



April 26, 2005

TO: Terri Herron
Georgia Figure Skating Club
678/595-3308
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FR: Ann Gilbert
Cherry Convention Services
770/242-5955
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REF: Material Handling Services
2006 Eastern Synchronized Team Skating Sectional Championships
Gwinnett Arena
January 26-29, 2006

SCHEDULE: Cherry Convention Services accepts freight at warehouse
December 26, 2005 through January 24, 2006
Cherry Convention Services delivers freight to Arena January 25, 2006
Noon by 3:00PM
Cherry Convention Services picks up freight from Arena January 29, 2006
At 10:00AM

Thank you for contacting me today regarding the Material Handling services offered by Cherry Convention Services. Attached you will find the form that exhibitors will need describing the Material Handling service and pricing, plus a form to utilize for payment.

To make this service a success, there are a few important factors that you could pass along to exhibitors:

1. Consolidate your shipment. Each shipment has a 200-pound minimum for charges so send as much as possible at one time.
2. The Gwinnett Center does not allow wooden pallets in the facility so encourage exhibitors to pack on plastic pallets. If freight arrives on wooden pallets, the freight will have to be repacked onto a plastic one which incurs labor fees.

3. To meet the contracted deadlines without paying an extra fee, all freight must arrive at Cherry Convention Services' warehouse no later than **January 13, 2006**. Freight will be accepted after that date but late fees will apply.
4. The Exhibitor Summary Form must be filled out and returned to Cherry Convention Services prior to sending the freight. We will need to know that the freight is coming, what method of payment will be used and to whom the receipt is to be sent.
5. Outbound freight will be shipped out on our preferred carriers (Roadway for ground and Fed-Ex for air) unless otherwise indicated. There will be No Additional Charge to return freight to the Cherry Convention Services' warehouse on Sunday 1/29/06 for pick-up on Monday 1/30/06 if these carriers are used. Use of other carriers will incur an additional fee of \$20.00 per hundred weight – based on inbound weight and 200-pound minimum.

Terri, please feel free to call or write if you have any additional questions or concerns.



3866 Oakcliff Industrial Court
 Doraville, Georgia 30340-3407
 (770) 242-5955
 (770) 441-2517 Fax

MATERIAL HANDLING SERVICES

As the exhibition facility does not receive advance shipments, provide labor for handling, unloading and delivery to booth, nor do they have the facilities for the storage of empty cases, the following services are offered:

SERVICE A – WAREHOUSE – CRATED MATERIALS

1. Receive at our warehouse up to thirty (30) days prior to installation date, all cased, crated or packaged exhibit materials.
2. Deliver all such materials to the loading dock at the facility on installation date and place same in proper exhibit space.
3. Store all empty containers.
4. Remove all materials from exhibit space within 3 hours of close of show and reload at dock with preferred carrier.
5. Use of non-preferred carriers, return of freight to warehouse or additional trips will incur extra charges.

RATE: FOR THE ABOVE COMPLETE SERVICE: \$40.00 per cwt. (hundred weight) or fraction thereof on straight time.* MINIMUM CHARGE: \$80.00 per shipment.

Shipments consigned to our warehouse must arrive prepaid and prior to 6 working days before show set-up to avoid a 50% surcharge to the rate quoted.

DO NOT SEND ADVANCE SHIPMENTS TO FACILITY. YOUR MATERIALS MAY NOT BE ACCEPTED & YOU WILL INCUR ADDITIONAL CHARGES. EXHIBITORS SHOULD MARK AND CONSIGN THEIR SHIPMENT AS FOLLOWS:

Company Name: _____
 Name of Show: _____ Booth #: _____
 C/O Cherry Convention Services, Inc.
 3866 Oakcliff Industrial Court
 Doraville, GA 30340-3407

SERVICE B – HANDLING CRATED MATERIAL SHIPMENTS AT THE EXHIBITION FACILITY

If exhibitor desires to deliver crated materials or ship directly to the exhibition facility, we will perform the following:

We will receive all such shipments delivered to the loading platform on installation date and place such materials in exhibit space, store all empty containers, remove materials from exhibit space within 3 hours of close of show and reload at dock.

RATE: \$32.00 per cwt. (hundred weight) or a fraction thereof on straight time.*

MINIMUM CHARGE: \$64.00 per shipment

SERVICE C – HANDLING SERVICES – UNCRATED MATERIAL AND ALL MOVING VAN SHIPMENTS AT THE EXHIBITION FACILITY

If exhibitor desires to deliver or pick up uncrated materials at the show via their own transportation or moving van, we will perform the same services listed in **SERVICE B** at an additional \$15.00 per cwt. (hundred weight) or a fraction thereof on straight time.*

MINIMUM CHARGE: \$94.00 per shipment.

SERVICE D - SMALL PACKAGE

Cartons and envelopes with a maximum weight per shipment of 25 pounds or less will be received at Cherry Convention Services warehouse with same services provided in **SERVICE A**. Cost per shipment will be \$25.00.

***Straight time hours are 8:00a.m. – 4:30p.m., Monday through Friday.** Any work performed other than during these hours will be subject to a 25% SURCHARGE inbound and/or 25% SURCHARGE outbound.

ALL OF THE ABOVE SERVICES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS LIMITATIONS OF CHERRY CONVENTION SERVICES LIABILITY AND RESPONSIBILITY.

1. Cherry Convention Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Cherry Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Cherry Convention Services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-lading covering outgoing shipment which are furnished to Cherry Convention Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Cherry Convention Services shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
5. Cherry Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Cherry Convention Services maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
6. Cherry Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, or for any collateral costs which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Cherry Convention Services by an exhibitor, or by a shipper on behalf of any exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. All handling charges are the responsibility of the exhibitor.

NOTE: PAYMENT OF THE TOTAL ESTIMATED CHARGES OR CREDIT CARD AUTHORIZATION MUST BE RECEIVED PRIOR TO RELEASE OF FREIGHT AT MOVE-IN OF THE SHOW



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Atlanta, Georgia 30340-3407

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EXHIBITOR SUMMARY

Please complete the exhibitor information section. Enclose a check for the total order or fill out the credit card authorization for payment, or to charge your show site orders to a Visa, Master Card, or American Express account.

EXHIBITOR INFORMATION

Show: _____

Booth #: _____

Company: _____

Address: _____

City: _____

State/Zip: _____

Signature: _____

Print Name: _____

Phone: _____

Fax: _____

Email: _____

CHARGES

Material Handling: _____

Labor: _____

Total: _____

PAYMENT INFORMATION

Indicate below the method of payment you are using for services provided by Cherry Convention Services, Inc. Check _____

Master Card _____ Visa _____ Amx _____

Account #: _____

Expiration Date: _____

Name on Card: _____

Signature: _____

CANCELLATION POLICY

24-Hour notice on cancellation for labor orders.
Less than 24 hours will result in payment in full.

CREDIT CARD AUTHORIZATION

Cherry Convention Services, Inc. is authorized to charge the following credit card for all services requested by the undersigned or representative which remain unpaid at close of show.

Credit card authorization or payment by check indicate acceptance of all terms and conditions on reverse side.

TERMS AND CONDITIONS

FOR ALL SERVICES BY CHERRY CONVENTION SERVICES, INC.

TO LESSEE / CUSTOMERS

1. This lease/contract comprises the entire lease/contract between CHERRY CONVENTION SERVICES (herein referred to as CCS) and the LESSEE/CUSTOMER. It is acknowledged that there are no understandings, representations, warranties, promises (verbal or otherwise) pertaining to this lease/contract of the equipment, which are not incorporated herein expressly by reference or rider attached hereto.
2. CCS shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
3. We suggest that you arrange all-risk insurance coverage on your exhibits and material, as CCS limits its liability to 30 cents per pound per article with a maximum of \$50.00 per item and \$1000 per each claim situation.
4. TERMS: Unless otherwise specified, all prices are net upon presentation.
5. LESSEE/CUSTOMER agrees to pay 1 ½% minimum interest per month on outstanding balance and all collection and attorney fees applicable in the event LESSEE/CUSTOMER does not meet CCS payment terms.
6. The person signing this order or and order form at an event for the customer, guarantees payment of the account personally.
7. All charges are earned upon performance by CCS, regardless of subsequent events.
8. Leased equipment shall at all times remain and be the sole and exclusive property of CCS and the LESSEE shall have only the right to use it under the conditions here contained. The leased equipment shall not be transferred, leased, used or subject to any person other than the LESSEE. This lease shall not be assigned by LESSEE by his own act or by the operation of law. The equipment will not be removed from said premises and will not be used at any other place, or for any other purpose except that stipulated.
9. The LESSEE shall at all times and at his own expense keep the leased equipment in good, safe, and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof.
10. At CCS's sole option, and without any obligation on its part, CCS shall at all times have the right of free access to the leased equipment for the purpose of inspecting it and watching its use or operation or determining the nature and extent of its use.
11. All rental equipment will be subject to a clean-up and damage charge, and LESSEE will be charged for any equipment not available for pick-up and return to CCS at the close of the event.