



# America Tent Rentals

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IT IS OUR PRIVILEGE TO HAVE BEEN SELECTED AS YOUR CONVENTION SERVICE CONTRACTOR FOR THE NATIONAL FIERY FOODS AND BARBEQUE SHOW.

IN SERVING YOU AND YOUR ORGANIZATION, IT IS OUR GOAL TO ASSURE YOU THE BEST POSSIBLE SERVICE COUPLED WITH THE BEST EQUIPMENT OFFERED FOR RENTAL. BY COMPLETING YOUR VENDOR PACKET AND REQUIREMENTS IN ADVANCE, YOU WILL AVOID BEING CHARGED THE FLOOR ORDER PRICE.

ORDERS RECEIVED 5 DAYS OR LESS PRIOR TO THE ESTABLISHED SET UP DATE WILL BE CONSIDERED FLOOR ORDERS AND PRICED ACCORDINGLY.

PLEASE COMPLETE THE INFORMATION BELOW AND SUBMIT WITH YOUR VENDOR PACKET ENCLOSED OR CALL THE OFFICE DIRECTLY FOR PAYMENT PROCESSING. A REQUIRED 6% CREDIT CARD FEE IS REQUIRED ON ALL REFUNDS.

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_ CVV#: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

FULL BILLING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER OF CARD HOLDER: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POINT OF CONTACT FOR EVENT: \_\_\_\_\_

POINT OF CONTACT PHONE: \_\_\_\_\_

POINT OF CONTACT EMAIL: \_\_\_\_\_



EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

## FURNITURE AND ACCESSORIES RENTALS

QUANTITY	DESCRIPTION	ADVANCE PRICING	FLOOR PRICE	TOTAL
<b>CHAIRS</b>				
	PLASTIC FOLDING CHAIR	\$10.00	\$12.50	
	WHITE RESIN FOLDING (PADDED SEAT)	\$16.00	\$20.00	
	BAR STOOL (PADDED SEAT)	\$15.00	\$25.00	
	BANQUET (PADDED BACK AND SEAT)	\$20.00	\$30.00	
<b>TABLES</b>				
	30" X 48"	\$16.00	\$20.00	
	30" X 48" SKIRTED	\$32.00	\$40.00	
	30" ROUND	\$21.00	\$26.00	
	30" ROUND SKIRTED	\$32.00	\$40.00	
	6' X 30"	\$31.00	\$39.00	
	6' X 30" SKIRTED	\$41.00	\$51.00	
	8' X 30"	\$41.00	\$51.00	
	8' X 30" SKIRTED	\$48.00	\$60.00	
	48" ROUND	\$31.00	\$39.00	
	48" ROUND SKIRTED	\$41.00	\$51.00	
	60" ROUND	\$42.00	\$52.00	
	60" ROUND SKIRTED	\$49.00	\$61.00	
	LEG EXTENDERS (FOR COUNTER HEIGHT)	\$15.00	\$19.00	
	13" X 30" SKIRTING	\$30.00	\$37.00	
	4' X 8' PEG BOARD COVERED (BLACK VINYL)	\$36.00	<b>NOT AVAILABLE</b>	
	4' X 8' PEG BOARD COVERED (WHITE VINYL)	\$36.00	<b>NOT AVAILABLE</b>	
<b>EXTRA DRAPERY</b>				
	8' PER LINEAR FOOT	\$4.00	\$5.00	
	3' PER LINEAR FOOT	\$3.00	\$4.00	

**\*\* Staff will be on site at the event for exhibitors with additional needs. Floor Prices are effective 5 days prior to the established delivery date through the end date of the event. \*\***



EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

## **SCHEDULE OF FREIGHT SERVICES (DRYAGE)**

SHIPPING INFORMATION AND LABELING: \_\_\_\_\_

SHIPPING INFORMATION: \_\_\_\_\_

PLEASE FORWARD COMPLETE SHIPPING INFORMATION TO AMERICA TENT RENTALS

1. DATE OF SHIPMENT: \_\_\_\_\_
2. ROUTING: \_\_\_\_\_
3. WAYBILL (TRACKING) NUMBER: \_\_\_\_\_
4. PROVIDE COPY OF BILL OF LADING. – **ATTACH WITH VENDOR PACKET**

LABELING: EXHIBITORS SHOULD MARK AND CONSIGN SHIPMENTS AS FOLLOWS:

COMPANY NAME \_\_\_\_\_ BOOTH LOCATION \_\_\_\_\_  
C/O AMERICA TENT RENTALS  
2401 Coors Blvd SW  
Albuquerque, NM 87121  
FOR: NATIONAL FIERY FOODS SHOW

**RUSH: EXHIBIT MATERIAL MUST ARRIVE PRIOR TO (DATE): 02/21/20**



EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

**SCHEDULE OF SERVICES**

1. RECEIVE EXHIBIT MATERIAL, STORE IN OUR WAREHOUSE UP TO 30 DAYS PRIOR TO SET UP DAY.
2. DELIVER ALL EXHIBIT MATERIAL TO PROPER EXHIBIT SPACE ON INSTALLATION DAY.
3. IF REQUESTED, REMOVE EMPTY CONTAINERS TO PROPER EXHIBIT SPACE AT CONCLUSION OF EXHIBITION.
4. RETURN EMPTY CONTAINERS TO PROPER EXHIBIT SPACE AT CONCLUSION OF EXHIBITION.
5. DELIVER EXHIBIT MATERIAL FROM BOOTH TO LOADING AREA OF EXHIBIT HALL, THEN TO AMERICA TENT RENTAL FOR EXHIBITOR'S CARRIER PICKUP. EXHIBITOR IS RESPONSIBLE FOR ALL NECESSARY PAPERWORK INCLUDING NOTIFYING CARRIER TO PICKUP AT AMERICA TENT RENTAL, LABELS, BILLS OF LADING AND EXPORT DOCUMENTS.

FOR ANY OR ALL OF THE ABOVE SERVICES, RATES AS FOLLOWS:

\$26.00 PER 100 POUNDS-UP TO 1,000 POUNDS  
\$18.00 PER 100 POUNDS-EACH ADDITIONAL 100 POUNDS  
MINIMUM CHARGE- \$52.00

AMERICA TENT RENTALS' REGULAR BUSINESS HOURS ARE 8:30AM TO 5:00PM MONDAY THROUGH SATURDAY. WITH THE EXCEPTION OF THE EVENT'S EXHIBITOR MOVE OUT, ANY FREIGHT THAT IS RECEIVED, PROCESSED OR SHIPPED BEFORE OR AFTER REGULAR BUSINESS HOURS WILL BE CHARGED OUT AT OVERTIME RATES AS FOLLOWS:

\$52.00 PER 100 POUNDS- UP TO 1,000 POUNDS  
\$46.00 PER 100 POUNDS-EACH ADDITIONAL 100 POUNDS  
LABOR WILL BE ADDED TO INVOICES FOR SPECIAL DELIVERIES TO HOTEL ROOMS, OR OTHER LOCATIONS, OTHER THAN GROUND FLOOR BOOTH LEVELS.

**OTHER LOCAL SERVICE FEES AVAILABLE ON REQUEST**

- \_\_\_\_\_ FORKLIFT
- \_\_\_\_\_ CRATING AND UNCRATING
- \_\_\_\_\_ BANDING
- \_\_\_\_\_ SKIDDING AND UNSKIDDING
- \_\_\_\_\_ SHORT TERM STORAGE
- \_\_\_\_\_ LOCAL TRANSFER



**FREIGHT SERVICES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS**

**TERMS AND CONDITIONS:** ACTUAL WEIGHTS MUST APPEAR ON ALL BILLS OF LADING. WE RESERVE THE RIGHT TO REWEIGH ANY SHIPMENT AND CORRECT ANY WEIGHTS. WE WILL HONOR SHIPPER ROUTING IN MOST CASES, ALTHOUGH IN SOME INFO EXPEDIENCY WE RESERVE THE RIGHT TO REROUTE ANY OUTGOING SHIPMENT. AFTER EXHIBIT, ETC. ARE PLACED IN BOOTH, DRAYAGE COMPANY WILL NOT BE RESPONSIBLE FOR CONDITION, COUNT OR CONTENT UNTIL EXHIBITS, ETC. ARE PACKED UP FOR REMOVAL AFTER CLOSE OF EXHIBITION. ALL SHIPMENTS RECEIVED AT CLOSE OF EXHIBITION ARE SUBJECT TO FINAL COUNT. HANDLING OF LOOSE EXHIBIT MATERIAL OR MATERIAL INADEQUATELY PACKAGED WILL BE DONE AT EXHIBITOR'S RISK. AMERICA TENT RENTALS WILL NOT BE RESPONSIBLE FOR DAMAGE TO SUCH MATERIALS OR CONCEALED DAMAGE TO MATERIAL ARRIVING IN CASES, CARTONS, CRATES, ETC. EXHIBITOR'S MATERIAL NOT REMOVED FROM EXHIBIT HALL ON REMOVAL DAY MAY BE TRANSPORTED TO OUR WAREHOUSE AND ARE SUBJECT TO A SERVICE FEE. AFTER SHIPMENTS ARE TENDERED TO CARRIER FOR SHIPMENT, AMERICA TENT RENTALS CANNOT BE RESPONSIBLE FOR DELIVERY TIME.

**INSURANCE:** ALL EXHIBITS OR EXHIBIT MATERIAL HANDLED BY AMERICA TENT RENTALS ARE RELEASED AT A VALUE NOT TO EXCEED SIXTY CENTS (\$.60) PER POUND PER ARTICLE. PLEASE BE CERTAIN YOUR MATERIAL IS PROPERLY INSURED AGAINST FIRE, THEFT AND ALL HAZARDS WHILE IN TRANSIT, TO AND FROM YOUR BOOTH AND FOR THE DURATION OF EXHIBITION. SHIPMENTS SHOULD BE MADE EARLY, TO BE DELIVERED TO OUR WAREHOUSE AT LEAST 2 WEEKS PRIOR TO SET UP DATE. TO ASSURE THAT YOUR EXPOSITION MATERIAL ARRIVE ON TIME, WE SUGGEST YOU CHECK WITH YOUR CARRIER TO ALLOW AMPLE TIME FOR DELIVERY. TO INSURE PROPER HANDLING AND RECEIVING, SHIPMENTS SHOULD NOT BE ADDRESSED TO THE CONVENTION SITE. SHOW MANAGEMENT HAS NO PROVISIONS FOR ACCEPTANCE OR STORAGE OF SHIPMENTS ON OR TO SET UP DATE. ALL CHARGES SHOULD BE **PREPAID** (THERE ARE NO EXCEPTIONS WHATSOEVER TO THIS FIRM AND UNALTERABLE POLICY). WHEELED VEHICLES WILL BE HANDLED ON AN HOURLY BASIS-\$45.00 PER HOUR STRAIGHT TIME, \$90.00 PER HOUR OVERTIME WITH A MINIMUM CHARGE OF ONE HOUR PER PERSON. ANY EQUIPMENT NEEDED TO HANDLE THESE VEHICLES WILL ALSO BE CHARGES FOR ON AN HOURLY BASIS. CHARGES WILL BE INVOICED FOR BOTH INBOUND AND OUTBOUND MOVEMENT. AMERICA TENT RENTALS WILL HAVE A REPRESENTATIVE ON DUTY DURING THE DISMANTLING OF THE CONVENTION TO ASSIST THE EXHIBITOR ON RETURN SHIPMENTS.

EACH EXHIBITOR WILL BE EXPECTED TO SHRINK WRAP, TAPE AND LABEL HIS OR HER OUT BOUND SHIPMENTS AND FURNISH US WITH THE OUTBOUND INSTRUCTION SHEET AND RETURN SHIPPING BILLS OF LADING BY THE CONCLUSION OF THE SHOW.

## **SHIPPING INFORMATION**

### **SHIPMENTS TO THE SHOW**

SHIPPED FROM (CITY): \_\_\_\_\_

TRUCKING COMPANY USED: \_\_\_\_\_

PRO NO.: \_\_\_\_\_

NO. OF SHIPMENTS \_\_\_\_\_

TOTAL NUMBER OF PIECES: \_\_\_\_\_

TOTAL WEIGHT OF SHIPMENT: \_\_\_\_\_



EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

**All freight is brought back to AMERICA TENT RENTALS and it is up to the individual exhibitor/company to have prior arrangements for pick up.**

**REFORWARDING INSTRUCTIONS AT CLOSE OF THE SHOW**

PREPAID CONFIRMATION # (OR SUBMIT PREPAID REFORWARDING CONFIRMATION DOCUMENTATION WITH VENDOR PACKET): \_\_\_\_\_

SHIP TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

TOTAL NUMBER OF PIECES: \_\_\_\_\_

**FORWARD VIA**

AIRFREIGHT \_\_\_\_\_ MOTOR FREIGHT \_\_\_\_\_ MOVING VAN \_\_\_\_\_

OTHER (SPECIFY): \_\_\_\_\_

NAME OF CARRIER: \_\_\_\_\_

**BILLING INSTRUCTIONS**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SHIPPER'S NAME: \_\_\_\_\_ 1/18/2020 TITLE:

\_\_\_\_\_

DATE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**HANDLING OF OUTBOUND FREIGHT**

REPRESENTATIVE RESPONSIBLE FOR HANDLING: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_



EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

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**AMERICA TENT RENTAL USE BELOW THIS LINE**

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**RENTAL INVOICE**

INVOICE # \_\_\_\_\_ TEAR DOWN # \_\_\_\_\_

PAYMENT RECEIVED DATE: \_\_\_\_\_

**DRYAGE AND TRANSPORT INVOICE**

INVOICE # \_\_\_\_\_ TEAR DOWN # \_\_\_\_\_

PAYMENT RECEIVED DATE: \_\_\_\_\_

- VENDOR PACKET COMPLETED**
- BILL OF LADING RECEIVED**
- PROOF OF PREPAID OUTBOUND SHIPPING RECEIVED**