

Information from Majestic Tents and Events



1. **Our Services-** Included is an exhibitor service kit that will give you all the information and additional services you may need. Please review and contact the service representative from Majestic Tents and Events assigned to your event, Nic Jensen at 507-272-7189 or nic@majesticvents.com to place an order or with any questions you may have.
2. **Material Handling Services-** Majestic Tents and Events will store and transfer all exhibits that are directed to them. All correspondence, including securing material handling services, notices of shipments, and phone calls should be directed to Nic Jensen at 507-272-7189. Exhibitor equipment is not covered by Majestic Tents and Events insurance. If insurance is desired, the exhibitor must secure it. Services that are provided by Majestic Tents and Events includes: receipt of inbound shipments at advanced warehouse, delivery to exhibitor's booth, removal of empty containers, return of empty containers once show breaks, removal of shipment and release to carrier. We strongly recommend that exhibitors use Majestic Tents and Events for shipping of all their materials.
3. **Shipments-** All inbound freight must be received at Majestic Tents and Events warehouse at least four days prior to show set-up. All outbound shipping can be scheduled for pickup from the venue following the show closure and shipped out the next business day.
4. **Labor-** Set-up, take down, unpacking, packing, or labor assistance to set up displays and dismantle displays are all available at prevailing rates.
5. **Contact Information-** For any questions regarding material handling, shipping, booth provisions, labor, or special services please contact Nic Jensen at 507-272-7189 or nic@majesticvents.com. Please reach out sooner rather than later so all questions can get answered and confusion can be minimized.
6. **Booths-** Each 10x10 booth includes 8' high black drape, 3' high black drape on the sides.

Schedule of Show

Exhibitor Move in-

MOVE-IN and MOVE-OUT WILL BE SCHEDULED. Each exhibitor will be notified of their scheduled day and time in mid-January.

Set-up Hours

Tuesday, February 1st	9am– 5pm Scheduled
Wednesday, February 2nd	7am – 7pm Scheduled
Thursday, February 3rd	7am – 7pm Scheduled
Friday, February 4th	12pm – 2pm (Limited Access)

Floor Times-

Friday, February 4th	3pm – 8pm
Saturday, February 5th	9am – 6pm
Sunday, February 6th	11am – 4pm

Exhibitor Move out-

MOVE-IN and MOVE-OUT WILL BE SCHEDULED. Each exhibitor will be notified of their scheduled day and time in mid-January.

Tables and Accessories

Quantity		Advance	Floor	Amount
_____	DISPLAY BOARD	\$35.00	\$45.00	_____
_____	EASELS	\$25.00	\$35.00	_____
_____	BARSTOOLS	\$40.00	\$50.00	_____
_____	CHAIRS	\$10.00	\$15.00	_____
	DISPLAY TABLES (Undraped)			
_____	8' Long x 30" High	\$45.00	\$55.00	_____
_____	6' Long x 30" High	\$40.00	\$50.00	_____
_____	4' Long x 30" High	\$35.00	\$45.00	_____
_____	30" Tall Cocktail Table	\$25.00	\$35.00	_____
	DISPLAY TABLES (Undraped)			
_____	8' Long x 42" High	\$60.00	\$70.00	_____
_____	6' Long x 42" High	\$55.00	\$65.00	_____
_____	4' Long x 42" High	\$50.00	\$60.00	_____
_____	42" Tall Cocktail Table	\$40.00	\$50.00	_____
	DISPLAY TABLE (3 sides)			
_____	8' Long x 30" High	\$80.00	\$100.00	_____
_____	6' Long x 30" High	\$75.00	\$95.00	_____
_____	4' Long x 30" High	\$70.00	\$90.00	_____
_____	30" Tall Cocktail Table SKIRTED	\$60.00	\$80.00	_____
	DISPLAY TABLE (3 sides)			
_____	8' Long x 42" High	\$90.00	\$110.00	_____
_____	6' Long x 42" High	\$85.00	\$105.00	_____
_____	4' Long x 42" High	\$80.00	\$100.00	_____
_____	42" Tall Cocktail Table SKIRTED	\$70.00	\$90.00	_____
	CARPET			
_____	10' x 10'	\$95	\$120	_____
_____	10' x 20'	\$145	\$175	_____

Carpet Colors: ____ Tan ____ Black

Subtotal _____

ORDER SUMMARY

Tables and Accessories	_____
Material Handling (shipping)	_____
Labor	_____
Sales Tax	_____
TOTAL AMOUNT DUE	_____

Payment Method



___ CREDIT CARD INFORMATION:

I authorize Majestic Tents and Events to charge the amount of \$_____ for the charges listed on the order form(s). I also authorize Majestic Tents and Events to charge my account for any additional amounts incurred by us or our show representative, including material handling and labor charges.

Cardholder's Name _____

Cardholder's Signature _____

Billing Address for Credit Card _____

City/State/Zip _____

Visa/Mastercard/American Express (number) _____

Expiration Date _____ CVV Code (on back of card) _____

___ ENCLOSED CHECK OR CASH PAYABLE TO MAJESTIC TENTS AND EVENTS:

Check Number _____ Dated _____ In the Amount of \$ _____

Return order to: Majestic Tents and Events. Photocopy this page for your records. To receive advance pricing, payment **MUST** accompany order form. Orders **MUST** be received one week prior to event date (call for other arrangements). If payment is **NOT** included, the cost will change to floor amount. Payment made to: Majestic Tents and Events.

Name of Event _____ Booth Number _____

Company Name _____ Phone Number _____

Address _____ Fax Number _____

City/State/Zip _____ Date _____

Return form to:

Majestic Tents and Events
522 6th Ave NW
Rochester, MN 5590

INBOUND AND OUTBOUND SHIPMENT HANDLING FORM



Please complete the following form if you are planning on shipping exhibit materials.

Mail to Majestic Tents and Events

Event Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Ordered By: _____ Title: _____

Estimated Date of Shipment: _____ Estimated Date of Arrival: _____

We will only be inbounding exhibit materials. No outbound services will be needed.

We will need outbound exhibit material services. Please contact us at the show.

	Description of Material	Estimated Weight	Carrier
1			
2			
3			
4			
5			
6			

ALL MATERIALS WILL BE DELIVERED TO THE SHOW SITE AND PLACE IN THE BOOTH.

ALL SHIPMENTS MUST BE RECEIVED FOUR DAYS PRIOR TO EVENT DATE.

Material Handling Rates

Inbound Freight: \$65 per 100 lbs. and a \$65 minimum charge

Outbound Freight: \$65 per 100 lbs. and a \$65 minimum charge

Shipping Address

SHOW NAME AND BOOTH #
522 6th AVE NW
Rochester, MN 55901

MATERIAL HANDLING LIMITATIONS OF LIABILITY

Majestic Tents and Events liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

1. Majestic Tents and Events shall not be responsible for damage to uncrated materials, improperly packed materials, or items damaged by shipping company.
2. Majestic Tents and Events shall not be responsible for loss, theft, or disappearance of materials once materials have been delivered to exhibitor's booth.
3. Majestic Tents and Events shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show.
4. Majestic Tents and Events shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or any collateral costs, which may result from loss or damage to an exhibitor's materials which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Majestic Tents and Events by an exhibitor or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. Majestic Tents and Events shall exercise ordinary diligence and care in the receiving, handling and the storage of all shipments. Majestic Tents and Events shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Majestic Tents and Events liability shall be limited to physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Majestic Tents and Events is limited to \$.30 per pound per article, with the maximum of \$50.00 per item and a maximum of \$1,000.00 per shipment. This applies while these goods are in Majestic Tents and Events warehouse, in delivery vehicles, or at the show site.
7. Claims for loss or damage which are not submitted to Majestic Tents and Events within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Majestic Tents and Events or its subcontractors more than 1 year after the accrual of the cause of action.
8. Affixing our bound shipping labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Majestic Tents and Events assumes no responsibility for errors to the aforementioned procedure, improper information on empty labels, or valuables stored in containers with empty labels.
9. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Be sure that your material has been carefully crated or packed, and properly marked.
10. In order to expedite removal of equipment; Majestic Tents and Events shall have the authority, without further clearance with exhibitors, to change designated carriers.
11. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to the suppliers or customers. The exhibitor agrees, in the event of a dispute with Majestic Tents and Events relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Majestic Tents and Events for drayage or any other services provided during the event, as an offset against the amount of alleged loss or damage.
12. Service charge of 1.5% per month on any unpaid balance will be made starting 30 days after date of invoice.
13. Where an exhibitor chooses to arrange a carrier for pickup service at show site, it is the exhibitor's responsibility to arrange prompt pickup service in the limited time provided. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the event location, Majestic Tents and Events reserves the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed. Majestic Tents and Events is not responsible for loss, theft, or disappearance of materials that are left behind at the event location by an exhibitor.
14. EXHIBITORS ARE STRONGLY URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made from exhibitors' possession until shipments are received back after the show.

Labor Request Form



Show or Event Name: _____

Company Name: _____

Booth Number: _____

Date and time for laborer to be there: _____

Contact number: _____

Will you need laborer for after the show? Yes ____ No ____

Description of labor (what needs to get accomplished): _____

Scheduled labor

Before show date: _____ Before show time: _____

After show date: _____ After show time: _____

Majestic Tents and Events employees or independent contractors are NOT responsible for damage or loss of ANY booth supplies or products. Labor rates are \$60.00 an hour per person with a four hour minimum.

_____ I have read this and agree to pay Majestic Tents and Events at the conclusion of the show for any labor charges we incur.

Signature _____ Date _____

PLEASE EMAIL TO NIC@MAJESTICTENTS.COM