

# **THE MEETINGHOUSE COMPANIES, INC.**

• Production • Decor • Entertainment • Audio-Visual

## **EXHIBITOR INFORMATION & CHECKLIST**

**2006 SOCRA CONFERENCE  
CHICAGO MARRIOTT DOWNTOWN  
SEPTEMBER 23 – 24, 2006**

**The Meetinghouse Companies are pleased to have been selected as the Exhibit Services Contractor for “2006 SOCRA Conference”. Please take a few minutes to review this packet of information; a few minutes now will ensure all the details will be handled for a successful show.**

The Account Executive for this show is Lisa Miller. Any questions regarding this show should be directed to (312) 836-6121.

The schedule for the show is as follows:

**Exhibitor Move-In    Thursday, September 21, 2006    From 5:00 pm to 10:00 pm.**

**Exhibit Hours            Friday, September 22 – Saturday, September 23, 2006 From  
9:00 am to 5:00 pm.**

**Exhibitor Move-Out    Saturday, September 23, 2006 From 5:00 pm to 9:00 pm.**

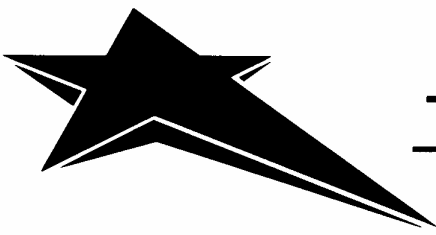
### **EXHIBITOR FORM CHECKLIST**

- LABOR ORDER FORM
- ADDITIONAL EQUIPMENT ORDER FORM
- SHIPPING INSTRUCTIONS AND SERVICE ORDER FORM
- FLORAL ORDER FORM
- AUDIO VISUAL EQUIPMENT ORDER FORM

Exhibitor Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

THE MEETINGHOUSE COMPANIES, INC. Show Contact, Lisa Miller





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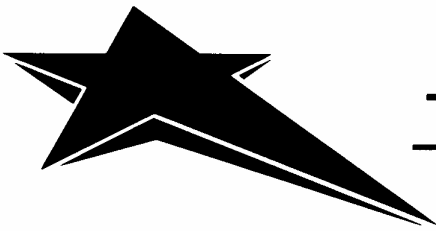
**LABOR ORDER FORM**  
**2006 SOCRA CONFERENCE**  
**CHICAGO MARRIOTT DOWNTOWN**  
**SEPTEMBER 23 – 24, 2006**

Please complete this form to order labor for set up and dismantlement of your exhibit display.

NOTE: Your order must be received by Friday, September 1, 2006 to guarantee labor availability. Any orders received after Friday, September 1, 2006 will be subject to a 20% surcharge and will be handled on a first come first served basis after all preorders are filled.

Here's how it works:

1. You will be charged \$52.50 per person, per hour. There is a one-hour minimum on each order.
2. You must provide a supervisor to direct our laborers.
3. Your supervisor must check in at the Exhibitor Service Desk to pick up laborers.
4. Upon completion of work, your supervisor must return the laborers to the Exhibitor Service Desk.
5. Hourly billing begins when your supervisor picks up the laborers and end when your supervisor returns the laborers to the Exhibitor Service Desk.
6. Your start time for installation is guaranteed only when labor is requested for a 5:00 p.m. start. Later start times will not be guaranteed and will be provided as available.
7. When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to the booth after show closing.



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**LABOR ORDER FORM**  
**2006 SOCRA CONFERENCE**  
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**SEPTEMBER 23 – 24, 2006**

## **INSTALLATION**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \$52.50 = \$ \_\_\_\_\_  
Start Time    Number of    Est. Hours    Total Hours    Total Est. Cost  
Laborers

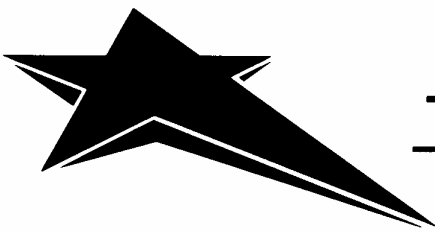
## **DISMANTLEMENT**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \$52.50 = \$ \_\_\_\_\_  
Start Time    Number of    Est. Hours    Total Hours    Total Est. Cost  
Laborers

**Attach this form to the Payment form and mail it to The Meetinghouse Companies, Inc.,  
781 N. Church Road, Elmhurst, IL 60126. Fax: 630-941-7777.**

Exhibitor Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

THE MEETINGHOUSE COMPANIES, INC. Show Contact, Lisa Miller



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## **ADDITIONAL EQUIPMENT ORDER FORM**

**2006 SOCRA CONFERENCE**

**CHICAGO MARRIOTT DOWNTOWN**

**SEPTEMBER 23 – 24, 2006**

### **BOOTH INCLUDES:**

- One (1) 8' x 10' drape booth. 8' High Backwall, 3' High Sides
- One (1) 6' covered and skirted table, 29" High x 30" Wide
- Two (2) folding chairs
- One (1) 9" x 44" booth identification sign (*one line of print*)
- One (1) Wastebasket

### **ADDITIONAL EQUIPMENT OPTIONS**

Qty	Description	*Early Order <i>By 8/23/06</i>	*Standard Order <i>By 9/5/06</i>	*Show Order <i>After 9/5/06</i>	Total
	6' Skirted Table, 29"H x 30"W	\$45	\$54	\$ 70	
	8' Skirted Table, 29"H x 30"W	\$50	\$60	\$ 78	
	Easel	\$20	\$24	\$ 31	
	Wastebasket	\$ 6	\$ 7	\$ 9	
	Folding Chair	\$ 5	\$ 6	\$ 8	
	4' x 8' Display (Poster) Board	\$95	\$95	\$114	
	Sub Total				\$
	Chicago 6% Rental Tax				
	GRAND TOTAL				\$

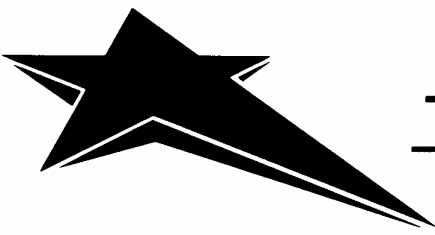
Additional items are available upon request. Please contact Lisa Miller at 312-836-6121 to discuss your specific needs.

**Attach this form along with the Payment form and mail it to The Meetinghouse Companies, Inc., 781 N. Church Rd., Elmhurst, IL 60126.**

Exhibitor Contract Name \_\_\_\_\_ Phone \_\_\_\_\_

THE MEETINGHOUSE COMPANIES, INC. Show Contact, Lisa Miller \_\_\_\_\_

\*Based on date payment is received.



# **THE MEETINGHOUSE COMPANIES, INC.**

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## **SHIPPING ORDER FORM**

**2006 SOCRA CONFERENCE  
CHICAGO MARRIOTT DOWNTOWN  
SEPTEMBER 23 – 24, 2006**

The Meetinghouse Companies, Inc. hereinafter referred to as “TMC” have been selected as the exclusive Drayage Contractors for the “2006 SOCRA CONFERENCE”. In order to insure timely and accurate handling of our exhibit goods, please follow these instructions.

1. Mail or fax this form and your advance bill of lading immediately to the address below.
2. Do not ship materials directly to the exhibit location, as they will be refused.
3. All shipments must be prepaid. Collect shipments will not be accepted.
4. Charges for freight service in accordance with rate schedules on this form are due and payable when form is submitted. Payments should be made by corporate check or credit card payable to The Meetinghouse Companies, Inc.
5. All shipments must be received seven (7) days prior to commencement of the event. Any shipments received after that day will be subject to special handling charges.
6. Due to dock and facility limitations any individual piece, carton, crate or skid may not exceed 6 feet in height by 4 in width by 4 feet in depth and may not exceed 1200 pounds in weight.
7. If you have any questions please call (630) 941-0600.

### **LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES**

Rates apply on each shipment received, based on actual or estimated weight. No allowances will be made for attrition during the event. 200 pound minimum shall apply per shipment.

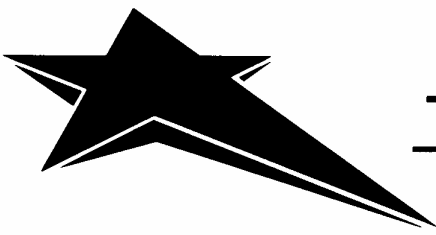
TMC will not be responsible for damage to un-crated and/or un-skidded exhibit material, nor will TMC be responsible for concealed damage to material.

It is the Exhibitor’s sole responsibility to secure and label each piece of outbound shipment and submit to TMC a completed bill of lading covering each outbound shipment. TMC will not be responsible for delay of rush shipments which will be expedited to the best of TMC’s ability. The right is reserved to reroute any outbound shipment not picked up within allotted move-out period by an Exhibitor specified carrier. Exhibitor must arrange for carriers. Exhibitor material remaining after the move-out period without forwarding instructions will be forwarded to the permanent address of the Exhibitor or his agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to TMC. In any event, TMC will not be liable for exhibit materials abandoned at the exhibit site.

TMC shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

TMC 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 the exhibitors, will be checked at a time of actual pickup from the booth and corrections made where discrepancies occur.

TMC 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 its control.



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TMC's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event TMC's maximum liability shall be limited to \$.30 per pound, per article, with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

TMC 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.

Claims for loss or damage must be submitted to TMC prior to the close of the Show. No suit or action shall be brought against TMC more than one year after the accrual of the cause of action.

It is understood that TMC is not an insurer, and that insurance if any, should be obtained by the Exhibitor. It is suggested that Exhibitor 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.

The consignment or delivery of a shipment to TMC 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.

Empty container labels will be supplied by TMC during the Exhibitor set up hours. Affixing the labels is the sole responsibility of the Exhibitor or their representative. All previous labels should be removed or obliterated. TMC assumes no responsibility for:

- Errors to procedures stated above.
- Removal of containers with old empty labels and without TMC labels.
- Improper information or empty labels.
- Materials stored in containers with empty labels.

After set up, TMC will remove empty containers that have been labeled with TMC labels. Store the empty containers during the show and return the empty containers to Exhibitor's booth at the close of the show.

**Shipments received prior to payment will be refused**

SEND SHIPMENT TO: \_\_\_\_\_ By (date): \_\_\_\_\_

For Booth Number \_\_\_\_\_  
c/o THE MEETINGHOUSE COMPANIES, INC.  
781 NORTH CHURCH ROAD  
ELMHURST IL, 60126-1413

INBOUND SHIPMENTS PRIOR TO EXHIBIT

Shipper Name \_\_\_\_\_ Shipped from (city) \_\_\_\_\_

Shipped via \_\_\_\_\_ Pro.# \_\_\_\_\_

Date Shipped \_\_\_\_\_ Estimated Arrival Date \_\_\_\_\_

Total # of Shipments \_\_\_\_\_ Total # of pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

OUTBOUND SHIPMENTS AT CLOSE OF EXHIBIT

TMC will make every attempt to facilitate your special requests for outbound carriers; however, TMC reserves the right to select the outbound carrier based on our access to the exhibit hall and our move-out schedule. Your shipment is available for pick up at the above address at 10:00 am on Monday, September 26, 2006.

Ship To \_\_\_\_\_

Attention \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Type of Carrier \_\_\_\_\_ Air \_\_\_\_\_ Motor Freight \_\_\_\_\_ Van Line

For shipments remaining in our warehouse more than 7 days, all shipments will be sent COLLECT unless specific instructions are included. TMC are not responsible for freight charges.

We recommend that you schedule your outbound shipment at the same time you schedule your inbound shipment.

Exhibitors Booth # \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

By (signature) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**RATE SCHEDULES**

For shipments received and stored up to 30 days in advance, delivered to booth, empty crates removed and returned and handling of outbound shipment to common carrier. There is a 200 pound minimum per shipment.

Rate PER SHIPMENT: *(There is a 200 pound minimum per shipment.)*

- Early If Ordered By (8/23/06) \$50 per 100 pound CWT
- Standard If Ordered By (9/5/06) \$60 per 100 pound CWT
- Show Time If Ordered After (9/5/06) \$78 per 100 pound CWT

Your signature on this form authorizes The Meetinghouse Companies, Inc. to handle your freight shipment at the close of the exhibit show. Be sure to note rush shipments.

AUTHORIZED SIGNATURE: \_\_\_\_\_

**Attach this form to the Payment form and mail it to The Meetinghouse Companies, Inc.,  
781 N Church Rd., Elmhurst, IL 60126**

Exhibitor Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

THE MEETINGHOUSE COMPANIES, INC. Show Contact, Lisa Miller.

# FLORAL ORDER FORM

2006 SOCRA CONFERENCE  
CHICAGO MARRIOTT DOWNTOWN  
SEPTEMBER 23 – 24, 2006

Quantity	Description	Price Each	Total
<b>Floral Order</b>			
	Vase of Seasonal Flowers (Circle \$ Amount Chosen)	\$35 ea. or \$50 ea.	
	Fresh Floral Custom Designed Arrangement	\$55 ea. or \$75 ea.	
	Mum Plant	\$18	
	6" Glass Bubble Bowl w/ Fresh Seasonal Flowers	\$35	
50% Late Order Service Charge (ordered after Sept. 5, 2006)		<b>50%</b>	
		<b>7% Sales Tax:</b>	
		Sub Total:	\$
<b>Plant Rental</b>			
	Small Fern _____ (Approx. 18")	\$25	
	Large Fern _____ (Approx. 30")	\$35	
	2' - 3' Plant w/ Black Pot Cover	\$36	
	4' - 5' Plant w/ Black Pot Cover	\$60	
	6' - 7' Plant w/ Black Pot Cover	\$84	
	7' - 9' Plant w/ Black Pot Cover	\$150	
50% Late Order Service Charge (ordered after Sept. 5, 2006)		<b>50%</b>	
Chicago Rental Tax (If rental in Chicago, IL)		<b>6% Rental Tax</b>	
		Sub Total:	\$
X	Delivery and Pick Up ( <i>Not subject to rental tax</i> )	\$50	\$50
		<b>GRAND TOTAL</b>	<b>\$</b>

Booth décor, exotic plants, trees and other items are available upon request. Designs and arrangements for hospitality suites, luncheons, banquets and parties are also available. Please contact us at 630-941-0600 to discuss your specific needs.

**DEADLINE:** These prices are only available if pre-ordered. **The deadline for the pre-orders is 9/5/06.** Any order received after this deadline is subject to a 50% service price and will be handled on a first come, first served basis, after all pre-orders are filled. Payment is required with order.

**Attach this form to the "Payment Information" form and mail or facsimile to:  
The Meetinghouse Companies, Inc., 781 N Church Rd., Elmhurst, IL 60126. Fax: (312) 836-6121.**

Exhibitor Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
THE MEETINGHOUSE COMPANIES, INC. Show Contact, Lisa Miller