

**SOUTHERN UNIVERSITY  
FALL CAREER FAIR  
2023**

September 20, 2023  
F.G Clark Activity Center  
Baton Rouge, LA

# **EXHIBITOR'S PACKET**

**IMPORTANT:**

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





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

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## **ATTENTION: ELECTRICAL REQUIREMENT**

Mark an "X" on one of the following:

\_\_\_ I do require an electrical outlet in my booth.

\_\_\_ I do not require an electrical outlet in my booth.

### **Southern University Job Fair**

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

Address (if different from above) \_\_\_\_\_ Booth# \_\_\_\_\_

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

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

# SHIPMENT NOTICE

ANY SHIPMENTS SENT TO THE UNIVERSITY BEFORE MOVE-IN DATE WILL BE **REFUSED!**

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.

Shipments are received Monday through Thursday from 9am - 12pm and 1pm - 3pm.

**\*\*\*No Shipments received in warehouse on Friday.\*\*\***

\*\*\*Show Site shipments must arrive on move-in day only.

Freight will not be accepted unless properly labeled and related forms completed which includes the method of payment form.\*\*\*

## **OUTBOUND SHIPPING INSTRUCTIONS**

Packaging, labeling and completing of outbound BILL(S) OF LADING 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.



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 Prairieville, La. 70769  
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**DRAYAGE**  
 Freight will not be accepted unless properly labeled and related forms completed which includes method of payment form. No shipments received on Friday

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. <b>***Shipments are received in warehouse from Monday through Thursday 9am - 12pm &amp; 1pm - 3pm.***</b>			
A. CRADET 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#	\$158.00
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.	Warehouse Rate \$52.00 Show Site Rate \$52.00	200# 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.	Warehouse Rate \$52.00 Show Site Rate \$52.00	200# 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 <u>25%</u> -----\$ _____		
OTHER AVAILABLE SERVICES			
Deliver Back to Warehouse Storage Per Month	Material Handler Forklift / Operator	Total Estimated Cost-----\$ _____	
***Full refund if cancelled within 48 hours of move-in***			

### Southern University Job Fair

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

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

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_ 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.



**RETURN FORM TO:**  
17257 Hwy 44, Prairieville, LA 70769  
Phone: 800.488.3836  
Email: office@gcevents.biz

**SHIPMENT NOTIFICATION**  
**No shipments received on Friday.**

**INBOUND SHIPPING**

All inbound shipments should be "prepaid."

**\*\*\*IMPORTANT / NOTICE\*\*\***

Shipment will be received/handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

Shipments are received in warehouse Monday through Thursday from 9am - 12pm and 1pm - 3pm.

Shipments received after deadline will be charged a 20% late fee.

**SHIPPING TO GULF COAST WAREHOUSE: Will not be accepted without Method of Payment**

Must arrive prior to: **Thursday, September 7, 2023**

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

**SHIPPING DIRECTLY TO SHOWSITE: Will not be accepted without Method of Payment**

**Any shipments sent before the move-in date will be refused: Tuesday, September 19, 2023**

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

**Southern University Job Fair**

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

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

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

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

Please Note: Method of Payment must accompany this order.



**RETURN FORM TO:**  
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**DRAYAGE INSTRUCTIONS**  
 Freight will not be accepted unless properly labeled and related forms completed which include the method of payment form.

**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	SHIP DIRECTLY TO SHOW SITE
Must arrive prior to: <b>Thursday, September 7, 2023</b>	Arrive on Move-In day only: <b>Tuesday, September 19th</b>
Ship To: <b>Gulf Coast Event Services</b> C/O So. Univ. Job Fair Booth # _____ 17257 Hwy 44 Prairieville, La. 70769	<b>Any shipment arriving before move-in date will be refused.</b> Ship To: <b>F.G. Clark Activity Center</b> C/O GCES / So. Univ. Job Fair Booth # _____ 600 Harding Blvd Baton Rouge, La. 70813

**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.



**RETURN FORM TO:**  
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**METHOD  
 OF PAYMENT**

FOR YOUR ORDER TO BE PROCESSED, THIS FORM MUST BE  
 COMPLETED AND RETURNED WITH PAYMENT BEFORE THE SHOW  
 ORDER DEADLINE DATE: **Thursday, September 7, 2023**

Please **CHECK** 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:**

Circle one: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Am Express	Circle one: <input type="checkbox"/> Personal <input type="checkbox"/> Business
Account #:	Expiration Date:                      CVV #:
Cardholder's name:	Signature:
Cardholder's Billing Address:	

**Southern University Job Fair**

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

Address (if different from above) \_\_\_\_\_ Booth# \_\_\_\_\_

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

Phone \_\_\_\_\_ FAX \_\_\_\_\_ 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.