



IMPORTANT NOTICE TO THE EXHIBITORS OF:

AEMA'S ANNUAL MEETING & EXPO THE NUGGET CASINO RESORT - SPARKS, NV DECEMBER 6 - 11, 2026

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you.

Booth Package These items are provided at no additional cost to you:

Booth drapery (8' high backwall and 3' high side dividers)
One 7" x 40" Company Identification sign

Show Facts

Show colors are black and white, the exhibit area is carpeted. The show hours are Wednesday December 9th - 9:00 am to 6:30 pm; Thursday December 10th - 9:00 am to 6:30 pm; Friday, December 11th - 9:00 am to 11 am.

Important Dates

November 19, 2026	Advance order discount deadline - prepayment required
November 30, 2026	Last day for advance shipments to arrive at Warehouse without surcharges
Dec. 8, 8 am to 5 pm	Direct shipments may arrive at show site
Dec. 8, 8 am to 5 pm	Exhibitor Move-in
Dec. 9, 9 am	Event opens
Dec. 11, 11 am to 5 pm	Exhibitor Move-out

Policies

Recap and Payment Policy Form must accompany all orders!
Please fax or mail your order. Phone orders are not accepted.
Advance Order Pricing applies to orders received **prepaid** by **November 19, 2026**
No credit will be applied to substitutions or changes to the booth package.
Cancellations after installation are invoiced at 50% of original price

Contacts

Show Management: (For questions regarding space assignments, show policies, or event schedules)

Devon Coquillard
American Exploration and Mining Association
(352) 425-0172

Exhibitor Services: (For questions regarding booth furnishings, additional equipment or Freight Services)

LCD Exposition Services
Phone: (509) 325-9656
Fax: (509) 325-9670



AEMA 2026

SPECIAL DISCOUNT BOOTH PACKAGE

LCD Exposition Services, your Official Trade Show Decorator, is pleased to offer special booth packages consisting of the most popularly ordered items.

☐ **PACKAGE B**

This special booth package includes the following for the discounted price of \$192.00

One 6' draped table in your choice of color (choose below)

Two side chairs

one wastebasket

Please indicate your color choice here:

- ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Red
☐ White ☐ Rust ☐ Light green ☐ Forest green

This pricing is only available if your order is received by November 19, 2026

If you are interested in ordering one of these special packages, please write "SPECIAL", and the appropriate price in the "Other" line on the "RECAP OF SERVICES ORDERED" page of your Exhibitor Kit. If you have any questions please do not hesitate to call us.

Total This Page: \$ _____

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

EXHIBITOR _____

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

ORDERED BY _____
(Please Print)



AEMA 2026

RECAP OF SERVICES ORDERED

ORDERS RECEIVED WITHOUT THIS FORM WILL NOT BE PROCESSED

CARPET - Special order only, the exhibit area is carpeted, please call. \$ _____

BOOTH FURNISHINGS - PAGE 1 \$ _____

BOOTH FURNISHINGS - PAGE 2 \$ _____

LOUNGE FURNISHINGS - BOTH PAGES \$ _____

LABOR & BOOTH CLEANING \$ _____

SIGNS, BANNERS & GRAPHICS \$ _____

PORTABLE DISPLAY SYSTEMS \$ _____

OTHER (total of all additional pages) \$ _____

SUB-TOTAL \$ _____

8.265% SALES TAX _____

FREIGHT HANDLING SERVICES (non taxable item) _____

TOTAL \$ _____

Please submit by fax to (509)325-9670 or by email to "orders@lcdexpo.com"

PAYMENT POLICY

Advance order prices apply only to pre-orders received with full payment by November 19, 2026
All orders received after the deadline, or without payment, will be charged at floor order prices

- ◆ Orders placed at the show site must be guaranteed with a credit card.
- ◆ Cancellations & changes will be charged at 50% of the original price.
- ◆ Substitution of sponsor provided items is not permitted.
- ◆ Freight handling services only are exempt from sales tax.

ALL CHARGES MUST BE PAID PRIOR TO THE END OF THE EVENT

Please indicate your method of payment. All payments must be made in U.S funds.

☐ **CREDIT CARD**

☐ **COMPANY CHECK**

If you wish to authorize LCD Exposition Services to charge your credit card account for the amount of your advance order plus any additional amounts ordered by you or your representative at the show site, please complete the following section.

AEMA 2026

EXPIRATION DATE

CVV CODE

VISA/MC three digits
AMEX four digits

ACCT #

☐ VISA

☐ MC

☐ AMERICAN EXPRESS

Cardholder's Signature

Cardholder's Name (Please Print)

Company _____ **Booth** _____

Payment Address _____

City _____ **State** _____ **Zip** _____

Ordered by _____ **Email** _____ (optional)

Phone _____ **Fax** _____



AEMA 2026

ADDITIONAL BOOTH FURNISHINGS 1**SKIRTED WOOD TABLES & COUNTERS**

Includes white vinyl top

Quantity		Prepaid Advance Order	Floor Order
_____	4' Wood table, 24" wide, 30" high	\$99.00	\$129.00
_____	6' Wood table, 24" wide, 30" high ...	\$109.00	\$142.00
_____	8' Wood table, 24" wide, 30" high	\$124.00	\$161.00
_____	4' Wood counter, 24" wide, 40" high ...	\$106.00	\$138.00
_____	6' Wood counter, 24" wide, 40" high.	\$122.00	\$159.00
_____	8' Wood counter, 24" wide, 40" high..	\$134.00	\$174.00

SKIRTING COLORS - please indicate choice:

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Red
☐ White ☐ Rust ☐ Light green ☐ Forest green

_____	Skirting for 4th side, 30" high *	\$46.00	\$60.00
_____	Skirting for 4th side, 40" high *	\$50.00	\$65.00
_____	30" White vinyl, per lineal foot	\$2.00	\$3.00

**available as addition to 6' or 8' skirted tables only
4' tables are already skirted on the 4th side*

SKIRTING FOR TABLES & COUNTERS

Quantity		Prepaid Advance Order	Floor Order
_____	4' Skirting - 4 sides - 30" high	\$52.00	\$67.00
_____	6' Skirting - 3 sides - 30" high	\$56.00	\$72.00
_____	8' Skirting - 3 sides - 30" high	\$61.00	\$79.00
_____	4' Skirting - 4 sides - 40" high	\$56.00	\$72.00
_____	6' Skirting - 3 sides - 40" high	\$61.00	\$79.00
_____	8' Skirting - 3 sides - 40" high	\$67.00	\$87.00

SKIRTING COLORS - please indicate choice:

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Red
☐ White ☐ Rust ☐ Light green ☐ Forest green

DRAPED TABLE TOP RISERS

Covered with white vinyl

_____	4' Table Riser, one step 10" wide	\$48.00	\$62.00
_____	6' Table Riser, one step 10" wide	\$53.00	\$68.00
_____	8' Table Riser, one step 10" wide	\$58.00	\$75.00
_____	4' Table Riser, two step 10" wide ea	\$62.00	\$80.00
_____	6' Table Riser, two step 10" wide ea	\$68.00	\$88.00
_____	8' Table Riser, two step 10" wide ea	\$74.00	\$96.00

**WE ARE CONTINUALLY UPDATING OUR EQUIPMENT.
IF YOU HAVE ANY QUESTIONS, OR CAN'T FIND AN
ITEM YOU WANT, PLEASE CALL OUR OFFICE AT
(509) 325-9656 OR EMAIL "ORDERS@LCDEXPO.COM"**

Total This Page: \$ _____

**PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
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EXHIBITOR _____

**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

ORDERED BY _____
(Please Print)



AEMA 2026

ADDITIONAL FURNISHINGS 2**MISCELLANEOUS BOOTH FURNITURE**

Quantity	Prepaid Advance Order	Floor Order
_____ Side chair	\$42.00	\$54.00
_____ Arm chair	\$50.00	\$65.00
_____ Bar stool with backrest	\$84.00	\$109.00
30" Diameter round pedestal table	\$92.00	\$119.00
Pedestal tables include black linen		
Please select height and enter quantity:		
_____ 15" high _____ 30" high _____ 40" high		
_____ Wastebasket	\$23.00	\$29.00
_____ Metal easel	\$37.00	\$49.00
_____ Literature rack	\$60.00	\$78.00
_____ Coat Tree	\$57.00	\$74.00
_____ Deluxe chrome rope stand	\$37.00	\$48.00
_____ Deluxe rope for above, per lineal foot	\$5.00	\$6.50

SPECIAL BOOTH DRAPERY

_____ 8' high drapery, per lineal foot	\$9.50	\$12.50
_____ 3' high drapery, per lineal foot	\$7.50	\$9.50
_____ 12' high drapery, per lineal foot	\$16.50	\$21.50
_____ Framework only - no drape, per ft.	\$6.50	\$8.50

Select height: ☐ 3'h ☐ 8'h ☐ 12'h☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Red
☐ White ☐ Rust ☐ Light green ☐ Forest green

**WE ARE CONTINUALLY UPDATING OUR EQUIPMENT.
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ITEM YOU WANT, PLEASE CALL OUR OFFICE AT
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FRAMED PERFORATED BOARD - 1/4" HOLES

Quantity	Prepaid Advance Order	Floor Order
_____ 4'x8' Vertical single sided	\$99.00	\$129.00
_____ 4'x8' Vertical double sided	\$105.00	\$136.00
_____ 2'x8' Vertical single sided	\$80.00	\$104.00
_____ 4'x8' Horizontal single sided	\$99.00	\$129.00
_____ 4'x8' Horizontal double sided	\$105.00	\$136.00
Color: ☐ White ☐ Brown		
_____ 4'x8' Poster Board - Double sided ...	\$99.00	\$129.00

Poster board is not Velcro attachable, use pins only.**Total This Page: \$ _____**

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**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

ORDERED BY _____
(Please Print)



AEMA 2026

LABOR & BOOTH CLEANING**EXHIBIT INSTALLATION SERVICE**

We will require _____ men and approximately _____ hours to install our exhibit.

- ☐ Please supervise exhibit installation.*
- ☐ Our representative will be present to supervise.

Schedule labor for: Date _____ Time _____

Supervisor _____

EXHIBIT DISMANTLING SERVICE

We will require _____ men and approximately _____ hours to dismantle our exhibit.

- ☐ Please supervise exhibit dismantling.*
- ☐ Our representative will be present to supervise.

*** If your representative will not be present to supervise a surcharge of 25% of total labor cost will apply.**

BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying of wastebaskets.

- ☐ Per sq. ft., ONCE before opening only
(100 sq. ft. minimum) @ 00.70/s.f. _____
- ☐ Per sq. ft., per day of show run
(100 sq. ft. minimum) @ 00.60/s.f. _____
- ☐ Large Booths
500 s.f. & over, per day @ 00.40/s.f. _____

If you have special instructions please note them here. If you will not be supervising the labor please attach or send setup instructions.

LABOR RATES

Quantity		Straight Time	Over- time
_____	Man hours, one hour minimum	\$85.00	\$127.50
_____	Forklift, per hour - 1/2 hour min.	\$210.00	\$315.00

Please note: Straight time is from 8 AM to 5 PM weekdays.
Overtime applies before 8 AM and after 5 PM weekdays and all day Saturday, Sunday and Holidays.

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!

Total This Page: \$ _____

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**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

EXHIBITOR _____

ORDERED BY _____
(Please Print)

Lounge Furnishings

naples



NPLCHR



NPLLOV



NPLSOF

black vinyl

key largo



KEYCHR



KEYLOV



KEYSOF

black fabric

baja



BCHWHT



BLVWHT

white vinyl

	Qty		
naples	_____	Chair (NPLCHR)	... \$644.00
	_____	Love Seat (NPLLOV)	... \$815.00
	_____	Sofa (NPLSOF)	... \$978.00

	Qty		
key largo	_____	Chair (KEYCHR)	... \$438.00
	_____	Love Seat (KEYLOV)	... \$513.00
	_____	Sofa (KEYSOF)	... \$564.00

	Qty		
baja	_____	Chair (BCHWHT)	... \$644.00
	_____	Love Seat (BLVWHT)	... \$815.00

Can't find what you're looking for?
Please Call (509) 325-9656

All Items on this page are only
available as an advance order

Exhibitor _____

Total This Page \$ _____

Lounge Furnishings 2

adelaide



geo



Powered Locking Pedestals

PDL36B or
PDL42B



PDL36W or
PDL42W



adelaide	Qty		
	_____	White Cocktail (ADCTWH)	... \$282.00
	_____	Black Cocktail (ADCTBK)	... \$282.00
	_____	White End (ADETWH)	... \$273.00
pedestals	_____	Black End (ADETBK)	... \$273.00
	_____	36"h Black (PDL36B)	... \$547.00
	_____	42"h Black (PDL42B)	... \$644.00
	_____	36"h White (PDL36W)	... \$547.00
	_____	42"h White (PDL42W)	... \$644.00

syntax

BSR



banana

BSS

BST



barstools

For standard barstools with backrest
see page 6 - "Additional Furnishings 2".

geo	Qty		
	_____	Glass Cocktail (C1C)	... \$282.00
	_____	Wood Cocktail (C1FWB)	... \$282.00
	_____	Glass End (E1C)	... \$221.00
barstools	_____	Wood End (E1FWB)	... \$221.00
	_____	Syntax black (BSR)	... \$209.00
	_____	Banana black (BSS)	... \$267.00
	_____	Banana white (BST)	... \$267.00

Can't find what you're looking for?
Please Call (509) 325-9656

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available as an advance order**

Exhibitor _____

Total This Page \$ _____

SIGNS, BANNERS, & DIGITAL GRAPHICS

STANDARD BOOTH SIGNS & SHOWCARDS

Digitally printed signs on white 1.2 mil cardstock.
Suitable for booth signs, smaller table top or easel signs.
Not recommended for photo quality output.

Qty	Standard Sizes	Prepaid Advance Order	Floor Order
_____	7" x 11"	\$20.00	\$26.00
_____	7" x 42"	\$25.00	\$32.00
_____	11" x 42"	\$28.00	\$36.00
_____	11" x 14"	\$25.00	\$32.00
_____	14" x 22"	\$30.00	\$39.00
_____	18" x 22"	\$33.00	\$43.00
_____	Add easel back for tabletop signs	\$8.00	

custom sizes available, please call for quote

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

FOAMCORE BACKED SIGNS

Digitally printed signs mounted on white foamcore.
Great for larger signs requiring a rigid backing.
High quality output up to 42"x96".

Qty	Standard Sizes	Advance Order	Floor Order
_____	7" x 11"	\$25.00	\$32.00
_____	7" x 42"	\$30.00	\$39.00
_____	11" x 14"	\$32.00	\$41.00
_____	11" x 42"	\$35.00	\$45.00
_____	14" x 22"	\$38.00	\$49.00
_____	18" x 22"	\$42.00	\$55.00
_____	22" x 28"	\$55.00	\$71.00
_____	28" x 42"	\$80.00	\$105.00
_____	42" x 60"	\$160.00	\$208.00
_____	42" x 96"	\$200.00	\$260.00
_____	Add easel back - for up to 22" x 28"	\$15.00	

custom sizes available, please call for quote

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

VINYL BANNERS

Digitally printed on white 15ml vinyl banner stock.
Only available as Advance Order.
Please note graphic guidelines below.

Includes hanging tabs on corners and every two feet.

Requested size	Advance Order
24" material - 3' minimum length	\$65.00
_____ each additional foot x \$8.00	_____
Total	_____
36" material - 2' minimum length	\$65.00
_____ each additional foot x \$10.00	_____
Total	_____
42" material - 3' minimum length	\$80.00
_____ each additional foot x \$12.00	_____
Total	_____

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

GRAPHICS GUIDELINES

Please attach instructions and sign copy including color of text.
Prices include up to 25 words - more intensive copy will be quoted separately.

For best results send vector graphics in .eps or Illustrator .ai format. Include all fonts or convert them to outlines.
Include any linked files or images.

For raster images .jpg, .tif, or photoshop .psd are acceptable at actual size at 100 dpi.

Please include a hard copy or .pdf file of your artwork.

Graphic Design services are available at the rate of \$65.00 per hour.

TOTAL THIS PAGE \$ _____

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**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

EXHIBITOR _____

ORDERED BY _____
(Please Print)

PHONE OR
EMAIL _____

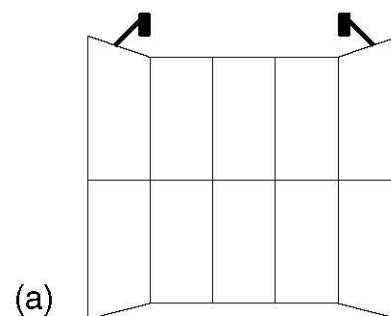
DISPLAY SYSTEM RENTAL FORM

10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

by INTEX - Gatefold design - top and bottom units stack
Reversible - either black or silver grey fabric - Velcro attachable
5 panels top and bottom 22.5" x 45.5" - 112.5"w x 91"h overall

Available configurations:	Advance Order	Floor Order
___ (a) Full unit (includes 2 lights)	\$610.00	\$795.00
___ (c) 5 panel table top (no header)	\$350.00	\$455.00
___ Lights for table top	\$45.00	\$55.00
___ Labor to install (optional)	\$85.00	\$85.00
___ Labor to dismantle/repack (optional)	\$85.00	\$85.00

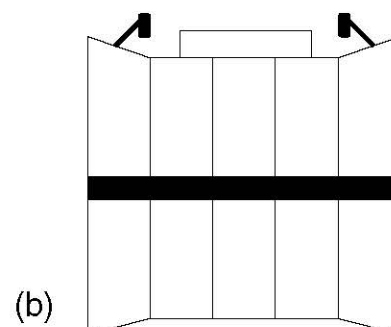


10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

by Featherlite - Gatefold design - top and bottom units stack
Reversible - either coal or silver fabric - Velcro attachable
5 panels middle 8'h x 22"w
5 panels top and bottom 22" x 44" - 110"w x 96"h overall w/mid section
Header is 8"h x 44"w

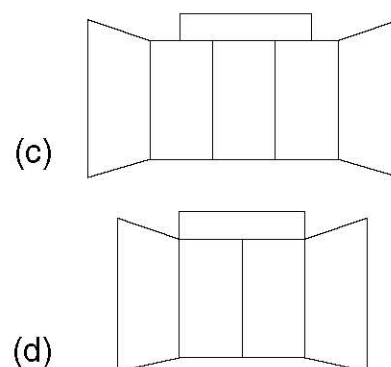
Available configurations:	Advance Order	Floor Order
___ (b) Full unit (includes 2 lights)	\$610.00	\$795.00
___ (c) 5 panel table top with header	\$350.00	\$455.00
___ Lights for table top	\$45.00	\$55.00
___ Labor to install (optional)	\$85.00	\$85.00
___ Labor to dismantle/repack (optional)	\$85.00	\$85.00



6' TABLE TOP DISPLAY UNIT

by Featherlite - Gatefold design
Reversible - either blue or silver fabric - Velcro attachable
4 panels 22" x 44" - 88"w x 44"h overall
Header is 11"h x 44"w

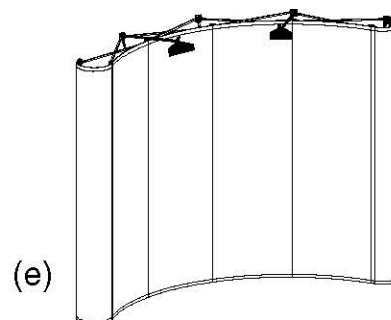
___ (d) 4 panel table top (lights N/A)	\$300.00	\$390.00
___ Labor to install (optional)	\$85.00	\$85.00
___ Labor to dismantle/repack (optional)	\$85.00	\$85.00



10' CURVED POP-UP DISPLAY

by Classic Displays
Black or Navy Blue fabric - Velcro attachable
Overall dimensions 90" high x 108" wide

___ (e) Pop-up display ☐ Black ☐ Navy	\$610.00	\$795.00
___ Labor to install (optional)	\$85.00	\$85.00
___ Labor to dismantle/repack (optional)	\$85.00	\$85.00



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Total This Page: \$ _____

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

EXHIBITOR _____

ORDERED BY _____

Quantities limited - please order early

(Please Print)



INBOUND SHIPPING INSTRUCTIONS



ADVANCE SHIPPING TO THE SHOW

THE EXHIBIT FACILITY **WILL NOT** ACCEPT ADVANCE SHIPMENTS

- ❖ We strongly advise shipping to the advance warehouse. We will accept shipments 30 days prior to move-in. Please address the shipments as follows:

TO: (Your company name)
FOR: AEMA Annual Meeting & Expo **Booth #**
C/O: LCD Exposition Services
ODFL Service Center
200 Independence Ave
Lockwood, NV 89434

- ❖ Please mark your shipment with your booth number if known.
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ If possible please use copies of the shipping labels provided with this form.

SHIPPING TO THE SHOW SITE

- ❖ If advance shipping is not possible you may have shipments sent to the show site. **Shipments must arrive during exhibitor move in hours** and be addressed as follows:

TO: (Your company name)
FOR: AEMA Annual Meeting & Expo **Booth #**
C/O: LCD Exposition Services
Nugget Casino Resort
Convention Center Ramp
1100 Nugget Avenue
Sparks, NV 89431-5750

- ❖ Please mark your shipment with your booth number if known.
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ If possible please use copies of the shipping labels provided with this form.

LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL SHIPMENTS, UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day may be transported to our warehouse, at exhibitor expense, to await disposition, or alternately, LCD reserves the right to route exhibit materials via the show carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show.

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.80 per pound per article, with a maximum of \$80.00 per item. Values exceeding this limitation should be insured by the exhibitor.



OUTBOUND SHIPPING INSTRUCTIONS

- ❖ **Outbound handling is included in the price for receiving your shipment.**
- ❖ Please bring all shipping documents to the LCD Expo Service Desk prior to the close of the show. We will have tape and blank labels available.
- ❖ Please fill out one copy of the reforwarding instructions on the following Freight Order Form page for each Destination and return it to the LCD Expo Service Desk prior to the close of the show. Please be sure to include the piece count and carrier information.
- ❖ Please make sure all your packages are securely taped or closed. Each piece will need to be labeled. Please check in at the LCD Expo Service desk to insure all paperwork is in order. Leave the shipments in your booth and LCD Expo will transfer them to your carrier.
- ❖ **The designated carrier for this event is Old Dominion Freight Line (ODFL).** We strongly recommend using ODFL for your outbound shipments. They will guarantee pickup prior to the facility deadline. If you have a designated carrier that cannot pick up between 2:30 and 3:30 pm after show closing we have no option but to reroute your shipment via ODFL.
- ❖ **All non - ODFL routed shipments must be ready for pickup by 2:30 pm after the close of the show to allow for vacating the Exhibit Hall.**
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ All stored containers will be returned to the booths as quickly as possible at the close of the show on a first in, last out order. Please be patient.
- ❖ **UPS, Fedex Express and Fedex Ground** will not pick up from the show floor. If you will be using these carriers for outbound service please make arrangements for pick-up directly with the carrier or their official agent. Alternate arrangements can also be made with **Old Dominion Freight Line**. ODFL will have a representative on-site for your convenience. Any shipments left on the exhibit floor or dock and not picked up by 3:30pm will require re-routing at the exhibitor's expense in order to clear the facility by the deadline.



SHIPPING AND DRAYAGE INFORMATION



THE EXHIBIT FACILITY ***WILL NOT*** ACCEPT ADVANCE SHIPMENTS

GENERAL INFORMATION

- ❖ **Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges.**
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ Shipments may arrive up to 30 days prior to move-in. Shipments received at our warehouse after November 30, 2026 will be subject to 25% surcharge. Shipments sent to our warehouse will still be delivered to your booth if received at any time prior to the end of the show.
- ❖ Please mark your shipment with your booth number if known.
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ **The designated carrier for this event is Old Dominion Freight Line (ODFL).** If you wish to ship via any other carrier you must provide proper shipping documents and arrange for pickup by your carrier. All shipments for your carrier must be ready and they will need to check in no later than 2:30 pm after the close of the show. Any shipments not picked up by 3:30 pm after the close of the show will require rerouting via ODFL.
- ❖ Stored containers may not be accessible once removed from your booth. Please be sure to retrieve all necessary items before labeling for storage.
- ❖ All stored containers will be returned to the booths as quickly as possible at the close of the show on a first in, last out order. Please be patient.
- ❖ **IMPORTANT: UPS parcel, Fedex Express & Fedex Ground will not pick up from the show floor. If you wish to use these carriers for outbound service, please make arrangements directly with the carrier or authorized agent. Old Dominion Freight Line will be on-site to offer their services as an outbound option. Any shipments left on the show floor after 3:30 pm will require rerouting at the exhibitors expense to clear the facility by the deadline.**
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- ❖ All freight handling services must be guaranteed with a credit card.
- ❖ **Outbound handling is included in the price for receiving your shipment.**
- ❖ LCD Expo does not charge extra for multiple inbound shipments. The charges are based on total weight of all shipments combined.
- ❖ Packages, cases and displays are not considered "Special Handling" and are only subject to standard handling rates.



AEMA 2026

FREIGHT SERVICE ORDER FORM

MATERIAL HANDLING RATE SCHEDULE *All Charges Based on Actual Weight in 100# Increments*

ADVANCE RECEIVING AT WAREHOUSE: (INCLUDES RETURN HANDLING) ALL SHIPMENTS MUST BE PREPAID!
Receipt of shipment from carriers prior to move in date and storage up to 30 days; delivery to booth; removal, storage & return of empty containers when necessary; delivery from booth to carrier at close of show. Includes loading equipment and labor.

IMPORTANT: Shipments received after November 30, 2026 subject to 25% additional handling fee

\$80.00 per 100# - 200# (\$160.00) minimum _____

RECEIVING AT EXHIBIT HALL: (INCLUDES RETURN HANDLING) ALL SHIPMENTS MUST BE PREPAID!

Receipt of shipment at exhibit site on move in date only; delivery to booth; removal, storage & return of empty containers when necessary; delivery from booth to carrier at close of show. Includes loading equipment and labor.

\$80.00 per 100# - 200# (\$160.00) minimum _____

OUTBOUND SHIPPING ONLY: Delivery from booth to carrier at close of show. Includes loading equipment and labor.

\$60.00 per 100# - 200# (\$120.00) minimum _____

SPECIAL HANDLING: Applies to loose / uncrated shipments. These charges are in addition to any other services ordered.

\$40.00 per 100# - 200# (\$80.00) minimum _____

Total This Page: _____

PLEASE NOTE: UPS parcel, Fedex Express and Fedex Ground will not pick up outbound shipments from the show floor. Alternate arrangements can be made with Old Dominion Freight Lines or directly with your carrier or authorized agent. Any undesignated shipments will be re-routed at the exhibitor's expense in order to clear the facility by the deadline.

SHIPMENTS TO THE SHOW

Shipped from (city) _____ Carrier _____ Pro no. _____

Shipping Date _____ Total number of pieces _____ Total weight of shipments _____

Show representative _____ Telephone _____

IMPORTANT: in order to trace shipments we must have the name of carrier and assigned bill of lading number - "PRO NO."

REFORWARDING INSTRUCTIONS

Ship to _____
(name) (street address)

City, State, Zip _____ ☐ Prepaid ☐ Collect

Description _____ Number of pieces _____

Forward Via: ☐ Motor Freight ☐ Air Freight ☐ Other _____

Name of Carrier _____

SPECIAL INSTRUCTIONS (Expedited shipping, Insurance, etc.):

**PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER**

**ALL FREIGHT HANDLING CHARGES
MUST BE GUARANTEED WITH A
CREDIT CARD**

EXHIBITOR _____ **BOOTH #** _____

ORDERED BY _____
(Please Print)

SIGNATURE _____



WORRY-FREE DELIVERY TO AND FROM YOUR TRADE SHOWS. ON TIME. COMPLETE. AND UNDAMAGED.

Trade shows are hectic. Getting your booth there and back shouldn't be. Focus on your business knowing your booth and materials are in dependable hands.

We know trade show transportation is a unique service. OD Expo is ready to help you and here's how we keep our promises:

- 99% ON-TIME DELIVERY TO ALL 50 STATES
- ONE OF THE LOWEST CLAIMS RATIOS IN THE INDUSTRY
- ONLINE RATE QUOTES, BOOKING, TRACKING AND BILL OF LADING FORMS
- THE MOST EFFECTIVE AND RESPONSIVE TRADE SHOW TEAM IN THE INDUSTRY
- INDUSTRY LEADING TECHNOLOGY: EDI, HANDHELDS, RFID, DOCKYARD MANAGEMENT AND MORE
- NATIONWIDE COVERAGE WITH MORE THAN 225 SERVICE CENTERS
- SMARTWAY-CERTIFIED FLEET
- PICKUPS ANYTIME, ANYWHERE
- EXPEDITED SERVICES IF NEEDED

OD Expo Service alleviates the stress associated with trade show logistics by seamlessly delivering your materials on time and without damage. Our best-in-class service has one of the lowest claims ratios in the industry and is on time more than 99% of the time.

Wherever it needs to go, OD Expo Service delivers your trade show shipment with the same premium customer service, worry-free dependability and real-time tracking you've come to expect from Old Dominion.

Premium customer service. Decades of experience. With the know-how and integrity to get the job done right, Old Dominion is ready to get working to take the stress and complexity out of your next trade show shipment.



OD-DOMESTIC

OD-EXPEDITED

OD-PEOPLE

OD-GLOBAL

OD-TECHNOLOGY

HELPING THE WORLD KEEP PROMISES.®

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1.877.358.6918 | odfl.com/expo



Need Shipping? Old Dominion Will Make It Easy!



**OLD DOMINION FREIGHT LINE will provide
exceptional service at an affordable price.**

We offer the following services for your convenience:

- Next Day Service
- 2-Day Service
- International Brokerage / Transportation
- Easy Shipment Processing
- Simplified Billing
- Online Tracking
- Automated Proof of Delivery by Email
- **Show-to-Show Shipping**

**Please call 775-342-2500 for a special
rate estimate.**

OLD DOMINION FREIGHT LINE

200 Independence Way Lockwood, NV 89434

1.800-230-6335 or 775-342-2500



AEMA Annual Meeting & Expo 2026

TO: _____
Exhibitor Name

C/O: LCD EXPOSITION SERVICES
ODFL SERVICE CENTER
200 INDEPENDENCE AVE
LOCKWOOD, NV 89434

ADVANCE WAREHOUSE

Booth No. _____ No. _____ of _____ Pcs.

cut here

OUR PREFERRED CARRIER IS

cut here



AEMA Annual Meeting & Expo 2026

TO: _____
Exhibitor Name

C/O: LCD EXPOSITION SERVICES
ODFL SERVICE CENTER
200 INDEPENDENCE AVE
LOCKWOOD, NV 89434

ADVANCE WAREHOUSE

Booth No. _____ No. _____ of _____ Pcs.



AEMA Annual Meeting & Expo 2026

NOT BEFORE **DECEMBER 8, 2026**

TO: _____
Exhibitor Name

C/O: **LCD EXPOSITION SERVICES
NUGGET CASINO RESORT
CONVENTION CENTER RAMP
1100 NUGGET AVENUE
SPARKS, NV 89431-5750**

SHOW SITE SHIPMENT

Booth No. _____ No. _____ of _____ Pcs.

cut here

OUR PREFERRED CARRIER IS

cut here



AEMA Annual Meeting & Expo 2026

NOT BEFORE **DECEMBER 8, 2026**

TO: _____
Exhibitor Name

C/O: **LCD EXPOSITION SERVICES
NUGGET CASINO RESORT
CONVENTION CENTER RAMP
1100 NUGGET AVENUE
SPARKS, NV 89431-5750**

SHOW SITE SHIPMENT

Booth No. _____ No. _____ of _____ Pcs.