

WESTERN EVENT SERVICE

1970 Williams Street, San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

CALIBA 2023

California Independent Bookseller's Alliance
September 27 & 28, 2023

MEMO TO ALL EXHIBITORS:

Western Event Service is pleased to have been selected to serve as the Official Freight Service Contractor for this show. This Exhibitor Service Kit contains information and order forms for your use. Please take the time to read over the information carefully and select the proper forms for your needs. Please fill out the forms carefully and completely, as errors or omissions may result in higher than expected fees for services or rentals.

The last day we can receive Advance Freight for the show will be MONDAY, SEPT. 25th

Full payment must be included with your order to take advantage of the listed prices. Any freight received without the proper forms on file will be processed with a 30% surcharge and will be held at the show until we have the proper forms completed by the exhibitor.

SHOW HOURS:

Exhibitor move in:	10:00 AM - 2:30 PM	Wednesday, September 27 th
Show open:	4:15 PM	" " " "
	10:00 AM - 12:00 PM	Thursday, September 28 th
	2:00 PM - 4:00 PM	" " " "
Dismantle complete by:	5:30 PM	" " " "

PLEASE NOTE: Outbound Freight Services must be arranged for ahead of time for this show.

INSURANCE:

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION:

Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

Freight sent to the above address must arrive on or before Monday, September 18th to avoid late freight handling surcharges. Freight that arrives after this date will be accepted but will be assessed late freight handling surcharges as outlined on the attached Rate Sheet. The last day we can receive Advanced Freight is Monday, September 25th.

Advance freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

ADVANCE FREIGHT shipping address:

TO: CALIBA 2023
FOR: Exhibitor Name Booth #

Western Event Service
c/o 1970 Williams Street
San Leandro, CA 94577

To Arrive No Later Than: Sept. 25th, 2023

The last day we can receive Advance Freight for this show is Monday, September 25th.

Do not ship your Advance Freight directly to the South San Francisco Convention Center. They are unable to accept and store advance exhibitor freight and will often refuse exhibit materials or freight unless delivered during the scheduled move-in times for the show. Should Advance Freight be delivered to the South San Francisco Conference Center, there will be additional charges for locating it and delivering it to your booth. Any freight addressed for the show will be turned over to WES by the facility for delivery to Exhibitors' booth. There will be additional charges for handling of these materials.

During the setup of the show, our staff will be available on the show floor to answer any questions you may have and to help with any problems that may arise concerning freight. Should you have any questions, please feel free to call us at (510) 430-0510. For additional information, please check the Frequently Asked Questions link on our website, www.WesternEventService.com.

Sincerely,

Western Event Service

Return Copy →

CALIBA 2023
South SF Conv Ctr
September 27&28, 2023



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION) MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL for all services must accompany your order. All freight received without payment information on file will be collected at the show prior to the freight being released to the Exhibitor and will be charged an additional 30%. Show site payments may be paid by check or credit card.

PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511 or email only the completed order form and payment page to Orders@WesternEventService.com

Freight Received after Monday, September 18th, will be charged additional late freight handling fees.

ESTIMATED TOTAL FREIGHT HANDLING SERVICE \$ _____

Check Enclosed for Total Amount Due. Check #: _____ Amount: \$ _____

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: Am Express Discover Card Master Card Visa

Account Number

Expiration Date →

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Security Numbers printed on rear of card (front of AmEx) →

Please Print: Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cardholder's Signature: _____ Date: _____

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DESCREPARNCIES PRIOR TO THE CLOSE OF SHOW.

Please Check all of the Following Boxes that Apply:

DO NOT Use this account for additional services at this show.

Allow the following people to sign for services: _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Email address for primary contact: _____

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Booth #

Order for Freight Handling Service

Exhibitor:		
Carrier:	Expected Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs.		Expected arrival date: / / 2023
Advance Freight Total Weight:	lbs. @ \$92.00 per CWT = \$	due (\$184 minimum).
Small Packages (Maximum of 4 pieces per day @ \$35.00 each)	= \$	due (\$140 maximum).
Total Freight Charges = \$		

**Advance Freight
Shipping Address:**

Western Event Service
1970 Williams Street
San Leandro, CA 94577

Mark for:

CALIBA 2023

Exhibiting Company Name
Booth/Table Number _____

FREIGHT HANDLING RATES

1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth. THERE IS A 200 POUND MINIMUM (\$184.00)	\$92.00 per CWT CWT = 100lbs.
2. Shipments of common freight and crated exhibits will be received after our Late Freight cut off date of Monday, September 18 th will be assessed an additional charge of \$12.00 per CWT.	\$12.00
3. Cart load service from the loading dock to your exhibit, and back at the close of the show. Per trip with 3' x 3' flat cart and labor. Cart Load Service must be ordered in advance.	\$96.00
4. Material Handler: Per Hour, with a 1 hour minimum.	\$132.00
5. Small Package Rate: Per Piece (maximum 20 lbs. per piece) up to 100 pounds total weight.	\$35.00 Per piece

The above rates cover freight handling service for incoming freight only, no out bound handling service will be available unless services are arranged for prior to the show. Where weight tickets or freight bills with certified weights are not available, our warehouse receiving scale weights will be used. For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight, size, or poor packaging, additional charges may be imposed. Rates are per hour, with a one-hour minimum.

Freight received without paperwork on file will be held until the exhibitor is able to provide it. We will have blank forms available should they be needed. Freight received without paperwork on file will be charged an additional 30%.

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CART LOAD SERVICE

CART SERVICE is a feature for Privately Owned Vehicles (POV's)

This service must be ordered prior to the show.

This service is available at the rate of \$96.00 per round trip from the Loading Dock to the Exhibitors booth, and return to the dock at the close of the show. Workers equipped with a 3' x 4' flat cart will assist Exhibitors for a maximum of two cart loads per vehicle consisting of 8 pieces or less weighing less than 250 lbs. in total. Fee includes storage of cardboard or product containers at no additional charge. Empty stickers will be provided for this service if needed.

DEFINITION:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use. Vehicles containing more than 250 lbs. of materials, straight trucks, bobtails, contract carriers and vehicles with trailers are NOT considered POV's and must report directly to the loading dock for unloading at the listed Material Handling Rates for the show.

DIRECTIONS:

To receive this service, proceed directly to the South San Francisco Conference Center and proceed to the rear of the facility) and check in with the Supervisor there. There will be signage posted to direct you to the proper location.

Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the loading dock area as soon as unloading is completed.

Freight that is too large or heavy must be handled by Western Event Service at the current Material Handling Rates for the show will be billed at CWT Rates. The determination of Cart Service eligibility will be the final decision of the Supervisor. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Move-In

Wednesday - Sept. 27th ~ 10:00 AM - 2:00 PM

Move-Out

Thursday - Sept. 28th ~ 4:00 PM - 5:30 PM

Description	Date Service Needed	Price	Number of Trips (Maximum of 2)	TOTAL
POV SERVICE		\$96.00		

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____ 10

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
1970 Williams Street
San Leandro, CA 94577

For: **CALIBA 2023**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 9/25/2023

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