

I. Overview of Program

Quality Services for Portable & Custom Exhibit Clients

What is the ExpoDisplays Exhibit Management Program?

This is our system of storing, shipping, and maintaining portable and custom exhibits. Our Exhibit Management Program can take the worry and hassle out of your client's show management. We have a system in place to ensure the displays arrive on time, in good condition and ready to go, with very little effort on the customer's part.

What businesses would benefit from this program?

Any business that exhibits at trade shows. We have a wide range of clients varying in size from a business with a single table top display, to a large corporation with over 100 portable and custom exhibits and hundreds of shows. We will design the program to meet the exact needs of your client.

What services are offered?

We can handle most aspects of a company's trade show program, a few are listed below:

- Storage
- Shipping
- Pull/Check
- Drayage
- Show Services
- Install/Dismantle
- Electrical Services
- Show Paperwork
- Repair
- Refurbishment
- Refurbishment of Other Brands

How can the ExpoDisplays Exhibit Management Program benefit you?

- *You will meet another of your client's trade show needs* - The high level of service we provide will solidify your relationship with your client, and keep another company (possibly a competitor) out of the picture.
- *Increased sales* - By storing your client's exhibits, it greatly increases the chance that when they purchase again, it will be from you.
- *Savings* - Our rates are lower than the industry average.

How can you find out more?

To find out more about our Exhibit Management Program, and how it can benefit you and your clients, contact our customer service department at (866) 404-EXPO.

II. Sample Exhibit Management Program

How does it work?

Although we customize our procedures to meet the exact needs of the client, the following is an example of how we handle over 450 shows for an actual client.

1. Exhibits are stored in our warehouse
2. Client fills out and faxes us the Exhibit Request Form. This includes the exhibits and graphics to be used, shipping address, show information and the date the exhibit needs to be at the show.
3. Exhibit Request Form is confirmed and faxed back to the client. This is to verify we have received the Exhibit Request Form and are proceeding.
4. Exhibit is Prepared. We pack the exhibit, graphics, return-shipping instructions, shipping labels, assembly instructions, etc.
5. Exhibit is shipped
6. Shipment Notification is faxed (so the client knows the exhibit has been shipped.)
7. Exhibit arrives at the show
8. Expo supplies return packet w/sample Bill of Lading (BOL) & return labels* (so the client will know the exhibit arrived at the show).
9. Client is responsible for returning exhibit form show.
10. Pull/Check is performed* The exhibit is checked, the customer is notified of any damage, and the exhibit is returned to storage, unless there is damage.
11. Return Notification is faxed to client. This includes any recommended repairs.
12. Invoice mailed to client that includes all services rendered for that show cycle.

III. Program Information

Description of Services

SHIPPING / EXHIBIT PREPARATION

Preparing an exhibit for shipment, including preparing show kits, coordination graphics, and any other service necessary to prepare the exhibit.

OUT

Removing the exhibit from storage and loading it on a shipping carrier. Out charges apply anytime an exhibit leaves our warehouse.

SHIPPING CHARGES

NORMAL SHIPPING - Expo receives highly discounted rates from shipping carriers due to the large volume of materials that Expo ships. Expo will estimate shipping on a show by show basis, handle all aspects of arranging the shipping, and then bill the client for the final shipping amount.

NO SHIPPING - The client prefers to handle all aspects of the shipping and requires no action on the part of Expo.