



A.E.T.A. INTERNATIONAL EXPO

January 31 – February 2, 2009
Baltimore Convention Center
Baltimore, MD

Please prepare and return to:
Reber-Friel Company
Convention & Exposition Services
550 South Henderson Road
King of Prussia, PA 19406
Telephone # (610) 265-7310 Fax # (610) 265-7390

Order Deadline Date
January 16, 2009

PAYMENT & CHARGE AUTHORIZATION FORM

• TERMS •

DISCOUNT PRICES only apply to orders with payment in **FULL** received by **Deadline Date**, after which the **Standard Rates** will be charged. All charges for services must be paid in advance by check or credit card. Orders without payment will **NOT** be processed. If credit card is declined or invalid a \$ 35.00 service charge will be added. **NOTE:** Exhibitors are responsible to check that all ordered equipment is delivered to booth and services performed before show opens. Otherwise report to the Reber-Friel representative immediately. Claims after show will not be accepted – **NO credits will be given after the show!**

• SERVICES & EQUIPMENT ORDERED •

FURNITURE & ACCESSORIES, DISPLAY TABLES, WOODEN RISERS, FLOOR COVERING	\$ _____ . _____
PEGBOARD & FOAMCORE PANELS	\$ _____ . _____
FREIGHT HANDLING	\$ _____ . _____
LABOR	\$ _____ . _____
CUSTOM CLEANING	\$ _____ . _____
SPECIAL SIGNS	\$ _____ . _____
STANDARD BOOTH EQUIPMENT / PIPE & DRAPE	\$ _____ . _____
OTHER	\$ _____ . _____
SUBTOTAL	\$ _____ . _____
NO SALES TAX	\$ _____ . _____
TOTAL	\$ _____ . _____

I have read, understood and I agree to all terms as described and have advised our show site representative accordingly.

Signature: _____ Print Name: _____ Date: ___ / ___ / _____

PLEASE NOTE: Electrical, Telephone, Internet and/or Plumbing orders should be mailed directly to the address given on the order form.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Check No.: _____ Date: ___ / ___ / _____ Amount: \$ _____ . _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Select Credit Card VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____ - _____ - _____ - _____

Expiration Date: ___ / ___ Security Code: _____

Signature: _____

Your information will be kept on file. All charges will be made to the given credit card – multiple charges may occur on your statement.
NOTE: Credit Card information must be completed when ordering EQUIPMENT, LABOR and for FREIGHT HANDLING.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ___ / ___ / _____



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January 16, 2009
20 % Surcharge Applies
After Deadline

LABOR & BANNER HANGING ORDER FORM

In the interest of prompt and efficient processing of exhibitors labor requirements for banner hanging or set-up and dismantling of exhibits, it is urged that advance notice is provided on this form. Orders received at the show will be processed after advance orders in all cases. Orders placed AFTER the Deadline Date are subject to a twenty percent (20 %) additional surcharge.

Carpenters are assigned to orders at 8:00 a.m. daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 a.m. cannot be guaranteed, although we will make every attempt to provide labor at requested times.

Cancellation of requested labor or banner hanging service needs to be in writing, at least 24 hour in advance! Failure to cancel labor and/or banner hanging service or to call for labor at requested time will result in a one-hour charge per requested carpenter.

Service # 1

To save time and personal supervision, we suggest Service #1, using our qualified personnel, trained to set-up the display prior to the arrival.

- Reber-Friel Company is authorized to set-up the display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. A supervision charge of 30 % will be added to the bill for carpenters at the rates shown below.
- We will use the same services to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and bill of lading will be left at the service desk and/or with a Reber-Friel representative.

Service # 2

- We would like _____ carpenters available on ___ / ___ / _____ at ___ : ___ (a.m.) (p.m.) for approximately _____ hours to set-up the display under the supervision of our representative.
- We would like _____ carpenters available on ___ / ___ / _____ at ___ : ___ (a.m.) (p.m.) for approximately _____ hours to dismantle the display under the supervision of our representative.

EXHIBITORS MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED.

CARPENTER RATES (INCREMENTS OF ONE HOUR) for Service # 1 and # 2

Straight Time	\$ 104.00 per hour	* After 3:30 p.m. daily
Over Time.....	\$ 157.50 per hour *	** All day Sunday & Holidays
Double Time.....	\$ 206.75 per hour **	Note: Starting time for all labor is 8:00 a.m. - ONE hour minimum per man.

Service # 3

- BANNER/SIGN HANGING** Service includes hanging banner/sign before the show and removing afterwards as well as the lift service, labor included and materials needed (e.g. hooks and wire).

Per Banner/Sign \$ 350.00. Please indicate the Number of Banners/Signs to be hung: _____

• T E R M S •

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Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ - _____ - _____ Ext: _____ Fax: _____ - _____ - _____ Date: ___ / ___ / _____