NPFDA

NATIONAL PROTEIN AND FOOD DISTRIBUTORS ASSOCIATION

60 YEARS

Exhibitor Manual

Tuesday, January 26, 2027

Hyatt Regency Atlanta



rpm XPO | EXCEEDING YOUR EXPECTATIONS
242 Westfork Court, Suite A; Lithia Springs, GA 30122
Phone 678-742-7310 • Fax 770-679-8751
E-Mail: info@RPMxpo.com
Web: https://RPMxpo.boomerecommerce.com

NPFDA
January 26, 2027| Atlanta, GA

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Quick Facts

Dear Exhibitor,
RPMxpo services is pleased to have been chosen as the Official service Contractor for the **2027 NPFDA Annual Convention & Showcase.** We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance please contact our Customer Service Department at 678-742-7310.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

National Protein & Food Distributors Assoc.
Wendy W. Kavanagh, CAE
President | CEO
1270 Caroline St. NE, Ste. D-120
PMB 534
Phone: 770-601-0171
Office: 912-439-0171
E-Mail: wendy@npfda.org

All questions regarding shipping, storage, material handling, furniture and labor should be directed to:

RPMxpo Services
242 Westfork Court, Suite A
Lithia Springs, GA 30122
Phone: (678) 742-7310
Fax: (770) 679-8751
E-Mail: info@RPMxpo.com
Web: https://rpmxpo.boomercommerce.com

Included in this service kit are order forms for various items that you may require. The RPMxpo forms are to be returned to our office via fax, email or mail.

Order forms for products/services provided by official suppliers other than RPMxpo should be sent to the specific provider of the service. Please do not send utility, AV, internet services, etc. forms to RPMxpo. Please review these forms and submit your order as early as possible.

Your 10' X 10' Booth Includes:

- 1 - 8' high Backwall Drape - Blue / Kelly Green
- 2 - 3' high Sidewall Drape - Blue
- 1 - 6' Draped Table - Blue
- 2 - Side Chairs
- 1 - Wastebasket
- 7" x 44" Booth ID Sign displaying exhibitor's company name and booth number

Note:

- No Substitutions allowed on the standard booth package items
- Corner booths only come with 1 side drape (unless requested)
- Island booths do not come with backwall, sidewall or and ID Sign (Unless ordered at exhibitor's expense)
- The Exhibit hall is carpeted.

Important Deadlines

Advance Price Discount Deadline for all RPMxpo orders	Friday, January 8, 2027
First day on target shipments to arrive at the warehouse **without** a surcharge	Friday, January 8, 2027
Last day on target shipments to arrive at the warehouse **without** a surcharge	Friday, January 15, 2027
Last day off target shipments to arrive at the warehouse **WITH** a surcharge	Friday, January 22, 2027

No Direct to Showsite Shipments

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Quick Facts - continued

Exhibit Schedule		
Exhibitor Move-in:	Monday, January 25, 2027 Tuesday, January 26, 2027	2:00pm - 5:00pm 7:00am - 9:00am
Exhibit Hours:	Tuesday, January 26, 2027	10:00am - 1:30pm
Exhibitor Move-out:	Tuesday, January 26, 2027	1:30pm - 3:00pm

PLEASE NOTE:
THE EXHIBIT HALL CLOSES :30pm ON TUESDAY, JANUARY 26th. Exhibits may not be dismantled prior to 1:30pm Tuesday, January 26, 2027 All exhibits must be dismantled and removed by Tuesday, January 26th at 3:00pm. Your Carrier must sign in for pick-up before 3:00pm on ues ay, Janua ry 26th or freight may be re-consigned through the official show carrier, ABF Freight.

Shipping Address	
Shipments to Advance Warehouse:	**Direct to Show Site:**
To avoid an off target surcharge: Shipments must arrive no later than **1/15/27**. Shipments received after **1/15/27** are subject to a 25% surcharge, unless shipping via ABF Freight. Shipments will not be accepted if delivered after **1/22/27**	**NO DIRECT TO SHOW SITE SHIPMENTS WILL BE ACCEPTED**
2027 NPFDA Annual Convention & Showcase c/o RPMxpo 242 Westfork Court, Suite A Lithia Springs, GA 30122 Phone Number: (678)742-7310 Booth # _____	

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Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow the easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPMxpo within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we have provided this printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.

   A. RPMxpo Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMxpo by fax, email or mail. Orders will not be processed without a method of payment.

   B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send the forms to RPMxpo.

We suggest that you copy or download the RPMxpo PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 678-742-7310 or email us at Info@RPMxpo.com.

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User Login Request

RPMxpo Online Ordering

Please complete this form if you:

- ☐ **Have not received the User Login Link**
- ☐ **Need password reset**
- ☐ **Had the User Login Link sent to the incorrect Representative**

Check an option

In order to receive the Ur Login Link, the following information needs to be completed			
Company Name:		Booth #:	
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:		E-Mail:	
Signature:		Date:	

Return completed form to RPMxpo via:
Email: info@RPMxpo.com -OR- Fax: 770-679-8751

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Payment Policies

- **Payment Options**
  RPMxpo is the official general service contractor for **2027 NPFDA Annual Convention & Showcase** and is pleased to offer you three convenient ways to pay for any and all show services provided by RPMxpo.
  - **Credit Card**
    - We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed ***Credit Card Authorization Form.*** By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMxpo to charge your credit card for any and all charges incurred.
  - **Wire Transfer in U.S. Funds**
    - Please call RPMxpo at 678-742-7310 for wire transfer information

      *ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMxpo ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.
    - Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
    - Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMxpo will charge the following fees:
      - **Domestic incoming wire transfer fee: $25.00**
      - **International incoming wire transfer fee: $50.00**
  - **Checks**
    - All checks must be in U.S. funds drawn on a U.S. Bank.
    - For advance payments by company check Please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, ***we require your signed Credit Card Authorization Form*** to be on file with RPMxpo, in advance, to guarantee payment. Please make all checks payable to: **RPMxpo.** Absolutely no check payments will be taken on site.
- **Show Site Orders**
  To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. ***For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, January 8, 2027, and payment must accompany your order.*** Orders received after the Return Deadline Date or made at the Exhibitor service Desk during the show will be billed at standard rates listed on the various order forms.
- **Payment Terms**
  To process your order for services and materials listed in the Exhibitor service Manual, we require your signed ***Payment and Credit Card Authorization Form*** to be on file with RPMxpo to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

  Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, Please stop by the Exhibitor service Desk. No charges will be disputed after the close of the event.

  Additionally, ***exhibitors will be charged for the equipment they use in their booth***. RPMxpo is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In the circumstances, RPMxpo will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

  All charges are payable in U.S. funds drawn on a U.S. Bank. ***No telephone orders will be accepted.***
- **Cancellation Policy**
  - Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
  - Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
  - Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.
- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMxpo.

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Credit Card Authorization Form

Deadline: 1/8/2027

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMxpo. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

Payment Method:

- ☐ Corporate Credit Card
- ☐ Personal Credit Card
- ☐ Check
- ☐ Wire Transfer (fee applies)*

*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.

Card Type:

☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA ☐ DISCOVER

Card Number:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Expiration Date: _____ / _____

CVV2 (security) Code: _____ _____ _____ _____

ORDER RECAP
Enter totals from each completed form
**** Note: Items taxable in the State of Georgia***

Table Order Form	$	
Booth Accessories Order Form	$	
Booth Carpet/Padding Order Form	$	
Material Handling Order Form	$	
Caddie/Cart Load service Order Form	$	
Display Labor Order Form	$	
Forklift Order Form	$	
Booth Cleaning/Porter service Order Form	$	
Accessible Storage Order Form	$	
TOTAL AMOUNT DUE ➔	**$**	

Company Name:		Booth #:
Cardholder's Name:		
Cardholder's Billing Address:		
City:	State:	ZIP:
Cardholder's Signature:		Date:
Email:		

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

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Non-Official Contractor Request Form

Deadline: 1/8/2027

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMxpo, Please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- Exhibitor must inform RPMxpo that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- The EAC hired by the exhibitor must, by the deadline date show above, provide RPMxpo with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming RPMxpo as additionally insured for the time period of the show (including move-in and move-out days).
- The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- EAC employees are required to check in at the EAC Check in desk located at the service Center each day prior to work to obtain the proper wrist band for the day.
- If the EAC is empowered to incur expenses on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMxpo. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- The EAC may not solicit business on the exhibit floor.
- The EAC must have all business license, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMxpo.

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to u the EAC's services.

Complete this form <u>ONLY</u> if your company is using a services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by Friday, January 8, 2027.

Name of service Firm:	
Exhibiting Company Name:	Booth#:
Authorized On-Site Representative:	
Email:	
Signature:	Date:

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Third Party Authorization Form

Deadline: 1/8/2027

You may arrange for a third party to handle your display and be billed for the services. RPMxpo will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the deadline date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Exhibiting Company Name: _____ Booth # _____

Contact Person: _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

☐ ALL SERVICES ☐ Booth Cleaning ☐ Material Handling ☐ I & D Labor ☐ Forklift

☐ Booth Furnishings ☐ Signs ☐ Other (Please specify) _____

PAYMENT METHOD: ☐ Credit Card ☐ Check ☐ Wire

CARD TYPE: ☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard ☐ DISCOVER

CARD NUMBER EXP. DATE

Please enter the CVV2 (security) Code listed on your card: ☐☐☐☐

Third Party Information

Name of Third Party:
Cardholder's Name:
Cardholder's Billing Address:
City: State: ZIP:
Cardholder's Signature:
Authorized On-Site Reprentative:
Email:
Signature: Date:

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Limits of Liability and Responsibility

1. RPMxpo shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

2. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.

3. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's 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 RPMxpo, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.

4. RPMxpo 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.

5. If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $.50 per lb. per shipment bad on the weight of the article(s) lost or damaged, or a maximum liability of $50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.

6. RPMxpo 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. The consignment or delivery of materials to RPMxpo by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

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Modular Hard Wall Accessories Order Form **Deadline: 1/8/2027**

MODULAR HARDWALL ACCESSORIES

Quantity	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel Insert (replaces PVC panel)	$ 260.68	$ 325.90	$
	Pegboard Panel Insert (1 m x 8' high) (replaces PVC panel)	$ 221.20	$ 276.50	$
	Hanging Rod Attachment	$ 234.34	$ 293.00	$
	Cascading Waterfall Attachment	$ 63.23	$ 79.04	$
	Extra White PVC Panel	$ 434.40	$ 543.10	$
	Extra Velcro Panel	$ 500.24	$ 625.30	$
	1 Meter Counter (36"x42"x18")	$ 753.10	$ 941.08	$
	2 Meter Counter (72"x36"x18")	$ 820.10	$ 1,025.00	$
	Locks for Counters	$ 67.30	$ 84.12	$
	1 Straight Shelf & 2 Brackets	$ 124.02	$ 155.10	$
	1 Angled Shelf & 2 Brackets	$ 150.12	$ 188.05	$
	Side Rail (each)	$ 394.10	$ 492.10	$
			Sub-Total	**$**
			8.9% State Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Tables Order Form

Deadline: 1/8/2027

DRAPED DISPLAY TABLES COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White *Price includes white vinyl top & 3 sides draping*				
Qty	**Description**	**Advance Rate**	**Standard Rate**	**Amount**
	2' X 4' X 30" High	$ 210.30	$ 263.02	$
	2' X 6' X 30" High	$ 246.01	$ 307.11	$
	2' X 8' X 30" High	$ 304.10	$ 379.50	$
	2' X 4' X 42" High	$ 232.42	$ 291.02	$
	2' X 6' X 42" High	$ 304.10	$ 379.50	$
	2' X 8' X 42" High	$ 350.20	$ 438.01	$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	$ 116.04	$ 145.04	$
	2' X 6' X 30" High	$ 135.43	$ 169.30	$
	2' X 8' X 30" High	$ 163.05	$ 204.11	$
	2' X 4' X 42" High	$ 130.32	$ 163.10	$
	2' X 6' X 42" High	$ 163.05	$ 204.11	$
	2' X 8' X 42" High	$ 183.40	$ 229.20	$
TABLE DRAPING - 4TH SIDE COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White				
	For 30" High Table	$ 73.00	$ 91.10	$
	For 42" High Table	$ 82.10	$ 102.23	$

ROUND PEDESTAL TABLES				
Qty	**Description**	**Advance Rate**	**Standard Rate**	**Amount**
	Round Pedestal Table (30" H X 30" D)	$ 254.20	$ 318.02	$
	Round Pedestal Table (42" H X 30" D)	$ 311.03	$ 389.10	$

Sub-Total	**$**
8.9% State Sales Tax	**$**
TOTAL AMOUNT ➔	**$**



30" H
Pedestal Table



42" H
Pedestal Table

____Choose Your Table Draping Colors____

Black ___ Blue ___ Gold ___ Grey ___ Purple ___ Red ___ Teal ___ White ___



Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they u in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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January 26, 2027| Atlanta, GA

Booth Accessories Order Form

Deadline: 1/8/2027

BOOTH ACCESSORIES				
Qty	**Description**	**Advance Rate**	**Standard Rate**	**Amount**
	Side Chair	$ 104.10	$ 130.01	$
	Padded Stool	$ 135.10	$ 169.11	$
	Wastebasket	$ 32.30	$ 40.40	$
	Floor Easel	$ 58.31	$ 73.11	$
	Sign Holder	$ 107.12	$ 133.40	$
	Waterfall Rack	$ 116.40	$ 145.44	$
	Z Rack	$116.40	$ 145.44	
	Bag Rack	$ 235.22	$ 294.03	$
	Literature Rack	$ 327.42	$ 409.31	$
	8’ Upright and base	$ 31.20	$ 39.10	$
	Crossbar	$ 21.10	$ 26.10	$
			Sub-Total	**$**
			8.9% State Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**


Side Chair


Padded Stool


Wastebasket


Floor Easel


Sign Holder


Waterfall Rack


Bag Rack


Literature Rack


8’ Upright and base

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler’s checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they u in their booth.

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Booth Carpet/Padding Order Form

Deadline: 1/8/2027

STANDARD CARPET

Price includes installation.
Please select your color from those at right under "Standard Carpet Colors."
No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	$ 278.10	$ 347.10	$
		10' X 20'	$ 532.10	$ 664.50	$
		10' X 30'	$ 805.10	$ 1,006.04	$

CUSTOM SIZE CARPET

Includes poly covering for protection and installation to fit booth space.
Note: 100 Square Foot Minimum Order
Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
X			$ 3.01 sq. ft.	$ 3.81 / sq. ft.	$

26 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.
Note: 100 Square Foot Minimum Order
Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
X			$ 5.50 / sq. ft.	$ 7.00 / sq. ft.	$

CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
X		$ .93 / sq. ft.	$ 1.21 / sq. ft.	$

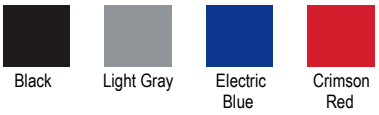
VISQUEEN

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
X		$ .61 / sq. ft.	$ .71 / sq. ft.	$

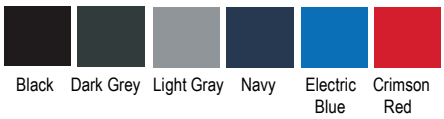
Sub-Total	**$**
8.9% State Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

Standard Carpet Colors



Other colors available upon request

Custom Size Carpet Colors



26 oz. Plush Carpet Colors



Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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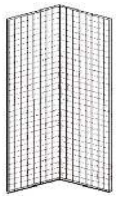
Specialty Equipment Order Form

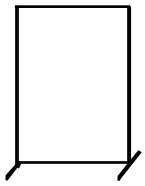
Deadline: 1/8/2027

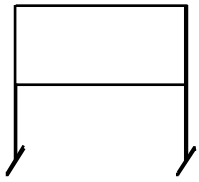
SPECIALTY EQUIPMENT

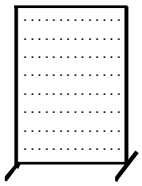
Qty	Description	Discount Rate	Standard Rate	Amount
	Tensa Barrier Stanchion	$ 114.04	$ 142.43	$
	24"' X 96" Grid (Minimum order of 2)	$ 145.02	$ 181.10	$
	Posterboard: 48" X 96" Black Panel - Vertical	$ 264.10	$ 330.10	$
	Posterboard 96" x 48" Black Panel - Horizontal	$ 264.10	$ 330.10	$
	Pegboard in Frame: 48" X 96" White Panel - Vertical	$ 264.10	$ 330.10	$
	Pegboard in Frame: 96" X 48" White Panel - Horizontal	$ 264.10	$ 330.10	$
	Showcase - 6' Full View	Call for Pricing	Call for Pricing	$
	Showcase - 6' Half View	Call for Pricing	Call for Pricing	$
			Sub-Total	**$**
			8.9% State Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

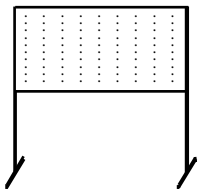

Tensa Barrier Stanchion

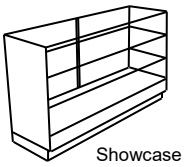

2' X 8' Grid (2 shown)

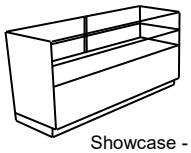

Posterboard Vertical


Posterboard Horizontal


Pegboard Horizontal


Pegboard Vertical


Showcase - Full View


Showcase - Half View

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

rpmXPO GUIDELINES FOR PRINTED ARTWORK

So that we can provide you the best possible printed image, please observe the following when setting up your graphic files to print:

- **300 dpi is preferred**
- **CMYK color format**
- **.PDF, .EPS, or .AI, only**
- **All fonts need to be outlined or include fonts with files**
- **Minimum 1” bleed all sides, with crop marks**
- **100% file size (full print size)***

***For very large images, half-size or quarter-size files can be submitted. In such cases, please indicate ‘1/2 size file’ or ‘1/4 size file’. Your images will be printed full size.**

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Graphic Artwork Order Form

Deadline: 1/8/2027

Prices are based on customer supplying print-ready graphics in the requested format
In order to receive the discount rate, graphics must be received by Friday 1/8/2027.

Qty	Description	Discount Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical 22” X 28”	$ 99.23	$ 124.03	$
	Horizontal 28” X 22”	$ 99.23	$ 124.03	$
	Vertical 28” X 44”	$ 198.50	$ 248.10	$
	Horizontal 44” X 28”	$ 198.50	$ 248.10	$
	Meterboard 34” X 74”	$ 404.01	$ 504.40	$
ACCESSORIES				
	Foamcore 4’ X 8’	$ 281.40	$ 351.80	$
	Velcro	$ 22.00	$ 27.13	$

Qty	Description	Discount Rate	Standard Rate	Amount
REPLACEMENT ID SIGN - CARDSTOCK				
	44” x 7” Horizontal	$ 46.31	$ 58.10	$

Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING Grommets Included or Pole Pocket				
	Vertical / sq. ft. _____ x_____	$ 24.30 per sq. ft.	$ 30.32	$
	Horizontal / sq. ft. _____ x_____	$ 24.30 per sq. ft.	$ 30.32	$

Qty	Size	Discount Rate	Standard Rate	Amount
WHITE FOAMCORE SIGN with EASEL BACK Price Bad on Block Letters, Black Lettering				
	8 1/2” X 11”	$ 77.21	$ 96.51	$

Orientation: ☐ Horizontal ☐ Vertical

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates.
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.

Sub-Total	**$**
8.9% State Sales Tax	**$**
TOTAL AMOUNT ➔	**$**

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Back and Side Drape Order Form

Deadline: 1/8/2027

BACK DRAPE AND SIDE RAILS

Price is per linear foot and includes required hardware (uprights, crossbars, etc.).
Drape must be ordered in increments of 10' with a minimum of 10'.
AVAILABLE COLORS: Black, Blue, Burgundy, Gold, Gray, Purple, Red, and White

Drape Height	Color	# of Linear Feet Required	Rate per Linear Foot	Amount
3 FEET HIGH			$ 6.20 / linear foot	$
8 FEET HIGH			$ 14.10 / linear foot	$
			Sub-Total	**$**
			8.9% State Sales Tax	**$**
			TOTAL AMOUNT ➔	**$**

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Display Labor Order Form

Deadline: 1/8/2027

Display Labor for Installation and Dismantling of Exhibits *— Power Tools Are Not Supplied —*		
Straight Time **8:00 am to 5:00 pm** **Monday through Friday.**	**Overtime** **After 5:00 pm until 8:00 am** **Monday through Friday,** **all day Saturday and Sunday.**	**Double Time** **All holidays and any time** **a worker works more than** **ten (12) hours in the same day**
$102.10 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	$153.15 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	$306.30 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

NOTE: 8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICEREQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- ☐ RPMxpo SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum $40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	**Monday, January 25th**				$
	Tuesday, January 26th				
DISMANTLE	**Tuesday, January 26th**				$
				TOTAL AMOUNT ➔	**$**

Name of Carrier:_____ **# of Crates:** _____ **# Cartons:** _____ **# of Skids:**_____

Display shipped to:	☐ Warehouse	☐ Show Site	☐ Display includes Carpet	☐ Will Rent Carpet

PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

_____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted.

Cancellation Policy: Display labor service orders cancelled 48 hours prior to move in will be refunded at 50% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Forklift Order Form

Deadline: 1/8/2027

Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his reprentative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the service Desk.

Forklift Labor Rates	**Forklift Crew Consists of One Ground Man and One Forklift Operator**		
	Straight Time 8:00 am to 5:00 pm Monday through Friday	**Overtime** After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday	**Double Time** All holidays and any time a worker works more than ten (12) hours in the same day
Fork Lift with Operator Up to 5,000 lbs. Capacity	$ 258.05 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 387.10 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 774.15 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Additional Worker	$ 102.10 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 153.15 per hour, one hour minimum, per worker, thereafter ½ hr. increments	$ 306.30 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs. & 4 Stage Forklift	Quoted Upon Request		
Standard Operating Procedure	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (see additional worker prices above)		

	Dates Required	service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
SET-UP	**Monday, January 25th**				$
	Tuesday, January 26th				
DISMANTLE	**Tuesday, January 26th**				$

# of Pieces to be Spotted:_____ Heaviest Pieces:_____

TOTAL AMOUNT ➔ $

Payment Policy: Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Forklift labor service orders cancelled 48 hours prior to move in will be refunded at 50% of original price. Forklift labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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January 26, 2027| Atlanta, GA

Booth Cleaning/Porter Service

Deadline: 1/8/2027

BOOTH CLEANING RATES

All carpets ordered from RPMxpo are installed clean for your use;
however, you may want to order cleaning services for debris created during set-up.

Please choose either **One-Time** (before initial opening) **Vacuuming** or **Daily Vacuuming** below.

VACUUMING - Once Before Initial Opening	**Booth Dimensions**		**Total Square Feet**	**X**	**Advance Rate**	**or**	**Standard Rate**	**# of Days Required**	**Amount**
	ft.	ft.	ft.	X	$ 0.61 / sq. ft.	or	$ .71 / sq. ft.	1	$
VACUUMING - Daily	**Booth Dimensions**		**Total Square Feet**	**X**	**Advance Rate**	**or**	**Standard Rate**	**# of Days Required**	**Amount**
	ft.	ft.	ft.	X	$ 1.10 / sq. ft.	or	$ 1.40 / sq. ft.	1	$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUN ➔ **$**

PORTER SERVICE

Porter service includes emptying wastebaskets within the booth every two hours during the show.
This service may be ordered once for the first day of the show only or daily.

Please choose either **Fist Day of Show Porter service** OR **Daily Porter service** below.

PORTER SERVICE- First Day of Show	**Booth Dimensions**		**Total Square Feet**	**X**	**Advance Rate**	**or**	**Standard Rate**	**# of Days Required**	**Amount**
	ft.	ft.	ft.	X	$ 0.64 / sq. ft.	or	$ .80 / sq. ft.	1	$
PORTER SERVICE- Daily	**Booth Dimensions**		**Total Square Feet**	**X**	**Advance Rate**	**or**	**Standard Rate**	**# of Days Required**	**Amount**
	ft.	ft.	ft.	X	$ 1.77 / sq. ft.	or	$ 2.22 / sq. ft.	1	$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUN ➔ **$**

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

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Signature:	Date:

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F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so Please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the RPMxpo service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lap of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound of the show - the time between your departure and the actual pickup of your materials. During the times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed RPMxpo Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMxpo service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed RPMxpo Bill of Lading must be turned in at the RPMxpo service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding “riders” to your existing policies.

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Web: https://RPMxpo.boomerecommerce.com

January 26, 2027| Atlanta, GA

Shipping Definitions

CRATED *- Referred to as "Common Carrier Shipments"*

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED *- Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.*

ADDITIONAL HANDLING *- Referred to as "Van Line Shipments" or "Special Handling"*

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPMxpo labor to load/ unload.

SMALL PACKAGE SERVICE *- Referred to as packages, cartons or envelopes.*

- Any **single shipment** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Standard Time:

- Monday-Friday 8:00 am to 5:00 pm

*Overtime:

- Monday-Friday prior to 8:00 a.m. and after 5:00 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPMxpo's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during over time hours due to scheduling conflicts beyond RPMxpo's control.
- If "move-in" and "move-out" are both on overtime they will be billed separately on your invoice.

*Double Time:

- All day Sunday, holidays and any time a worker works more than (12) hours in the same day.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. example of savings below.

Before the show…



THE WRONG WAY

— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x $88.00/cwt. $176.00
59 lbs. charged @ 200 lbs. min x $88.00/cwt. $176.00
72 lbs. charged @ 200 lbs. min x $88.00/cwt. $176.00

Total 185 lbs. **Total Cost:..... $528.00**



THE MONEY SAVING WAY

— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x $88.00/cwt. $176.00

TOTAL SAVINGS… $352.00!

- The Material Handling charge from RPMxpo for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show…

1) Obtain an RPMxpo Bill of Lading from the service Desk.
2) Once your freight is packed and ready to ship, complete and return the RPMxpo Bill of Lading to the service Desk.
3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
4) Be sure your chosen carrier is declared on the RPMxpo Bill of Lading.
5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow the steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.

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Material Handling Terms & Conditions

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMxpo and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPMxpo Bill of Lading, Exhibitor/ Exhibitor's Agent guarantees payment for shipping services provided by RPMxpo and/or RPMxpo's Agent — no exceptions.

1. DEFINITIONS. The name RPMxpo shall be construed within the meaning of this contract as ABF Freight services and their employees, officer, agents, and assigns including any subcontractors that RPMxpo may appoint. The term EXHIBITOR refers to any party who contracts for services with RPMxpo.
2. RPMxpo RESPONSIBILITIES. RPMxpo shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPMxpo assumes no responsibilities for any persons, parties, or other contracting firms not under RPMxpo direct supervision and control. RPMxpo shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other cause beyond RPMxpo reasonable control, of for ordinary wear and tear in the handling of materials.
3. INSURANCE. It is understood that RPMxpo is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPMxpo with a release of subrogation to the extent that any insurance settlement is received.
4. CLAIMS(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPMxpo prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purpose the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPMxpo more than one year after the date that loss or damage occurred.
5. INDEMNIFICATION. Exhibitor agrees to indemnify, forever hold harmless and defend RPMxpo and their employees, officers, and agents from and against any and all claims, cause of action, fines, penalties, damages, liabilities, judgments, and expense on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:
• EXHIBITOR'S negligent supervision of any labor secured through RPMxpo or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
• EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPMxpo equipment.
• EXHIBITOR'S violation of Federal, State, or Local ordinances.
• EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.
6. PACKAGING AND CRATES. RPMxpo shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPMxpo shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPMxpo shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.
7. EMPTY CONTAINERS. Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPMxpo assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."
RPMxpo'S LIABILITY LIMITS. If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $.50 per lb. per shipment bad on the weight of the article(s) lost or damaged, or a maximum liability of $50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.
8. PAYMENT FOR SERVICES MAY NOT BE WITHELD. In the event of any dispute between EXHIBITOR and RPMxpo relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPMxpo as an offset against the amount of the alleged loss or damage. Any claim against RPMxpo shall be considered a separate transaction and shall be resolved on its own merit.
9. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lap of time between the delivery of shipment(s) the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPMxpo is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after they have been delivered to the EXHIBITOR'S booth at show site.
10. OUTBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lap of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPMxpo shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before they have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPMxpo by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPMxpo assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after they have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPMxpo loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPMxpo assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPMxpo shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

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Material Handling Rate Schedule

RPMxpo has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

DISPLAY MATERIALS RATE SCHEDULE

200 lb Minimum

All shipments are delivered to booth space, empty containers are removed, stored and returned.
Materials picked up at booth and loaded onto outbound carrier.

	Crated Materials	Uncrated and/or Loose Shipments
	STANDARD RATES	***STANDARD RATES***
WAREHOUSE ADVANCE RECEIVING	**ST Rate: $168.10/cwt.** Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will **not** be received at the warehouse. They must be shipped directly to the show site.
OVERTIME RATE	**Add 25% if handled in OR out on overtime. Add 50% if handled in AND out on overtime.** All shipments handled on Saturday, Sunday, Holidays and before 8:00 am or checked in after 5:00 pm on weekdays will be subject to overtime surcharges.	

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all trucks, due to the height of the truck bed, which cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment and the bill-of-lading does not identify the various classifications, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or their reprentative. RPMxpo services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his reprentative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMxpo services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMxpo services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMxpo services.

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Material Handling Order Form

Deadline: 1/8/2027

*To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **1/15/27***
*Shipments received after **1/15/27** are subject to a 25% surcharge, unless shipping via ABF Freight.*
*Shipments consigned to the warehouse will not be accepted if delivered after **1/22/27***

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

2027 NPFDA Annual Convention & Showcase
c/o RPMxpo
242 Westfork Court, Suite A
[illegible], GA [illegible] 30122
Phone: (678) 742-7310

Booth # _____

The Show Name, Your Company Name and Booth Number MUST be referenced on all freight.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMxpo services to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that RPMxpo services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMxpo services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefore. We agree, in the event of a dispute with RPMxpo services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMxpo services as an offset against the amount of the alleged loss or damages. Instead, we agree to pay RPMxpo services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMxpo services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving-Crated			$168.10	$	$
Warehouse Advance Receiving– Special Handling			25% Surcharge - $210.02		
Specialized Carrier Shipment (small package shipments under 35 lbs.)			$53.00 each carton $105.00 min. per shipment		

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT ➔ **$**

Loading / Unloading Overtime:
Saturday & Sunday : All Day
Monday - Friday: After 5:00pm until 8:00am

Any shipments received, and/or loaded, during overtime hours will be charged an additional 25%

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

NPFDA Annual Convention & Showcase
c/o RPMxpo
242 Westfork Court, Suite A
Lithia Springs, GA 30122

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
1/15/27

Off target shipments, with surcharge, must arrive no later than:
1/22/27

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2027 NPFDA Annual Convention & Showcase
Hyatt Regency Atlanta
Atlanta, GA
January 26

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

NPFDA Annual Convention & Showcase
c/o RPMxpo
242 Westfork Court, Suite A
Lithia Springs, GA 30122

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
1/15/27

Off target shipments, with surcharge, must arrive no later than:
1/22/27

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2027 NPFDA Annual Convention & Showcase
Hyatt Regency Atlanta
Atlanta, GA
January 26

- The shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of the labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: The labels are for Advance Warehouse Shipments ONLY.

Your official air freight and ground freight carrier ABF Freight℠

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

800.654.7019

Our Services Include:

Priority handling of your inbound and outbound shipments.	Guaranteed expedited air and ground services.	LTL ground transportation	International transportation









Trust your important trade show shipment to the leader in exhibition transportation services

ABF℠ Freight

REQUEST FOR INFORMATION

ABF FREIGHT℠ • TRADE SHOW SERVICES

Show Name _____ **Booth Number** _____

Show Dates_____

Contractor _____

Name _____ **Title** _____

Company _____

Street Address _____

P.O. Box _____ **City** _____ **State** _____

Zip (P.O. Box) _____ **Zip (Street Address)** _____

Phone _____ **Fax** _____ **Email** _____

Estimated Exhibit Weight _____ **Number of Shows Per Year** _____

Normal Number of Exhibit Pieces _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet**_____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? ☐ **Yes** ☐ **No**

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701.**

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT



SAFETY FIRST

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMxpo is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, Please bring it to the attention of an RPMxpo supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. The Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOW SITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMxpo cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your both, Please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured.
- Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

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2027 Protein Suppliers Showcase AV Ordering Info

CLICK HERE FOR ELECTRICAL

EventNow Inquiry

For questions or request about your EventNow orders or other EventNow needs? Please contact our EventNow experts through the email or phone number below.

eventnowsupport@encoreglobalmail.com

- **800-966-4498**

NPFDA

(770) 507-6777
FAX (770) 474-4676
order@tlc-florist.com
www.tlc-florist.com

TLC
N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____Ex Date_____

Billing Address: _____ CVV#_____ ***Pay via ACH to avoid cc proc fee, email req to order@tlc-florist.com***

City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator: RPM _____

Phone: _____ Fax: _____ Authorized Signature: _____

Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777

* **PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!



If you would like to specify color, size, type flowers, please do so below—***prices start at $80.00***.

Qty ____ tropical flowers—Price $ _____ each

Qty ____ Spring flowers—Price $ _____ each

Color _____

Width _____ Height _____

Additional Request: _____





Don't know what you want? Just want a splash of color? Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $70.00 ea



Visit www.tlc-florist.com for additional sample pictures. For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

$30.00/$40.00 each

Qty ____

White ____

Yellow ____

Lavender ____

Orange _____

Pink _____



Azaleas—12"H

$40.00/$50.00 each

Qty ____

White ____

Pink ____

Red ____



Bromeliads—12"-18"H

$40.00/$50.00 each

Qty ____

Purple ____ Red ____

Yellow ____ Orange ____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**
  Tropical :
  (beach scenes; rain forests)
  Seasonal:
  (Spring, Fall, Holiday)
  Formal :
  (serenity garden, English garden)

- **Border Areas:**
  Hedges
  (control flow)
  Lawn or Golf
  (promotional)
  Trees
  (privacy)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

FLORAL ORDER FORM

770) 507-6777
order@tlc-florist.com
www.tlc-florist.com

Ferns




Ferns
$40.00/$50.00 each

Qty ____

Ivy



Ivy—10”H x 10”W
$40.00/$50.00 each

Qty ____

Pothos



Pothos—12”H x 12”W
$40.00/$50.00 each

Qty ____

3’ Green Plants






$50/$60.00 each Qty ____

Standard 4’ to 6’ Green Plants




4’ @ **$60**/$70 each Qty ___

5’ @ **$70**/$80 each Qty ___

6’ @ **$80**/$96 each Qty ___

7’ H & Taller plants & Planters are available Call 770-507-6777 for price/ availability







Planters are 2 1/2’ long.

Top-dressed with greenery & seasonal color.

4’ @ **$150**/$180 each, Qty ____

5’ @ **$160**/$190 each, Qty ____

6 ’@ **$170**/$206 each, Qty ____

Please choose requested seasonal color below.

___ white,
___ pink,
___ red
___ white,
___ yellow,



Seasonal Flowering Plants Call for Price & Availability











Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container:
Included in rental cost

___Black ___White

Chrome, Brass, Terra Cotta, & Other Containers are available.
Please call 770-507-6777 for pricing.

Subtotal _____

8.9% Sales Tax _____

3% CC Proc Fee _____
Request ACH pmt invoice when emailing this order to avoid 3% fee

Total _____