

## Exhibitor Packet Policies

Conference: ASA

- ALL EXHIBITORS MUST READ SIGN AND RETURN THIS PAGE. If no order is being placed, only this form needs to be returned.
- All paperwork/Payment/freight as to be turned in by 2:30pm on the day of the deadline.
- All forms and freight (if applicable) must be received by the deadline to insure advanced prices.
- You must fill out credit card information and sign the form. Otherwise it is not an authorized purchase, we will not process payment and the order will not be filled. Once the show is completed all credit card info is disposed of.
- Any orders placed at the show (extra tables, chairs, labor) will be billed to the credit card on file and receipts will be emailed over.
- Exhibitor is responsible for providing and attaching return freight label to the freight when the show is over and the exhibitor is responsible for scheduling a pick up from our warehouse 2 business days after the conclusion on the conference. An improper paperwork fee will be applied to the credit card on file if this is not done. Any freight not picked up within 30 days will result in a \$10.00 a month storage fee. After 270 days any freight left will be disposed of. Any freight that is left at the convention center will be force shipped back to our warehouse, per the convention center. The convention center will not handle freight. In this case you will be charged a \$35.00 floor order return freight.
- Exhibitors are not allowed to staple, pin, tape, or use anything that penetrates the drape or table skirt. Exhibitors will be responsible for replacement cost (including applicable tax and shipping) of any equipment damaged due to, but not limited to above described.
- Shipping and Receiving hours are Mon-Fri 8am-3pm.
- Any invoicing questions and concerns must be submitted 15 days after show ends.
- If you have any questions please call Amanda at (501)376-9114 or office@southwestdd.com
- All credit card payments will receive a \$2.00 processing fee.

Please sign and date stating you have read Southwest Design and Displays Policies, and send in with your packet.

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Signature

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Date

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Company/Vendor Name