

Louisiana
SPORTSMAN SHOW
GONZALES

March 12-15, 2020
Lamar Dixon Expo Center Gonzales, La

Please direct this packet to the person in charge of your booth.

EXHIBITOR'S PACKET

1. All balances are to be paid prior to set up.
2. Please pay attention to the suggested route into the venue.
3. Electricity, carpet, tables, chairs are to be ordered prior to the show.
4. Please bring up to 50' of extension cord to expedite electrical service....in some cases extension cords are needed to obtain power in a timely manner.
5. Clarion Inn Conference Center is our preferred lodging provider. (225-647-8000)
6. There is a R/V park onsite at the Lamar Dixon Expo Center...Call the center for details.
7. There is no food or drink available on site during set up...Please brings what you need.

For More Information Contact:

Yvette Dunn
ydunn@lasmag.com
866-238-5639

or

Jay Forest
jayf@lasmag.com
225-278-0258

2020 Louisiana Sportsman Show Information

Show Producer	Venue	Event Services
Louisiana Sportsman Yvette Dunn 985-758-7217 Jay Forrest 225-278-0258	Lamar Dixon Expo Center 225-450-1009 RV Space Provider	Gulf Coast Event Services 800-488-3836 Electricity, tables, chairs, carpet.

1. Onsite RV spaces available thru the Venue (info is in this packet)
2. Electrical is provided by Gulf Coast Event Services / BRING EXTENSION CORDS
3. All other show questions should be directed to Yvette Dunn
4. There is no food or drink on site during setup, if you need it bring it.
5. Partner Hotel is the Clarion Inn & Conference Center. Gonzales, La. This is about 10 minutes from the venue and has a great in house restaurant and oyster bar.

Schedule

Monday 3-9-2020

Noon -7pm Outdoor exhibitors & boat show move in begins

Tuesday 3-10-2020

8am-7pm Outdoor exhibitors & boat show move-in continues

5pm-7pm Indoor move in begins

Wednesday 3-11-2020

8am-7pm ALL move in continues

Thursday 3-12-2020

8am-10am Final move-in to be completed

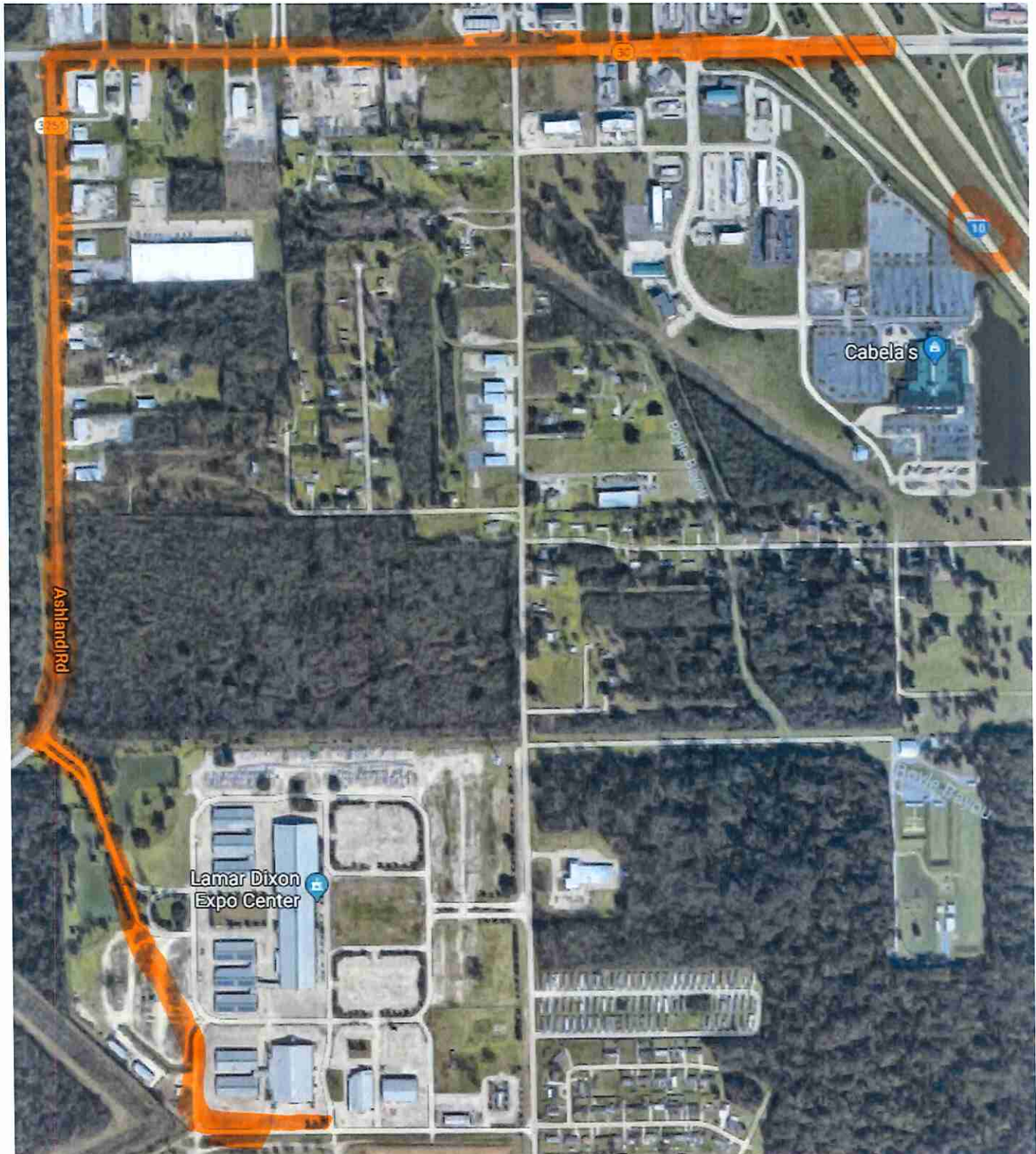
Move out

Sunday 3-15-2020 5pm-10pm

Monday 3-16-2020 8am-Noon.

Exhibitor Access Map

- Exit Interstate 10, Gonzales . La (Hwy 30) Cabela's is at this exit.
- Take LA 30 past the Holiday Inn Express to the next traffic light (ASHLAND ROAD / Hwy 3251)
- Left on Ashland Road to Lamar Dixon Entrance
- Enter Lamar Dixon thru this entrance.....traditionally this entrance had less traffic than other entrances.





Lamar Dixon Expo Center RV Park

- 2 Restrooms/Shower Buildings
- 30 and 50 amp spaces available
- Utilities –Electric, Water & Sewage
- WiFi Available
- Nightly rates
- Monthly rates (a month is 30 nights)
- **PLEASE NOTE:**
 - **WE DO NOT ACCEPT CASH** – Payments can be made by credit card (**Visa, MasterCard, Discover**). **Payments are due at the time of reservation.**
 - **Check-in:** Monday – Saturday at 1:00 PM (Check-In with front desk to get parking pass)
 - **Check-out:** Monday – Saturday by 12:00 PM (Check-Out with front desk before departure)
 - All guests are required to check In and Out with the front desk.

Rates:

All rates include full service access

- 30 amp
 - Nightly: \$35
 - Monthly: \$550
- 50 amp
 - Nightly: \$45
 - Monthly: \$600

Contact Us

- 225-450-1009
- lamardixonexpoctr.com

- 9039 S St Landry Ave
- Gonzales, LA 70737

Monday-Friday 8:00am -4:30pm Central Standard Time

**The 40th Annual Louisiana Sportsman
Show and Festival**

**March 12-15, 2020
Lamar-Dixon Expo Center
Gonzales, La.**

EXHIBITOR'S PACKET

IMPORTANT:

Please direct this packet to the
person in charge of your booth



SHOW INFO

**The 40th Annual Louisiana Sportsman
Show and Festival
March 12-15, 2020
Lamar Dixon Expo Center**

BOOTH SPECIFICS	Each 10 x 10 booth will be set with 8' backdrop and 36" side dividers. The Trade Mart will be in blue & silver, the gym in green & silver and the Market Square tent in burgundy. Each exhibitor will be provided with (1) ID sign.
RENTALS & SERVICES	There is an additional charge for floor orders, so please place orders not later than: <u>Thursday, February 27th.</u> Order forms for furniture, carpet and mechanical services have been provided to assist you in selecting your decorating needs.
EXHIBITOR MOVE-IN	Exhibitors should move in: <u>Scheduled move-in times are provided on the following page.</u> Forklifts, dollies and carts will not be allowed the morning of the show. The freight doors will not be opened during show hours
EXHIBIT HALL OPENS	Exhibitors hours are: Thursday, March 12th: Noon – 7:00 pm Friday, March 13th: Noon – 7:00 pm Saturday, March 14th: 9:00 am – 7:00 pm Sunday, March 15th: 9:00 am – 5:00 pm
EXHIBITOR MOVE-OUT	Exhibitors may remove displays on: Sunday, March 15th: 5:00 pm - 10:00 pm Monday, March 16th: 8:00 am - Noon

Gulf Coast Event Services would like to express our appreciation for this business opportunity. We will do whatever necessary to make this a successful show for you, your organization and potential clients. For any questions or need further assistance do not hesitate to contact our home office (800-488-3836 / office@gcevents.biz).

NOTICE TO EXHIBITORS

Your booth comes equipped with...

ONE (1) ID SIGN

Other items for your booth may be furnished by yourself or you may obtain them from Gulf Coast Event Services.

ORDER DEADLINE is Thursday, February 27th
Please order in advance. All floor orders will have an additional 20% handling charge.

Floor orders are accepted at the Gulf Coast service desk during exhibitor move in.

Feel free to contact us (office@gcevents.biz or 800-488-3836) with any questions or in need of info.

ATTENTION

For your convenience, **order online**
in regard to rentals/services.

Copy or click link (<http://gcevents.biz/orderonline/>)
and type the word **tigers** in the password box.

Feel free to also eMail the following forms.

The PDF Forms are fillable using
the latest Adobe Acrobat Reader.

Copy or click link (<https://get.adobe.com/reader/>)
to install.

Select "Tools" and then "Fill and Sign."

**Please enter info and send to
office@gcevents.biz.**

ATTENTION

**PLEASE DO NOT PIN, STAPLE OR
TAPE TO DRAPERY.**

ALSO FOR YOUR SAFETY:

**DO NOT STAND ON CHAIRS.
DO NOT SIT OR STAND ON TABLES.**



RETURN FORM TO:
 17257 La Hwy 44; Unit 2
 Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

FURNITURE RENTAL

TABLES				CHAIRS & ACCESSORIES			
Skirting includes white vinyl & pleated on 3 Sides. Choose your tables size, height, and color.				***Please do not stand on Chairs/Tables.*** ***Please do not pin or punch holes thru drape.***			
Place an "X" above color choice:				Chairs			
Black Blue Burgundy Gold Silver Green White Red							
Tables 30" high				Qty.	Description	\$	Total
Qty.	Description	\$	Total				
	4' long x 24" wide	45.00			Side Chair	25.00	
	6' long x 24" wide	50.00			Padded Stool	42.00	
	8' long x 30" wide	65.00			Folding Chair	12.00	
	6' long x 18" wide	55.00		Accessories			
	8' long x 18" wide	60.00			Wastebasket	8.50	
	Table skirt four sides	25.00			Chrome Easel	24.50	
Tables 42" high					Stanchion-42" high	18.00	
	6' long x 24" wide	78.00			Rope for Stanchion	10.00	
	Table skirt four sides	20.00			Peg Board (2'x8')	65.00	
Undraped Tables 30" high White vinyl top only					Peg Board (4'x8')	85.00	
	4' long x 24" wide	30.00		Table-Top Risers			
	6' long x 24" wide	40.00		Risers are 12" wide, covered in white vinyl. Choose your style & length.			
	8' long x 30" wide	50.00		Single Step Risers			
	6' long x 18" wide	45.00			4' long x 7" high	35.00	
	8' long x 18" wide	55.00			6' long x 7" high	45.00	
Undraped Tables 42" high White vinyl top only				Double Step Risers			
	6' long x 24" wide	55.00			4' long x 14" high	45.00	
Pedestal Table with Table Cloth					6' long x 14" high	65.00	
	30" high x 30" diameter	55.00		Quick Tips for Easy Exhibiting			
42" High x 30" Cocktail Tables with Table Cloth				-Remember to order in advance to save time & money. An additional 20% will be added to all on-site orders. Some items are not available at show site. -Rental prices are for the duration of the show and include delivery and setup. -Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.			
	42"X30" Cocktail Table	65.00					
Top & Skirt Your Table							
	Standard Table	35.00					
Special Draping				Total Cost			
Place an "X" above color choice:							
Black Blue Burgundy Gold Silver Green White Red							
Ft.	8' high drape	6.00 per ft		Subtotal			
Ft.	3' high drape	3.00 per ft		9.45% Tax			
				Total			

Event The Louisiana Sportsman Show Order Deadline Thursday, February 27th

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Please note: "Method of Payment" form must accompany this order



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 office@gcevents.biz

CARPET

EXHIBIT CARPET				CLEANING SERVICES			
Place an "X" next to choice of Color: Blue___ Silver___ Red___ Black___				The cleaning provided by the auditorium include only a general sweeping of the aisles. If you desire special services, please review & complete the order below. Emptying & cleaning of waste baskets are included with all cleaning services. All rates are based on gross booth area & performing the service once only. Indicate below the number of times you desire the service.			
Qty	Description	\$	Total				
	9' x 10' Carpet	50.00					
	9' x 20' Carpet	100.00					
	9' X 30' Carpet	150.00					
	9' x 40' Carpet	200.00					
Nylon Carpet Place an "X" next to choice of Color: Blue___ Silver___ Red___ Black___				Qty	Description	\$	Total
Cut to fit space (Island booths and Special areas). Pricing includes taping & complete installation.					Vacuum once before initial opening (quote per booth)	25.00	
sq ft. of Carpet @ 2.10					Vacuum booth carpet once Daily (quote per booth)	20.00	
Indicate Space Size:				Porter Service Periodic policing of exhibit area including emptying waste baskets and cleaning table tops. Service Performed at two hour intervals.			
Foam Padding				# of days	\$ a day	Total	
	Padding Rental 10x10	40.00			60.00		

Subtotal	
9.45 %Tax	
Total	

Event Name The Louisiana Sportsman Show Order Deadline Thursday, February 27th
 Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (please print) _____
 Phone _____ eMail _____

Please note: "Method of Payment" form must accompany this order



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LABOR

HOURLY RATES

Straight Time (**Two hour minimum per person**) -----\$42.00 per person/per hour
 8:00am to 5:00pm-Monday thru Friday
 Overtime (**Minimum 4 hour call out on overtime**) -----\$63.00 per person/per hour
 5:00pm to 12:00 midnight-Monday thru Friday & 8:00am to 12:00 midnight Saturday
 Double time (**Minimum 4 hour call out on double time**)- -----\$84.00 per person/per hour
 12:00 midnight to 8:00am-Monday thru Saturday, all day Sunday & holidays

INSTALLATION LABOR Please complete the customer info on next page

Supervision by Gulf Coast

Exhibits are setup whenever possible prior to exhibitor arrival under the direction of Gulf Coast supervisors. The charge for this service is 25% of the total installation labor bill, with a minimum of \$20.00.

	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
Installation Estimate	_____ X _____	= _____	@\$ _____	=\$ _____	Supervision =\$ _____

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official setup time begins later in the day.

Supervisor will be: _____

Date	Time	Day of week	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
___	___	___	_____ X _____	= _____	@\$ _____	=\$ _____	
___	___	___	_____ X _____	= _____	@\$ _____	=\$ _____	

DISMANTLE LABOR Please complete the customer info on next page

Supervision By Gulf Coast

Exhibits are dismantled after closing under the direction of Gulf Coast Supervisors. The charge for this is 25% of the total dismantle labor bill, with a minimum of \$20.00.

	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
Installation Estimate	_____ X _____	= _____	@\$ _____	=\$ _____	Supervision =\$ _____

Supervision By Exhibitor Personnel

Supervisor must check in at the Service Desk to pick up labor. Upon completion of work, supervisor must return to Service Desk to release laborers. When scheduling labor, be sure to allow sufficient time for empty container to be returned to booth after show closing. Start time guaranteed only where labor is requested for the start of the working day (8:00am), unless official dismantle time begins later in the day

Supervisor will be: _____

Date	Time	Day of week	# of People	Approx. Hours	Total hours	Hourly Rate	Total Est. Cost
___	___	___	_____ X _____	= _____	@\$ _____	=\$ _____	
___	___	___	_____ X _____	= _____	@\$ _____	=\$ _____	

Please Note: "METHOD OF PAYMENT" form must accompany this order

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SETUP AND/OR DISMANTLED BY GULF COAST & YOU WILL BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE

INBOUND SHIPPING INFO:

Mark an "X" on appropriate lines:

Carrier Name _____ Carrier Phone # _____

Shipped To: Warehouse ___ Show Site ___ From (City & State) _____ Date _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SETUP INFO:

Mark an "X" appropriate lines:

Setup Plans/Photo: Attached _____ To Be Sent _____ With Exhibit _____ In Crate # _____

Carpet: With Exhibit _____ Rented from Gulf Coast _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Elec Under Carpet _____

Additional Info/Instructions _____

Graphics: With Exhibit _____ Shipped Separately _____ Info/Instructions _____

Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFO:

Ship To: _____

Method (select one)
 ___ Common Carrier ___ Air Freight
 ___ Van Line ___ Other
 Specify if other _____

Freight (select one) ___ Prepaid ___ Collect

Bill to: _____

Please Note: Gulf Coast will not be responsible for product or literature that is not properly packed and labeled by Exhibitor.

SPECIAL INSTRUCTIONS/COMMENTS:

Event Name The Louisiana Sportsman Show Order Deadline Thursday, February 27th

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Emergency Contact _____ Cell Phone _____

SHIPMENT NOTICE

The following forms must be completed before any shipment will be accepted in our warehouse:

**DRAYAGE
SHIPMENT NOTIFICATION
METHOD OF PAYMENT**

Shipments received by facility personnel may be turned over to Gulf Coast Event Services for distribution.

Exhibitor material handling charges will be assessed according to the rates stated on the drayage rate form.

No shipments received on Friday.



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 office@gcevents.biz

DRAYAGE

Freight will not be accepted unless properly labeled and related forms are completed.

MATERIAL HANDLING SERVICE		Round Trip Rates		
Rates include all labor & equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to/from storage and remove from booth for reloading on to outbound carriers.				
A. CRATED OR SKIDDED FLOOR LOAD SHIPMENT		PER CWT(100 lbs)	Min. Charge	Est. Cost
Includes shipments that are loaded & charged by cubic space, and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments.) Also includes shipments received without documentation, such as FedEx & UPS. Overtime and/or after deadline shipments additional, see below.	Warehouse Rate	\$79.00	200#	
	Show Site Rate	\$72.00	200#	
Shipment Weight (Round up to next 100lbs.) _____ /100= _____		Total CWT @ \$ _____	PER CWT=\$ _____	
B. SKIDDED SHIPMENT		PER CWT(100 lbs)	Min. Charge	Est. Cost
For Example, skidded shipments such as literature, promotional Bags, and/or give-a-ways.	Warehouse Rate	\$79.00	200#	
	Show Site Rate	\$72.00	200#	
Shipment Weight (Round up to next 100lbs.) _____ /100= _____		Total CWT @ \$ _____	PER CWT=\$ _____	
C. UNCRATED OR WRAPPED SHIPMENT		PER CWT(100lbs)	Min. Charge	Est. Cost
Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Overtime and/or after deadline shipments additional, see below.	Warehouse Rate	\$85.00	200#	
	Show Site Rate	\$80.00	200#	
Shipment Weight (Round up to next 100lbs.) _____ /100= _____		Total CWT @ \$ _____	PER CWT=\$ _____	
D. OVERTIME				
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of booth before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or holidays, will be charged each way in addition to the above rates.		Add 25% if handled In OR Out on overtime \$ _____		
		Add 50% if handled In AND Out on overtime \$ _____		
E. DELIVERY AFTER DEADLINE DATE				
Freight not received at the warehouse prior to deadline date & any shipment received at show site after show opening will be charged in addition to the above rates.		Add 25% \$ _____		
OTHER AVAILABLE SERVICES				
Deliver Back to Warehouse Storage Per Month	Material Handler Forklift / Operator	Total Estimated Cost \$ _____		
Full refund if cancelled within 48 hours of move-in				

Event Name The Louisiana Sportsman Show Order Deadline Thursday, February 27th
 Company Name _____ Date _____
 Address _____ Booth# _____
 Ordered By (please print) _____
 Phone _____ Email _____

Please Note: Method of Payment must accompany this order.

LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

- 1.** Gulf Coast Event Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- 3.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Gulf Coast Event Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- 4.** Gulf Coast Event Services 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 any causes beyond control.
- 5.** Gulf Coast Event Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Gulf Coast Event Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less.
- 6.** Gulf Coast Event Services 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 exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7.** Claims for loss or damage must be submitted to Gulf Coast Event Services prior to the close of the Show. No suit or action shall be brought against Gulf Coast Event Services more than one year after the accrual of the cause of action.
- 8. INSURANCE** - It is understood that Gulf Coast Event Services is not an insurer, that 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.
- 9.** The consignment or delivery of a shipment to Gulf Coast Event Services 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.
- 10.** Empty container labels will be available at the Gulf Coast service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or eradicated
Gulf Coast Event Services assumes no responsibility for:
 - Errors to above procedure.
 - Removal of containers with old empty labels and without Gulf Coast labels.
 - Improper information on empty labels.
 - Materials stored in containers with empty labels.



RETURN FORM TO:
 17257 La Hwy 44; Unit 2
 Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

DRAYAGE INSTRUCTIONS

Important: Freight will not be accepted unless properly labeled and related forms completed.

INBOUND SHIPPING All inbound shipments should be "prepaid."

SHIP TO GULF COAST WAREHOUSE

SHIP DIRECTLY TO SHOW SITE

Must arrive prior to: **Thursday, February 27, 2020**

Arrive on Move-In day only: **Tuesday, March 10, 2020**

Ship To:
Gulf Coast Event Services
 C/O Louisiana Sportsman Show Booth # _____
 17257 Hwy 44
 Prairieville, La. 70769

Ship To:
GCES / Raising Cane's River Center
 C/O Louisiana Sportsman Show Booth # _____
 9039 South Saint Landry Road
 Gonzales, La. 70737

INBOUND SHIPPING INSTRUCTIONS

All materials shipped must be marked with the name of the show, exhibitor's name and exhibitor's booth number. Inbound freight shipments may be shipped and stored thirty (30) days prior to the show date. The designated freight carrier will accept and store inbound materials up to thirty (30) days at NO CHARGE. Exhibitor's material handling charges will be assessed according to the rates stated on enclosed Drayage rate form. All out of town drayage shipments will be placed in the exhibitor's booth on the show move-in day. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed for shipment with the outbound freight carrier. Freight shipped directly to the auditorium must arrive at the date specified above (move-in day).

LOCAL SHIPPING INSTRUCTIONS

Local exhibitors may deliver exhibit materials directly to the show site listed above on move-in day by way of company vehicle(s). Exhibitor's may unload materials from company vehicle(s) and set up your display with company employees. The moving in of exhibitor's equipment must be accomplished by means of pallet jacks, dollies and/or hand trucks. Exhibitors will NOT be allowed to operate forklifts or any other motorized vehicle except auto or delivery truck on show site. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed by the forklift operator for outbound shipment by way of exhibitor's vehicle. Exhibitor's material handling charges will be assessed according to the rates on enclosed drayage rate form.

LABELING MATERIALS FOR STORAGE

Labeling of empty crate(s) during the show hours is the responsibility of the exhibitor. We request all exhibitors remove previous labels prior to re-labeling the materials for storage. Exhibit materials will NOT be removed from any booths until properly tagged. Empty crate label(s) may be obtained from the service desk on show site.

OUTBOUND SHIPPING INSTRUCTIONS

Packaging, labeling, completing of outbound BILL(S) OF LADING and scheduling a pickup for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. There is a 25% charge for any exhibit materials brought back to our warehouse for outbound. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.

TERMS OF LIABILITY

The liability of the freight contractor is during the process of movement to the exhibitor's booth location and during the process of movement of reloading for outbound shipments. The freight contractor suggests all exhibit materials be PROPERLY INSURED against damage of fire, theft, collision and any other hazards arising from the display and transit process.



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SHIPMENT NOTIFICATION

IMPORTANT: Freight will not be accepted unless properly labeled and related forms completed.
NO Shipments received on Friday.

INBOUND SHIPPING All inbound shipments should be "prepaid."

PLEASE NOTE: Shipment will be received & handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPPING TO GULF COAST WAREHOUSE: No shipments received on Friday.

IMPORTANT: DEADLINE DATE for Shipping to WAREHOUSE: **Thursday, February 27, 2020**

Shipper Name: _____ From City&State _____
Shipping Method (select one): Common Carrier Van Line Company Truck Air Freight
Shipping Date _____ # of Pieces _____ Weight _____
Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____
Carrier (if known): _____ Pro Number (if known) _____
Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary.

SHIPPING DIRECTLY TO SHOW SITE:

IMPORTANT: Shipping to SHOW SITE on move in day only: **Tuesday, March 10, 2020**

Shipper Name: _____ From City&State _____
Shipping Method (select one): Common Carrier Van Line Company Truck Air Freight
Shipping Date _____ # of Pieces _____ Weight _____
Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____
Carrier (If Known): _____ Pro Number (If Known) _____
Comments/Special Handling Requirements:

Attach Separate Sheet for Multiple Shipments if Necessary.

Event Name The Louisiana Sportsman Show Order Deadline Thursday, February 27th
Company Name _____ Date _____
Address _____ Booth# _____
Ordered By (please print) _____
Phone _____ eMail _____

Please Note: Method of Payment must accompany this order.



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ORDER CHECKLIST

SERVICES RENDERED

IMPORTANT: See Order Deadline Date Below. Onsite orders will be charged an additional 20%.

DESCRIPTION:	DATE ORDERED:	ORDER FORM TOTALS:
FURNITURE	_____	\$ _____
CARPET	_____	\$ _____
LABOR	_____	\$ _____
DRAYAGE	_____	\$ _____
TOTAL		\$ _____

Event Name The Louisiana Sportsman Show Order Deadline Thursday, February 27th
Company Name _____ Date _____
Address _____ Booth# _____
Ordered By (please print) _____
Phone _____ eMail _____

Please Note: "Method of Payment" form must accompany this order.



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**METHOD
 OF PAYMENT**

PLEASE NOTE: For your order to be processed, this form must be completed and returned with payment before show setup. See deadline date below. Onsite orders will be charged an additional 20%.

Mark an "X" on one of the following:

CASH

COMPANY CHECK

Make checks payable to: **Gulf Coast Event Services**

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

Please complete information below:

Select one: Visa Mastercard Am Ex	Select one: Personal Business	
Account #:	Expiration Date:	CVV #:
Cardholder's name:	Signature:	
Cardholder's Billing Address:		

Event Name The Louisiana Sportsman Show Order Deadline Thursday, February 27th
 Company Name _____ Date _____
 Address (if different from above) _____ Booth# _____
 Ordered By (please print) _____
 Phone _____ eMail _____

Please Note: "Method of Payment" form must accompany this order.

PAYMENT TERMS, CONDITIONS & INSURANCE

PAYMENT

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

DISCOUNTS

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

RENTALS

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

CREDIT

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

CANCELLATION

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

TAX EXEMPTION

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

INSURANCE

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.

Attention: Exhibitor

The following order form is for electrical services that **are not** provided by Gulf Coast Event Services.

Please direct your questions, orders and payments for these services directly to **Gulf Coast Event Electric**. Failure to do so may delay your order and/or incur additional charges.

Thank you for your cooperation.
Gulf Coast Event Services





ATTENTION EXHIBITORS ORDERING ELECTRICAL SERVICES FOR EVENT

PLEASE BE AWARE OF A RECENT CHANGE REGARDING HOW ORDERS AND PAYMENTS FOR ELECTRICAL SERVICES ARE PROCESSED.

ELECTRICAL SERVICES FOR EVENTS ARE BEING PROVIDED VIA THE BUSINESS NOW KNOWN AS: [GULF COAST EVENT ELECTRIC](#)

PAYMENTS FOR **ELECTRICAL SERVICES** ARE TO BE MADE TO:
[GULF COAST EVENT ELECTRIC](#)

PLEASE MAKE NOTE ON YOUR FORMS OF THE BUSINESS NAME AND NEW MAILING ADDRESS WHEN REMITTING PAYMENTS.

WE LOOK FORWARD TO CONTINUING TO SUPPLY YOUR ELECTRICITY NEEDS AND WE THANK YOU FOR YOUR BUSINESS.

Electric Service Order Form

Return form to: Gulf Coast Event Electric
18610 Manchac Highlands Drive
Prairieville, La. 70769
Email: rcelectric@cox.net Ph: 225-413-2996



Please read form in full prior to completion and print clearly the information requested below:

Name of Event The Louisiana Sportsman Show

Company Name _____ Phone () _____

Email Address _____ Booth# _____

Address _____ City _____ State _____ Zip _____

Ordered By _____ Date _____

Print Authorized Name _____

Services Available	Discounted Fee *	Floor Order Fee	Qty:	Total
110 volt, 0-500 Watt Outlet	85.00	102.00		
110 Volt, 501-1000 Watt Outlet	100.00	120.00		
110 Volt, 1001-2000 Watt Outlet	112.00	134.40		
208 Three Phase, 15 Amp	165.00	198.00		
208 Three Phase, 25 Amp	215.00	258.00		
			TOTAL:	

Electrical Services not covered by the above will be charged on a time and material basis.
Please call for a quote.

A completed "**Method of Payment**" form must accompany this order.

* Please take advantage of our **Advance Payment 20% discount** by making payment **in full at least 5 days prior to move in date**. All other orders are considered **Floor orders** and will be charged at the standard rate. See Costs columns above.

METHOD OF PAYMENT FORM

Return form to:
Gulf Coast Event Electric
18610 Manchac Highlands Dr.
Prairieville, La. 70769
Email: rcelectric@cox.net Ph (225)-413-2996



**FOR YOUR ORDER TO BE PROCESSED, THIS FORM MUST BE COMPLETED AND RETURNED
WITH PAYMENT BEFORE THE SHOW ORDER DEADLINE DATE.**

Please **CHECK** one of the following methods of payment:

_____ CASH

_____ CHECK
Make check payable to: **Gulf Coast Event Electric**

_____ CREDIT CARD

****For your convenience, we will use this authorization to charge the credit card account for your advance order, and for any additional amounts incurred as a result of on-site orders by the designated representative****

Please complete the information below for credit card payments:

Name of Event: The Louisiana Sportsman Show

Company Name: _____ Date: _____

Address: (if different from above) _____

Booth # _____ Ordered by: (Print) _____

Phone# _____ Email _____

Circle one: Visa Mastercard AmEx	Circle one: Personal Business
Account #	Exp. Date
Cardholder's Name	Signature
Billing Address	CVV#

****PLEASE NOTE: THIS COMPLETED "METHOD OF PAYMENT" FORM MUST ACCOMPANY THE ELECTRIC ORDER****

ELECTRICAL GUIDELINES FOR EXHIBITORS: READ VERY CAREFULLY

IT IS VERY IMPORTANT THAT EXHIBITORS REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND THEIR RESPONSIBILITY AND SAFETY CONCERNING ELECTRICAL POWER. SERIOUS RISKS ARE INVOLVED BUT CAN BE REDUCED WITH ACCURATE UNDERSTANDING OF BASIC REQUIREMENTS. SAFE WIRING INSIDE AN EXHIBIT IS ESSENTIAL.

1. **GULF COAST EVENT ELECTRIC** is NOT responsible for power failures or voltage fluctuations on service lines.
2. All Exhibitor's electrical equipment and materials must be grounded properly.
3. All 120- Volt electrical cords must be of the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment (capable of energizing) shall be grounded.
4. Rip-cords/ Zip-cords and two-wire cords are NOT acceptable by **GULF COAST EVENT ELECTRIC** unless the cord is a component part of an assembly which is specifically approved.
5. All equipment, regardless of source of power, must comply with National Electrical codes as well as state and local safety codes.
6. Safe wiring is top priority. **GULF COAST EVENT ELECTRIC** is responsible for the total electrical distribution system and the linking of all electrical items in an exhibit with the power services of the building. All electrical work must be done by **GULF COAST EVENT ELECTRIC** personnel (including installation of all cords under the carpet).
7. No vendors will be allowed to self- access electrical power supply. All plug-ins will be done by **GULF COAST EVENT ELECTRIC** personnel.
8. Any Exhibitors that have pre ordered services will be attended to ahead of floor orders.

ELECTRICAL CONNECTIONS NOTE:

Rates include bringing circuits to the **rear** of the exhibit booth. If it becomes necessary to run lines **into** a booth, connect motors or panels, install ball or track lights or any other electrical illumination, and for removal of same equipment at closing of show, a labor order must be placed with **GULF COAST EVENT ELECTRIC** and will be assessed based on time and materials. All electrical connections and disconnects must be made by **GULF COAST EVENT ELECTRIC** personnel.

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