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P.O. Box 220051 P. 704-366-9970  
Charlotte, NC 28222 F. 704-635-7099

# Proposal for Services

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## FOR:

SER of the WOCN®  
at  
Myrtle Beach Convention Center  
Myrtle Beach, SC

September 20-22, 2018

## PRESENTED TO:

Angela Howell, Planner  
SER of the WOCN  
1031 Oak Meadows Rd.  
Birmingham, AL 35242

## SUBMITTED BY:

Kellie Stefano



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With our proposal comes pride, commitment, dedication, and enthusiasm... for these there is no price tag.

We look forward to being part of your team and working closely with you on your events. The following services and furnishings will be supplied to SER of the WOCN® by Carolina Tradeshow Decorators, LLC (from this point forward referred to as CTD) at the cost and conditions described herein:

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## Floor Plans

CTD will prepare an initial plan for the exposition. We will prepare necessary revisions and an acceptable final floor plan including a camera-ready copy in accordance with your needs, on a **complimentary** basis. The appropriate local safety officials will approve the final plan. **ONLY ACTUAL FEES CHARGED BY THE FIRE PREVENTION DEPARTMENT WILL BE INVOICED.**

## Floor Marking

CTD will physically mark the exhibit floor in accordance with the final approved plan to clearly identify the exhibit space perimeter of all island display areas. These floor-marking services will be provided **complimentary**.

## Booths

CTD will provide the required number of draped exhibit booths (up to 100 square feet each); installed in accordance with the final approved floor plan. Each exhibit space will be supplied with an 8' high background, 3' high side-rail divider, one 2'x6' table skirted, two folding chairs, one wastebasket and one 7"x44" booth identification sign. Booth equipment will be provided at **\$ 55.00 each**.

## Registration Area

CTD will provide up to two illuminated registration counters, at **\$250.00 each**.

## Entrance Unit (If requested)

CTD can be provided a standard two tower entrance unit based on the space available. Price will be \$850.00 or less. Pricing includes graphics.



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## Aisle/Area Carpet (If requested)

CTD will provide aisle/area carpet for **\$4.00 per linear foot**. Price includes installation, removal and daily cleaning.

## Velcro Boards

CTD will provide double sided Velcro boards for **\$60.00 each**. Price includes installation, removal.

## Masking Drapery

Floor standing masking drapery utilized in the exhibit hall, will be supplied at the following rental rates:

- 3' high.....**\$1.50 per lin/ft**
- 8' high.....**\$2.00 per lin/ft**
- 12' high.....**\$9.00 per lin/ft**

## Signage (If requested)

CTD can provide digital signs at a cost of \$11.00 per square foot for single sides and \$13.00 per square foot for double sided. Pricing is based on a standard substrate. Specific pricing requested is below;

- Single Sided Meter Board.....**\$150.00 each**
- Double Sided Meter Board.....**\$200.00 each**

## Drayage Services - Show Management

Material shipped for the conference will be received at our warehouse, held in storage for delivery on our scheduled move-in date and re-loaded at the close. This service will be provided to show management **complimentary**. Additional labor rates and/or delivery charges will apply for shuffling of materials or delivery/pick-up scheduled other than CTD exhibit move-in and move-out times.

## Drayage Services - Exhibitor

CTD will receive and store Exhibitor materials up to 30 days prior to the exposition; deliver to the assigned booth space(s); store and return empty containers and assist exhibitors with the



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forwarding of freight at the conclusion of the exposition. Exhibitor drayage services will be provided in accordance with the material handling/drayage service information published in the exhibitor service manual.

## Show Management Discounts

All furnishings and services provided for SER of the WOCN direct use and not otherwise addressed in the context of this agreement, will be provided at the following discounts based on rates published in the exhibitor service manual.

- \* Traditional Furniture and Accessories, less **50%**.
- \* Custom Furniture and Accessories, less **10%**.
- \* Octanorm / Agam System Components, less **20%**
- \* Labor, less **10%**
- \* Ribbon Cutting kit – **No Charge**
- \* Easels - **\$8.00 each**

## Exhibitor Service Manual

CTD will prepare a complete Exhibitor Service Manual; consisting of a cover letter and order forms for all furnishings and services offered by our company and the facility to exhibitors. Manuals can be emailed and will also be offered online with the ability to order online as well.

## Terms and Conditions

### Binding Effect

This contract inures to the benefit of and is binding upon both parties and their successors and assigns to the effect, in the event that all or any portion of either company is sold or transferred or in the event that any of the events contemplated by this agreement are sold or transferred, the selling-transferring party shall notify the purchaser / transferee of this contract and as part of any such transaction shall require that this contract be honored by the purchaser/transferee as to those events effected by the sale or transfer. All parties signatory to this contract recognize, in writing as part of this agreement, the right of CTD to complete said contract.

### Exclusivity Clause

SER of the WOCN acknowledges and agrees that CTD shall serve as the official service contractor and in the interests of safety, continuity and control, shall be the exclusive on-site service contractor in the exhibit hall, meeting rooms and all other show management areas including,



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but not limited to, drayage, rigging, electrical, truss and lighting, plumbing, vacuuming, custom cleaning and all booth furnishings, including floor coverings and drapery installation, signage, and the labor necessary to complete the stated services, except however, CTD will consent to such services that are provided by the facility on an “exclusive basis”, i.e. an “in-house exclusive service” as it is commonly referred to in our industry and not an optional value added service. When necessary, at its discretion, CTD shall appoint official common and air carriers.

## Confidentiality

CTD expects that our proposal and all other information disclosed about CTD will be treated as confidential. Simply stated, all information submitted by CTD should be used internally for evaluation purposes by SER of the WOCN, or with outside parties, such as consultants, accountants, or attorneys who are retained by SER of the WOCN. SER of the WOCN will not release this material to any other outside party without the express written agreement of CTD.

## General Indemnity

CTD will indemnify SER of the WOCN for any and all damages, liabilities, claims, losses and expenses which may be incurred by SER of the WOCN arising out of or resulting from any act or omission by CTD or its agents, directors, officers, or employees; and any action, suit, proceeding, investigation, assessment or judgment arising out of or incidental to this contract. SER of the WOCN agrees to indemnify CTD in respect of any and all damages, liabilities, claims, losses and expenses which may be incurred by CTD arising out of or resulting from (i) any act or omission by SER of the WOCN or its agents, directors, officers or employees; and (ii) any action, suit, proceeding, investigation, assessment or judgment arising out of or incidental to this Agreement, including, in any event, reasonable fees and disbursements of counsel (whether prior to or at trial or in appellate proceedings).

## Insurance and Liability

At all times during the term of this Agreement, CTD shall, at its own expense, maintain Worker’s Compensation Insurance, as well as all hazards Public Liability and Property Damage Insurance in an amount of not less than One Million Dollars (\$1,000,000.00) coverage per person. Such insurance shall be in such form and with such companies (each of which shall be legally authorized to transact business in the State of the Show’s location as shall be acceptable to Promote. CTD shall provide Show Management with true copies of all such policies of insurance within sixty (60) days after the signed date of this agreement, showing Show Management as an additional insured and a loss-payee. Show Management may, in its sole discretion, on thirty (30) days written notice to CTD, require to obtain additional or different insurance coverage as Show Management reasonably requests.



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## Governing Law

This agreement has been entered into in the state of North Carolina and shall be governed in all respects by the laws of the State of North Carolina.

## Terms

Full estimated payment in full is due no later than 10 days prior to installation. If there is a balance due after show completes final payment is due within 14 business days. A \$5000.00 minimum charge will apply for the production of this event.

## Exhibitor Appointed Contractors

In the event, an individual exhibitor chooses to utilize it's own contractor (EAC) to provide any of the services that the CTD may otherwise perform under this Agreement, the show organizer will work with CTD to advise the exhibitor of the mutually agreed upon policy to prohibit any EAC from working at the event unless the exhibitor seeking to use the EAC delivers to the show organizer at least forty-five (45) days prior to each event's exhibitor move-in date: (i) a written statement setting forth the identity and intended use of the EAC, and (ii) a certificate of insurance coverage which has named CTD and show organizer as additional insures on the EAC's policies, excluding workers' compensation insurance. The show organizer will collect and maintain these records.

## Waiting Time

If CTD arrives at the facility at the designated (time signed off by both facility and customer) move-in time and the room(s) are not available for immediate install, the show organizer will be charged labor per man, per hour with one hour minimum per man waiting time. Labor rates will be charged based off published exhibitor rates less 20%.

## Trash Maintenance

Should this exposition be held in an exposition facility that does not provide complete trash maintenance and removal services as part of the rental / lease agreement, it is understood that if the CTD is required to provide any trash removal services or pay fees associated with the disposal or recycling of trash; that this cost will be invoice to the show organizer at the prevailing rates.



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## Simultaneous Services

The complimentary, discounted and other services provided within this agreement are based on the delivery and pick up of said services occurring simultaneously with the scheduled installation and dismantlement of the exhibits. Should the show organizer require these furnishings or services to be provided early or dismantled later, the CTD reserves the right to assess additional costs.

## Force Majeure

CTD shall not be liable for failing to perform the services and furnishings associated with this agreement where such failure is a result of a strike or other labor disturbance; governmental action; any act of terrorism; or any act of God.

## Length of Agreement

The terms of this agreement shall include advance, onsite and post show production of the 2018 event.

## Acceptance

If our proposal meets with your approval, please sign and return a copy to us. We look forward to being part of your team and working closely with you on your events.

Respectfully Submitted for the Employees of Carolina Tradeshow Decorators, LLC:

By: \_\_\_\_\_  
Kellie Stefano

\_\_\_\_\_  
Date

Legally Authorized Agent of the SER of the WOCN:

By: Jennifer Anderson  
Jennifer Anderson - President

June 21, 2018  
\_\_\_\_\_  
Date