



4601-C Proximity Drive
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Women’s Living Expo 2015
June 6 – 7, 2015
Kentucky Exposition Center
South Wing A
Louisville, Kentucky

Excel Decorators, Inc. is pleased to have been selected as your Official Service Contractor for the **Women’s Living Expo 2015**. Our goal is to assist in making your participation a success. Please review the following information and attached forms, **PAYING CLOSE ATTENTION TO DEADLINES FOR DISCOUNTED PRICES**. If you are not the person responsible for coordinating your exhibit, please route this information to the correct personnel.

DEADLINE DATES:	Advance Discount Prices Deadline:	<u>Friday, May 22, 2015</u>
	<i>Must include full payment, including 6% sales tax</i>	
	Shipping to Advance Warehouse Deadline:	<u>Wednesday, June 3, 2015</u>
	Shipping Direct to Show Site Start Date:	<u>Friday, June 5, 2015</u>

EXHIBITOR MOVE-IN:	Friday	June 5, 2015	9:00 am – 7:00 pm
SHOW HOURS:	Saturday	June 6, 2015	10:00 am – 6:00 pm
	Sunday	June 7, 2015	11:00 am – 5:00 pm
EXHIBITOR MOVE-OUT:	Sunday	June 7, 2015	5:00 pm – 8:00 pm

SHIPPING INFORMATION **To Advance Warehouse: Must Arrive by: 4pm, Wednesday, June 3, 2015**

Women’s Living Expo 2015
 c/o Excel Decorators
 4601-C Proximity Drive
 Louisville, KY 40213

To Show Site: Cannot Arrive prior to 9am on Friday, June 5, 2015

Women’s Living Expo
 c/o Excel Decorators / KEC, So Wing A
 937 Phillips Lane
 Louisville, KY 40209

Shipping Labels are included within this Exhibitor Kit. Be sure to include Booth Number on ALL shipping labels.
Exhibitors must fill out the Material Handling and Payment Forms within this kit.
Freight without payment will be held until payment is made.

- Exhibit Booth w/furnishings (10’ x 10’)**
 8’ high background drapery (Black/Blue)
 3’ high side rail drapery (Black/Blue)
 6’ Skirted Table (Black)
 Plastic Side Chairs - 2
 7” x 44” Identification Sign

These items are provided to you by the Women’s Living Expo and will automatically be installed in your booth space. These items **CANNOT** be exchanged or returned for credit. Different furnishings are available in the Exhibitor’s Service Kit and may be rented at the stated prices.

CARPETING: The facility is concrete floor.

PAYMENT POLICY: We require **100%** payment with the order for services, plus tax and anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Excel Decorators, Inc. in order for us to provide any equipment or services. All services/furnishings ordered on the show floor must be paid In full at the time the order is placed.

UTILITY SERVICES: Electric: Kentucky Exposition Center
Internet: Smart City
Please keep in mind these forms, as well as payment for these services, must be returned directly to the provider.

MOVE-OUT PROCEDURE: Exhibitors are not permitted to remove their materials from the hall until the official closing announcement has been made.

Exhibitor move-out: Sunday, June 7, 2015 5:00 pm – 8:00 pm

Note: At the close of this event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. Excel Decorators Inc. and Show Management are not responsible for items left unattended.

FREIGHT SHIPMENTS: ALL freight shipments will incur a drayage (freight handling) charge, regardless of where they are shipped – warehouse or show site. The weight listed on the in-bound bill of lading will serve as the basis for the drayage charges for that shipment (you may use a certified scale weight slip in lieu of a bill of lading).

Enclosed you will find information detailing the shipment of items to this event. **ALL** shipments **MUST be prepaid**. Excel Decorators will not accept unpaid shipments. All shipments **MUST be consigned to Excel Decorators, Inc** in order for us to accept them for handling. Excel Decorators, Inc. reserves the rights to refuse any shipment not properly consigned.

The Kentucky Exposition Center will not accept direct shipments consigned to them. We have enclosed labels for your convenience to use when shipping to the warehouse in advance or directly to the show site. Please be aware of the deadline dates for receiving freight.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Excel Decorators, Inc. and your show site representative.

The weight of your vehicle empty and loaded **MUST** be documented with certified weight receipts for billing purposes. Excel Decorators, Inc. will unload all shipments after your driver submits certified weight receipts at the receiving site.

ANY shipment received, at either the advance warehouse or show site, without payment information on file with Excel Decorators, Inc. will be held in receiving until **ALL** charges are paid in full.

No second party shipments will be received unless information, including credit card information, is on file with Excel Decorators, Inc.

EMPTY CARTON STORAGE: Empty cartons will be picked up, stored, and returned at the close of the show, IF they are affixed with the empty labels by the exhibitor. These labels are available at our Customer Service Desk and are for empty storage only. You will not be able to access the empty cartons during the show.

OUTBOUND FREIGHT:

The official show carrier is *UPS Freight*. You may, however, choose another carrier for your outbound shipping.

It is the responsibility of each exhibitor to contact their freight carrier to arrange for pick-up of their shipment IF they are not using the official show carrier.

An Excel Decorators' Bill of Lading is **REQUIRED** for **ALL** shipments regardless of carrier and must be turned in to the Excel Decorators' Customer Service Desk. Please do not leave the building thinking someone else will take care of it for you. Excel Decorators, Inc. and Show Management are not responsible for items that do not have an Excel Decorators' Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Excel Decorators' Customer Service Desk.

Special Note – Shipping UPS or FedEx

If shipping UPS or FedEx, shipments **MUST BE** picked up **BEFORE 8:00 pm Sunday, June 7th**. Shipments not picked up by this time will be re-routed on to the Official Show Carrier and you will be invoiced for payment by the Show Carrier. **NO EXCEPTIONS!**

All carriers must check in with Excel Decorators' Freight Desk on-site at the Kentucky Exposition Center **NO LATER THAN 8:00 pm**, Sunday, June 7th.

Force/Re-Route Time: 8:00 pm Sunday, June 7, 2015.

Any shipment not picked up by 8:00 pm on Sunday, June 7th will be FORCED/RE-ROUTED onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS!**

Special Note

All outbound shipping paperwork and Excel Decorators' Bill of Lading **MUST** be turned into the Excel Decorators' Customer Service Desk. Excel Decorators, Inc. will not be responsible or liable for any items left on the exhibitor floor without the proper documents turned into the Excel Decorators' Customer Service Desk. Forms can be picked up at the Excel Decorators' Customer Service Desk.

AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR SOLICIT ON THE EXHIBIT FLOOR.

ASSISTANCE:

For questions, decorating and shipping assistance contact Excel Decorators, Inc., the Official Service Contractor, at 502-962-1119.

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