



GREATER WASHINGTON DC NATIONAL COLLEGE FAIR

November 3, 2018

Walter E Washington Convention Center
Washington, DC

Please prepare and return to:
Reber-Friel Company
Convention & Exposition Services
P.O. Box 1202
Oaks, PA 19456
Telephone # (610) 676-0470 Fax # (610) 676-0473 Email: sales@reberfriel.com

Advance Rate Deadline Date
October 26, 2018

Freight and Payment must be received by this date or **SURCHARGE** applies.

FREIGHT HANDLING FORM

ADVANCED INBOUND SHIPMENTS (WAREHOUSE)

Please send all shipments PREPAID. Reber-Friel Company will receive and store merchandise up to 30 days prior to show. Freight will be placed in booth at Show Site. Empties will be removed and stored until the close of the show, at which time they will be returned to their booth. Outbound freight will be loaded out onto designated show carrier at show site.

Shipments received at the Warehouse after October 26, 2018 will be charged the Advanced Rate PLUS the Surcharge. Shipments must be received at our advanced warehouse by October 30, 2018 in order for it to make it to the show. Any shipments received after this date will acquire further charges for additional shipping.

DOCKSIDE INBOUND SHIPMENTS

Reber-Friel Company will be available at the facility only during move-in hours to receive, unload and place merchandise in booth.

FREIGHT HANDLING CHARGE PER BOX – Minimum 2 BOXES

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Advance/per BOX	SurCharge/per BOX	Show Site/per BOX
\$62.50	\$ 28.00	\$62.50

ADVANCE SHIPMENTS SHOULD BE LABELED AS FOLLOWS:

College/University Name; Show Name & City, Booth Number
c/o Reber-Friel Company; Convention & Exposition Service
422 Business Center
1900 South Drive
Oaks, PA 19456

****PLEASE INCLUDE YOUR UNIVERSITY/INSTITUTION NAME & GREATER WASHINGTON DC COLLEGE FAIR SO THAT WE MAY KNOW WHICH COLLEGE FAIR YOU ARE ATTENDING****

ADDITIONAL FURNISHINGS

Stool with Back	\$63.00	
	Undraped Tables*	Draped Tables**
2' x 4' x 30" High Table	\$40.00	\$104.50
2' x 6' x 30" High Table	\$51.00	\$122.50

** For undraped 42" high, add \$15.75 per table; O Check Here ** For draped 42" high, add \$45.00 per table O Check Here

*Circle Color Choice for Drape: -Black-Blue-Burgundy-Gold-Gray-Hunter Green-Red-Teal-White

• T E R M S •

ALL CHARGES MUST BE PAID IN ADVANCE BY CHECK, CREDIT CARD OR MONEY ORDER. All prices are subject to 6% PA Sales Tax. If credit card is declined or invalid a \$35.00 service charge will be added. NOTE: Reber-Friel Company shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage; for loss, theft or disappearance of exhibitor materials after delivering to booth, before picking-up after the show closed or due to fire, Acts of God, strikes, lockouts or to causes beyond its control.

Select method of payment VISA MASTER AMEX

Card Member Name (please print): _____

Account No.: _____ - _____ - _____ - _____

Expiration Date: ____/____ Security Code: _____

Signature: _____

• I M P O R T A N T N O T I C E •

The Facility will not accept advance shipments. Advance shipments must be directed to Reber-Friel Company, whether it is shipped by UPS, FedEx, or other Common Carrier. The Facility and Reber-Friel Company accepts NO responsibility for and delay/loss/damage in delivering display material if addressed improperly. Shipments should be addressed as noted on the previous page and insured by the exhibitor from the time the shipments leaves the company until it returns from the show. All-Risk Insurance coverage is suggested.

Company Name: _____ Booth No. _____

Street: _____ City/State: _____ ZIP: _____

Ordered by: _____ Email: _____

Phone: _____ Ext: _____ Fax: _____ Date: ____/____/____

LIMITATIONS OF REBER-FRIEL'S LIABILITY AND RESPONSIBILITY

- a. Reber-Friel shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
- b. Reber-Friel shall not be responsible for loss, theft, or disappearance of exhibitor's material after same have been delivered to exhibitor's booth
- c. Reber-Friel shall not be responsible for loss, theft, disappearance of materials before they are picked up from exhibitor's booth for re-loading after the Show. Bills of lading covering outgoing shipments, which are furnished to Reber-Friel by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- d. Reber-Friel shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- e. Reber-Friel's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Reber-Friel's maximum liability shall be limited to \$ 0.30 per pound per article with a maximum liability of \$ 50.00 per item and \$ 1,000.00 per shipment
- f. Reber-Friel 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 or damage to an exhibitors' materials which may make it impossible or impractical to exhibit same.
- g. The consignment or delivery of a shipment to Reber-Friel by an exhibitor, or by any shipper to or 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 Bulletin.

ORDER FOR DRAYAGE SERVICES

We hereby authorize Reber-Friel Company to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- a. We accept the responsibility for the payment of Reber-Friel's charges in connection with the handling of our shipments as set forth and we guarantee payment to Reber-Friel in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- b. We agree to the "Limitations of Reber-Friel's Liability and Responsibility"
- c. We agree that Reber-Friel's liability shall be limited to any loss or damage which results solely from Reber-Friel's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- d. With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Reber-Friel's warehouse), that Reber-Friel will provide its service as our agent, and not as bailee or shipper. If any employee of Reber-Friel shall sign a delivery receipt, bill of lading, or other documents, we agree that Reber-Friel will do so as our agent, and we accept the responsibility therefore.
 - (1) Relative to outgoing shipments after the Show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Reber-Friel shall not be responsible for any loss or damage during such period, and we authorize Reber-Friel to adjust the quantities of items on any bill of lading left by us with Reber-Friel to conform to the actual count of such items in the booth at the time of pickup.
- e. We agree, in the event of a dispute with Reber-Friel relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Reber-Friel for drayage or any other services provided by Reber-Friel as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Reber-Friel within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against Reber-Friel shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.