

HERSHEYSM

EXPOSITIONS

365 EAST DERRY ROAD PO BOX 446 WAREHOUSE 47, BAY 3 HERSHEY, PA 17033-0446
PHONE: 717-508-5926 FAX: 717-298-1519

Limitations of *Hershey*SM Expositions Liability & Responsibility

- A. *Hershey Expositions*** shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. *Hershey Expositions*** shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitor's booth.
- C. *Hershey Expositions*** shall not be responsible for loss, theft, or disappearance before they are picked-up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to ***Hershey Expositions*** by exhibitors, will be checked at time of actual pick-up from the booth and corrections made where discrepancies occur.
- D. *Hershey Expositions*** shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond its control.
- E. *Hershey Expositions*** liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. ***Hershey Expositions*** maximum liability shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. *Hershey Expositions*** shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. COLLECT SHIPMENTS WILL NOT BE RECEIVED.** All outbound shipping charges are the exhibitor's responsibility.
- H.** All shipping charges are the responsibility of the exhibitor.
- I. NOTE:** Shipments left in the booth for which no disposition is provided or if the requested carrier fails to pick-up shipment or refuses the shipment, ***Hershey Expositions*** reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. ***Hershey Expositions*** will not be responsible for any additional charges caused by this re-routing. There are no facilities at the show site to store exhibitor materials.
- J.** Labor and service ordered on behalf of exhibitors by display builders or other third parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.



PAYMENT FORM

365 EAST DERRY ROAD PO BOX 446 WAREHOUSE 47, BAY 3 HERSHEY, PA 17033-0446 PHONE: 717-508-5926 FAX: 717-298-1519

Payment Policy Form

We accept the following:
VISA MasterCard American Express

Event Name	Empire Education	Booth #
Event Site	HLCC	
Event Date	May 15-16	

PAYMENT POLICY

Please Familiarize Yourself with this Policy before Ordering any Services ****No Services will be Rendered without Full Payment in Advance****

- 1. ADVANCE ORDERS:** To receive the advance price; FULL PAYMENT OF CASH, CHECK, OR CREDIT CARD MUST ACCOMPANY YOUR ORDER. (USE CREDIT CARD AUTHORIZATION FORM BELOW). Purchase orders do not qualify for Advance Prices - Payment must accompany the order.
- 2. SHOW SITE ORDERS:** Services ordered at the event site will not be processed without full payment at the time the order is placed.
- 3. THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from *HersheySM Expositions*, the payment policy stated above applies. Please share this information with them.
- 4. SHIPPING FREIGHT TO WAREHOUSE OR EVENT SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR:** If you will be shipping to our warehouse or event site, and/or ordering installation/dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. SERVICES WILL NOT BE PERFORMED UNLESS WE HAVE THIS FORM COMPLETED AND RETURNED TO US. Statements will be available at the close of the event.
- 5. ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF EVENT BY EITHER CASH, CHECK, OR CREDIT CARD.** If credit card method is used, be sure that the card limits are high enough to handle your expected charges.
- If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of event.
- International exhibitors must pay for all services in U.S. Funds prior to event closing. A \$20.00 surcharge will be added for processing checks drawn on foreign banks.
- 8. ANY DISPUTES MUST BE MADE BY THE END OF THE EVENT.**

I authorize *Hershey Expositions* to charge any additional amounts incurred by me or my event representative, including material handling and labor charges.

Please Complete and Return to: *Hershey Expositions*

*PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:

Check One: Master Card Visa (Bank Americard) American Express

Account No.

Expiration Date: _____

Signature: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Company: _____	Date: _____
Address: _____	_____
Street	City State Zip
Authorized Signature: _____	Phone: (_____) _____
Booth #: _____	Fax: (_____) _____
Email Address: _____	_____