

## Career Placement Center Information

### LOCATION & DATES

San Diego Convention Center  
Sails Pavilion  
111 W. Harbor Drive  
San Diego, CA 92101

Sunday, July 29 to Wednesday, August 1, 2012

### STANDARD OFFICE EQUIPMENT

Each **12' x 12' Executive Suite** includes the following standard equipment:

1 – Cocktail Table	1 – Wastebasket
1 – 6' Draped Table (White Drape)	1 – Standard Electrical Outlet
4 – Padded Side Chairs	1 – Table Lamp
1 – <b>Identification Sign</b> with Company Name	Locking Office Door

NOTE: Any changes in standard equipment, including drape color, is at the exhibitor's expense.

### ADVANCE SHIPPING

Advance shipping begins **Monday, June 25 at 8:00 AM** and ends **Tuesday, July 24 at 4:00 PM**.

Advance shipping address:  
(Your Company Name & Booth Number)  
JSM 2012  
c/o Hargrove  
ADCOM / Forward Air  
7365 Mission Gorge Road  
Suite E  
San Diego, CA 92120

NOTES:

- Advance shipments will be moved to and direct shipments received at show site on overtime.
- Monday, July 4 is a holiday and the advance warehouse will be closed.

### DIRECT SHIPPING

Direct shipping will begin on **Saturday, July 28 at 12:00 Noon**.

Direct shipping address:  
(Your Company Name & Booth Number)  
JSM 2012  
c/o Hargrove  
San Diego Convention Center – Sails Pavilion  
111 W. Harbor Drive  
San Diego, CA 92101

# PAYMENT FORM

Advance Order Deadline: **Friday, July 6, 2012**

Company Name: \_\_\_\_\_ Executive Suite Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Payment Policy:**

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer\*. For tax-exempt status, please submit a tax-exempt certificate.

**Credit Card on File:**









Credit Card Number\*\*:

																	EXP:						
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	------	--	--	--	--	--	--

Cardholder's Billing Address: \_\_\_\_\_

Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

\*\* Hargrove will apply all charges incurred at show site to this card.  
To make other arrangements, contact us at 301.306.4627 [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

**Order Payment Method:**

Charge the above listed credit card. **OR**  Check Enclosed # \_\_\_\_ Dated \_\_/\_\_/\_\_ (Ref: 5027851CT) **OR**

Wire Transfer\* on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_

(Date) (Bank) (Country)

\* Send **wire transfers** to:  
 Hargrove, Inc.  
 c/o Branch Banking and Trust Company (BB&T Bank)  
 College Park, MD 20740  
 USA  
 ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

## LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove 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 below.

**Invoice Adjustment Policy:** Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account within 15 days of show close. You must bring any invoice discrepancies to Hargrove's attention within 30 days of the invoice date if any adjustments are to be made. No exceptions will be made to this policy.

**NOTE:** Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

### Damage & Loss

**Hargrove, Inc. and its subcontractors do not insure the Exhibitor's property against loss or damage.** Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors 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. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- 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 for the Exhibitor to exhibit its materials.

### Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibitor's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



# CARPET, TABLES & CHAIRS

Advance Order Deadline: **Friday, July 6, 2012**

Company Name: \_\_\_\_\_ Executive Suite Number: \_\_\_\_\_

- **Standard Carpet** will be available in **Grey** only.
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey/Silver, Red, Teal** and **White**.
- If a drape color is not indicated, Hargrove will provide show colors.
- Items cancelled after delivery will be refunded 50% of the original price.
- Advance ordering is strongly encouraged. Standard **Grey** carpet and carpet padding will only be available for your office space if ordered in advance. All other items will be available to order at show site at the standard price.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
<b>STANDARD CARPET</b>						
Standard Grey Carpet (only available color)	C12	\$ 335	Floor orders not available		Grey	
<b>CARPET PADDING &amp; POLY</b>						
Padding	C13	\$ 187	Floor orders not available	sq ft	N/A	
<b>TABLES</b>						
<b>Round Tables (36" diameter top)</b>						
Standard – 30" high	F	\$ 149	\$ 209		N/A	
Tall – 40" high	G	\$ 149	\$ 209		N/A	
<b>Draped Tables (30" high x 24" wide)</b>						
Small (4' long)	H4	\$ 114	\$ 159			
Standard (6' long)	H6	\$ 135	\$ 189			
Long (8' long)	H8	\$ 156	\$ 219			
<b>Draped Counters (40" high x 24" wide)</b>						
Small (4' long)	I4	\$ 135	\$ 189			
Standard (6' long)	I6	\$ 156	\$ 219			
Long (8' long)	I8	\$ 178	\$ 249			
<b>CHAIRS</b>						
Barstool	Q	\$ 89	\$ 125		N/A	
Chair – Side (armless)	O	\$ 72	\$ 101		N/A	

<b>Subtotal:</b>	
<b>Tax 7.75%:</b>	
<b>TOTAL:</b>	

30 SP-effective11/11



# MATERIAL HANDLING ESTIMATE

Company Name: \_\_\_\_\_ Executive Suite Number: \_\_\_\_\_

- Each delivery to the dock constitutes a shipment, and is billed accordingly.
- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

**NOTE:** Advance shipments will be moved to and direct shipments received at show site on overtime; a 35% overtime charge will apply.

Description	Product #	Price – per CWT unless noted otherwise	Minimum
<b>WAREHOUSE (ADVANCE) SHIPMENT</b>			
Crated or Skidded Shipment	MH1	\$98.00	\$196.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$40.00	
Special Handling/Uncrated Shipment	MH4	\$132.30	\$264.60
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$34.30	\$68.60
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$46.31	\$92.62
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$49.00	\$98.00

\* **NOTE:** Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.

<b>SHOW SITE (DIRECT) SHIPMENT</b>			
Crated or Skidded Shipment	MH8	\$96.00	\$192.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$120.00	\$240.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$40.00	
Special Handling/Uncrated Shipment	MH10	\$129.60	\$259.20
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$33.60	\$67.20
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$42.00	\$84.00
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$45.36	\$90.72
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$33.60	\$67.20

<b>MISCELLANEOUS SERVICE</b>			
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00
Motorized Vehicle Spotting Fees (round-trip, per vehicle)	MH17	Call for quote	
Marshalling Yard Fee	MH18	\$30 per shipment	

\*\* **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total

**TOTAL:**



**TO: HARGROVE**  
ADCOM / Forward Air  
7365 Mission Gorge Rd  
Suite E  
San Diego, CA 92120

**JSM 2012 – Career Placement**

COMPANY NAME: \_\_\_\_\_

EXECUTIVE SUITE NUMBER: \_\_\_\_\_

**MUST BE RECEIVED BY:  
Tuesday, July 24 at 4:00 PM**

**ADVANCE SHIPPING LABEL**

✕ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✕  
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: HARGROVE**  
ADCOM / Forward Air  
7365 Mission Gorge Rd  
Suite E  
San Diego, CA 92120

**JSM 2012 – Career Placement**

COMPANY NAME: \_\_\_\_\_

EXECUTIVE SUITE NUMBER: \_\_\_\_\_

**MUST BE RECEIVED BY:  
Tuesday, July 24 at 4:00 PM**

**ADVANCE SHIPPING LABEL**



**TO: HARGROVE**  
San Diego Convention Center  
Sails Pavilion  
111 W. Harbor Drive  
San Diego, CA 92101

**JSM 2012 – Career Placement**

COMPANY NAME: \_\_\_\_\_

EXECUTIVE SUITE NUMBER: \_\_\_\_\_

NO SHIPMENTS ACCEPTED BEFORE:  
**Saturday, July 28 at 12:00 Noon**

**DIRECT SHIPPING LABEL**

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂  
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: HARGROVE**  
San Diego Convention Center  
Sails Pavilion  
111 W. Harbor Drive  
San Diego, CA 92101

**JSM 2012 – Career Placement**

COMPANY NAME: \_\_\_\_\_

EXECUTIVE SUITE NUMBER: \_\_\_\_\_

NO SHIPMENTS ACCEPTED BEFORE:  
**Saturday, July 28 at 12:00 Noon**

**DIRECT SHIPPING LABEL**