Dear Exhibitor:

Congratulations on your decision to attend the Engineering Career Services (ECS) Fall 2017 Career Fair. Best Expo, Inc. is pleased to coordinate all receiving and handling of employers’ display materials for the Career Fair.

Material handling information is available on the following pages.

If you are not sending display materials in advance, you do not need to return the form or payment.

If you are planning to ship display materials to or the Career Fair, the Order Form Summary must be returned by mail, email, or fax to Best Expo, Inc. by Wednesday, August 23, 2017.

If you are shipping over 200 lbs or sending oversize items, payment must be made using the Payment Information Form and must be returned by mail, email, or fax to Best Expo, Inc. with full payment by Wednesday, August 23, 2017.

All other shipments can be paid for using the online payment link OR using the Payment Information form and returning it by mail, email, or fax to Best Expo, Inc. with full payment by Wednesday, August 23, 2017. The link is on the Order Form Summary page, (next page) step 2, and is embedded in the PDF.

Shipments must be received between August 23 and September 7, 2017. Shipments arriving before August 23, 2017, will be assessed a $21.00 per day per storage charge. Shipments arriving after September 7 will be assessed late fees or possibly refused altogether.

INBOUND SHIPPING INFORMATION: Advance shipping of your booth exhibit materials to the Best Expo Warehouse is required. **THE ARC (Activities and Recreation Center) or the Career Services Offices DOES NOT HAVE STORAGE SPACE FOR EXHIBIT MATERIALS.** Carefully read and follow the instructions on the following pages. Fill in the ‘Order Form Summary’ page with your shipping information. Include your exhibit date and company name on the label.

RETURN SHIPPING INFORMATION: Engineering Career Service has made arrangements with FedEx Express for pick-up. All materials should be boxed and sealed with labels properly completed, attached and delivered to the designated area of the ARC. ECS is not responsible for unlabeled or improperly labeled packages. Companies using carriers other that FEDEX EXPRESS should make their own arrangements for return shipping.

Contact Best Expo at Mjacobs@bestexpoinc.com, or call, with questions about advance shipping information. Contact Engineering Career Services Office at 217-333-1960 with questions about the Fall Career Fair.

Please FAX Best Expo, Inc. forms to (855)315-6061. Call or email to confirm the receipt of your fax. You may EMAIL forms to mjacobs@bestexpoinc.com. Thank you and good luck at the Career Fair!
ORDER FORM SUMMARY

Steps for Shipping and Handling
1) Complete this Order Form Summary and return it to Best Expo, Inc. by August 23, 2017.

2) Complete the Payment Authorization Form if you are shipping over 200 lbs or an oversize shipment and return it to Best Expo, Inc. by August 23, 2017.

OR
Use the online payment feature for shipments under 200 lbs. You may still use the forms, if you wish. Use the link below:
http://bestexpoinc.mybigcommerce.com/ecs17/

3) Print the label on page 6, fill one out per package, and label each with its completed label. Ship packages to arrive no earlier than August 23, 2017, but no later than September 7, 2017.

4) Materials will be delivered to the assigned booth on the proper day.

5) RETURN SHIPPING INFORMATION:
Best Expo does not manage outbound shipping after the event. ECS has made arrangement with FedEx Express for pick up. Employers using other shipping companies must schedule next day pick-up from the ARC (Activity Recreation Center). Employers are required to properly label all return shipping materials as ECS is not responsible for missing or lost packages.

Material Handling
$50.00 per Company

# of packages _________

Oversized containers? Yes or No

If yes.... Dimensions? _________

Approx. weight(s) _________

Oversize packages may incur additional fees. See page 4

Inbound Carrier used _________

Outbound Carrier using _________

IMPORTANT INFORMATION!
Be sure to include Payment Authorization form with credit card information and enclose check, if paying by check, with your order. Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form. Shipment received without payment OR Best Expo shipping labels will result in the materials held and not delivered to booth.

NAME OF EVENT: Engineering Fall 2017 ECS Career Fair
Day exhibiting (circle one) 12th or 13th

COMPANY: ______________________________________________________________

ORDERED BY (PLEASE PRINT): ___________________________________________ DATE __________
PAYMENT INFORMATION FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER UNLESS YOU ARE USING THE ONLINE PAYMENT.

Payment may be made by check or credit card authorization and paid in full in advance. A charge of $35 will apply to any checks returned for insufficient funds.

CREDIT CARD INFORMATION MUST BE ON FILE TO COMPLETE YOUR ORDER, EVEN IF YOU ARE PAYING BY CHECK. ANY UNPAID BALANCES WILL BE CHARGED TO THE CREDIT CARD ON FILE.

ACCOUNT #

[ ] VISA
[ ] DISCOVER
[ ] MASTER CARD
[ ] AMERICAN EXPRESS

EXPIRATION DATE ____________

V-CODE

V-CODE VISA/MC/DISC BACK OF CARD, LAST 3 DIGITS IN SIGNATURE AREA

CODE FOR AMEX IS THE 4 DIGITS ON THE FRONT OF THE CARD

PRINT CARD HOLDER’S NAME _________________________________________________________________

CARD HOLDER’S BILLING ADDRESS ____________________________________________________________

CITY/STATE/ZIP CODE _________________________________________________________________________

SIGNATURE OF CARD HOLDER _________________________________________________________________

FORM OF PAYMENT

[ ] CREDIT CARD ON FILE Please use the above card on file for all charges, and for all remaining balances.

[ ] COMPANY CHECK Check Number ________________ Please make all checks payable to Best Expo Inc.

ADVANCED PAYMENT IS FULL IS REQUIRED FOR ALL ORDERS. Signature denotes acceptance of payment terms as set forth by Best Expo

NAME OF EVENT:  Engineering Fall 2017 ECS Career Fair  Day exhibiting (circle one) 12th or 13th

COMPANY: ____________________________________________________________ DATE ____________

ORDERED BY (PLEASE PRINT): ____________________________________________ BILLING ADDRESS: ________________ CITY, STATE: ________________

PHONE #: (______)______________________ ZIP: ________________

We will email your receipt, if you provide your email address: ____________________________________________________________________
All shipments must be received at the warehouse between August 23 and September 7, 2017. Shipments must be sent prepaid. Collect shipments will be refused.

<table>
<thead>
<tr>
<th>Operating Hours</th>
<th>Monday– Friday 8:30 am to 3:30pm</th>
</tr>
</thead>
</table>

**ADVANCED SHIPMENTS TO WAREHOUSE**

An inbound shipping label is included at the end of these forms. Please use those for your packages, in addition to your carrier shipping labels.

- **$50.00 Per Company**

**LATE SHIPMENTS** All shipments arriving at the warehouse AFTER the above deadline date will be assessed, at minimum, an additional 50% fee. Special arrangements may be made, on a case by case basis. Contact Melanie (217)899-1321 with information about your needs. Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.).

- **Minimum of Addt’l 50%**

**OVERSIZED SHIPMENTS** Any single package weighing in excess of 100lbs will be considered oversize and the entire shipment will be charged at standard drayage rates of $55.00/CWT.

- **$55.00 Per CWT**

**RETURN SHIPPING INFORMATION:** Best Expo does not manage outbound shipping after the event. ECS has made arrangement with FedEx Express for pick up. Employers using other shipping companies must schedule next day pick-up from the ARC (Activity Recreation Center). Employers are required to properly label all return shipping materials as ECS is not responsible for missing or lost packages.

PLEASE BE SURE TO READ THE MATERIAL HANDLING LIMITS OF LIABILITIES PAGE
### Limits of Liability for Material Handling

1. **Best Expo and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.**

2. **Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Best Expo or its subcontractors and the arrival of the exhibitor’s representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of the materials from the booth for the loading onto a carrier. It is understood that during such time the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Best Expo and its subcontractors are not responsible for exhibitor’s materials before they are picked up from the exhibitor’s booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Best Expo or its subcontractors by exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.**

3. **Best Expo and its subcontractors shall not be responsible for loss, delay or damage due to strike, lockouts, or work stoppage of any kind.**

4. **Best Expo and its subcontractor shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or causes beyond their control.**

5. **It is understood that Best Expo and its subcontractor are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Best Expo hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the exhibitor’s property. It is further understood and agreed that Best Expo and its subcontractors do not provide for full liability should loss or damage occur.**

6. **It is agreed that if Best Expo or its subcontractor should be found liable for loss or damage to exhibitor equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $.30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, which ever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by Best Expo, its subcontractor or their employees.**

7. **Best Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenue or for any collateral costs that may result from any loss or damage to exhibitor’s materials, which may make it impossible or impractical to exhibit same.**

8. **Claims for loss or damage must be submitted to Best Expo by the close of the show. No suit or action shall be brought against Best Expo or its subcontractors more than one year after the cause of action.**

9. **The exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its material, that Best Expo and its subcontractors will provide these services as exhibitor’s agent and not as bailee or shipper. If any employee of Best Expo or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that Best Expo or its subcontractors will do so as the exhibitor’s agent, and the exhibitor accepts the responsibility thereof.**

10. **Best Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or specific unit counts on receipts or freight bills, such as FedEx or UPS Package. Such shipments will be delivered to booth without guarantee of piece count or condition.**

11. **Empty container labels will be available at the Best Expo service center. Affixing the labels is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Best Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.**

12. **In order to expedite removal of materials from the show site, Best Expo shall have the authority to change designated carrier, if such carriers do not pick up in time. Where no disposition is made by the exhibitor, materials will be shipped collect to the permanent address of the exhibitor or taken back to warehouse to await exhibitor instruction, if feasible. Best Expo assumes no liability as a result of such re-routing or handling.**

13. **The exhibitor agrees, in the event of a dispute with Best Expo or its subcontractor relative to any loss or damage to any materials or equipment, that the exhibitor will not withhold payment in any amount due to Best Expo for material handling services or any other service provided by Best Expo or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay Best Expo prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against Best Expo or its subcontractor shall be pursued independently by the exhibitor as a completely separate transaction to be resolved on its own merits.**

- **The consignment or delivery of a shipment to Best Expo or its subcontractors by an exhibitor or by any shipper 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 in sections 1 through 13 above.**

- **Best Expo and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.**

- **Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can usually be done by riders to existing policies.**

- **Contact your insurance representative. Be sure your insurance is in effect in transit to and from the show, during storage and at show site.**
INBOUND EXHIBIT MATERIALS!
DO NOT DELAY
MUST DELIVER BY September 7, 2017

TO: _________________________________

Company Name

C/O: Best Expo, Inc. Service Desk
9084 Owl Road
Sherman, IL 62684
WAREHOUSE

EVENT: Engineering Fall 2017 ECS Career Fair

Day Exhibiting (circle one) 12th or 13th

NO: _____ OF _______ Packages