABLES 40" TALL					
4' LONG 30" WIDE			32.00	41.00	
6' LONG 30" WIDE			42.00	54.00	
8' LONG 30" WIDE			47.00	60.00	
4 TH SIDE TABLE SKIRT 30" HIGH			28.00	36.00	
4 TH SIDE TABLE SKIRT 40" HIGH			33.00	43.00	
CHAIRS					
PADDED SIDE CHAIR			37.00	44.00	
PADDED STOOL, COUNTER HIGH			47.00	58.00	
MISCELLANEOUS		QUANTITY	PRE-ORDER	FLOOR ORDER	
UPRIGHT POLE W/BASE 3' <input type="checkbox"/> 8' <input type="checkbox"/> 12' <input type="checkbox"/>			6.25	7.25	
EXTENDABLE CROSS BAR			6.25	7.25	
DRAPERY BACKGROUND		QUANTITY	PRE-ORDER	FLOOR ORDER	
3' HIGH DRAPE		___ X	5.00	6.50	
8' HIGH DRAPE		___ X	11.00	14.00	
AVAILABLE COLORS: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Forest Green <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy					
				PAGE TOTAL	
COMPANY NAME		BOOTH #		\$	

MATERIAL HANDLING ORDER FORM



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Advance Warehouse Address:

Will be accepted from Sept. 4 – Sept 28, 2018
 JP Display
 7065 South 31 West
 Midvale, Utah 84047

Direct Shipments

CAN NOT be accepted until Oct 1, 2018
 South Towne Exposition Center
 9575 South State Street
 Sandy, Utah 84070

Determine your material handling cost and add the estimated cost to the Payment Calculation page.
 To assist you in preparing this form, please read, "Shipping and Handling Instructions" and "Limits of Liability".

MATERIAL HANDLING- Crated, boxed or skidded materials will be received at the warehouse up to 30 days in advance of show or at the show site. The materials will be delivered to the respective booths. Empty containers will be removed and stored until the end of the show. At that time, they will be returned to the original booth. When materials are prepared for shipment, turn in bill of lading and JP will load on specified carrier. In the event your carrier does not show, JP Display reserves the right to force on Official Show Carrier.			
ADVANCED SHIPMENTS TO JP DISPLAY WAREHOUSE			
CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. Prices apply to shipments that meet the deadline only. (See the "Delivery Deadline" below.)	\$48.00	\$96.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	PER 100 LBS	MIN CHARGE	EST. TOTAL
Shipments that are loaded by cubic space and/or packed in a manner that requires additional handling (such as ground loading, side door loading, etc.) also included shipments without documentation, such as FedEx, UPS, and other air and express couriers. Cumulative weights not allowed. Prices apply to shipments that meet the deadline only. (See "Delivery Deadline" below.)	\$55.00	\$110.00	
DIRECT SHIPMENTS TO SHOW SITE			
CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS	PER 100 LBS	MIN CHARGE	EST. TOTAL
Define above in Advance Shipment.	\$41.00	\$82.00	
CRATED SHIPMENTS REQUIRING SPECIAL HANDLING	PER 100 LBS	MIN CHARGE	EST. TOTAL
Define above in Advance Shipment.	\$50.00	\$100.00	
UNCRATED, LOOSE AND SHIPMENTS REQUIRING SPECIAL HANDLING			
Shipments that require special handling, uncrated items, unboxed items, or machinery/heavy equipment. The same pricing conditions apply that are listed above for the other Material Handling Services.	PER 100 LBS	MIN CHARGE	EST. TOTAL
	\$55.00	\$110.00	

MATERIAL HANDLING ORDER FORM



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 South Towne Exposition Center

Advance Warehouse Address:

Will be accepted from Sept. 4 – Oct 1, 2018
 JP Display
 7065 South 31 West (Glover Lane)
 Midvale, Utah 84047

Direct Shipments

CAN NOT be accepted until October 2, 2018
 South Towne Exposition Center
 9575 South State Street
 Sandy, Utah 84070

Determine your material handling cost and add the estimated cost to the Payment Calculation page.
 To assist you in preparing this form, please read, "Shipping and Handling Instructions" and "Limits of Liability".

SMALL PACKAGE			
Small Package freight received at the warehouse and direct to show site with a total shipment weight under 50 lbs will be charged the following rates. Prices apply to shipments that meet the deadline only. (See the "Delivery Deadline" below.)	FIRST SMALL PACKAGE	EACH ADDTL. PACKAGE	EST. TOTAL
	\$35.00	\$5.00	

DELIVERY DEADLINES			
Freight not received at the warehouse five (5) business days prior to the first day of exhibitor move-in, and any shipments received after the show has opened will be subject to the following additional charges.	PER 100 LBS	MIN CHARGE	EST. TOTAL
	\$12.00	\$24.00	

OUTBOUND MATERIAL HANDLING ONLY			
Freight handled only at the close of the show, Material Handling fees include taking materials to the dock and loading on designated carrier.	PER 100 LBS	MIN CHARGE	EST. TOTAL
	\$25.00	\$50.00	

MATERIAL HANDLING COST CALCULATION FORMULA

Advanced or Direct to Show Site Material Handling
 Weight of Shipment (round up to the nearest 100 lbs) _____ lbs = _____ CWTs **X** _____ = \$ _____
(each 100 lbs) (Rate indicated above)

Small Package
 Small Package **First Package** \$ 35.00 + \$5.00 for **EACH** Additional Packages _____ → = \$ _____

Outbound Material Handling ONLY
 Weight of Shipment (round up to the nearest 100 lbs) _____ lbs = _____ CWTs **X** _____ = \$ _____
(each 100 lbs) (Rate indicated above)

Shipment weight (round to the next 100 lbs.) _____ = _____ Total CWT @ \$ _____ Per 100 = \$ _____

PLEASE ADD TOTAL ESTIMATED MATERIAL HANDLING COSTS IN YOUR PAYMENT CALCULATIONS.

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

Utah's APWA Fall Conference and Stormwater Expo

JP Display

7065 South 31 West (Glover Lane)

Midvale, Utah 84047

No. _____ of _____ pcs.
(Example 1 of 10)

ADVANCED JP WAREHOUSE

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

Utah's APWA Fall Conference and Stormwater Expo

JP Display

7065 South 31 West (Glover Lane)

Midvale, Utah 84047

No. _____ of _____ pcs.
(Example 1 of 10)

ADVANCED JP WAREHOUSE

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

Utah's APWA Fall Conference and Stormwater Expo

**JP Display c/o South Towne Exposition Center
9575 South State Street
Sandy, Utah 84070**

No. _____ of _____ pcs.
(Example 1 of 10)

DIRECT TO SHOW SITE TO ARRIVE OCTOBER 2, 2018

JP Display

RUSH – DO NOT DELAY!

Company _____

Booth No.: _____

Utah's APWA Fall Conference and Stormwater Expo

**JP Display c/o South Towne Exposition Center
9575 South State Street
Sandy, Utah 84070**

No. _____ of _____ pcs.
(Example 1 of 10)

DIRECT TO SHOW SITE TO ARRIVE OCTOBER 2, 2018

OUTBOUND SHIPPING FORM



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OUTBOUND SHIPMENTS WILL REQUIRE A STRAIGHT BILL OF LADING TO RELEASE THE SHIPMENTS TO DESIGNATED CARRIERS. JP DISPLAY WILL BE PLEASED TO PREPARE THESE FORMS FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. PLEASE TAKE ADVANTAGE OF THIS SERVICE AND COMPLETE AND RETURN THIS FORM.

OUTBOUND INSTRUCTIONS:

FROM: EXHIBITOR COMPANY NAME (Shipper): _____

BILLING ADDRESS: _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP** _____

SHIP TO: COMPANY NAME: _____

BILLING ADDRESS: _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP** _____

TELEPHONE: _____ **ATTN:** _____

INSTRUCTIONS: _____

METHOD OF SHIPMENT INSTRUCTIONS:

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

- STANDARD GROUND – COMMON CARRIER
 _____ YRC
- STANDARD GROUND – COMMON CARRIER
 _____ CARRIER NAME
- VAN LINE _____ CARRIER NAME
- DEFERRED: 3-4 BUSINESS DAYS
 _____ YRC
- DEFFERRED: 3-4 BUSINESS DAYS
 _____ CARRIER NAME
- NEXT DAY DELIVERY _____ CARRIER NAME
- 2 DAY DELIVERY _____ CARRIER NAME
- OTHER _____ CARRIER NAME

WHEN YOU HAVE COMPLETED PACKING YOUR SHIPMENTS AND THEY ARE READY TO BE PICKED UP PLEASE RETURN THE COMPLETED OUTBOUND SHIPPING BILL OF LADING TO THE JP EXHIBITOR SERVICE DESK.

VERIFY THE PIECE COUNT, ANTICIPATED WEIGHT AND A SIGNATURE IS ON THE BILL OF LADING FORM.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

ALL ARRANGEMENTS FOR TRANSPORATION SHIPMENTS IS THE RESPONSIBILITY OF THE EXHIBITOR.

COMPANY CONTACT & CELL NUMBER: _____
SPECIAL REQUESTS _____

		PAGE TOTAL
COMPANY NAME	BOOTH #	\$