



**Irving Convention Center  
January 24-26, 2020  
Irving, TX**

GEMS is proud to be your Exposition Management team for the **Zest Fest**. The following are important dates and information to keep at hand:

**Official General Contractor  
GEMS**

Phone: 214-388-5722 X3 Fax: 214.388.5442

**Show Information:**

Back-wall Drape: **Red / Gold / Red**  
Side-wall Drape: **Black**  
Hall Carpeted: **Tuxedo for Main Aisles Only**

Booth Size: **6' x 10'**  
Booth Includes: **(1) 6' Table Skirted Red (2) Chairs (1) Wastebasket (1)**

**ID Sign, Pipe and Drape**

Booth Size: **10' x 10'**  
Booth Includes: **(1) 8' Table Skirted Red (2) Chairs (1) Wastebasket**

**(1) ID Sign, Pipe and Drape**

**Important Dates**

<b>Friday</b>	<b>January 9, 2020</b>	Discount Deadline GEMSOorders received with payment
<b>Thursday</b>	<b>January 23, 2020</b>	Shipments may START arriving at show site DO NOT ship to show site prior to this date.
<b>Monday</b>	<b>January 17, 2020</b>	Last day for shipments to arrive at GEMS warehouse without surcharges

- Show carrier on site for pickup if you would like to ship outbound freight.
- Please inform your drivers to be checked in at the loading area by 9:00 am on Monday January 27, 2020
- Freight not picked up by 11:30 am on Monday January 27, 2020 will be redirected.
- All Exhibit Materials must be off the show floor by 12:00 pm on Monday January 27, 2020.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

**After the Show:**

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

**We look forward to serving you in the future!**

**During the Show:**

- GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

**SHIPPING ADDRESS:**

**Advance to Warehouse:**

**GEMS Warehouse  
Company Name & Booth #  
Zest Fest  
3276 Quebec St..  
Dallas, TX 75247**

Direct to Show Site:

DO NOT DELIVER PRIOR TO

January 23, 2020

**Irving Convention Center  
c/o GEMS  
Zest Fest  
Company Name & Booth #  
500 W Las Colinas Blvd  
Irving, TX 75039**

**\*Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **Britney Crump** Phone: 214-388-5722 X3 Fax: 214.388.5442 Email: alvaradojesus4@gmail.com

**Zest Fest**  
**January 24-26, 2020**  
**Irving Convention Center**  
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# SHOW HOURS

## Thursday, January 23, 2020

Exhibitor Move-In 9:00am-9:00pm

## Friday, January 24, 2020

Exhibitor Move-In 8:00am-12:00pm

Show Open 1:00pm-6:00pm

## Saturday, January 25, 2020

Show Open 10:00am-6:00pm

## Sunday, January 26, 2020

Show Open 10:00am-5:00pm

Exhibitor Move-Out 5:00pm-9:00pm

## Monday, January 27, 2020

Exhibitor Move-Out 8:00am-12:00pm

**\*\*ALL aisles must be cleared after the show to remove aisle carpet\*\***

**ALL EXHIBIT MATERIALS MUST BE OFF THE FLOOR BY  
12:00 pm on Monday January 27, 2020**

Britney Crump  
3276 Quebec St.  
Dallas, TX 75247

E-Mail: [Britney@gemsevents.com](mailto:Britney@gemsevents.com)  
Office: 214-3885722 X3  
Cell: 214-881-9235

**GEMS Discount Deadline  
Friday  
January 9, 2020**

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**PAYMENT & CREDIT CARD CHARGE AUTHORIZATION**

**Credit Card Charge Authorization**

(All Information Must Be Provided)

MasterCard    VISA    American Express    Personal

**3/4 SEC CODE**

**EXPIRATION DATE**

				____ / ____
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<b>Card Holders Name</b> (Please Print)		
<b>Billing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone Number</b>	<b>Fax Number</b>	
<b>Email Address</b>		
<b>Card Holders Signature</b>		
<b>Company Name</b>		<b>Booth #</b>

Calculation of Orders	Total
Standard Furnishings & Accessories	\$
Booth Package	\$
Material Handling	\$
Booth Cleaning	\$
Other	\$
Processing Fee (6%)	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
<b>FULL PAYMENT</b> in U.S. funds drawn on a U.S. Bank	\$
<b>Check #</b>	
Please list all authorized persons for credit card use at show site below.	

<p><b>Payment Policy</b></p> <p><b>Payment for Services</b></p> <p>GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor &amp; material handling not covered by your first payment.</p> <p><i>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</i></p> <p><b>Method of Payment</b></p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, &amp; Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p><b>Third Party Billing</b></p> <p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p><b>Tax Exempt</b></p> <p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.</p> <p><b>Adjustments and Cancellations</b></p> <p>Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>
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*If you have any questions regarding our payment policy, please call exhibitor services at 214-388-5722 X3 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with M&J. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.*



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## STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color:    \_\_\_Black    \_\_\_Blue    \_\_\_Grey    \_\_\_Burgundy    \_\_\_Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$95.00	\$115.00	\$
	10' x 20'	\$190.00	\$230.00	\$
	10' x 30'	\$285.00	\$345.00	\$
	20' x 20'	\$380.00	\$460.00	\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

## BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

### CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.48/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	\$0.38/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

### PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$70.00 per day Indicate dates required: _____	\$
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**Booth Cleaning Total**    \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

We suggest that you order cleaning service at least once prior to the exhibit opening.

Please include any specific instructions:

**EXHIBITING FIRM:**  
**BOOTH #**

	Subtotal	\$
	Tax @ 8.25%	\$
	<b>Total</b>	<b>\$</b>

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**ADDITIONAL FURNISHINGS & ACCESSORIES**

**CHAIRS AND ACCESSORIES**

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$28.00	\$38.00	\$
	Basic Black Stool with Back	\$45.00	\$52.00	\$
	Literature Stand	\$40.00	\$47.00	\$
	Waste Basket	\$8.00	\$13.00	\$
	Easel, Chrome	\$20.00	\$24.00	\$
	42" High Round Café Table	\$95.00	\$120.00	\$
	Bag Rack	\$45.00	\$65.00	\$
	Pegboard 4'x8'	\$85.00	\$100.00	\$

**SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments**

Indicate Color:  Red  Blue  Black  Teal  Grey  White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$6.50	\$7.50	\$
	8' Drapery Installed, per linear foot	\$9.00	\$11.25	\$

**DRAPED DISPLAY TABLES—30" High x 24" Wide**

Indicate Color:  Red  Blue  Black  Teal  Grey  White  Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$58.00	\$68.00	\$
	6' Draped	\$74.00	\$89.00	\$
	8' Draped	\$85.00	\$100.00	\$
	4th Side Draped	\$25.00	\$32.00	\$

**DRAPED DISPLAY COUNTERS—42" High x 24" Wide**

Indicate Color:  Red  Blue  Black  Teal  Grey  White  Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$80.00	\$95.00	\$
	6' Draped	\$90.00	\$110.00	\$
	8' Draped	\$103.00	\$125.00	\$
	4th Side Draped	\$25.00	\$32.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT  
YOUR PROJECT MANAGER AT M&J FOR ORDERING AND PRICING DETAILS.

**Subtotal** \$

Tax @ 8.25% \$

**EXHIBITING FIRM:**

**BOOTH #:**

**Total** \$

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**MATERIAL HANDLING**

Please indicate where your shipment will arrive: \_\_\_\_\_ **Advanced Warehouse** \_\_\_\_\_ **Show Site**

We will ship _____ pieces @ _____ lbs.	@ \$23.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$50.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$80.00 per 100 lbs. (200 lb. minimum)	\$

**OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)**

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

<b>Inbound Overtime - 25% Surcharge</b>	\$
<b>Outbound Overtime - 25% Surcharge</b>	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 214-388-5722.	<b>Material Handling Subtotal</b>	<b>\$</b>
	<b>Overtime Subtotal</b>	<b>\$</b>
	<b>Material Handling Total</b>	<b>\$</b>

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

\*When recording weight, round up to the next one hundred (100) pounds. \*Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

**FREIGHT INFORMATION GUIDE**

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 214.388.5442.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site and by GEMS Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

**INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW**

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One:	PREPAID      COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

**EXHIBITING FIRM:**

**BOOTH#:**

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 3276 Quebec St.  
 Dallas, TX 75247

E-Mail: Britney@gemsevents.com  
 Office: 214-3885722 X3  
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# SHIPPING INSTRUCTIONS

## ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **January 17, 2020** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 214-388-5722 X3
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE:** Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

### TO ARRIVE ON OR BEFORE

January 17, 2020

**GEMS Warehouse  
Company Name & Booth #  
Zest Fest  
3276 Quebec St.  
Dallas, TX 75247**

## SHIPMENTS TO SHOW SITE

- **All shipments arriving at the facility prior to January 23, 2020 will be refused & rerouted.**
- **NOTE:** Shipments will only be received at the Show site *during the move-in periods* - **SEE PAGE ONE OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE:** Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility.* You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

### DO NOT DELIVER PRIOR TO

January 23, 2020

**Irving Convention Center  
c/o GEMS  
Zest Fest  
Company Name & Booth #  
500 W Las Colinas  
Irving, TX 75039**

### Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

**IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.**

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FOR ADVANCE SHIPMENTS  
TO ARRIVE ON OR AFTER January 17, 2020

**RUSH**  
EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

**GEMS Warehouse**  
Company Name & Booth #  
Zest Fest  
3276 Quebec St.  
Dallas, TX 75247

Name of Booth: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
#of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

FOR ADVANCE SHIPMENTS  
TO ARRIVE ON OR AFTER January 17, 2020

**RUSH**  
EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

**GEMS Warehouse**  
Company Name & Booth #  
Zest Fest  
3276 Quebec St.  
Dallas, TX 75247

Name of Booth: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
#of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

FOR ADVANCE SHIPMENTS  
TO ARRIVE ON OR AFTER January 17, 2020

**RUSH**  
EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

**GEMS Warehouse**  
Company Name & Booth #  
Zest Fest  
3276 Quebec St.  
Dallas, TX 75247

Name of Booth: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
#of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

FOR ADVANCE SHIPMENTS  
TO ARRIVE ON OR AFTER January 17, 2020

**RUSH**  
EXHIBITION MATERIALS

To: \_\_\_\_\_  
EXHIBITOR NAME

**GEMS Warehouse**  
Company Name & Booth #  
Zest Fest  
3276 Quebec St.  
Dallas, TX 75247

Name of Booth: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
#of Pieces: \_\_\_\_\_  
Carrier: \_\_\_\_\_

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## **MATERIAL HANDLING RATES**

- \$23.00 per hundred weight (or fraction thereof).
- Minimum of \$46.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:00pm, and all day Saturday, Sunday and on Holidays.

### **SMALL PACKAGE SHIPMENTS**

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. M&J will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

### **LABOR AND EQUIPMENT**

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

### **SPECIAL HANDLING**

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

### **INBOUND BILL OF LADING OR DELIVERY RECEIPT**

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

### **EMPTY CONTAINER LABELS**

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

### **SPECIAL RATES AND SERVICES**

- Steel banding is available at \$1.50 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap is available at \$15.00 per pallet / skid plus one-half hour labor..
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.

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**MATERIAL HANDLING RATES**

-CONTINUED-

**AGREEMENT OF TERMS**

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

**OUTBOUND SHIPPING**

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

**SHIPMENTS RETURNED TO THE WAREHOUSE**

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$65.00 per CWT for straight time and \$130.00 per CWT for overtime, with a 500 lb. minimum.

**LIMITS OF LIABILITY**

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.*

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.

Britney Crump  
3276 Quebec St.  
Dallas, TX 75247

E-Mail: Britney@gemsevents.com  
Office: 214-3885722 X3  
Cell: 214-881-9235

**GEMS Discount Deadline**  
**Friday**  
**January 9, 2020**

# ELECTRICAL SERVICE ORDER FORM



Irving Convention Center at Las Colinas an SMG Managed Facility  
 500 W. Las Colinas Blvd. Irving, Texas 75039  
 Phone: 972.401.7775 Fax: 972.401.7759



If you have questions please email: [onlineorders@smgicc.com](mailto:onlineorders@smgicc.com)

Event Name:	Event Date:
Exhibitor Name:	Booth #

\*Advance Rate applies if ordered **ONE** week prior to Load In Date, if received after that date On Site Rate Applies

STANDARD ELECTRICAL DROPS				
Quantity	Description	Advance Rate*	On Site Rate	Amount
<b>SINGLE PHASE 120V</b>				
	up to 20 Amps Single Phase 120V	\$130	\$185	\$
<b>THREE PHASE 208V</b>				
	30 Amps Three Phase 208V	\$300	\$355	\$
	100Amps Three Phase 208V	\$600	\$655	\$
	200 Amps Three Phase 208V	\$850	\$905	\$
	400 Amps Three Phase 208V	\$1,200	\$1,255	\$
Quantity	Description		Price	Amount
	Extension Cord 15'		\$17.00	\$
	Extension Cord 25'		\$28.00	\$
	Extension Cord 50'		\$55.00	\$
	Power Strip		\$17.00	\$
CUSTOM ELECTRICAL WORK*				
Quantity	Description		Hourly Rate	Amount
	On floor Electrician (1hr Min)		\$135.00	\$
	Evening/Weekends/Holidays (1hr Min)		\$175.00	\$
<b>Fee for Faxed or Mailed in Orders (Please use Online Order System to Avoid)</b>				<b>\$ 5.00</b>
			<b>Tax (8.25%)</b>	\$
			<b>Total Due</b>	\$

**NEMA Configuration:**  
 Direct Connection Wire Required  
 Yes \_\_\_ NO \_\_\_

**Type**

3 Wire \_\_\_\_\_  
 4 Wire \_\_\_\_\_  
 5 Wire \_\_\_\_\_

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

LEFTRIGHT

AISLE

**PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED**

( ) American Exp ( ) Visa ( ) Master Card CC# \_\_\_\_\_

Name on Card: \_\_\_\_\_ Exp.Date \_\_\_\_\_ Security Code \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 (address must match where card statement is mailed)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I authorize SMG - Irving Convention Center at Las Colinas to charge my credit card for services listed and have read the terms and conditions on page two of this form.

Authorized Signature \_\_\_\_\_

# ELECTRICAL SERVICE ORDER FORM

## INFORMATION AND CONDITIONS

The Irving Convention Center at Las Colinas is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by ICC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by ICC personnel. ICC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire an ICC electrician to do so. If the exhibitor performs the changes, labor charges for an ICC electrician to re-evaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

## SERVICE ORDER INFORMATION

- 1.) Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
- 2.) No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
- 3.) ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.
- 4.) It is our policy to settle all service, labor and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.
- 5.) Credit cards will be processed at time of submittal. Any card that is denied by the card company may not be processed a second time. Alternative payment must then be arranged. Therefore, please check the accuracy of payment information submitted, including the address, which should match the address where you receive your card statement.
- 6.) If paying for electrical service by check, please submit payment at least ten (10) days in advance to allow time for processing. Checks will not be accepted as payment the day of the event.
- 7.) **LABOR** – Charges will be made in ½ hour increments. Supervision time will be charged at a rate of ½ hour for each four hours labor. **NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed. Standard pricing as follows.
  - a.) Mon-Fri 8 am to 5 pm - \$55.00/hr
  - b.) Mon-Fri 5 pm to 8 am - \$90.00/hr
  - c.) Sat, Sun and Holidays - \$90.00/hr

## IMPORTANT BUILDING REGULATIONS

- 1.) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
- 2.) Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Electricians are authorized at any time to enter your booth and request vendor items to be moved to access floor box.
- 3.) All approved electrical cords must be at least 14 gauge and 3-wire grounded type. Two-wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- 4.) ICC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
- 5.) All equipment, regardless of source of power, must comply with Federal, State and Local codes. The ICC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance.
- 6.) All material and equipment furnished by the ICC shall remain the property of the ICC and shall be removed only by ICC personnel at the close of the show.
- 7.) Wall outlets and post outlets are not a part of booth space.
- 8.) Separate outlets must be ordered for each booth requiring power.
- 9.) ICC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.
- 10.) ICC is not responsible for show layouts which could result in a floor box in the middle or front of your booth.
- 11.) **ELECTRICAL VOLTAGE AVAILABLE**
  - a.) AC, 20 amp, 120V, single phase
  - b.) AC, 30 amp, 208V, 3 phase
  - c.) AC, 100 amp, 208V, 3 phase, 5 wire in select locations
  - d.) 200 amp and 400 amp power available upon request in select locations. Prior arrangements must be made