

White Decorating Service

P. O. Box 1137
Lake Dallas, Texas 75065
Mark Tribble (817) 791-2691
marktribble@hotmail.com

DRI Technology Showcase

February 17, 2022

Dear Exhibitor:

WHITE DECORATING SERVICE is proud to serve as the official General Contractor for the DRI TECHNOLOGY SHOWCASE to be held on February 17, 2022 at the Grapevine Convention Center. This packet contains information about freight/material handling and other services we provide. Please review the enclosed information and make the necessary arrangements for your freight.

WHITE DECORATING SERVICE has been designated as the sole provider of material handling services for this show. Material handling is the process of:

- Receiving your freight/materials, either at our warehouse in advance of the show or at the show site during move-in,
- Transporting advanced freight to the show site,
- Delivering your materials to your booth during move-in,
- Removal and storage of empty containers,
- Returning your empty containers to your booth after the show,
- Delivering your materials to the dock and loading for outbound shipping.

Charges are determined by weight and ease of handling.

We offer a 30% percent discount for orders placed in advance. The deadline for advance discounts is Friday, February 11, 2022.

If you have any questions or need assistance, please feel free to contact us.

We look forward to working with you!

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1. IMPORTANT INFORMATION

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Each Exhibitor Booth will be furnished with the following:

- 8' High Drape in back Blue/Black
- 3' High Drape on sides Blue
- One (1) 8' Skirted Table Black
- Two (2) chairs
- One (1) wastebasket
- One (1) Booth ID Sign

IMPORTANT TIMES AND DATES

DISCOUNT DEADLINE DATE		Friday, February 11, 2022	
EXHIBITOR MOVE-IN	Wednesday	February 16	12:00pm
SHOW HOURS	Thursday	February 17	9:00am - 4:00pm
	Registration opens at 8:00am		
EXHIBITOR MOVE-OUT	Thursday	February 17	4:00pm - 6:00pm
FREIGHT CHECK IN BY	Thursday	February 17	6:00pm
	All freight must be picked up from the show site.		

ADVANCED SHIPMENT TO WAREHOUSE

Advanced freight shipments are accepted up to 20 days prior to the show.

- Shipments must arrive between:** Friday, January 28 - Friday, February 11
- Receiving hours:** 9:00am - 3:00pm Monday - Friday

Warehouse shipments should be pre-paid and addressed as follows:

(Name of Exhibiting Company)
Booth Number # _____
White Decorating Service
c/o Digital Resources
3950 Hwy 157 South #292
Eules, TX 76040

DIRECT SHIPMENT TO SHOW SITE

Direct shipments will be accepted on: Wednesday, February 16, 2022

Any shipments prior to this date may be refused by the convention center and may be subject to additional material handling charges.

Direct shipments should be addressed as follows:

(Name of Exhibiting Company)
c/o White Decorating Service / DRI
Booth Number # _____
Grapevine Convention Center
1201 S. Main Street
Grapevine, TX 76051

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2. EXHIBITOR DATA

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EXHIBITOR INFORMATION

Company Name _____ Booth # (s) _____
Billing Address _____
City, State _____ ZIP _____
Phone Number _____ Fax _____

PRE-SHOW CONTACT

Contact Authorization Name _____
Direct Company Phone Number _____ Cell Phone _____
Email Address _____

ON-SITE CONTACT

Contact Authorization Name _____
Company Phone Number _____ Cell Phone _____
NOTE: The show site representative must be available for the duration of the show and must be authorized to endorse and provide payment for all show orders.

PAYMENT INFORMATION

Full payment must be received prior to execution of orders. All balances must be cleared at show site.

CHARGE TO: VISA MASTER CARD AMEX

Card Number Expires _____

CVV Code (Visa & M/C only) (Found on back of the card)

Cardholder's Name _____

Card Billing Address _____

City, State, ZIP _____

Cardholder's Signature _____

- A check is being sent to cover all expenses; use card only for show site orders
- Use card for all services ordered

White Decorating Service acknowledges that the enclosed card information will be used only for the express purpose of paying expenses incurred for the services rendered for the trade show named herein in the event that an alternative form of payment is not tendered, whether ordered pre-show or on-site.

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3. TERMS AND CONDITIONS

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February 17, 2022

TERMS AND CONDITIONS

White Decorating Service (WDS) is the Official Contractor and is the exclusive provider of Material Handling and Drayage Services.

The consignment or delivery of a shipment to WDS by an Exhibitor, or by a shipper on behalf of the Exhibitor, shall be construed as an acceptance by Exhibitor of the terms and conditions set forth herein.

BILLING & PAYMENTS

- ◆ Payments are due prior to delivery of materials to Exhibitor unless other credit arrangements have been made.
- ◆ All payments shall be in U.S. currency, check, or credit card (MasterCard, VISA, or American Express), provided there is sufficient credit in the Exhibitor's form of payment to completely satisfy the amount owed by Exhibitor to WDS. Undersigned authorizer acknowledges that all applicable charges for services rendered to the Exhibitor will be applied to the credit card on file in the event that other form of payment is not tendered prior to the close of the show.
- ◆ In the case of bills submitted to parties other than the Exhibitor (Third Parties): such arrangements in no way release Exhibitor from any and all of the terms and conditions outlined herein.
- ◆ In the case of overpayments, Exhibitor shall receive full and complete refund following final audit after the close of the Show. Exhibitor will receive a refund for any extra overpayment above and beyond the amount which Exhibitor owes to WDS. WDS will remit refunds to Exhibitor at the name and address indicated on the Exhibitor Data Sheet.
- ◆ Exhibitors who cancel less than fourteen (14) working days prior to Exhibitor Move-In or at Show Site will be refunded at 50% of their advance payment.
- ◆ Any discrepancy in items ordered and items received, or any complaint or question concerning services, must be reported to WDS at the Show in writing immediately upon noting same. Problems will be resolved and/or any valid adjustments in Exhibitor's account will be made at that time. No credits shall be extended for any individual service in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show.
- ◆ WDS reserves the right to discontinue one or all services or equipment delivery to Exhibitor in the event of non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in any way release Exhibitor from payment on the other remaining services upon presentation of invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then Exhibitor agrees that all reasonable and customary collection fees shall be borne by Exhibitor. Furthermore, should litigation ensue, the Exhibitor and WDS agree that all reasonable attorney's fees shall be borne by the prevailing party. The venue for litigation is the State of Texas, Tarrant County.

INSURANCE

- ◆ It is understood that WDS is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.
- ◆ Insurance and liability against theft and property damage or any costs for repair or neglect for the full replacement cost of equipment or exhibit material owned or rented by the Exhibitor remain the complete and sole responsibility of the Exhibitor. Insurance and liability against theft, property damage or bodily injury occurring within the confines of the Exhibitor's booth remain the sole and complete responsibility of the Exhibitor.

LIABILITY

- ◆ WDS shall be liable for loss or damages only while goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility. WDS's liability shall be limited to any loss or damage which results solely from WDS's negligence in the actual physical handling of the Exhibitor's materials and not for any other type of loss or damage. WDS shall not be liable for any loss, damage or delays as a result of Fire, Lightning strikes, Riots or Civil Commotion or any other cause or condition beyond the control of WDS.
- ◆ WDS's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged while in the possession of WDS. WDS is limited in liability to \$.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment.
- ◆ WDS shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- ◆ WDS shall not be responsible for loss, theft or disappearance of materials after same has been delivered to exhibitor's booth. After the Show, WDS shall not be responsible for loss, theft or disappearance of materials before they are picked up from Exhibitor's booth for outbound shipping.

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4. TERMS AND CONDITIONS (CONT.)

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TERMS AND CONDITIONS (CONT.)

LIABILITY (CONT.)

- ◆ NO LIABILITY IS ASSUMED for shipments without receipts, freight bills or specific counts.
- ◆ Any claims for loss, injury or damage which are not submitted to WDS within thirty (30) days of the close of the Show shall be considered waived. No suit or action shall be brought against WDS more than one year after the occurrence of the cause of action thereof.
- ◆ WDS shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs which may result from any loss, injury or damage to the Exhibitor's materials, personnel or any other personnel which may make it impossible or impractical to exhibit Exhibitor's materials or carry on business.
- ◆ Exhibitor agrees to indemnify and hold harmless WDS, against any and all claims, suits, liabilities or damages, including reasonable settlements and reasonable attorney's fees arising out of negligence or any other cause on the part of attendees, customers, subcontractors, suppliers or any other individual of company involved directly or indirectly with the Show in which Exhibitor is exhibiting.

FREIGHT/MATERIAL HANDLING

- ◆ Collect shipments will not be accepted by WDS. Freight must be sent pre-paid.
- ◆ WDS has right of preference into and out of show-site building to prevent delays and provide an orderly operation for the show.
- ◆ Exhibitor recognizes that WDS provides services as Exhibitor's agent and not as bailer or shipper. If any employee or subcontractor of WDS shall sign a delivery receipt, bill-of-lading or other document, Exhibitor agrees that these signatories will do so as Exhibitor's agent and Exhibitor accepts the responsibility thereof.
- ◆ Correct weights with Weight Certificate must be provided. WDS or its subcontractors are authorized to note the quantities or condition of items on the Exhibitor's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by Exhibitor. In the event of any weight discrepancy, estimates by WDS or its subcontractors will prevail.
- ◆ Direct carrier shipments must have certified weight tickets. If correct weights are not provided, receiver's estimates will prevail. Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "special handling" rates.
- ◆ Bills-of-lading covering outgoing shipments, which are furnished to WDS by Exhibitors, will be checked at time of actual pickup from booth and corrections will be made where discrepancies occur.
- ◆ After freight is unpacked in Exhibitor's booth, empty container labels will be available at the WDS service desk to identify empty containers to be used for outgoing freight. Affixing the labels is the sole responsibility of the Exhibitor or his representatives. All previous labels should be removed or obliterated. WDS assumes no responsibility for:
 - Error to above procedure
 - Removal of containers with old empty labels and WDS labels
 - Improper information on empty labels
 - Material stored in containers with empty labels
- ◆ Exhibitor's outgoing shipments CANNOT be left at the facility for later pick up. Exhibitors are responsible for making arrangements for outgoing shipments. This must be done prior to the show closing.
- ◆ Materials must be properly crated and labeled before turning in Bills-of-Lading to freight desk.
- ◆ Acceptance of Bills-of-Lading by the White Decorating Service service desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying WDS of any adjustments.
- ◆ To expedite removal of materials, White Decorating Service shall have authority to change designated carriers.

Exhibitor acknowledges reading and accepting the White Decorating Service Terms and Conditions and agrees that Authorizer and Exhibitor Company will be fully governed by the provisions described herein.

Company Name _____ **Booth # (s)** _____

Authorized by (Print) _____

Signature _____ **Date** _____

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5 MATERIAL HANDLING RATES

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Discount Deadline Date: Friday, February 11 (30% off)

Billing is based on a 200 lbs. minimum per shipment except for small packages (see below).
The total weight of your shipment is rounded up to the nearest 100 pounds.
Charges are based on rates for every 100 pounds, a.k.a. CWT.
You will receive a separate invoice when your order is processed.

ADVANCED SHIPMENTS TO WAREHOUSE

Price per CWT (100 lbs) Discount Rate \$ 65.00
Includes: Receiving crated, skidded or boxed exhibit materials at WDS warehouse. Up to 20 days free storage. Delivery to show-site booth. Removal and storage of empty crates and boxes (if properly tagged). Return of empty crates and boxes at show closing. Delivery to outbound carrier.

Special Handling surcharge per CWT (100 lbs) Discount Rate \$ 35.00
Applies to all shipments unable to be unloaded or loaded using standard equipment.

Special Small Package Rate (25 lbs or less per shipment) \$ 50.00
Flat envelopes or small packages received at warehouse.

Surcharge for shipments received after deadline (Friday, February 11) Discount Rate \$ 60.00

DIRECT SHIPMENTS TO SHOW SITE

Price per CWT (100 lbs) Discount Rate \$ 40.00
Includes: Receiving crated, skidded or boxed exhibit materials at show site. Delivery to booth. Removal and storage of empty crates and boxes (if properly tagged). Return of empty crates and boxes at show closing. Delivery to outbound carrier.

Special Handling surcharge per CWT (100 lbs) Discount Rate \$ 25.00
Applies to all shipments unable to be unloaded or loaded using standard equipment.

Special Small Package Rate (25 lbs or less per shipment) Discount Rate \$ 40.00
Flat envelopes or small packages received at show site.

OUTBOUND SHIPMENTS SPECIAL REQUIREMENTS

Stretch-Wrap Pallet (each) \$ 60.00
Steel Banding per linear foot \$ 1.50
Labor to Steel Band (each pallet) \$ 60.00

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6. ORDER SUMMARY

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ORDER FORM

Use the above rates to estimate your material handling charges:

	Quantity		Rate		Amount
Material Handling (total weight divided by 100)	# of CWTs _____	x	\$ _____	=	\$ _____
Special Handling (total weight divided by 100)	# of CWTs _____	x	\$ _____	=	\$ _____
Special Small Package Rate (per shipment)	_____	x	\$ _____	=	\$ _____
Surcharge for advanced shipments received after deadline (February 11)	_____	x	\$ _____	=	\$ _____
Stretch-Wrap Pallet	# of pallets _____	x	\$ _____	=	\$ _____
Steel Banding (per linear foot)	# of feet _____	x	\$ _____	=	\$ _____
Labor to Steel Band	# of pallets _____	x	\$ _____	=	\$ _____

SUBTOTAL \$ _____

Additional 30% if ordered after February 11, 2022 \$ _____

TOTAL AMOUNT DUE \$ _____

You will receive a separate invoice when your order is processed.

Exhibitor acknowledges reading and accepting the White Decorating Service Terms and Conditions and agrees that Authorizer and Exhibitor Company will be fully governed by the provisions described herein.

Company Name _____ **Booth # (s)** _____

Authorized by (Print) _____

Signature _____

Date _____

White Decorating Service

7 SHIPPING DATA

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PLEASE COPY THIS SECTION AND FILL OUT FOR EACH SHIPMENT

EXHIBITOR INFORMATION

Company Name _____ Booth # (s) _____
Contact Name _____
Phone Number _____ Fax _____
Email _____

SHIPPING INFORMATION

Shipper Name _____ Booth # (s) _____
Origin Address _____
City, State _____ ZIP _____
Contact Name _____ Phone _____
Shipping Date ____ / ____ / ____ Materials are being sent to Warehouse
Expected Arrival Date ____ / ____ / ____ Materials are being sent Direct to Show Site
Shipped via: Common Carrier Van Line Private Truck Air Freight Other
Transport Company Name _____ Contact _____
Transport Company Phone _____
Number of pieces shipped ____ Largest Piece Size _____ Total Weight _____
Description of Packaging (e.g., crate, pallet, hard side case, box, etc.), Quantities, and Weights:

In case a problem occurs with shipment, contact:

Name _____ Phone _____
Email _____ Cell Phone _____

Exhibitor acknowledges reading and accepting the White Decorating Service Terms and Conditions and agrees that Authorizer and Exhibitor Company will be fully governed by the provisions described herein.

Company Name _____ **Booth # (s)** _____
Authorized by (Print) _____
Signature _____ **Date** _____