



QUESTIONS?
CONTACT EXHIBITOR SERVICES
317-838-9828
PARTNERS IN YOUR SUCCESS!!

APRIL 19-22, 2026 • JW MARRIOTT DESERT RIDGE • PHOENIX, AZ

This service kit contains the forms necessary for ordering items designed for decorating/furnishing your exhibit space. Please forward this kit to the person responsible for arranging the details of your participation in the show.

Dear Sponsor:

We are pleased to announce that **GULF COAST EXPO** has once again been chosen as the “Official Service Contractor” for the **RESTAURANT LEADERSHIP CONFERENCE 2026** to be held **APRIL 19-22, 2026**, at the **JW MARRIOTT DESERT RIDGE RESORT & SPA** located in beautiful **PHOENIX, ARIZONA**. **GULF COAST EXPO** is ready to assist you with all your exhibit area special needs. Please look through this service kit and familiarize yourself with the information. It is our goal at **GULF COAST EXPO** to ensure that your experience with the event is a huge success. We look forward to being part of it.

Please follow this link to the Event Now page to order electrical, internet or AV services
https://eventnow.encoreglobal.com/myevents/result/index/show_id/f58ba283-d4ef-f011-8406-0022481f8370/

Exhibit spaces ARE NOT PROVIDED WITH furnishings. Order tables, chairs, etc. from the FURNISHINGS order form.

ELECTRICAL SERVICES AND INTERNET SERVICE PROVIDED BY:
ENCORE – Use the link above and contact ENCORE directly with questions
AUDIO VISUAL SERVICES PROVIDED BY:
ENCORE – Use the link above and contact ENCORE directly with questions
CUSTOM FURNISHINGS:
Email Gulf Coast Expo for catalog & price list

DISPLAY SHIPMENTS TO THE HOTEL ARE NOT PERMITTED

EACH 10' X 10' EXHIBIT SPACE INCLUDES:

- 10' of 8' Back Drape in Solid Black
- 10' of 3' Side Drape in Black
- 7" x 44" Exhibitor ID Sign with Company Name and Booth Number

FURNISHINGS ARE NOT PROVIDED

The Exhibit Area is Carpeted with Permanent Hotel Floor Covering

CONTACT SYDNEY ATENDIDO WITH RLC/INFORMA TO MAKE ARRANGEMENTS FOR SHIPMENTS REQUIRING REFRIGERATED OR FREEZER STORAGE
SYDNEY.ATENDIDO@INFORMA.COM or 212-600-3849

SHIPPING INFORMATION

Your exhibit materials are the most important part of a successful event. **GULF COAST EXPO** is the official Drayage Contractor for this event and will handle all freight in and out of this show. **“GUEST” SHIPMENTS TO THE HOTEL ARE NOT PERMITTED.** Using our MATERIAL HANDLING service, your display materials can be received at our ADVANCE WAREHOUSE location up to 4 weeks prior to the event. Make sure to give yourself plenty of time to track any lost shipments. Shipments are delivered to your exhibit space. Empty cartons are stored during the event and returned after the close of the show. Bill of lading and shipping labels are provided, and your shipment is then sent to the location you choose. This special material handling service provides a priceless guarantee of a successful event. Your materials will be ready for you in your exhibit space **PRIOR** to Exhibitor move-in.

For your convenience, **GULF COAST EXPO** will maintain a service desk to handle any last-minute requirements with staff that are extremely well-versed in the needs of Exhibitors. We will be located in the exhibit area during Exhibitor move-in, during the show and throughout the dismantle.

If you have any questions, please do not hesitate to contact Exhibitor Services at 317-838-9828. We'll be happy to walk you through the forms.

Thank you and we'll see you at the show,

Christine Binion

Christine Binion
CEO
GULF COAST EXPOSITIONS, INC.
PARTNERS IN YOUR SUCCESS!!

RLC 2026
APRIL 19-22, 2026
JW MARRIOTT DESERT RIDGE
PHOENIX, AZ

UNION RULES & REGULATIONS
UNION JURISDICTIONS

To comply with union rules & regulations of the facility for the upcoming event, please read the information below. Union labor may be required for various aspects of your exhibit space.

EXHIBIT INSTALLATION & DISMANTLING LABOR

You may install and/or dismantle your own exhibit display if these apply:

Full time employees of the Exhibiting Company

Hired through Gulf Coast Expo, the official General Service Contractor

Hired through an Exhibit Appointed Contractor (Exhibit House)

An EAC form & certificate of insurance must be on file before the deadline specified.

FREIGHT HANDLING LABOR

Teamsters handle all freight brought in for the exhibit hall. They will unload all trucks or vehicles, deliver materials to your booth, and remove and reload the materials at the close of the show. This includes moving of all machinery equipment whether it is skidded or on wheels. When no weight ticket is provided, shipments will be weighed by a forklift scale. A Freight Receiver will be signed by the Exhibitor acknowledging the weight. Material Handling Rates will be figured using that information.

Exhibitors may unload Personally Owned Vehicles (cars, passenger vans and pick-up trucks) at an area designated by Gulf Coast Expo and may only move the materials that can be hand-carried by **one** person in **one** trip without the use of flatbeds, hand dollies or other mechanical equipment. All materials handled will be subject to our Material Handling rates and policies. The Teamsters will have complete control of the loading docks at all times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

ELECTRICAL LABOR

All Exhibitors must comply with the terms & conditions stated on Electrical order forms. Electrical services are supplied on a time and materials basis and cannot be performed by other unions, I&D houses or Exhibitors.

GRATUITIES

Tipping in any way including money or merchandise is strictly prohibited. Breaks are required to be given 15 minutes in the morning, meal breaks of 1 hour, and a mid-afternoon break of 15 minutes. These are the only breaks given. Any attempt to solicit a gratuity by any employee for any service should be reported immediately to Gulf Coast Expo.

GENERAL

Labor personnel at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any Exhibitor. All questions or concerns by labor personnel are to be expressed only to Gulf Coast Expo. Exhibitors are asked to refrain from voicing labor complaints directly to labor personnel. Any questions or complaints regarding contract labor should be directed to Gulf Coast Expo.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support any standing weight. Gulf Coast Expo will not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the DISPLAY LABOR order form, and the necessary ladders and tools will be provided. Please be aware of your surrounding and yield to all personnel using pallet jacks, forklifts or any moving equipment. Children under the age of 16 are not permitted inside the exhibit hall during set up or dismantle. Any parents with children in the exhibit hall will be asked to leave during these times. The safety of everyone working in the hall is our **greatest concern at all times**.

If you have any questions regarding these rules & regulations please contact Gulf Coast Expo.
Your cooperation is appreciated.

RESTAURANT LEADERSHIP CONFERENCE 2026

EXHIBITOR KIT CHECKLIST

DUE TO THE SHORTAGE OF SEMI TRUCK DRIVER INCLUDING FEDEX & UPS THE TRANSPORTATION INDUSTRY IS EXPERIENCING LONGER DELIVERY TIMES AND DELIVERING PACKAGES SHORT AND DELIVERING TO THE WRONG ADDRESS

WE RECOMMEND USING "SIGNATURE REQUIRED" FOR ALL INBOUND UPS & FEDEX SHIPMENTS

SHIP YOUR MATERIALS EARLY TO AVOID ANY WEATHER OR DELIVERY DELAYS

SHIP ALL MATERIALS TO OUR ADVANCE WAREHOUSE LISTED ON OUR MATERIAL HANDLING FORM

PAYMENT POLICY:

- READ GULF COAST EXPO'S PAYMENT POLICY

FILL OUT PAYMENT AUTHORIZATION FORM:

- WE REQUIRE CREDIT CARDS TO BE PUT ON FILE FOR ALL EXHIBITORS EVEN IF PAYING BY CHECK
 MAKE SURE YOUR CREDIT CARD NUMBERS, EXPIRATION DATE AND SECURITY CODES ARE CORRECT
 USE THE ADDRESS WHERE YOUR CREDIT CARD STATEMENT IS MAILED
 LIST THE CONTACT PERSON WHO SHOULD RECEIVE THE FINAL PAID INVOICE AFTER THE SHOW

FURNISHINGS ORDER FORM:

FURNISHINGS ARE NOT PROVIDED IN YOUR EXHIBIT SPACE

- ORDER TABLES, CHAIRS, WASTEBASKETS, ETC. FROM THE FURNISHINGS ORDER FORM
The exhibit area is carpeted with standard permanent hotel carpeting

MATERIAL HANDLING FORM:

INBOUND SHIPMENT SECTION:

- ITEMS REQUIRING REFRIGERATED OR FROZEN STORAGE MAY NOT BE SHIPPED TO THE ADVANCE WAREHOUSE
 SHIP YOUR MATERIALS EARLY AND FILL OUT THIS FORM ONCE YOUR SHIPMENT LEAVES YOUR FACILITY
 FILL IN WHERE YOUR SHIPMENT IS GOING: ALL SHIPMENTS MUST BE SENT TO THE ADVANCE WAREHOUSE
 FILL IN ALL THE INFORMATION FOR THE INBOUND SHIPMENT
 FILL IN THE TOTAL PIECES SHIPPED WHICH SHOULD MATCH THE BILL OF LADING YOU ARE USING
IF YOU ARE SHIPPING 1 PALLET WITH 20 PIECES, THIS WOULD BE 1 PIECE
WE UTILIZE THE TRACKING OR PRO NUMBERS TO CHECK INBOUND SHIPMENTS
 PLEASE PROVIDE US ALL THE TRACKING NUMBERS FOR EACH SHIPMENT

OUTBOUND SHIPMENT SECTION:

- ORDER SHRINKWRAPPING OR BANDING IF NEEDED
 FILL IN WHERE THE OUTBOUND SHIPMENT IS GOING
 SELECT YOUR OUTBOUND CARRIER
 USE THE LABELS PROVIDED AND FILL IN YOUR BOOTH NUMBER, COMPANY NAME AND PIECE COUNT

TARGET RECEIVING:

WE ENCOURAGE YOU TO SHIP IN EARLY TO AVOID LAST MINUTE OFF TARGET CHARGES & POTENTIAL WEATHER & DELIVERY DELAYS
SHIPPING IN EARLY IS CONSIDERED "TARGET"

OFF TARGET RECEIVING:

SHIPMENTS RECEIVED THE WEEK BEFORE THE SHOW ARE CONSIDERED "OFF TARGET" SHIPMENTS

DISPLAY LABOR ORDER FORM:

- WE CAN SET UP OR TAKE DOWN YOUR DISPLAY FOR YOU WHETHER YOU ARE THERE OR NOT
A STANDARD POP UP DISPLAY WOULD BE 1 MAN FOR 1 HOUR
YOUR DISPLAY WILL BE UP AND READY FOR YOU WHEN YOU ARRIVE
WE HAVE EXPERIENCED SET UP PERSONNEL. WE CAN HANDLE ANY SIZE BOOTH.
 WHEN ORDERING THIS SERVICE, MAKE SURE A COMPLETE SET OF INSTRUCTIONS ACCOMPANIES THE ORDER

BOOTH CLEANING / PORTER SERVICE ORDER FORM:

- BOOTH VACUUMING IS NOT INCLUDED
 ORDER THIS SERVICE FROM THE BOOTH CLEANING ORDER FORM
 ORDER PORTER SERVICE TO KEEP YOUR BOOTH SPACE LOOKING FRESH DURING THE SHOW
MAKE SURE YOUR WASTEBASKET IS PLACED IN FRONT OF YOUR BOOTH NIGHTLY
WE DO NOT LOOK UNDER TABLES OR TAKE ANY EMPTY BOXES THAT ARE INSIDE YOUR BOOTH SPACE

ON SITE INSTRUCTIONS:

YOUR ON SITE REP WILL RECEIVE SET UP INSTRUCTIONS - PLEASE READ CAREFULLY
YOUR ON SITE REP WILL RECEIVE INSTRUCTIONS FOR SHIPPING OUT AFTER THE SHOW
A BILL OF LADING WILL BE PROVIDED THE LAST MORNING OF THE EVENT
ALONG WITH INSTRUCTIONS ON HOW TO COMPLETE THE PAPERWORK
MAKE SURE TO LABEL EACH PIECE

QUICK FACTS

SERVICE CONTRACTOR CONTACT:

GULF COAST EXPOSITIONS, INC.
594 Northfield Road • Plainfield, IN 46168
317-838-9828-phone

REFRIGERATED AND FROZEN STORAGE IS NOT AVAILABLE AT THE ADVANCE WAREHOUSE
ABF Freight – The official freight carrier of GULF COAST EXPO

The most convenient way to ship your materials. Call **800-654-7019** to get your competitive quote to and from this event.

Advance Freight Trapping Warehouse

ABF FREIGHT C/O GULF COAST EXPO
RLC 2026 – YOUR COMPANY NAME AND BOOTH NUMBER
5620 W. LOWER BUCKEYE ROAD
PHOENIX, AZ 85043
Monday-Friday 9am-4pm
TARGET DELIVERY: Receiving from March 20-April 10, 2026
OFF TARGET DELIVERY: Receiving from April 13-17, 2026
If you need assistance, please contact **GULF COAST EXPO**.

SHIPPING DISPLAY MATERIALS TO THE HOTEL IS NOT PERMITTED FOR THIS EVENT

TO ARRANGE SHIPMENTS OF REFRIGERATED OR FROZEN STORAGE CONTACT:
SYDNEY ATENDIDO
SYDNEY.ATENDIDO@INFORMA.COM
212-600-3849

BOOTH FURNISHINGS PROVIDED:

Exhibit spaces **DO NOT CONTAIN** furnishings. Order tables, chairs, wastebaskets etc. from the **FURNISHINGS** order form.

EACH 10' X 10' EXHIBIT SPACE INCLUDES:

- 10' of 8' Back Drape in Solid Black
- 10' of 3' Side Drape in Black
- 7" x 44" Exhibitor ID Sign with Company Name and Booth Number

The Exhibit Area is Carpeted with Permanent Hotel Floor Covering

All Exhibitors are required to supply a credit card to be put on file even if paying by check.

To receive advance discount rates listed on the price sheets, orders and payments must be received by **APRIL 3, 2026**.

This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.

SHOW SCHEDULE:

EXHIBITOR MOVE-IN

Sunday	April 19 th	8:00 am – 2:00 pm – FOYER EXHIBITS ONLY
Sunday	April 19 th	2:00 pm – 6:00 pm – BALLROOM EXHIBITS
Monday	April 20 th	7:00 am – 3:30 pm – BALLROOM EXHIBITS

*FOYER EXHIBITS **MUST** BE SET BY 2:00 PM SUNDAY – REGISTRATION OPENS 2:00 PM ON SUNDAY

Per our new safety guidelines Sponsors must be set up by no later than 3:30pm on Monday, 4/20.

At that time all Sponsors will be asked to exit the Marketplace until the reception begins at 4:30pm.

EXHIBIT HOURS

Monday	April 20 th	4:30 pm – 6:30 pm
Tuesday	April 21 st	4:00 pm – 6:00 pm

EXHIBITOR MOVE-OUT

Tuesday	April 21 st	6:30 pm – 10:00 pm – BALLROOM EXHIBITS ONLY ALL BALLROOM EXHIBITS MUST CLEAR TUESDAY NIGHT
Wednesday	April 22 nd	11:30 am – 2:00 pm – FOYER EXHIBITS ONLY – AFTER REG CLOSES

FREIGHT PICK UP SCHEDULE

Wednesday	April 22 nd	7:00 am – 12:00 pm – BALLROOM EXHIBITS ONLY
Wednesday	April 22 nd	12:00 pm – 2:00 pm – FOYER EXHIBITS ONLY
Freight Force Time:		
Wednesday	April 22 nd	12:00 pm – BALLROOM EXHIBITS 2:00 pm – FOYER EXHIBITS

Pick Up Address: JW MARRIOTT DESERT RIDGE • 5350 EAST MARRIOTT DRIVE • PHOENIX, AZ 85054

All freight left on show floor without a bill of lading on file with GULF COAST EXPO will be shipped ABF FREIGHT collect and charged a \$50.00 administrative fee. UPS & FEDEX small package shipments will be handled by the FEDEX Store.

FREIGHT CARRIERS WILL NOT BE ALLOWED TO PICK UP ANY SHIPMENT WITHOUT A VALID PAPER BILL OF LADING WITH COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION. INFO ON PHONE NOT ACCEPTED NO EXCEPTIONS!! SHIPMENTS WILL BE FORCED ABF IF PAPERWORK IS NOT PRESENTED. MULTIPLE SHIPMENT PICK UPS WILL RESULT IN LONGER WAIT TIMES. GULF COAST EXPO is not responsible for fees incurred for carrier wait time fees.
All carriers must check in no later than the allotted move out times or freight will be forced to ABF Freight.

GULF COAST EXPO

PAYMENT POLICY

QUESTIONS?
CONTACT US
317-838-9828-ph

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM
BY: APRIL 3, 2026

A CREDIT CARD MUST BE ON FILE FOR ALL EXHIBITORS EVEN IF PAYING BY CHECK

ADVANCE ORDERS

GULF COAST EXPO will accept the following forms of payment for furnishings and carpet rentals, material handling, labor and other services provided. All forms of payment must be on file prior to the show. GULF COAST EXPO does not invoice for show expenses after the show.

1. Advance payment by company check:
Checks must be in U.S. funds drawn on a U.S. bank and made payable to **GULF COAST EXPO**.
Attach check to order forms.
A credit card must be on file for all Exhibitors even if paying by check.
2. Advance payment by credit card:
We accept VISA, MASTERCARD and AMERICAN EXPRESS. You must complete the payment authorization form and submit all information requested under the credit card portion of form including the 3-digit security code for Visa and MC and the 4-digit security code for AMEX that is listed on the card. Funds are received in U.S. currency.
3. A confirmation email will be sent for all orders received to the contact who emailed the forms. If you didn't get an email, please contact us via email to confirm we received your order before the discount deadline date. If you don't receive confirmation, your order has not been received.
4. All final invoices will be emailed within 7 days after the event to the credit card holder email listed on the Payment Authorization Form.

SHOW SITE ORDERS

A credit card must be on file for all Exhibitors even if paying by check.

Orders received after the advanced pricing discount deadline or made at the **GULF COAST EXPO** Service Desk during the show will be billed at the **STANDARD RATE** listed on the order forms. Payment must be presented before the order can be filled. No substitutions are allowed. Any furnishings ordered in advance or placed on show site can't be traded out for other sizes or types of furnishings. Do not take furnishing from other booths. Items taken from other booths will be billed to your account at the **STANDARD RATE**.

To make the show more cost effective, take advantage of the **DISCOUNTED PRICES** by ordering your requirements prior to the advanced pricing deadline as possible.

PAYMENT TERMS/CREDIT REFUNDS

To enable us to process your order effectively, **GULF COAST EXPO** must receive your order forms and form of payment prior to the opening of the show. **We do not invoice after the event.** Freight will not be delivered to the exhibit space until a form of payment is on file. All items ordered are placed in the booth and a double check is performed. Check all items promptly upon your arrival and notify us immediately if something is missing. We will replace the missing items. Credits will not be given for items ordered that are removed from your booth space by other Exhibitors. All payment/order discrepancies must be resolved prior to the show opening. If a credit is acknowledged a credit receipt will be given at show site. If a credit receipt is not received, a credit has not been authorized.

ADDITIONAL FEES TO EASILY AVOID

- ▶ **Make sure funds are available to cover expenses in the checking account or on the credit card provided:**
\$25.00 fee on all returned checks.
- ▶ **Fill out your outbound Bill of Lading form after the event:**
All freight left on show floor without a bill of lading on file with **GULF COAST EXPO** will be shipped with **ABF FREIGHT** collect and charged a \$50.00 administrative fee.

CANCELLATIONS WITH REFUNDS ARE ONLY ACCEPTED 5 CALENDAR DAYS PRIOR TO SHOW OPENING.

**TO ELIMINATE MISUNDERSTANDINGS
PLEASE ADVISE YOUR BOOTH REPRESENTATIVE OF THESE PAYMENT POLICIES
YOUR COOPERATION IS APPRECIATED**

GULF COAST EXPO

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

PAYMENT AUTHORIZATION

QUESTIONS?
CONTACT US
317-838-9828-ph

ALL EXHIBITORS MUST FILL
OUT THIS FORM

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM

BY: APRIL 3, 2026

A CREDIT CARD MUST BE ON FILE FOR ALL EXHIBITORS EVEN IF PAYING BY CHECK

ADVANCE ORDERS

Payment in full for rental items and all services, including applicable sales tax, must accompany your order prior to GULF COAST EXPO move-in. Payment must be received by the deadline to qualify for **DISCOUNTED RATES** and to assure availability of rental items. GULF COAST EXPO accepts payment by check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the **STANDARD RATE**. All orders received at the show must be paid in full before items are delivered to exhibit area. Prices include delivery of merchandise to designated space prior to show opening and removal at close of the event. All materials are to remain the property of GULF COAST EXPO. Prices quoted cover rental only. GULF COAST EXPO will not invoice after the event. Items taken from show site or damaged will be billed at the prevailing retail replacement price. \$25.00 fee on returned checks. See our Payment Policy for complete details.

PLEASE INDICATE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED BY GULF COAST EXPO.

COMPANY CHECK

MAIL CHECKS TO:
GULF COAST EXPOSITIONS, INC.
594 NORTHFIELD ROAD
PLAINFIELD, IN 46168

CREDIT CARD

**IF PAYING BY CHECK A CREDIT
CARD ON FILE IS REQUIRED**

GULF COAST EXPO DOES NOT INVOICE AFTER THE EVENT – PAYMENTS ARE DUE PRIOR TO THE EVENT
Payments by check must be drawn on a U.S. bank account, VISA, MASTERCARD or AMERICAN EXPRESS.

IF YOU ARE PAYING BY CHECK – PLEASE SEND ALL ORDER FORMS WITH THE CHECK

CREDIT CARD AUTHORIZATION

IF YOU WISH TO AUTHORIZE GULF COAST EXPO TO CHARGE THE AMOUNT OF YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR SHOW REPRESENTATIVE OR ANY FREIGHT RECEIVED FOR YOUR COMPANY TO YOUR CREDIT CARD ACCOUNT, COMPLETE THE INFORMATION REQUESTED BELOW. SIGNATURE NOT REQUIRED TO PROCESS.

PLEASE PRINT CLEARLY

CREDIT CARD NUMBER



EXPIRATION DATE:



3 OR 4 DIGIT SECURITY CODE:

(3 NUMBERS FOR VISA AND MC – 4 NUMBERS FOR AMEX)

CREDIT CARD STATEMENT MAILING ADDRESS

SIGNATURE OF CARD HOLDER _____

PRINT CARD HOLDER NAME _____

BILLING ADDRESS _____ CITY _____ STATE _____

ZIP _____ PHONE NUMBER (_____) _____ FAX NUMBER (_____) _____

EMAIL ORDER CONFIRMATION TO: _____

EMAIL FINAL RECEIPT TO: _____

ALL FINAL INVOICES WILL BE EMAILED WITHIN 7 DAYS AFTER THE EVENT

PLEASE PROVIDE THE EMAIL ADDRESS OF THE CREDIT CARD HOLDER OR PERSON YOU WANT TO RECEIVE THE FINAL RECEIPT

**WE GUARANTEE ALL EMAIL ADDRESSES ARE KEPT CONFIDENTIAL AND WILL NOT
BE SUPPLIED TO ANYONE FOR TELEMARKETING PURPOSES**

SAFETY HOLD HARMLESS CLAUSE – DURING SET UP, THE EVENT, AND TEAR DOWN

Be aware of your surroundings at all times and exercise caution when moving about the trade show floor. Protective carpet covering may be required by the hotel. This is applied to protect the carpet and may be installed prior to Exhibitor move in and will remain throughout until all crates, pallets, and exhibit materials are removed right before the opening of the show. This will be a hazard. GULF COAST EXPO will not be responsible for any injuries that occur on the trade show floor from our equipment, equipment of other Exhibitors, GULF COAST EXPO rental equipment or any unforeseen hazards. Exhibitor agrees to hold harmless and at the request of GULF COAST EXPO shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable Attorney fees) related to injury to person(s) including death or damage to property caused by our employees, agents, and/or representatives at the show and on the show floor and surrounding areas adjacent to the trade show floor.

NAME OF EVENT **RLC 2026** _____ BOOTH # _____

COMPANY NAME _____ PHONE (_____) _____

E-MAIL ADDRESS _____ FAX (_____) _____

PRINT NAME _____

SIGNATURE _____ TITLE _____ DATE _____

GULF COAST EXPO

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

FURNISHINGS

QUESTIONS?
CONTACT US
317-838-9828-ph

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM

BY: APRIL 3, 2026

A CREDIT CARD MUST BE ON FILE FOR ALL EXHIBITORS EVEN IF PAYING BY CHECK

SKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY	SKIRT COLORS	UNSKIRTED TABLES	DISCOUNT RATES	STANDARD RATES	QUANTITY
4' long x 2' wide	\$125.00	\$140.00	_____	<input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> GOLD <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK	4' long x 2' wide	\$105.00	\$120.00	_____
6' long x 2' wide	\$140.00	\$155.00	_____		6' long x 2' wide	\$120.00	\$135.00	_____
8' long x 2' wide	\$155.00	\$170.00	_____		8' long x 2' wide	\$135.00	\$150.00	_____
Make Table 40" Tall	\$40.00	\$55.00	_____		To Make Table 40"			_____
					Tall ADD	\$40.00	\$50.00	_____
TO ASSURE AVAILABILITY SPECIAL SKIRT COLORS MUST BE ORDERED IN ADVANCE Additional 30" Skirt to Skirt Table All Sides \$45.00 \$55.00 _____ Additional 40" Skirt to Skirt Table All Sides \$55.00 \$65.00 _____					TABLETOP DISPLAY RISERS—FOR TOP OF TABLES 4' long x 11" wide \$45.00 \$65.00 _____ 6' long x 11" wide \$65.00 \$85.00 _____			

FLOOR COVERING	DISCOUNT RATES	STANDARD RATES	QUANTITY	CARPET COLORS	MISC. ITEMS	DISCOUNT RATES	STANDARD RATES	QUANTITY
CARPET PADDING 10' x 10' \$165.00 \$180.00 _____ 10' x 20' \$330.00 \$360.00 _____ 10' x 30' \$195.00 \$540.00 _____ Special size not listed _____ (billed in 10' increments)					40" Tall-Round Table \$105.00 \$125.00 _____ 40" Round Table Cover \$35.00 \$45.00 _____ BLACK ONLY Easel \$25.00 \$35.00 _____ Waste Basket \$35.00 \$45.00 _____			
CARPET 10' x 10' \$185.00 \$200.00 _____ 10' x 20' \$370.00 \$400.00 _____ 10' x 30' \$555.00 \$600.00 _____ Special size not listed _____ (billed in 10' increments)					Bag Rack \$48.00 \$58.00 _____ Literature Rack \$48.00 \$58.00 _____ Fish Bowl \$30.00 \$35.00 _____			

CHAIRS	DISCOUNT RATES	STANDARD RATES	QUANTITY	ADDITIONAL DRAPE	DISCOUNT RATES	STANDARD RATES	QUANTITY
Folding Chair	\$35.00	\$45.00	_____	Stock 8' Drape	\$6.00	\$7.50	_____
Padded Side Chair	\$55.00	\$65.00	_____	Per running foot			_____
Padded High Stools	\$105.00	\$125.00	_____	Stock 3' Drape	\$3.50	\$4.50	_____
				Per Running Foot			_____

SUB TOTAL	\$ _____
ADD SALES TAX 8.6%	\$ _____
TOTAL THIS PAGE	\$ _____

ADVANCE ORDERS

Payment in full for rental items and all services, including applicable sales tax, must accompany order prior to GULF COAST EXPO move-in. Payment must be received by the deadline to qualify for **DISCOUNTED RATES** and to assure availability of rental items. GULF COAST EXPO accepts payment by check, VISA, MASTERCARD and AMERICAN EXPRESS. Orders received without payment and received prior to the deadline will be charged the **STANDARD RATE**. All orders received at the show must be paid in full before items are delivered to exhibit area. Prices include delivery of merchandise to designated space prior to the show opening and removal at close of the event. Any additional show site fees/orders/dragage will be charged to the credit card on file. Checks are not accepted after the event. All materials are to remain the property of GULF COAST EXPO. Prices quoted cover rental only. Items taken from show site or damaged will be billed at the prevailing retail replacement price. See our Payment Policy for complete details.

NAME OF EVENT	RLC 2026	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
E-MAIL ADDRESS	_____	FAX ()	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
SIGNATURE	_____	TITLE	_____
		DATE	_____

GULF COAST EXPO

QUESTIONS?
CONTACT US
317-838-9828-ph

FINAL DESIGN DEADLINE
MARCH 27, 2026
RLC 2026

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

CUSTOM PRE-SETS

DISCOUNT PRICES

REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM

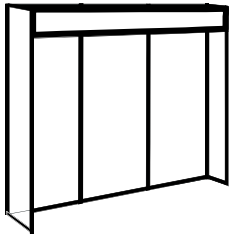
BY: **MARCH 27, 2026**

ANY DISPLAY CAN BE
MADE INTO LARGER
SIZES

CUSTOM PRE-SET DISPLAYS

SAVE MONEY!! SAVE TIME!! WE MAKE IT EASY!!
LET US DESIGN THE BOOTH THAT IS RIGHT FOR YOU

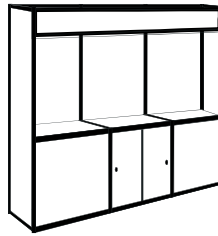
YOU SEE IT.....
WE CAN BUILD IT
WE CUSTOMIZE FOR YOU



QTY _____

10' x 10' Basic \$1575.00 - Advance
\$1875.00 - Standard

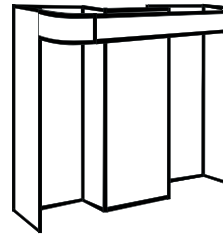
*Designed with white PVC panels



QTY _____

10' x 10' w/Back Counter \$2500.00 - Advance
\$3200.00 - Standard

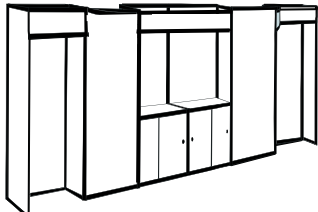
*Designed with white PVC panels



QTY _____

10' x 10' Pop Out \$1750.00 - Advance
\$2150.00 - Standard

*Designed with white PVC panels



QTY _____

10' x 20' w/Back Counters \$3800.00 - Advance
\$4100.00 - Standard

*Designed with white PVC panels

*2 meter counter

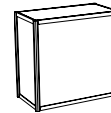
SEND US YOUR
DESIGN IDEAS
WE CAN CUSTOMIZE
YOUR BOOTH

BRING US YOUR DESIGN IDEAS.....WE CAN BUILD IT
CALL US FOR MORE INFORMATION

ACCESSORY PRICING:

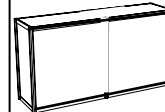
	ADVANCE	STANDARD
42" Tall 1 Meter Counter	\$425.00	\$525.00
42" Tall 2 Meter Counter	\$650.00	\$750.00
42" Tall Rounded 1 Meter Counter	\$475.00	\$575.00
Lighted Display Case - 60" L x 20" D x 42" L	\$550.00	\$650.00
Display Shelf - For Pre-set displays only	\$75.00	\$95.00
Lights for custom booths w/75W Bulbs	\$50.00 ea.	\$75.00 ea.

ACCESSORIES



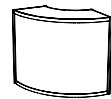
42" TALL 1 METER

QTY _____



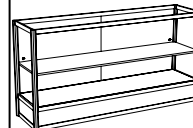
42" TALL 2 METER COUNTER

QTY _____



42" TALL ROUNDED COUNTER

QTY _____



60" LIGHTED DISPLAY CASE

QTY _____

MUST HAVE FINAL APPROVED GRAPHICS 3 WEEKS PRIOR TO SHOW

Digital Printed Graphics - Print Ready	\$18.00 sq ft	\$36.00 sq ft
Send Us Your Graphics - We Design Your Panels	\$200.00	\$250.00

Electrical, cleaning and AV are not included.

Price of any custom pre-set display Includes installation and dismantle.

Custom digital printed graphics will be quoted upon request after graphics are approved and received and Pre-Set Display order is received
Graphic files must be in a high-resolution format sized to fit the panels.

CONTACT US FOR SPECIFIC CUSTOM DESIGNS

Custom Pre-Set Displays Will be Quoted on Request and Receipt of the Final Approved Design

GULF COAST EXPO

CUSTOM PRE-SET DISPLAY RENTALS

SAVE MONEY!! SAVE TIME!! EASIER THAN YOU THINK!!
LET US DESIGN THE BOOTH THAT IS RIGHT FOR YOU
OR BRING US YOUR IDEAS.
SEE INFORMATION SHEET FOR DETAILS & PRICING



20' CUSTOM ISLAND DESIGN



10' BASIC WITH SLATWALL AND SHELVING



20' CUSTOM DESIGN WITH COUNTER



10' W/SHELVES, COUNTER & STORAGE



10' BASIC WITH 1 METER COUNTER



20' CUSTOM DESIGN

GULF COAST EXPO

CUSTOM PRE-SET DISPLAY RENTALS



3D LETTERING SKINNED BOOTH W/COUNTER



20' INLINE W/SLATWALL AND SHELVING



5' LIGHTED COUNTER W/SHELVING



20' SKINNED BOOTH



2 METER COUNTER-STRAIGHT OR ROUND



1 METER COUNTER

GULF COAST EXPO

CUSTOM LIGHTED PRODUCT SHOWCASES



SPOTLIGHT DISPLAY BOXES – INDIVIDUAL PIECES AVAILABLE

PEGBBOARD & SHELVING UNIT CAN BE PRODUCED TO ANY SIZE



MULTI-LEVEL DISPLAY COUNTER



MULTI-LEVEL SHELF DISPLAY WITH COUNTER

YOU DREAM...WE DESIGN. BRING US YOUR IDEAS. CALL US FOR A QUOTE

MATERIAL HANDLING SPECIAL INSTRUCTIONS

RLC 2026

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE TARGET SCHEDULES

A **COMPLETED** MATERIAL HANDLING AUTHORIZATION FORM FOR ALL SHIPMENTS TO BE RECEIVED AT THE ADVANCE WAREHOUSE MUST BE ON FILE PRIOR TO RECEIVING.

You may use any freight company for your inbound shipments. Small packages as well as large shipments are accepted at the advance warehouse. Ship early to avoid any potential weather or delivery delays.

SHIPPING TO THE SHOW

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS:

ITEMS REQUIRING REFRIGERATED OR FROZEN STORAGE WILL NOT BE ACCEPTED AT THE ADVANCE WAREHOUSE

GULF COAST EXPO's advance receiving warehouse will accept shipments beginning 4 weeks prior to the event. Mark all boxes or cases according to the instructions on the Material Handling form and use the appropriate **ADVANCE WAREHOUSE** shipping labels provided. All pieces must be labeled with your company name, booth number and shipped *c/o* **GULF COAST EXPO**. Shipping to the advance receiving warehouse is for your convenience so materials can arrive early and will be in your exhibit space prior to your arrival. Shipments from all carriers accepted.

DUE TO THE SHORTAGE OF SEMI TRUCK DRIVERS INCLUDING FEDEX & UPS

THE TRANSPORTATION INDUSTRY IS EXPERIENCING LONGER DELIVERY TIMES, DELIVERING SHIPMENTS SHORT AND DELIVERING TO THE WRONG ADDRESS. WE RECOMMEND USING "SIGNATURE REQUIRED" ON ALL INBOUND UPS & FEDEX SHIPMENTS
SHIP YOUR MATERIALS EARLY TO AVOID ANY DELIVERY DELAYS

DIRECT TO SHOW SITE SHIPPING INSTRUCTIONS:

SHIPPING DIRECTLY TO THE HOTEL IS NOT PERMITTED FOR THIS EVENT.

All exhibit freight that is shipped to show site will be handled through **GULF COAST EXPO**. The **JW Marriott** **WILL NOT** accept any shipments. Direct to show site shipments are not permitted due to time restrictions and load in logistics of **GULF COAST EXPO** move in and Exhibitor move in. If special direct to show shipments must be arranged, please contact **GULF COAST EXPO**. You may send in additional items directly to the facility during the show if needed. All pieces must be labeled with your company name and booth number and shipped *c/o* **GULF COAST EXPO**. Additional fees incurred by the JW Marriott may apply to Exhibitor's master account with **GULF COAST EXPO**.

Plan ahead and save money and worries!! Weather delays are always possible during this time of year. Be prepared!!

SPECIAL DELIVERY / PERSONAL VEHICLE UNLOADING AT SHOW SITE

Any special delivery item such as custom furniture, audio visual delivery or personal vehicle such as a car, suv, box truck or trailer arriving to unload display materials for the show will be unloaded by **GULF COAST EXPO** personnel. Your shipment will be weighed and charged pursuant to our Material Handling show site rates. **No Exceptions.**

SETTING UP DURING THE SHOW

A set up instruction sheet is delivered to each space prior to Exhibitor move in. Please read and follow all directions.

All furnishing items ordered are placed in the booth and a double check is performed. Check all items promptly upon your arrival and notify us immediately if something is missing. We will replace the missing items. No credits are given for items ordered that are removed from your booth space by other Exhibitors. **CREDITS WILL NOT BE ISSUED AFTER THE START OF THE EVENT.**

Once your set up is completed you must label each piece with a green EMPTY sticker. These can be picked up at the **GULF COAST EXPO** service desk. Write your company name and booth number with BLACK SHARPIE. Black marker makes the label easy to see when delivering back to your booth after the show. Any items not marked with a green EMPTY sticker will not be removed from the exhibit hall or may be presumed trash. Mark your items promptly to avoid any potential issues. **GULF COAST EXPO** is not responsible for loss or damage of any items stored as empties. If we did not handle your materials and you need **GULF COAST EXPO** to store items, a \$100 storage/handling fee will be charged.

GULF COAST EXPO is not liable for any items damaged or stolen from the show floor by any personnel working at this event or Exhibitors who may take items. Make sure to ensure your valuables from the time your shipment leaves your facility until it is returned. This can be easily handled by adding an insurance rider to your policy. Check with your insurance company to make these arrangements.

Priority empties will be delivered as quickly as possible. If you have priority empties, please let us know **BEFORE** you label your shipment. Once empty containers are loaded, we can't guarantee priority delivery.

To comply with the Fire Marshal rules & regulations, only one day of supplies is allowed to be stored in your booth area. All other items will need to be stored as "accessible storage". Storage of cardboard or wood materials is not allowed behind booths, in booths or under tables.

All empty containers will be loaded on trailers and kept off site. Once your empty containers are loaded, we can't guarantee these items can be retrieved. Double check your containers for remotes, spare light bulbs or any other materials you may need. We try our best to manifest each empty piece we load but we can't guarantee 100% accuracy. Check all containers thoroughly before labeling them as empty for storage. If it is necessary for us to locate these items, a minimum of \$500 will be charged.

MATERIAL HANDLING SPECIAL INSTRUCTIONS

RLC 2026

Continued.....

SHIPPING OUT AFTER THE SHOW

OUTBOUND SHIPPING AFTER THE SHOW:

Protective carpet covering will be applied immediately following the close of the show before any empties will be delivered. All stored empty containers will be delivered to booths within 2 hours of the close of the show. Please make your travel arrangements accordingly and keep this in mind. If special arrangements need to be made, please let **GULF COAST EXPO** know **BEFORE** your empties are taken from your booth.

Prior to the show, make sure your outbound freight carrier choice is provided on the **MATERIAL HANDLING** form.

This will save you time at the close of the event.

Each piece of freight must have an outbound address label. If you have 2 ship-to locations a bill of lading will be required for each shipment to be loaded by **GULF COAST EXPO**. We need to know this before the close of the show. Come to the **GULF COAST EXPO** service desk for additional bill of ladings.

No exceptions.

Outbound shipping labels can be picked up at the **GULF COAST EXPO** service desk.

Shipments containing multiple boxes or pieces will automatically be palletized and shrink-wrapped for protection. Shrink-wrapped pallets travel safer with freight companies. Additional fees will apply.

If you did not ship in using our Advance Warehouse but ship out using our material handling service, the "OFF TARGET" Material Handling rates will apply.

SHIPPING WITH ABF FREIGHT - SHOW FREIGHT CARRIER – CHECK LIST

You do not need an ABF FREIGHT account number to use this service.

- An ABF FREIGHT representative will be on site to answer any questions and assist you in shipping your materials
- Pack & secure your show materials and label each piece
- A bill of lading and an instruction sheet will be handed out the morning of the last day of the show
- Fill out all the **gray shaded areas** on the bill of lading including the bottom signature area
- Turn in your bill of lading to the **GULF COAST EXPO** service desk
- An ABF FREIGHT tracking number will be provided on your copy of the bill of lading

LEAVE ALL SHIPMENTS IN YOUR BOOTH

ABF FREIGHT is the official show carrier **GULF COAST EXPO** is providing to handle all inbound & outbound freight. They will be trapping all inbound freight for the show. ABF FREIGHT is the recommended show carrier. If you choose to use another freight carrier it is the responsibility of the Exhibitor to schedule the pickup with that carrier within the allotted target times designated on the **MATERIAL HANDLING** form. Due to the tight dock space for load out there may be longer than usual wait times to pick up freight. **GULF COAST EXPO** is not responsible for additional wait time fees incurred by your freight company.

Carriers picking up multiple shipments will be loaded once all shipments are ready.

SHIPPING WITH A FREIGHT CARRIER OTHER THAN ABF FREIGHT – CHECK LIST

- Provide your outbound carrier with the target move out schedule which is strictly enforced and schedule the pickup with them
- Pack & secure your show materials and label each piece
- A bill of lading and an instruction sheet will be handed out the morning of the last day of the show with your freight carrier choice noted in the carrier section. Double check all information for accuracy and let us know if anything has changed.
- Fill out all the **gray shaded areas** on the bill of lading including the bottom signature area
- Turn in your bill of lading to the **GULF COAST EXPO** service desk with any paperwork you have from your freight carrier
- You will be given a copy of your bill of lading
- ALL Freight Companies MUST present a valid paper bill of lading including exhibitor name, booth number and final destination to pick up any shipment. If the proper paperwork is not presented the shipment will be forced ABF FREIGHT. **NO EXCEPTIONS!!**

LEAVE ALL SHIPMENTS IN YOUR BOOTH

UPS & FEDEX outbound shipments will only be handled by the FEDEX OFFICE located inside the hotel. Exhibitors must take packages to the FEDEX office. They do handle both FEDEX & UPS packages. There is an additional fee for this service. Each package must have an UPS or FEDEX COMPUTER GENERATED PRE-PRINTED label. Since GULF COAST EXPO does not load these types of shipments, we will not be responsible for lost or misrouted shipments. **DO NOT LEAVE YOUR PACKAGES UNATTENDED IN YOUR BOOTH AT ANY TIME.**

Carriers will not be allowed to check in earlier than the scheduled times located on the **MATERIAL HANDLING** form.

Shipments left in the booth without a bill of lading turned into **GULF COAST EXPO** will be charged a \$50.00 administrative fee.

**IF YOU HAVE ANY QUESTIONS AT THE SHOW COME TO THE
GULF COAST EXPO SERVICE DESK BEFORE THE CLOSE OF THE SHOW**

GULF COAST EXPO

QUESTIONS?
CONTACT US
317-838-9828-ph



EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

MATERIAL HANDLING

DISCOUNT RATES DO NOT APPLY

PROVIDE INFORMATION BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM

WHEN YOUR SHIPMENT LEAVES YOUR FACILITY

Your exhibit materials are the most important part of a successful event. Please read and follow the instructions below carefully.
Give yourself plenty of transit time due to weather or delivery delays.

1. Fill out this form completely and email this with your advance payment to the order processing address. SEE NEXT PAGE FOR RATES
2. All shipments must be sent prepaid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

INBOUND SHIPPING INFORMATION PRIOR TO EVENT - MUST BE COMPLETED

ADVANCE WAREHOUSE-USE LABELS PROVIDED

YOUR COMPANY NAME AND BOOTH NUMBER
ABF FREIGHT C/O GULF COAST EXPO
RLC 2026
5620 W. LOWER BUCKEYE ROAD
PHOENIX, AZ 85043

RECEIVING HOURS: MON-FRI 9AM - 4PM
TARGET DELIVERY DATES: MARCH 20-APRIL 10, 2026
OFF-TARGET DELIVERY DATES: APRIL 13-17, 2026

LAST DAY TO RECEIVE IS FRIDAY, APRIL 17, 2026

ITEMS REQUIRING REFRIGERATED OR FROZEN STORAGE WILL NOT BE
ACCEPTED AT THE ADVANCE WAREHOUSE

SHOW SITE RECEIVING IS NOT PERMITTED

← **ALL NON-PERISHABLE DISPLAY SHIPMENTS
MUST GO TO THIS ADDRESS**

If you need special assistance or have questions,
please contact us.

CONTACT SYDNEY ATENDIDO WITH RLC/INFORMA FOR SHIPMENTS REQUIRING
REFRIGERATED OR FREEZER STORAGE
SYDNEY.ATENDIDO@INFORMA.COM OR 202-600-3849

Shipment delivered to: () Warehouse Only USE A SEPARATE FORM FOR MULTIPLE SHIPMENTS

Shipper Name _____ Booth # _____
 Contact Name _____ Phone () _____
 After hours/weekend emergency contact and cell phone number: () _____
 Carrier _____ **Pro # or Tracking #** _____
 Date Shipped _____ Est. Arrival Date _____ Total # of Shipments _____ Total # of Pieces _____ Total Weight _____ lbs.

TRACKING NUMBERS MUST BE PROVIDED FOR ALL SHIPMENTS WHEN THIS FORM IS SUBMITTED

← GULF COAST EXPO WILL NOT BE RESPONSIBLE FOR LOST OR MISROUTED SHIPMENTS. TRACKING INFORMATION MUST BE PROVIDED ON THIS FORM BEFORE THE DEADLINE FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO HOTEL WILL BE PICKED UP BY GULF COAST EXPO. NO EXCEPTIONS.

TOTAL WEIGHT _____ X1.85 Advance Warehouse Target Receiving	= \$ _____	\$185.00 minimum
TOTAL WEIGHT _____ X2.25 Advance Warehouse Off-Target Receiving	= \$ _____	\$225.00 minimum
TOTAL WEIGHT _____ N/A X3.25 Direct to Show Site - FREIGHT CARRIERS ONLY	= \$ NOT AVAILABLE	\$325.00 minimum
TOTAL WEIGHT _____ X3.25 UPS/FEDEX/DHL ALL LOCATIONS	= \$ _____	\$325.00 minimum

OUTBOUND SHIPPING INSTRUCTIONS - MUST BE COMPLETED

EXHIBITOR MUST LABEL EACH PIECE OF FREIGHT FOR OUTBOUND SHIPPING AND COMPLETE A GULF COAST EXPO BILL OF LADING.

Ship to _____ Attention _____
 Street Address _____
 City _____ State _____ Zip _____ Phone () _____

OUTBOUND FREIGHT WILL NEED

_____ BANDING @ \$40.00 PER PALLET \$ _____
 _____ SHRINKWRAP @ \$35.00 PER PALLET \$ _____

GULF COAST EXPO HAS THE AUTHORITY TO SECURE
OUTBOUND SHIPMENTS USING THESE MATERIALS.
RATES WILL BE CHARGED TO THE CUSTOMER'S ACCOUNT.

SELECT OUTBOUND CARRIER - THIS MUST BE COMPLETED BEFORE SUBMITTING THIS FORM

ABF FREIGHT IS THE PREFERRED SHOW CARRIER CALL 800-654-7019 FOR A QUOTE

▶ If you are using a carrier other than ABF FREIGHT, it is the responsibility of the Exhibitor to contact the carrier and arrange pick up within the allotted move out times listed. **GULF COAST EXPO** will load your shipment when your carrier arrives. Shipments left on the show floor without an outbound bill of lading will be charged a \$100.00 processing fee and will be shipped via ABF FREIGHT. All carriers picking up freight after the event **must** present a paper bill of lading or valid alert with company name, booth number and final destination. **NO EXCEPTIONS.** **GULF COAST EXPO** is not responsible for freight charges. UPS & FEDEX shipments NOT recommended. Since GULF COAST EXPO does not load these types of shipments, we assume no liability for UPS & FEDEX shipments. See instruction form for more details. **A \$100.00 pick-up fee will be charged to the Exhibitor's account to deliver packages to the shipping area.**

Additional hotel processing fees will apply.

OUTBOUND CARRIER MUST BE PROVIDED HERE
CHECK ONE - REQUIRED FOR PROCESSING

- _____ **ABF FREIGHT - preferred show carrier** ←
- _____ **OTHER - CARRIER NAME:**
- _____ **NO OUTBOUND SHIPMENT**
- _____ **UPS SMALL PACKAGE SERVICE AT HOTEL**
- _____ **FEDEX SMALL PACKAGE SERVICE AT HOTEL**

DRIVER CHECK IN & FREIGHT PICK UP SCHEDULE:

WEDNESDAY, APRIL 22, 2026 FROM 7AM - 12PM-BALLROOM
12PM-2PM-FOYER BOOTHS

PICK UP LOCATION: JW MARRIOTT DESERT RIDGE
5350 E. MARRIOTT DR. PHOENIX, AZ 85054
PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED
FROM THE EXHIBIT AREA BY: **WEDNESDAY APRIL 22ND BY 12PM FOR BALLROOM
BOOTHS AND 2PM FOR FOYER BOOTHS OR WILL BE FORCED TO ABF FREIGHT**

**CARRIER MUST PROVIDE A PAPER DOCUMENT WITH COMPANY NAME,
BOOTH # AND FINAL DESTINATION TO PICK UP SHIPMENTS
NO EXCEPTIONS - MULTIPLE PICK UPS WILL INCURR ADDITIONAL WAIT
TIMES-GULF COAST EXPO IS NOT RESPONSIBLE FOR WAIT TIME FEES**

STANDARD DRAYAGE/MATERIAL HANDLING RATES

READ ALL INFORMATION

Rates apply on each shipment received, based on estimated weight provided to GULF COAST EXPO.
No allowance will be made during the event.

200 lb. MINIMUM ON ALL SHIPMENTS

TARGET ADVANCE WAREHOUSE RATES

Shipments received during the target dates and stored prior to the show, delivered to booth, removal and return of empty crates, handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED
UPS, FEDEX & DHL SHIPMENTS

\$185.00 per CWT
200 lb. minimum
example: 200 lbs. x 1.85 = \$370.00
\$325.00 per CWT

OFF TARGET ADVANCE WAREHOUSE RATES

Shipments received outside the target receiving dates and stored prior to show, delivered to booth, removal and return of empty crates, handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED
UPS, FEDEX & DHL SHIPMENTS

\$225.00 per CWT
200 lb. minimum
example: 200 lbs. x 2.25 = \$450.00
\$325.00 per CWT

\$500.00 trip charge will be assessed for shipments arriving at the advanced warehouse after the deadline date and requiring a special delivery to show site.

SHOW SITE

ALL SHIPMENTS MUST BE SHIPPED TO THE ADVANCE WAREHOUSE

SHOW SITE RECEIVING IS NOT PERMITTED

SPECIAL SHIPMENT PRICING

* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

LOOSE/UNCRATED MATERIAL HANDLING

Applies to loose, easily damaged, uncrated or unskidded materials, cases and/or unskidded machinery without lifting bars or hooks. Also includes shipments loaded and/or packed in a manner requiring additional handling such as blanket-wrapped and ground or shipments received without weight tickets. If definition applies, add an additional 25% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES

Shipments under 20 lbs. \$105.00

PACKAGING OF DISPLAYS

SPECIAL SERVICES AND RATES for the packaging of displays and equipment is available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding is available while supplies last. Mobile equipment must be ordered in advance.

SPECIAL INFORMATION & TERMS OF SERVICE

GULF COAST EXPO will not be responsible for damage or loss of any freight received. Nor will GULF COAST EXPO be responsible for concealed damage to exhibit materials. GULF COAST EXPO will not be responsible for lost freight or items stolen from exhibit area. We advise you to insure your display materials for any damage or loss during this event. A tracking number must be provided for each piece or shipment of freight coming to the advance warehouse. GULF COAST EXPO will not be responsible in any way for misrouted freight. Shipments may not be delivered to booth until a Payment Authorization form is on file.

It is the Exhibitor's sole responsibility to label each piece of inbound/outbound shipments and submit to GULF COAST EXPO a complete bill of lading covering each inbound/outbound shipment. If a GULF COAST EXPO bill of lading is not completed and left at the GULF COAST EXPO service desk a \$50.00 processing fee will be assessed to the Exhibitor's account. GULF COAST EXPO will not be responsible for delay of rush shipments from the event which will be expedited to the best of our ability.

Exhibitor routings on outbound shipments will be honored when possible. However, GULF COAST EXPO has the right to reroute any outbound shipment not picked up within allotted move-out period freight collect. These shipments will be forwarded to the information provided on the bill of lading or to the permanent address of the Exhibitor or his agent or to the address the shipment was received from or the address GULF COAST EXPO has on file, freight collect, and no liability of any nature shall attach to Exhibit Management or to GULF COAST EXPO. Multiple pick-ups will result in possible wait time fees. GULF COAST EXPO is not responsible for wait time fees. We utilize driver check in sheets to prove when carriers sign in. If your carrier isn't signed in, they are not authorized to pick up your shipment.

As an Exhibitor of this event, Exhibitor agrees to hold harmless and at the request of GULF COAST EXPO, shall defend GULF COAST EXPO against any loss, costs, damage, expense, claim, demand, or liability (including reasonable cost of investigation and reasonable attorney's fees) related to injury to person(s) (including death) or damage to property caused by our employees, agents, and/or representatives, at the show to which this authorization relates. Gulf Coast Expo's employees do not load UPS or FEDEX shipments and will not be responsible for any UPS & FEDEX shipments lost or misrouted.

MATERIAL HANDLING ACKNOWLEDGEMENT: BY SHIPPING IN FREIGHT TO THE SHOW, THE TERMS & CONDITIONS ARE UNDERSTOOD AND IS AGREED UPON BY THE EXHIBITOR, COMPANY AND IT'S AGENTS.

ALL CARRIERS PICKING UP FREIGHT AFTER THE EVENT MUST PRESENT A PAPER BILL OF LADING OR ALERT WITH THE COMPANY NAME, BOOTH NUMBER AND FINAL DESTINATION BEFORE SHIPMENT CAN BE RELEASED. NO EXCEPTIONS!!

NAME OF EVENT	RLC 2026	BOOTH #	
COMPANY NAME	PHONE ()		
E-MAIL ADDRESS	FAX ()		
BILLING ADDRESS			
CITY	STATE	ZIP	
PRINT NAME			
SIGNATURE	TITLE	DATE	

ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST INCLUDE THIS LABEL ON ALL PACKAGES
FREIGHT MAY NOT BE DELIVERED IF LABEL IS NOT ON ALL PACKAGES
WE ARE NOT RESPONSIBLE FOR MISSING PACKAGES DUE TO IMPROPER LABELING
MAKE COPIES FOR ADDITIONAL LABELS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

RECEIVING HOURS: MON-FRI 9AM – 4PM

TARGET RECEIVING – MARCH 20–APRIL 10, 2026

OFF-TARGET RECEIVING – APRIL 13-17, 2026

LAST DAY TO RECEIVE IS FRIDAY, APRIL 17, 2026

NON-PERISHABLE DISPLAY SHIPMENTS ONLY

BOOTH # _____

COMPANY NAME: _____

GULF COAST EXPO C/O ABF FREIGHT

RLC 2026

5620 W. LOWER BUCKEYE ROAD

PHOENIX, AZ 85043

PIECE _____ OF _____

NUMBER EACH PIECE

USE "SIGNATURE REQUIRED" FOR ALL INBOUND UPS & FEDEX SHIPMENTS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

RECEIVING HOURS: MON-FRI 9AM – 4PM

TARGET RECEIVING – MARCH 20–APRIL 10, 2026

OFF-TARGET RECEIVING – APRIL 13-17, 2026

LAST DAY TO RECEIVE IS FRIDAY, APRIL 17, 2026

NON-PERISHABLE DISPLAY SHIPMENTS ONLY

BOOTH # _____

COMPANY NAME: _____

GULF COAST EXPO C/O ABF FREIGHT

RLC 2026

5620 W. LOWER BUCKEYE ROAD

PHOENIX, AZ 85043

PIECE _____ OF _____

NUMBER EACH PIECE

USE "SIGNATURE REQUIRED" FOR ALL INBOUND UPS & FEDEX SHIPMENTS

Official Transportation Provider

via the ABF Freight® network

Let ArcBest® make your next trade show the easiest you have attended!

We have over 100 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800.654.7019



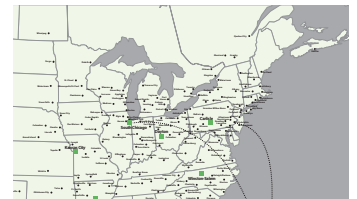
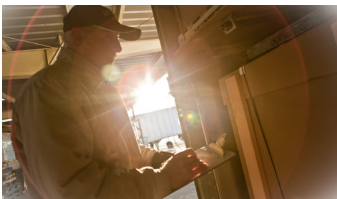
Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services

ArcBest®

GULF COAST EXPO

BOOTH CLEANING

QUESTIONS?
CONTACT US
317-838-9828-ph

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM
BY: **APRIL 3, 2026**

As the official service contractor for this event, GULF COAST EXPO has the exclusive over all cleaning services.

EXHIBIT SPACE CLEANING

	<u>DISCOUNT</u> <u>RATE</u>	<u>STANDARD</u> <u>RATE</u>
<input type="checkbox"/> Vacuuming ONCE before initial opening of exhibits	\$0.35 per sq. ft.	\$0.45 per sq. ft.
<input type="checkbox"/> Vacuuming DAILY before opening of exhibits	\$0.35 per sq. ft.	\$0.45 per sq. ft.
<input type="checkbox"/> Porter Service – Empty Wastebasket Hourly Service Provided Each Day of Event	\$100.00/day	\$125.00/day

EXHIBIT SPACE CLEANING

<input type="checkbox"/> Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits	\$35.00 per space	\$45.00 per space
<input type="checkbox"/> Cleaning and dusting of display background and furnishings DAILY before opening of exhibits	\$35.00 per space PER DAY	\$45.00 per space PER DAY

TO AVOID ANY MISUNDERSTANDINGS REGARDING THESE SERVICES, PLEASE BRING ANY DISCREPANCIES TO OUR ATTENTION AT THE EXHIBITOR SERVICE CENTER. GULF COAST EXPO WILL BE UNABLE TO ADJUST INVOICE AFTER CLOSE OF SHOW.

NAME OF EVENT RLC 2026	BOOTH # _____
COMPANY NAME _____	PHONE (____) _____
E-MAIL ADDRESS _____	FAX (____) _____
BILLING ADDRESS _____	
CITY _____	STATE _____ ZIP _____
PRINT NAME _____	
SIGNATURE _____	TITLE _____ DATE _____

GULF COAST EXPO

QUESTIONS?
CONTACT US
317-838-9828-ph

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

DISPLAY LABOR

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM
BY: **APRIL 3, 2026**

DISPLAY LABOR SERVICE

Saving You Time With Professional Installation and Dismantle Labor
Below Normal Trade Show Rates

Let our experts install and/or dismantle your exhibit display. Whether you are on site to supervise or if your time would be better spent elsewhere, **GULF COAST EXPO** is ready to assist you. See information below on how to order this service.

HOURLY RATES

SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM

LABOR STRAIGHT TIME RATE (One hour minimum per person) 8:00am to 5:00pm Monday through Friday – Exhibitor Supervision	ADV RATE	\$125.00 per man/per hour
	SITE RATE	\$150.00 per man/per hour
LABOR OVERTIME RATE (One hour minimum per person) 5:00pm to 8:00am Monday through Friday – All day Saturday – Exhibitor Supervision	ADV RATE	\$150.00 per man/per hour
	SITE RATE	\$175.00 per man/per hour
LABOR DOUBLE TIME RATE (One hour minimum per person) All hours on Sundays and Legal Holidays – Exhibitor Supervision	ADV RATE	\$175.00 per man/per hour
	SITE RATE	\$200.00 per man/per hour

GULF COAST EXPO SUPERVISION OF LABOR: (25% OF TOTAL LABOR BILL OR \$65.00 MINIMUM)

We can supervise the installation and dismantling of your display. This would apply to all cases where you will not have the personnel present to supervise. Just check **YES** below to order this service.

If you would like **GULF COAST EXPO** to set up your display without your supervision, the display materials must be shipped to the advance warehouse address located on the Material Handling Authorization Form and instructions must be emailed in prior to set up. All labor is billed in increments of 1 hour. Any marketing materials, giveaway items or table top display items must be packed by the Exhibitor and labeled properly using our shipping labels. Exhibitor must complete the outbound bill of lading and return it to **GULF COAST EXPO's** service desk. **GULF COAST EXPO** will only dismantle exhibit displays. We are not responsible for any items missing from exhibit space. Labor will begin promptly once all empties are delivered.

Supervised install will be performed on Sunday, April 19, 2026.

TERMS: EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR AND RETURN LABOR AFTER COMPLETION

Upon completion of the work, Exhibitor must return labor to the service desk. If Exhibitor fails to pick up men at the time ordered, or does not pick up labor at all NO CREDITS WILL BE ISSUED. On site labor orders will be filled based on availability. By ordering this service you agree **GULF COAST EXPO** will not be held responsible for any damage to exhibits or exhibit materials or missing items caused by labor or other personnel on the show floor.

ORDER LABOR

► INSTALLATION LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____		_____	X _____	X \$ _____		\$ _____
Supervisor _____		GULF COAST EXPO Supervision		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$ _____
<i>(ADD 25% OF TOTAL AMOUNT - \$65.00 MINIMUM)</i>						

► DISMANTLE LABOR

DATE	TIME	NUMBER OF MEN	APPROX. HOURS PER MAN	HOURLY RATE	=	TOTAL ESTIMATED COST
_____		_____	X _____	X \$ _____		\$ _____
Supervisor _____		GULF COAST EXPO Supervision		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$ _____
<i>(ADD 25% OF TOTAL AMOUNT - \$65.00 MINIMUM)</i>						

SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM

NAME OF EVENT RLC 2026	BOOTH # _____
COMPANY NAME _____	PHONE (____) _____
E-MAIL ADDRESS _____	FAX (____) _____
BILLING ADDRESS _____	
CITY _____	STATE _____ ZIP _____
SIGNATURE _____	TITLE _____ DATE _____

QUESTIONS?
CONTACT US
317-838-9828-ph

EXTRACT, SCAN AND
EMAIL ONLY
COMPLETED FORMS

REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM
BY: APRIL 3, 2026

EXHIBITOR APPOINTED CONTRACTOR

If your company intends to use an outside firm other than your employees or GULF COAST EXPO for booth installation or dismantle, this form must be completed and sent to us by:

APRIL 3, 2026

STRICTLY ENFORCED

EXHIBITOR INFORMATION:

Company Name: _____
Booth #: _____
Exhibitor Contact Person: _____
Exhibitor Contact Phone Number: _____
Exhibitor Contact Email: _____

EXHIBIT HOUSE INFORMATION:

Company Name: _____
Company Address: _____
Contact Name: _____
Contact Phone Number: _____
Contact Email: _____

EAC INFORMATION - Show site labor company:

Company Name: _____
Company Address: _____
Contact Name: _____
Contact Phone Number: _____
Contact Email: _____
Type of Service to be Performed: _____

A certificate of general liability insurance must be on file naming GULF COAST EXPO, INFORMA & The JW Marriott as additional insureds no later than APRIL 3, 2026 or they will not be permitted to service your exhibit and GULF COAST EXPO will provide the install/dismantle labor at standard rates. **NO EXCEPTIONS!!**

The Exhibitor company name and booth number MUST appear within the comments section of the certificate of insurance for proper identification.

It is the responsibility of the Exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

NAME OF EVENT	RLC 2026	BOOTH #	_____
COMPANY NAME	_____	PHONE (_____)	_____
E-MAIL ADDRESS	_____	FAX (_____)	_____
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
SIGNATURE	_____		



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SS

DATE (MM/DD/YYYY)

THIS FORM IS REQUIRED TO BE COMPLETED BY YOUR EXHIBITOR APPOINTED CONTRACTOR IF YOU ARE HIRING AN OUTSIDE COMPANY TO SET UP OR DISMANTLE YOUR DISPLAY.

SEND TO GULF COAST EXPO BY: APRIL 3, 2026

Name of Insurance Agency/Company Address of Insurance Agency/Company		(A/C, No. Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:	(A/C, No.):
INSURED		INSURER(S) AFFORDING COVERAGE	NAIC #
<div style="background-color: blue; color: white; padding: 5px; text-align: center;"> NAME & ADDRESS OF EAC SETTING UP DISPLAY </div>		INSURER A: Insurance Company A	
		INSURER B: Insurance Company B (if appli	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **EXCLUSION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED BY THE INSURER NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT, THIS DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAYMENTS OF CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA / EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

THE EXHIBITOR COMPANY NAME, BOOTH NUMBER AND SHOW NAME GOES HERE. ADDITIONAL INSURED MUST BE LISTED IN THIS AREA:

CERTIFICATE HOLDER <div style="background-color: blue; color: white; padding: 10px;"> OUR INFORMATION GOES HERE: GULF COAST EXPOSITIONS, INC. 594 NORTHFIELD ROAD PLAINFIELD, IN 46168 </div>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature of authorized representative here
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