



## **GENERAL SHOW INFORMATION**

### **Association of Partners in Christian Education**

January 24 - 28, 2023

Birmingham Jefferson Convention Center  
Birmingham, Alabama

#### **OFFICIAL SERVICE PROVIDER**

Veal Convention Services, Inc. (VCS)  
3016 Reverend Abraham Woods Jr. Blvd.  
Birmingham, AL 35203

Phone: 205.328.1010  
Toll Free: 800.844.8325  
Email: [orders@vealco.com](mailto:orders@vealco.com)

#### **IMPORTANT DATES**

Advance Freight Cut Off and Discount Deadline Date: Tuesday, January 17, 2023  
Orders must be received with payment by this date to qualify for discounted prices.  
Freight received at advance warehouse after cutoff date subject to late fees and additional transportation charges.

#### **EXHIBITOR INSTALLATION**

Please see exhibitor registration information for exact dates and times.

#### **EXHIBITOR MOVE OUT**

Please see exhibitor registration information for exact dates and times.  
All freight and materials on the showfloor after move-out deadline will be forced back to VCS warehouse or onto VCS's preferred carrier. Additional charges will apply.

#### **ADVANCE WAREHOUSE SHIPPING INFORMATION**

See attached shipping labels for deadlines and addresses. ***PLEASE CONTACT OUR OFFICE FOR ASSISTANCE WITH SHIPMENTS DIRECTLY TO SHOW SITE.***

#### **RENTAL TERMS & CONDITIONS, LIMITS OF LIABILITY and OTHER IMPORTANT INFORMATION AVAILABLE AT VEALCO.COM**

All services and rentals are governed by the terms and conditions and limits of liability available at [vealco.com](http://vealco.com) and at [veal.boomerecommerce.com](http://veal.boomerecommerce.com). Please contact our office at [orders@vealco.com](mailto:orders@vealco.com) for a copy or with any questions or concerns before placing orders or shipping packages to VCS.



## **FREIGHT HANDLING SERVICES**

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - Shipments that can be unloaded at the dock with no additional handling required. Each shipment received is charged separately. Cumulative weights are not allowed on minimums. *Prices apply only to shipments that meet the advance deadline.*

**STRAIGHT TIME RATE: \$79 per 100lbs. – 200lbs. minimum**

### **SERVICE B - DIRECT SHIPMENT TO SHOWSITE**

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS - See definition above in Service A.

**STRAIGHT TIME RATE: \$109 per 100lbs. – 200lbs. minimum**

### **SERVICE C - SMALL PACKAGE SERVICE**

Cartons and envelopes received without documentation. Maximum weight is 30 lbs. per shipment, per delivery. This includes UPS, FedEx, etc. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

**STRAIGHT TIME RATE: \$39 per package**

### **SERVICE D - OUTBOUND ONLY FREIGHT HANDLING SERVICE**

Freight handled only at close of show. Material handling fees include taking materials to the loading dock and loading on designated carriers.

**STRAIGHT TIME RATE: \$49 per 100lbs. – 200lbs. minimum**

### **OTHER CHARGES FOR FREIGHT HANDLING SERVICES**

***Uncrated, Loose, and Shipments Requiring Special Handling:*** Shipments of uncrated or loose items or boxes, machinery / heavy equipment or blanket wrapped items or any items that require special handling. Additional Fee: 30 percent

***Delivery Deadline:*** Advance shipments to warehouse that are received before the advance receiving dates or not received at least five (5) days prior to show move-in and any direct to show site shipments that arrive before or after designated acceptance times. Additional Fee: 30 percent

***Overtime Surcharge\*:*** Straight time rates are quoted above and apply Monday through Friday 8am - 4pm. Freight handling on overtime, before 8am and after 4pm on weekdays and on Saturday, Sunday or Holiday, an additional 30 percent will be charged per occurrence. Based on move-in / move-out schedule, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. (Your advance warehouse shipments may be received during straight-time, but the move-in / move-out schedule may require that your shipment be moved into our out of the exhibit area on overtime.) Additional Fee: 30 percent for every overtime application. \* This fee has already been included for this event in the pricing listed above. \*

***Transportation Surcharge:*** Charge applies to freight transported to VCS warehouse after close of show. \$35 per 100lbs (\$350 minimum)

*All orders must be processed using our online ordering at: [veal.boomerecommerce.com](http://veal.boomerecommerce.com). Please call 1(800)844-8325 for assistance or with any questions regarding your order.*



**ADVANCE SHIPMENT LABELS**

**RUSH! Exhibition Freight RUSH! Exhibition Freight RUSH!**

Must arrive by: **Tuesday, January 17, 2023**  
**APCE - January 24 - 28, 2023 - BJCC - Birmingham, AL**

From: \_\_\_\_\_ To: Veal Convention Services  
3016 Reverend Abraham Woods Jr. Blvd. N  
Birmingham, AL 35203

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces. Carrier \_\_\_\_\_

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Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces. Carrier \_\_\_\_\_

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse. Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse. Please make additional copies of these labels as needed.

NOTE: Warehouse is not temperature controlled. Hazardous materials will not be accepted at warehouse.

**PLEASE CONTACT OUR OFFICE FOR ASSISTANCE WITH SHIPMENTS DIRECTLY TO SHOW SITE.**

## RENTAL FURNITURE & ACCESSORIES

<b>SKIRTED DISPLAY TABLES</b>	<b>Advance Order</b>	<b>Floor Order</b>
4ft by 2ft by 30in high	\$129	\$189
6ft by 2ft by 30in high	\$109	\$149
8ft by 2ft by 30in high	\$129	\$189

(Standard table height is 30in. Add \$40 for 40in high skirted table.) (All sizes skirted on three sides. For skirt on 4th side, add \$40 on 30in tall table, \$60 on 40in tall table)

Table Skirt Color: \_\_\_\_\_ blue \_\_\_\_\_ red \_\_\_\_\_ burgundy  
\_\_\_\_\_ black \_\_\_\_\_ green \_\_\_\_\_ yellow \_\_\_\_\_ white



<b>CHAIRS</b>	<b>Advance Order</b>	<b>Floor Order</b>
Folding	\$29	\$29
Side	\$69	\$89
Arm	\$69	\$89
Barstool	\$89	\$119



<b>BARE DISPLAY TABLES</b>	<b>Advance Order</b>	<b>Floor Order</b>
4ft by 2ft by 30in high	\$69	\$99
6ft by 2ft by 30in high	\$49	\$69
8ft by 2ft by 30in high	\$69	\$99

Standard table height is 30in. Add \$20 for 40in high table

<b>OTHER TABLES</b>	<b>Advance Order</b>	<b>Floor Order</b>
Cocktail Round (café table) (30in diameter, 30in height, cover available separately)	\$79	\$99
Cocktail Round (highboy) (30in diameter, 40in height, cover available separately)	\$79	\$99

<b>OTHER</b>	<b>Advance Order</b>	<b>Floor Order</b>
Cocktail Round Cover	\$29	\$49
Wastebasket	\$19	\$29
Literature Rack	\$119	\$189
Easel	\$19	\$29
Bag Stand	\$49	\$59
6-10ft section of 3ft drape	\$49	\$89
6-10ft section of 8ft drape	\$89	\$129

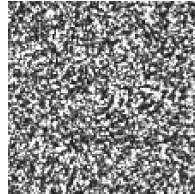
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Please call 1(800)844-8325 for assistance or with any questions regarding your order.*

## RENTAL CARPET

### CARPET COLOR:



Bluejay



Tuxedo/ Pepper



Cayenne

### CARPET ONLY

	Advance Order	Floor Order
10ft x10ft	\$169	\$249
10ft x20ft	\$349	\$499
10ft x30ft	\$479	\$719

Custom Cut carpet is available at a rate of \$9 per square foot

### CARPET AND PADDING

	Advance Order	Floor Order
10ft x10ft	\$269	\$399
10ft x20ft	\$549	\$799
10ft x30ft	\$779	\$1169

Custom cut carpet with padding is available at a rate of \$16 per square foot

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Please call 1(800)844-8325 for assistance or with any questions regarding your order.*

## CLEANING SERVICES

### VACUUMING ONLY

Prices are per single booth space.

	<u>Advance Order</u>	<u>Floor Order</u>
Before show opens (priced per booth space)	\$49	\$69
Nightly	Number of days x \$49	\$69

### PRE-SHOW AND POST-SHOW CLEANING SERVICE

Includes: vacuuming, empty wastebaskets, remove refuse, remove empty cartons, cleaning & dusting exhibit, tabletops, etc. before or after show hours. Prices are per single 10ft by 10ft booth space.

	<u>Advance Order</u>	<u>Floor Order</u>
One day	\$69	\$99
More than one day	Number of days x \$69	\$99

***Other equipment and services are available.  
Please call with any questions.***

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Please call 1(800)844-8325 for assistance or with any questions regarding your order..*



## **SIGNS, BANNERS, GRAPHICS, AND DISPLAYS**

All signs and banners are produced using our full color, digital inkjet wide-format printer. You send the artwork and/or the info for the sign. We send you a proof for approval. You are not charged for layout, editing, or changes unless your signage requires more than routine processing time (about 20 minutes). We will advise you of any charges before the work is done. We produce the sign, banner or graphics and deliver them to you at the show. **NOTE:** Deadline for these services is 7 days before Advance Order deadline stated above.

<b>SIGNS</b>	<b>Discount Rate</b>	<b>Standard Rate</b>
24in by 36in sign (mounted on foam core)	\$79	\$109
28in by 44in sign (mounted on foam core)	\$89	\$119
23in by 46in sign (mounted on foam core)	\$89	\$129
44in by 46in sign (mounted on foam core)	\$129	\$169
23in by 94in sign (mounted on foam core)	\$199	\$299
46in by 94in sign (mounted on foam core)	\$349	\$499
other sizes per square inch (mounted on foam core)	10 cents	15 cents

### **BANNERS**

2ft by 8ft vinyl banner	\$129	\$229
3ft by 8ft vinyl banner	\$189	\$289
4ft by 8ft vinyl banner	\$249	\$349
other sizes per square foot	\$9	\$15

***Banner Stands (Retractable and non-Retractable), Pop-Up Displays and Modular Aluminum Displays available for Purchase or Rent. Please inquire for pricing.***

*All orders must be processed using our online ordering at: [veal.boomerecommerce.com](http://veal.boomerecommerce.com). Please call 1(800)844-8325 for assistance or with any questions regarding your order.*

## INSTALLATION AND DISMANTLING LABOR ORDER FORM

**RATES: Straight Time \$80 per hour, Overtime \$120 per hour**

- Starting time can be guaranteed only when labor is requested for the start of the working day, which is 8:00am.
- The minimum charge of one (1) hour per person will apply and time will commence in accordance with the exhibitor's request and in half (1/2) hour increments thereafter.
- Work will be done on a straight time basis if circumstances permit; however, this is not a guarantee that overtime charges will not be invoiced if necessary.
- Failure to call for labor at requested time will result in one (1) hour charge per man requested, unless twenty-four (24) hour advance notice is provided.
- Orders received at the show will be processed after advance orders.
- Veal Convention Services cannot be responsible for losses due to theft, loss or damage or for product/literature that is not properly packed and labeled. Review your insurance policies to be sure that you have proper coverage.
- **STRAIGHT TIME IS 8:00 AM – 4:00 PM WEEKDAYS. OVERTIME IS BEFORE 8:00 AM AND AFTER 4:00 PM WEEKDAYS AND ALL DAY SATURDAY. DOUBLE OVERTIME IS ALL DAY SUNDAY AND HOLIDAYS.**

### VCS SUPERVISED LABOR

**OK TO PROCEED:** A SERVICE FOR THOSE OF YOU WHO WISH TO HAVE YOUR EXHIBIT SET UP BEFORE YOUR ARRIVAL AT SHOW SITE. Veal Convention Services, Inc. will install and/or dismantle your exhibit. You need not be present. A professional supervision surcharge of 30 percent will be added to your labor charge. \$45 minimum for each installation and dismantle.

	No. of Laborers	Laborer Hrs. Each	Total Hours	Number of Cartons: _____
Installation	_____	_____	_____	
Dismantle	_____	_____	_____	Number of Crates: _____

### EXHIBITOR SUPERVISED LABOR

**DO NOT PROCEED:** ALL WORK IS PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. It is important that the exhibitor check in at the service desk to pickup laborers ordered. Exhibitor must also check the laborers out at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or exhibitor representative.

	No. of Laborers	Laborer Hrs. Each	Total Hours	Number of Cartons: _____
Installation	_____	_____	_____	
Dismantle	_____	_____	_____	Number of Crates: _____

Exhibitor Representative:

Company Name:

Email Address:

Show Site Phone No.:

Alternate Phone No.:

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