

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road Limerick Business Center
Pottstown, PA 19464

Phone: 610-495-8866 Fax: 610-495-8870

Email: info@generalexposition.com

Skid Accessible Storage Order Form

Advanced Discount Deadline Date: Friday, June 12, 2026

NASFAA 2026 National Conference

Gaylord National Resort

June 29 - July 1, 2026

Shipments to Storage - Shipments should be consigned to your booth. After inventorying the materials, please place your order for delivery of the materials into accessible storage at the General Exposition Services Service Desk. Our representatives will give you special labels that must be placed on the items you want placed into accessible storage. **ONLY** the items marked with these special labels will be placed in accessible storage. **Do not use "Empty" storage labels.**

Notice of Delivery - All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges apply).

Notice - You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and sign for receipt of items. Delivery hours may be restricted, check with the representatives at the General Exposition Services Service Desk.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. All rates are subject to change if necessary due to increased labor and material costs.

LABOR RATES:

Forklift with Operator	Discount	Regular
5,000#, ST	\$155.00	\$185.00
5,000#, OT	\$195.00	\$235.00
Worker per Hour		
Storage, ST		
Storage, OT		

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: 4:30 PM TO 8:00 AM Monday through Friday, all day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the Discount Deadline Date.

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
	AM	AM				
	PM	PM				
	AM	AM				
	PM	PM				
	AM	AM				
	PM	PM				

Please estimate the number of workers and hours per worker needed for delivery and removal above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Please describe your product:

Description	Price	Quantity	Total
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Access Storage, Per Pallet/Piece	\$135.00		\$
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I agree in placing this order that I have read and accepted General Exposition Services Terms & Conditions and General Exposition Services Limits & Liabilities set forth in this service kit.

Authorized Signature :

Authorized Signature - Please Print _____ Date _____

Please transfer totals to the Payment Authorization form.

Exhibiting Company: _____

Booth Number: _____

General Exposition Services, Inc
205 Windsor Rd
Limerick Business Center Pottstown,
PA 19464

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Credit Card Authorization

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order. Credit Card orders are subject to credit approval.

I, _____, hereby authorize General Exposition Services to charge my credit card for all event related services.

PLEASE COMPLETE THE FOLLOWING:

****NOTE: Credit Card information must be completed when ordering all freight handling.**

CHARGE TO: American Express Visa MasterCard

ACCOUNT NUMBER _____

Cardmember Name _____ Expiration Date _____

(Please Print)

Signature _____

Your information will be kept on file and all show related services will be charged after the close of the event.

Show Name _____

Exhibiting Company _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____

E-mail _____

Ordered by _____ Booth # _____

Credit and Payment Policy

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please take note of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order before any services are rendered.
- All credit card payments are subject to a 3% surcharge.
- Payment by company check, ACH, or money order may be mailed to General Exposition Services in advance of event date. If paying by check, include invoice number. Failure to receive payment in advance may result in a delay in services.
- No refunds. There will be no invoicing; purchase orders are not a form of payment.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS