



Intelligent Transportation Society  
**Gulf Region ITS**  
ANNUAL MEETING | BATON ROUGE, LA | NOVEMBER 15-18, 2021

# EXHIBITOR'S PACKET

## IMPORTANT:

Please direct this packet to the person in charge of your booth.



# SHOW INFO

**Gulf Region ITS (GRITS) Annual Meeting  
November 15-18, 2021  
L'Auberge Casino Hotel Baton Rouge**

## **BOOTH SPECIFICS**

8x8 booths (Grand Ball Room) and 10x10 booths (Foyer) will be set with 8' backdrop and 8' side dividers. Each exhibitor will be provided with (1) ID sign, (1) 6' skirted table, (2) chairs, (1) wastebasket, Wifi and (1) 110v Duplex Outlet. Entire exhibit area is carpeted.

## **RENTALS & SERVICES**

There is an additional charge for floor orders, so please place orders in advance of **Thursday, November 4, 2021**. To assist you in selecting decorating needs, order forms for furniture, electrical, carpet and mechanical services have been provided.

## **EXHIBITOR MOVE-IN**

### **Exhibitor Move-in:**

Monday, November 15th: Noon - 4:30 pm  
Tuesday, November 16th: 8:00 am - 6:00 pm

## **EXHIBIT HOURS**

### **Exhibit Hours:**

See Schedule at a Glance

## **EXHIBITOR MOVE-OUT**

### **Exhibitors Move-Out:**

Wednesday, November 17th: 5:00 pm - 6:30 pm

## **ELECTRICAL**

Exhibitors must obtain additional electrical services from RC Electric. 225-413-2996 or [rcelectric@cox.net](mailto:rcelectric@cox.net)

**Gulf Coast Event Services** would like to express our appreciation for this business opportunity. We will do whatever necessary to make this a successful show for you, your organization and potential customers. For any questions or need further assistance do not hesitate to contact our home office (800-488-3836 / [info@gcevents.biz](mailto:info@gcevents.biz)).

# NOTICE TO EXHIBITORS

## Your booth comes equipped with...

ONE (1) ID SIGN  
ONE (1) 6' SKIRTED TABLE  
TWO (2) CHAIRS  
ONE (1) WASTEBASKET  
ONE 110V DUPLEX OUTLET  
WIFI

Other items for your booth may be furnished by yourself or you may obtain them from Gulf Coast Event Services.

**ORDER DEADLINE is** Thursday, November 4th

Please order in advance. All floor orders will have an additional 20% handling charge.

Floor orders are accepted at the Gulf Coast service desk during exhibitor move in.

Feel free to contact us ([office@gcevents.biz](mailto:office@gcevents.biz) or 800-488-3836) with any questions or in need of info.

# ATTENTION

For your convenience, **order online**  
in regard to rentals/services.

Copy or click link (<http://gcevents.biz/orderonline/>)  
and type the word **tigers** in the password box.

Feel free to also eMail the following forms.

The PDF Forms are fillable using  
the latest Adobe Acrobat Reader.

Copy or click link (<https://get.adobe.com/reader/>)  
to install.

Select "Tools" and then "Fill and Sign."

**Please enter info and send to  
office@gcevents.biz.**

# **ATTENTION**

**PLEASE DO NOT PIN, STAPLE OR  
TAPE TO DRAPERY.**

**ALSO FOR YOUR SAFETY:**

**DO NOT STAND ON CHAIRS.  
DO NOT SIT OR STAND ON TABLES.**



**RETURN FORM TO:**  
 17257 La Hwy 44; Unit 2  
 Prairieville, La. 70769  
 800-488-3836 (F) 225-673-2142  
 office@gcevents.biz

# FURNITURE RENTAL

TABLES				CHAIRS & ACCESSORIES			
Skirting includes white vinyl & pleated on 3 Sides. Choose your tables size, height, and color.				***Please do not stand on Chairs/Tables.*** ***Please do not pin or punch holes thru drape.***			
<b>Place an "X" above color choice:</b>				<b>Chairs</b>			
Black Blue Burgundy Gold Silver Green White Red							
<b>Tables 30" high</b>				<b>Qty.</b>	<b>Description</b>	<b>\$</b>	<b>Total</b>
<b>Qty.</b>	<b>Description</b>	<b>\$</b>	<b>Total</b>				
	4' long x 24" wide	45.00			Side Chair	25.00	
	6' long x 24" wide	50.00			Padded Stool	42.00	
	8' long x 30" wide	65.00			Folding Chair	12.00	
	6' long x 18" wide	55.00		<b>Accessories</b>			
	8' long x 18" wide	60.00			Wastebasket	8.50	
	Table skirt four sides	25.00			Chrome Easel	24.50	
<b>Tables 42" high</b>					Stanchion-42" high	18.00	
	6' long x 24" wide	78.00			Rope for Stanchion	10.00	
	Table skirt four sides	20.00			Peg Board (2'x8')	65.00	
<b>Undraped Tables 30" high White vinyl top only</b>					Peg Board (4'x8')	85.00	
	4' long x 24" wide	30.00		<b>Table-Top Risers</b>			
	6' long x 24" wide	40.00		Risers are 12" wide, covered in white vinyl. Choose your style & length.			
	8' long x 30" wide	50.00		<b>Single Step Risers</b>			
	6' long x 18" wide	45.00			4' long x 7" high	35.00	
	8' long x 18" wide	55.00			6' long x 7" high	45.00	
<b>Undraped Tables 42" high White vinyl top only</b>				<b>Double Step Risers</b>			
	6' long x 24" wide	55.00			4' long x 14" high	45.00	
<b>Pedestal Table with Table Cloth</b>					6' long x 14" high	65.00	
	30" high x 30" diameter	55.00		<b>Quick Tips for Easy Exhibiting</b>			
<b>42" High x 30" Cocktail Tables with Table Cloth</b>				-Remember to order in advance to save time & money. An additional 20% will be added to all on-site orders. Some items are not available at show site. -Rental prices are for the duration of the show and include delivery and setup. -Orders must be cancelled within 48 hours of scheduled move-in to receive a refund.			
	42"X30" Cocktail Table	65.00					
<b>Top &amp; Skirt Your Table</b>							
	Standard Table	35.00					
<b>Special Draping</b>				<b>Total Cost</b>			
<b>Place an "X" above color choice:</b>							
Black Blue Burgundy Gold Silver Green White Red							
Ft.	8' high drape	6.00 per ft		Subtotal			
Ft.	3' high drape	3.00 per ft		% Tax			
				Total			

Event GRITS ANNUAL MEETING Order Deadline Thursday, November 4th

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Booth# \_\_\_\_\_

Ordered By (please print) \_\_\_\_\_

Phone \_\_\_\_\_ eMail \_\_\_\_\_

Please note: "Method of Payment" form must accompany this order

# SHIPMENT NOTICE

The following forms must be completed before any shipment will be accepted in our warehouse:

**DRAYAGE  
SHIPMENT NOTIFICATION  
METHOD OF PAYMENT**

Shipments received by facility personnel may be turned over to Gulf Coast Event Services for distribution.

Exhibitor material handling charges will be assessed according to the rates stated on the drayage rate form.

**No shipments received on Friday.**



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 17257 Hwy 44; Prairieville, La. 70769  
 Ph 225-673-2943 (F) 225-673-2142  
 eMail: office@gcevents.biz

# DRAYAGE

MATERIAL HANDLING SERVICE		Round Trip Rates		
Rates include all labor & equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to/from storage and remove from booth for reloading on to outbound carriers.				
A. CRATED OR SKIDDED FLOOR LOAD SHIPMENT		PER CWT(100 lbs)	Min. Charge	Est. Cost
Includes shipments that are loaded & charged by cubic space, and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments.) Also includes shipments received without documentation, such as FedEx & UPS. Overtime and/or after deadline shipments additional, see below.		Rate \$79.00	200#	
Shipment Weight (Round up to next 100lbs.) _____ /100=		Total CWT @ \$	PER CWT=\$	
B. SKIDDED SHIPMENT		PER CWT(100 lbs)	Min. Charge	Est. Cost
For Example, skidded shipments such as literature, promotional Bags, and/or give-a-ways.		Rate \$79.00	200#	
Shipment Weight (Round up to next 100lbs.) _____ /100=		Total CWT @ \$	PER CWT=\$	
C. UNCRATED OR WRAPPED SHIPMENT		PER CWT(100lbs)	Min. Charge	Est. Cost
Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. Overtime and/or after deadline shipments additional, see below.		Rate \$79.00	200#	
Shipment Weight (Round up to next 100lbs.) _____ /100=		Total CWT @ \$	PER CWT=\$	
D. OVERTIME				
All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of booth before 8:00am or after 4:30pm on weekdays, or anytime on Saturday, Sunday or holidays, will be charged each way in addition to the above rates.		Add <u>25%</u> if handled In <u>OR</u> Out on overtime \$ _____		
		Add <u>50%</u> if handled In <u>AND</u> Out on overtime \$ _____		
E. DELIVERY AFTER DEADLINE DATE				
Freight not received at the warehouse prior to deadline date & any shipment received at show site after show opening will be charged in addition to the above rates.		Add 25%	\$ _____	
OTHER AVAILABLE SERVICES				
Deliver Back to Warehouse	Material Handler	Total Estimated Cost		\$ _____
Storage Per Month	Forklift / Operator			
***Full refund if cancelled within 48 hours of move-in***				

Event Name GRITS ANNUAL MEETING Order Deadline Thursday, November 4th  
 Company Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Booth# \_\_\_\_\_  
 Ordered By (please print) \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Please Note: Method of Payment must accompany this order.





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17257 La Hwy 44; Unit 2  
Prairieville, La. 70769  
800-488-3836 (F) 225-673-2142  
office@gcevents.biz

## **DRAYAGE INSTRUCTIONS**

**Important:** Freight will not be accepted unless properly labeled and related forms completed.

**INBOUND SHIPPING** All inbound shipments should be "prepaid."

**SHIP TO GULF COAST WAREHOUSE**

**Must arrive prior to: Thursday, November 4, 2021**

Ship To:

**Gulf Coast Event Services**

**Event Name: GRITS ANNUAL MEETING**

**Booth Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**17257 Hwy 44**

**Prairieville, La. 70769**

### **INBOUND SHIPPING INSTRUCTIONS**

All materials shipped must be marked with the name of the show, exhibitor's name and exhibitor's booth number. Inbound freight shipments may be shipped and stored thirty (30) days prior to the show date. The designated freight carrier will accept and store inbound materials up to thirty (30) days at **NO CHARGE**. Exhibitor's material handling charges will be assessed according to the rates stated on enclosed Drayage rate form. All out of town drayage shipments will be placed in the exhibitor's booth on the show move-in day. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed for shipment with the outbound freight carrier. Freight shipped directly to the auditorium must arrive at the date specified above (move-in day).

### **LOCAL SHIPPING INSTRUCTIONS**

Local exhibitors may deliver exhibit materials directly to the show site listed above on move-in day by way of company vehicle(s). Exhibitor's may unload materials from company vehicle(s) and set up your display with company employees. The moving in of exhibitor's equipment must be accomplished by means of pallet jacks, dollies and/or hand trucks. Exhibitors will NOT be allowed to operate forklifts or any other motorized vehicle accept auto or delivery truck on show site. The freight contractor will store all emptied, labeled drayage materials. After the close of the show, all empty, labeled materials will be delivered to your booth for crating and re-labeling to be placed by the forklift operator for outbound shipment by way of exhibitor's vehicle. Exhibitor's material handling charges will be assessed according to the rates on enclosed drayage rate form.

### **LABELING MATERIALS FOR STORAGE**

Labeling of empty crate(s) during the show hours is the responsibility of the exhibitor. We request all exhibitors remove previous labels prior to re-labeling the materials for storage. Exhibit materials will NOT be removed from any booths until properly tagged. Empty crate label(s) may be obtained from the service desk on show site.

### **OUTBOUND SHIPPING INSTRUCTIONS**

**Packaging, labeling, completing of outbound BILL(S) OF LADING and scheduling a pickup for exhibit materials is the EXCLUSIVE RESPONSIBILITY of the exhibitor. There is a 25% charge for any exhibit materials brought back to our warehouse for outbound. The freight contractor is NOT responsible for any valuables remaining in the crates. A representative from the freight contractor will be on show site to answer any questions and assist you in completing the outbound shipping requirements.**

### **TERMS OF LIABILITY**

The liability of the freight contractor is during the process of movement to the exhibitor's booth location and during the process of movement of reloading for outbound shipments. The freight contractor suggests all exhibit materials be PROPERLY INSURED against damage of fire, theft, collision and any other hazards arising from the display and transit process.



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Prairieville, La. 70769  
Ph 225-673-2943 Fax 225-673-2142  
Email: office@gcevents.biz

## SHIPMENT NOTIFICATION

### INBOUND SHIPPING

All inbound shipments should be "prepaid."

SHIPMENT WILL BE RECEIVED & HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH ON THE INCLOSED SHIPPING INSTRUCTIONS AND MATERIAL HANDLING RATES.

### SHIPPING TO GULF COAST WAREHOUSE:

Must arrive prior to: **Thursday, November 4, 2021 (NO SHIPMENTS RECEIVED ON FRIDAY)**

Shipper Name: \_\_\_\_\_ From City&State \_\_\_\_\_

How will you ship (Circle One)      Common Carrier      Van Line      Company Truck      Air Freight

Shipping Date \_\_\_\_\_ # of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

Dimensions of Largest Piece:      Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Carrier (If Known): \_\_\_\_\_ Pro Number (If Known) \_\_\_\_\_

Comments/Special Handling Requirements:

\_\_\_\_\_  
\_\_\_\_\_

Attach Separate Sheet for Multiple Shipments if Necessary

Event Name GRITS ANNUAL MEETING Order Deadline Thursday, November 4th

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Booth# \_\_\_\_\_

Ordered By (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please Note: Method of Payment must accompany this order.

## **LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES**

- 1.** Gulf Coast Event Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- 2.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- 3.** Gulf Coast Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Gulf Coast Event Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- 4.** Gulf Coast Event Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond control.
- 5.** Gulf Coast Event Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Gulf Coast Event Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less.
- 6.** Gulf Coast Event Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7.** Claims for loss or damage must be submitted to Gulf Coast Event Services prior to the close of the Show. No suit or action shall be brought against Gulf Coast Event Services more than one year after the accrual of the cause of action.
- 8. INSURANCE** - It is understood that Gulf Coast Event Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.
- 9.** The consignment or delivery of a shipment to Gulf Coast Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- 10.** Empty container labels will be available at the Gulf Coast service desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or eradicated  
Gulf Coast Event Services assumes no responsibility for:
  - Errors to above procedure.
  - Removal of containers with old empty labels and without Gulf Coast labels.
  - Improper information on empty labels.
  - Materials stored in containers with empty labels.



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800-488-3836 (F) 225-673-2142  
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## ORDER CHECKLIST

### SERVICES RENDERED

**IMPORTANT:** See Order Deadline Date Below. Onsite orders will be charged an additional 20%.

DESCRIPTION:	DATE ORDERED:	ORDER FORM TOTALS:
FURNITURE	_____	\$ _____
DRAYAGE	_____	\$ _____
TOTAL		\$ _____

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Event Name GRITS ANNUAL MEETING Order Deadline Thursday, November 4th  
Company Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Booth# \_\_\_\_\_  
Ordered By (please print) \_\_\_\_\_  
Phone \_\_\_\_\_ eMail \_\_\_\_\_

Please Note: "Method of Payment" form must accompany this order.



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 office@gcevents.biz

**METHOD  
 OF PAYMENT**

**PLEASE NOTE:** For your order to be processed, this form must be completed and returned with payment before show setup. See deadline date below. Onsite orders will be charged an additional 20%.

Mark an "X" on one of the following:

CASH

COMPANY CHECK

Make checks payable to: Gulf Coast Event Services

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

**Please complete information below:**

Select one:    Visa    Mastercard    Am Ex	Select one:    Personal    Business	
Account #:	Expiration Date:	CVV #:
Cardholder's name:	Signature:	
Cardholder's Billing Address:		

Event Name GRITS ANNUAL MEETING      Order Deadline Thursday, November 4th  
 Company Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address (if different from above) \_\_\_\_\_ Booth# \_\_\_\_\_  
 Ordered By (please print) \_\_\_\_\_  
 Phone \_\_\_\_\_ eMail \_\_\_\_\_

Please Note: "Method of Payment" form must accompany this order.

## PAYMENT TERMS, CONDITIONS & INSURANCE

### **PAYMENT**

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

### **DISCOUNTS**

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

### **RENTALS**

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

### **CREDIT**

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

### **CANCELLATION**

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

### **INTERNATIONAL EXHIBITORS**

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

### **TAX EXEMPTION**

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

### **UNPAID BALANCES**

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

### **INSURANCE**

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.