



**JULY 20-22, 2026**  
**TERRANEA RESORT**  
**RANCHO PALOS VERDES, CALIFORNIA**



**QUESTIONS...**  
**CALL OUR EXHIBITOR SERVICES TEAM**  
**317-838-9828-PH**

**THIS SERVICE KIT INCLUDES THE INFORMATION  
 YOU NEED TO COORDINATE YOUR PARTICIPATION IN THIS EVENT.**

Dear Sponsor:

We're pleased to announce that **GULF COAST EXPO** has been selected as the "Official Service Contractor" for **CREATE 2026**, taking place **July 20–22, 2026**, at the **Terranea Resort in Rancho Palos Verdes, California**.

We're here to help with your exhibit area needs. This service kit contains information regarding shipping your materials in and out of the event. Our goal is to make your experience smooth and successful.

**Quick Facts:** Please refer to the Quick Facts sheet for complete show information.

**Electrical, Internet & AV Services provided by FIVE STAR**

- Please refer to page 12 of this packet for ordering information.
- TERRANEA\_SALES@FIVE-STARAV.COM 310-265-2899 www.fivestarav.com

**SHIPPING INFORMATION – SHIPPING TO THE HOTEL IS NOT PERMITTED - ALL SIZE PACKAGES ACCEPTED AT THE ADVANCE WAREHOUSE**

Your exhibit materials are essential to a successful show. As the official drayage contractor for this event, **GULF COAST EXPO** will handle freight in and out of the exhibit area.

**MATERIAL HANDLING** services allow your shipment to be delivered to our **ADVANCE WAREHOUSE** up to **4 weeks** prior to the event. Please allow sufficient transit time so you can track and resolve any shipping issues.

**Important Policies and What to Expect**

- **Direct shipments to the hotel are not permitted** and may be refused unless the items require refrigerated or frozen storage.
- Advance warehouse shipments will be delivered to your exhibit space. All size packages accepted.
- Empty cartons will be stored during the event and returned after the show closes.
- A bill of lading and shipping labels are provided.
- At close, your shipment will be sent to the destination you specify with the carrier listed on the bill of lading.

When all information is provided, this service helps support a smooth move-in and move-out. See the shipping information section for complete details.

**On-Site Service Desk**

For your convenience, **GULF COAST EXPO** will maintain a service desk to assist with last-minute needs.

- Location: in the rear of the exhibit area
- Hours: during exhibitor move-in, during the posted show hours, and throughout dismantle.
- Our staff is experienced in exhibitor requirements

Questions? Please call our Customer Service Experts at **317-838-9828**. We'd be happy to walk you through the forms and answer any questions you may have.

Thank you, we look forward to seeing you at the show.

*Christine Binion*

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

**CREATE 2026**  
**JULY 20-20, 2026**  
**TERRANEA RESORT**  
**RANCHO PALOS VERDES, CALIFORNIA**

**UNION RULES & REGULATIONS**  
**UNION JURISDICTIONS**

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

**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 areas 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.

## QUICK FACTS

### SERVICE CONTRACTOR CONTACT:

**Gulf Coast Expositions, Inc.**  
594 Northfield Road • Plainfield, IN 46168 • 317-838-9828 – phone  
Email orders to: [Orders@GulfCoastExpositions.com](mailto:Orders@GulfCoastExpositions.com)

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

### ABF FREIGHT an ARCBEST COMPANY

#### Official show freight carrier of GULF COAST EXPO at CREATE 2026

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

**USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS**

**All UPS - FEDEX and Freight shipments as well as small packages must be sent to the Advance Warehouse only**

#### **Advance Freight Trapping Warehouse**

SHOW READY  
GULF COAST EXPO / CREATE 2026  
9150 HYSSOP DRIVE  
RANCHO CUCAMONGA, CA 91730  
MONDAY – FRIDAY 9AM – 4PM  
Target Receiving From: June 19 – July 10, 2026  
Off-Target Receiving On: July 13-17, 2026  
The last day to receive at the advance warehouse:  
Friday, July 17, 2026

#### **Direct to Show Site Shipping – NOT PERMITTED**

SHOW SITE SHIPMENTS ARE NOT PERMITTED  
ALL SHIPMENTS MUST BE SHIPPED TO THE  
ADVANCE RECEIVING WAREHOUSE  
**IF YOU NEED ASSISTANCE, PLEASE CONTACT GULF COAST EXPO**  
QUESTIONS REGARDING REFRIGERATED OR FROZEN STORAGE  
CONTACT: CHRIS.SUMMA@INFORMA.COM

COMPLETE THE MATERIAL HANDLING FORM WHICH MUST BE ON FILE PRIOR TO THE ARRIVAL OF YOUR SHIPMENT AT THE ADVANCE WAREHOUSE, AND EMAIL TO GULF COAST EXPO – **OUTBOUND SHIPPING METHOD MUST BE SPECIFIED**

### SHIPPING IN FOR THE EVENT:

**SHIPPING DIRECTLY TO THE HOTEL IS NOT PERMITTED UNLESS YOUR ITEMS REQUIRE REFRIGERATED OR FROZEN STORAGE – CONTACT US WITH ANY QUESTIONS**  
**ALL SIZE PACKAGES ACCEPTED**

### EXHIBIT AREA SCHEDULE:

#### **EXHIBITOR MOVE-IN:**

Sunday	July 19 <sup>th</sup>	4:00 pm – 5:30 pm
Monday	July 20 <sup>th</sup>	7:30 am – 8:30 am

#### **EXHIBIT HOURS:**

Monday	July 20 <sup>th</sup>	8:30 am – 6:00 pm
Tuesday	July 21 <sup>st</sup>	7:00 am – 6:00 pm
Wednesday	July 22 <sup>nd</sup>	8:00 am – 11:00 am

#### **EXHIBITOR MOVE-OUT:**

Wednesday	July 22 <sup>nd</sup>	11:00 am – 11:30 am
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GULF COAST EXPO IS NOT RESPONSIBLE FOR ITEMS LEFT UNPACKED AND UNSECURE ON THE SHOW FLOOR

#### **FREIGHT PICK UP SCHEDULE:**

Freight check-in and will be loaded out beginning:

Wednesday	July 22 <sup>nd</sup>	12:00 pm – 1:00 pm
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All freight must be picked up at THE TERRANEA RESORT • 100 TERRANEA WAY • RANCHO PALOS VERDES, CA 90275

Freight Force Time:

Wednesday	July 22 <sup>nd</sup>	1:00 pm
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UPS or FEDEX outbound packages will be handled through the FEDEX STORE. GULF COAST EXPO will not handle any small packages. Computer generated pre-paid labels are required for each piece. Additional fees will apply. UPS & FEDEX shipments left on the show floor will be shipped out ABF FREIGHT collect.

**Do not leave your packages unattended in your booth space at any time.**

**Bill of lading and outbound shipping instructions will be delivered to your booth the morning of the last day of the show.**

All carriers must check in no later than 1:00 pm on Wednesday, July 22<sup>nd</sup> with a valid paper bill of lading or alert including company name, booth number and final destination before shipment will be released. **NO EXCEPTIONS!!**

**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 FREIGHT 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 charges. 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 AT:  
317-838-9828-phone

EXTRACT, SCAN AND  
EMAIL ONLY  
COMPLETED FORMS

REMIT INFORMATION BY EMAIL TO:  
[ORDERS@GULFCOASTEXPOSITIONS.COM](mailto:ORDERS@GULFCOASTEXPOSITIONS.COM)

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

## Pay by company check (advance orders):

- Checks must be in U.S. funds, drawn on a U.S. bank, and payable to **GULF COAST EXPO**.
- Attach the check to your order forms.

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

## Pay by credit card (advance orders):

We accept Visa, MasterCard, and American Express. Submit the Payment Authorization Form with all required card information

- Include the Security code (3 digits for Visa/MasterCard; 4 digits for American Express)
- The payments are processed in U.S. dollars

## Order Confirmation:

- You will receive an automatic confirmation email for each order.
- If you do not receive it within 24 hours, email us to confirm your order was received (before the discount deadline).
- If you do not receive confirmation, your order has not been received.

## Final Invoices:

- Final invoices will be emailed within 7 days after the event to the credit card holder email listed on the Payment Authorization form.

## PAYMENT TERMS/CREDIT REFUNDS

To process your order, **GULF COAST EXPO** must receive complete order forms and payment before the show opens.

- **Freight delivery:** Freight will not be delivered to your booth until all fees are paid.
- **Credits:** If a credit is approved, you will receive a credit receipt at show site. If you do not receive a credit receipt, the credit has not been authorized. Cancellations with refunds accepted 5 calendar days prior to the show opening.

**CREDITS WILL NOT BE ISSUED AFTER THE OPENING OF THE EVENT.**

## ADDITIONAL FEES TO AVOID

### **Avoid returned-check fees**

- Ensure sufficient funds are available in your checking account or on the credit card provided.
- Returned checks will be charged a \$25.00 fee.

### **Avoid outbound shipping fees**

- After the event, complete your outbound Bill of Lading form. Freight left on the show floor without a Bill of Lading submitted to **GULF COAST EXPO** will be shipped collect via **ABF FREIGHT** and assessed a \$100.00 administrative fee.

**TO ELIMINATE MISUNDERSTANDINGS, ADVISE YOUR BOOTH REPRESENTATIVE OF THESE POLICIES**



# MATERIAL HANDLING INFORMATION & SHOW SITE INSTRUCTIONS

## CREATE 2026

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE TARGET SCHEDULES

A **completed** Material Handling Authorization Form for **all shipments** sent to the advance warehouse must be on file before the event. Email the form to Gulf Coast Expo or contact us with questions.

Due to driver shortages (including FedEx and UPS), deliveries may take longer than usual. FedEx/UPS shipments may arrive incomplete or be delivered to the wrong address. **Ship materials EARLY to avoid delivery delays.**  
**Use "Signature Required" for all UPS and FedEx shipments.**

### SHIPPING TO THE SHOW

You may use any carrier for inbound shipments; we accept both small packages and freight.

#### **ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS:**

**GULF COAST EXPO's** advance receiving warehouse will accept shipments starting **4 weeks before** the event.

To ensure your freight is received and delivered to your booth, please:

- Mark all boxes/cases exactly as instructed on the **MATERIAL HANDLING** form.
- Use the provided **ADVANCE WAREHOUSE** shipping labels.
- Label every piece with your company name and booth number and ship it c/o **GULF COAST EXPO**.
- **Ship early** to avoid last-minute delays.
- Items requiring refrigerated or frozen storage will not be accepted at the advance warehouse. Contact [CHRIS.SUMMA@INFORMA.COM](mailto:CHRIS.SUMMA@INFORMA.COM) with questions.

Shipping to the advance warehouse allows your materials to arrive early and be delivered to your exhibit space before you arrive.

#### **Timing recommendations**

- Ship early to reduce the risk of delays.
- Avoid last-minute shipments with FedEx/UPS; late deliveries may be incomplete or misrouted.
- Schedule FedEx/UPS packages to arrive **before the last day of advance receiving**.

#### **DIRECT TO SHOW SITE SHIPPING INSTRUCTIONS:**

##### **SHIPPING TO THE HOTEL IS NOT PERMITTED**

All inbound exhibit freight for the show must be handled through **GULF COAST EXPO**. The Terranea will not accept deliveries.

Any shipments sent to the facility will be collected by **GULF COAST EXPO** and billed according to our material handling rates.

If needed, you may ship additional items directly to the facility during show dates.

For special arrangements, contact **GULF COAST EXPO**. Label every piece with your company name and booth number, and shipped c/o **GULF COAST EXPO**. All shipments must include a bill of lading and/or a weight ticket.

Shipments without proof of piece count and weight will be weighed on site and assessed an additional \$20 per hundred handling fee.

Plan ahead to avoid extra costs and last-minute stress. Late shipments are time-critical, and carriers may miss target delivery windows. Shipping early helps ensure your materials are in your booth when you arrive.

#### **SPECIAL DELIVERY / PERSONAL VEHICLE UNLOADING AT SHOW SITE**

All special deliveries (e.g., custom furniture or audiovisual) and any personal vehicle (car, SUV, box truck, or trailer) used to deliver exhibit materials will be unloaded by **GULF COAST EXPO** personnel.

Your shipment will be weighed and billed at our show-site material handling rates. **No exceptions.**

#### **SETTING UP DURING THE SHOW**

Setup instructions will be provided in your booth upon arrival. Please read and follow them carefully.

After setup, place a green **EMPTY** sticker on each piece. Pick up stickers at the **GULF COAST EXPO** Service Desk and write your company name and booth number using a black Sharpie (available to borrow). Black ink is easiest to see when empties are returned after the show.

Materials without a green **EMPTY** sticker will not be removed from the show floor. Unlabeled boxes or pallets may be treated as trash, so label items promptly. We are not responsible for loss or damage to items stored as empty containers.

**GULF COAST EXPO** is not responsible for items that are lost, stolen, or damaged on the show floor. Please insure valuables from the time they leave your facility until they are returned. This can typically be done by adding an insurance rider—contact your insurance provider to arrange coverage.

If you have priority empties, notify us **before** you tag your shipment. Once empties are loaded, we cannot guarantee expedited delivery of stored items.

Tag all empty containers at the same time. Empties will be loaded onto trailers and stored off site; once loaded, retrieval is not guaranteed. Before tagging, check each container for items you may need during the show (e.g., remotes, spare bulbs, or supplies). We will inventory empties to the best of our ability, but we cannot guarantee 100% accuracy. If we must locate a stored empty, a minimum \$500 fee will apply.

#### **SAFETY / HOLD HARMLESS CLAUSE DURING SET UP, THE EVENT, AND TEAR DOWN**

Stay alert and always use caution on the trade show floor. Yield to forklifts and pallet jacks moving exhibit materials. Children under 16 are not permitted on the show floor during setup or dismantle. **GULF COAST EXPO** is not responsible for injuries occurring on the trade show floor arising from our equipment, other exhibitors' equipment, **GULF COAST EXPO** rental equipment, or unforeseen hazards. The Exhibitor agrees to hold harmless and, upon request, defend **GULF COAST EXPO** from any loss, cost, damage, expense, claim, demand, or liability (including reasonable attorney fees) relating to injury to person(s) (including death) or property damage caused by our employees, agents, and/or representatives in connection with the show, on the show floor, and in adjacent surrounding areas.

# MATERIAL HANDLING INFORMATION & INSTRUCTIONS

## CREATE 2026

### *Continued.....*

SEE THE MATERIAL HANDLING AUTHORIZATION FORM FOR COMPLETE TARGET SCHEDULES

#### **SHIPPING OUT AFTER THE SHOW:**

Before the show, list your outbound carrier on the **MATERIAL HANDLING** form.

***This helps speed up move-out at the end of the event.***

Label each piece with an outbound address label. You can pick up outbound labels at the **GULF COAST EXPO** Service Desk. We recommend using our labels in case your shipment is misloaded, split, or the shrink-wrap comes loose—carriers can contact us and we will advise on proper handling.

For two ship-to locations, submit a separate bill of lading for each shipment to be loaded by **GULF COAST EXPO**. Provide this information **BEFORE** the show closes. Additional bill of ladings and outbound labels are available at the **GULF COAST EXPO** Service Desk.

Multi-piece shipments will be palletized and shrink-wrapped for protection. Shrink-wrapped pallets ship more securely; additional fees apply. If you did not use our advance warehouse for inbound shipping but use our material handling to ship out, the “Off Target” rate will apply.

#### **SHIPPING WITH ABF – SHOW FREIGHT CARRIER - CHECKLIST**

***No ABF account number is required to use this service.***

- An ABF representative will be on site to answer questions and assist with shipping.
- Pack and secure your materials, then label each piece using our outbound shipping labels.
- On the morning of the last show day, we will deliver the bill of lading and instruction sheet.
- Complete all **gray shaded areas** on the bill of lading, including the signature section.
- Turn in the completed bill of lading to the **GULF COAST EXPO** Service Desk once you are packed and ready to leave.
- Your ABF tracking number will be listed on your copy of the bill of lading.

#### **LEAVE SHIPMENTS IN YOUR BOOTH**

ABF Freight is the show carrier selected by **GULF COAST EXPO**. If you use another carrier, you are responsible for scheduling pickup within the target move-out times listed on the **MATERIAL HANDLING** form.

#### **SHIPPING WITH A FREIGHT CARRIER OTHER THAN ABF – CHECKLIST**

**Before move out:**

- Share the target move-out schedule with your carrier (strictly enforced) and schedule pickup within those times.
- Pack and secure your materials, then label each piece using our outbound shipping labels.
- On the last show day, review the bill of lading and instructions we provide. Confirm the carrier listed is correct and notify us of any changes.
- Complete all **gray shaded areas** on the bill of lading, including the signature section.
- When packed and ready to leave, turn in the bill of lading at the **GULF COAST EXPO** Service Desk, along with any carrier paperwork.
- Keep your copy of the bill of lading for your records.

#### **LEAVE SHIPMENTS IN YOUR BOOTH**

UPS & FedEx outbound shipments are handled by the Terranea. Each piece must have a UPS/FedEx computer-generated, pre-printed label. **Do not leave packages unattended in your booth at any time.** The Exhibitor must make prior arrangements with the Terranea for this service. UPS/FedEx shipments are not recommended. Because **GULF COAST EXPO** does not load these shipments, we are not responsible for lost or misrouted freight. Additional handling fees may apply with FedEx. Any UPS/FedEx packages left on the show floor will be forced to ABF Freight—NO EXCEPTIONS!!

**DO NOT LEAVE ANY MATERIALS (PACKAGED OR UNPACKAGED) UNATTENDED IN YOUR BOOTH AT ANY TIME.**

Carriers may not check in before the scheduled times listed on the **MATERIAL HANDLING** form.

Shipments left in your booth without a bill of lading submitted to **GULF COAST EXPO** will incur a \$100 administrative fee.

Let your carrier know pickup wait times may occur. We load as quickly as possible but wait times may increase if a local freight forwarder is collecting multiple shipments. We use a driver check-in sheet to document arrival, loading, and departure times. This is our proof of presence.

Drivers must check in with a **paper** bill of lading showing the Exhibitor’s company name, booth number, and final destination. Freight will not be loaded without this paperwork. **CELL PHONE INFORMATION WILL NOT BE ACCEPTED.**

**GULF COAST EXPO** is not responsible for additional charges incurred due to wait times.

**IF YOU HAVE ANY QUESTIONS AT THE SHOW, PLEASE CONTACT US OR  
COME TO THE GULF COAST EXPO SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW**

# GULF COAST EXPO

QUESTIONS?  
CONTACT US AT:  
317-838-9828-phone

EXTRACT, SCAN AND  
EMAIL ONLY  
COMPLETED FORMS



## MATERIAL HANDLING

**DISCOUNT RATES DO NOT APPLY**  
PROVIDE INFORMATION BY EMAIL TO:  
[ORDERS@GULFCOASTEXPOSITIONS.COM](mailto:ORDERS@GULFCOASTEXPOSITIONS.COM)  
WHEN YOUR SHIPMENT LEAVES YOUR FACILITY

Your exhibit materials are key to a successful event. Shipping directly to the show site is not permitted. Please review and follow the instructions below, and allow ample transit time. **We must have this form on file before we can process your shipment.** You may use any freight or package carrier.

1. Fill out this form completely and mail along 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 TO RECEIVE SHIPMENTS

#### ADVANCE WAREHOUSE ADDRESS

**You must use the labels provided**  
**USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS**  
SHOW READY C/O GULF COAST EXPO  
CREATE 2026/YOUR COMPANY NAME & SPACE NUMBER  
9150 HYSSOP DRIVE  
RANCHO CUCAMONGA, CA 91730  
**TARGET SHIPMENT RECEIVING: JUNE 19-JULY 10, 2026**  
**OFF TARGET SHIPMENT RECEIVING: JULY 13-17, 2026**  
**MONDAY - FRIDAY 9AM - 4PM**

#### SHOW SITE SHIPMENTS ARE NOT PERMITTED

**QUESTIONS REGARDING ITEMS REQUIRING REFRIGERATED OR FROZEN STORAGE CONTACT**  
[CHRIS.SUMMA@INFORMA.COM](mailto:CHRIS.SUMMA@INFORMA.COM)  
**Send all shipments to the advance warehouse.**  
**UPS and FedEx small packages are accepted.**  
**Need help or have questions? Contact us.**

Shipment delivered to: ( ) Warehouse Only

**DIRECT TO SHOW SITE SHIPPING IS NOT PERMITTED**

Shipper Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 After hours/weekend emergency contact and cell phone number: ( ) \_\_\_\_\_  
 Freight Company \_\_\_\_\_ USE ADDITIONAL FORM TO LIST MULTIPLE TRACKING NUMBERS - SEND IN ALL TRACKING INFORMATION  
 PRO # or Tracking # \_\_\_\_\_  
 Date Shipped \_\_\_\_\_ Est. Arrival Date \_\_\_\_\_ Total # of Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.  
FOR MULTIPLE SHIPMENTS - USE A SEPARATE MATERIAL HANDLING FORMS FOR EACH SHIPMENT

#### OUTBOUND FREIGHT COMPANY MUST BE COMPLETED BELOW

#### 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 FOR RECEIVING AT THE ADVANCE WAREHOUSE. PROVIDE TRACKING NUMBERS TO YOUR REPRESENTATIVE ATTENDING THE EVENT. ALL SHIPMENTS SENT TO THE HOTEL WILL BE RETRIEVED BY GULF COAST EXPO AND ADDITIONAL FEES WILL BE INCURRED. NO EXCEPTIONS.**

TOTAL WEIGHT _____	X3.25 Advance Warehouse Target Receiving	= \$ _____	\$325.00
TOTAL WEIGHT _____	X3.75 Advance Warehouse Off-Target Receiving	= \$ _____	\$375.00
TOTAL WEIGHT N/A	X4.25 Direct to Show Site - FREIGHT CARRIERS ONLY	= \$ NOT AVAILABLE	\$425.00
TOTAL WEIGHT _____	X3.75 UPS/FEDEX/DHL ALL LOCATIONS	= \$ _____	\$375.00

#### 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 @ \$45.00 PER PALLET \$ \_\_\_\_\_  
 \_\_\_\_\_ SHRINKWRAP @ \$40.00 PER PALLET \$ \_\_\_\_\_

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

#### SELECT OUTBOUND FREIGHT COMPANY - THIS MUST BE COMPLETED BEFORE SUBMITTING THIS FORM

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

► If you use a carrier other than ABF FREIGHT, the Exhibitor must contact the carrier and schedule pickup within the move-out window listed below. **GULF COAST EXPO** will load the shipment when the carrier arrives. Unless third-party billing instructions are provided, shipments will be sent collect. Freight left on the show floor without an outbound bill of lading will be assessed a \$100.00 processing fee and shipped via ABF FREIGHT. Carriers picking up after the event **must** present a bill of lading or a valid alert that includes the carrier's name, booth number, and final destination—NO EXCEPTIONS. **GULF COAST EXPO** is not responsible for freight charges to or from the show. UPS and FEDEX outbound shipments are not recommended; because **GULF COAST EXPO** staff do not load these shipments, **GULF COAST EXPO** assumes no liability for UPS/FEDEX freight. UPS or FEDEX outbound shipments must have computer-generated, prepaid labels for each piece and be processed through the FedEx Store. Additional processing fees may apply. UPS or FEDEX shipments left on the show floor will be shipped via ABF FREIGHT—**NO EXCEPTIONS!!** See the Material Handling Information Form for full details. **Do not leave packages unattended in your booth at any time.**

#### OUTBOUND FREIGHT COMPANY MUST BE PROVIDED HERE REQUIRED FOR PROCESSING THIS FORM

\_\_\_\_\_ ABF FREIGHT - preferred show carrier  
 \_\_\_\_\_ OTHER FREIGHT COMPANY: \_\_\_\_\_  
 \_\_\_\_\_ UPS SMALL PACKAGE USING UPS AT THE TERRANEA  
 \_\_\_\_\_ FEDEX SMALL PACKAGE USING FEDEX AT THE TERRANEA  
 \_\_\_\_\_ NO OUTBOUND SHIPMENT

#### DRIVER CHECK IN & FREIGHT PICK UP SCHEDULE:

WEDNESDAY, JULY 22<sup>ND</sup> FROM 12PM-1PM  
(Driver must check in by 1PM)  
PICK UP LOCATION:  
TERRANEA • 100 TERRANEA WAY • RANCHO PALOS VERDES, CA 90275  
ADVISE YOUR OUTBOUND CARRIER FREIGHT MUST BE REMOVED FROM THE EXHIBIT AREA BY: **FORCE TIME - WEDNESDAY, JULY 22<sup>ND</sup> AT 1PM OR WILL BE SHIPPED OUT VIA ABF FREIGHT**

# 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 FREIGHT 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 \$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. One-way outbound shipments. \$375.00 per CWT

**\$500.00 trip charge will be charged 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  
ITEMS REQUIRING REFRIGERATED OR FROZEN STORAGE CONTACT CASSAUNDR.WASHINGTON@INFORMA.COM  
CONTACT GULF COAST EXPO IF SPECIAL ARRANGEMENTS ARE NEEDED**

**Shipments will be invoiced with the "Off Target" material handling rates.**

#### **SPECIAL SHIPMENT PRICING**

\* RATES DO NOT INCLUDE MOVEMENT OR REPOSITIONING OF EQUIPMENT

#### **LOOSE/UNCRATED MATERIAL HANDLING**

Applies to loose, fragile, uncrated, or unskidded items (including cases and unskidded machinery without lifting bars or hooks). This also includes freight that requires extra handling due to how it is loaded or packed (for example, blanket-wrapped or ground-loaded), or shipments received without weight tickets. If any of these conditions apply, add an additional \$20 per hundred handling fee to the warehouse rates above.

#### **ENVELOPES AND SMALL PACKAGES**

Shipments under 20 lbs. \$85.00

#### **PACKAGING OF DISPLAYS**

Packaging services for displays and equipment are available at the Drayage Contractor Service Center at prevailing rates. Shrink-wrap and banding are available while supplies last. Mobile equipment must be ordered in advance.

#### **SPECIAL INFORMATION & TERMS OF SERVICE**

GULF COAST EXPO is not responsible for loss or damage to freight received, including concealed damage to exhibit materials, or for items lost or stolen from the exhibit area. We recommend that you insure your display materials for loss or damage to, from, and during the event. A tracking number is required for each piece or shipment sent to the advance warehouse, and GULF COAST EXPO is not responsible for misrouted freight. Freight may not be delivered to your booth until a Payment Authorization form is on file. Late warehouse shipments will be expedited to the best of our ability.

The Exhibitor is solely responsible for labeling each inbound and outbound piece and providing GULF COAST EXPO with a completed bill of lading for every shipment. If a GULF COAST EXPO bill of lading is not completed and left at the GULF COAST EXPO service desk, a \$100.00 processing fee will be charged to the Exhibitor's account. GULF COAST EXPO is not responsible for delays to rush shipments; any rush shipments will be expedited to the best of our ability.

Exhibitor routing requests for outbound freight will be honored when possible. If a shipment is not picked up within the allotted move-out period, GULF COAST EXPO may reroute it and ship it freight collect via ABF FREIGHT. The shipment may be sent to the destination listed on the bill of lading, the Exhibitor's (or agent's) permanent address, the origin address, or the address on file with GULF COAST EXPO. Exhibit Management and GULF COAST EXPO assume no liability of any kind.

By participating as an Exhibitor, the Exhibitor agrees to hold harmless—and, upon request, defend—GULF COAST EXPO from and against any loss, cost, damage, expense, claim, demand, or liability (including reasonable investigation costs and attorney's fees) arising from personal injury (including death) or property damage caused by our employees, agents, and/or representatives in connection with this event. Gulf Coast Expo employees do not load UPS or FEDEX shipments and are not responsible for any UPS & FEDEX shipments that are lost or misrouted. Do not leave packages unattended in your booth at any time after the event.

MATERIAL HANDLING ACKNOWLEDGEMENT: BY SHIPPING IN FREIGHT TO THE SHOW, THE TERMS & CONDITIONS ARE UNDERSTOOD AND IS AGREED UPON BY THE EXHIBITOR, COMPANY AND ITS' 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 PHONES NO EXCEPTIONS**

NAME OF EVENT	<b>CREATE 2026</b>	BOOTH #
COMPANY NAME	PHONE (     )	
E-MAIL ADDRESS		
BILLING ADDRESS		
CITY	STATE	ZIP
PRINT NAME		
SIGNATURE	TITLE	DATE

# ADVANCE WAREHOUSE SHIPPING LABELS

ALL INBOUND SHIPMENTS MUST DISPLAY THIS LABEL ON EVERY PACKAGE  
FREIGHT MAY NOT BE DELIVERED IF THIS LABEL IS MISSING FROM ANY PACKAGE  
WE ARE NOT RESPONSIBLE FOR MISSING PACKAGES DUE TO INCORRECT LABELING  
**MAKE COPIES FOR ADDITIONAL LABELS**

USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS

## ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

MONDAY – FRIDAY 9AM – 4PM  
TARGET RECEIVING: JUNE 19– JULY 10, 2026  
OFF TARGET RECEIVING: JULY 13–17, 2026

COMPANY NAME: \_\_\_\_\_

TECH STAND # \_\_\_\_\_

OTHER LOCATION: \_\_\_\_\_

(SPECIFY LOCATION – 1:1 MEETINGS - OUTSIDE ACTIVITIES – OR OTHER)

## CREATE 2026

SHOW READY C/O GULF COAST EXPO  
9150 HYSSOP DRIVE  
RANCHO CUCAMONGA, CA 91730

USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS

PIECE \_\_\_\_\_ OF \_\_\_\_\_  
NUMBER EACH PIECE

## ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

MONDAY – FRIDAY 9AM – 4PM  
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USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS

PIECE \_\_\_\_\_ OF \_\_\_\_\_  
NUMBER EACH PIECE

# GULF COAST EXPO

# LABOR SERVICE

QUESTIONS?  
CONTACT US AT:  
317-838-9828-phone

EXTRACT, SCAN AND  
EMAIL ONLY  
COMPLETED FORMS

**TO RECEIVE DISCOUNTED PRICES**  
REMIT ORDER BY EMAIL TO:  
[ORDERS@GULFCOASTEXPOSITIONS.COM](mailto:ORDERS@GULFCOASTEXPOSITIONS.COM)  
BY: JULY 3, 2026

## Labor Service

### Saving You Time With Professional Assistance

Have our experts assist you on show site. GULF COAST EXPO is here to help. Review the details below to place your order.

### HOURLY RATES

<b>LABOR STRAIGHT TIME RATE</b> ( <i>One hour minimum per person</i> ) 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
<b>LABOR OVERTIME RATE</b> ( <i>One hour minimum per person</i> ) 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
<b>LABOR DOUBLE TIME RATE</b> ( <i>One hour minimum per person</i> ) 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

We can assist you on site with any labor needs. This would apply to all cases where you will not have the personnel present to supervise or if you need an extra hand. Collateral materials must be boxed and labeled before the Exhibitor leaves the exhibit area. We can't guarantee the loss of any items left on table not packaged. GULF COAST EXPO's bill of lading must be filled out by the Exhibitor before leaving the exhibit area.

### 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			\$ _____

*(ADD 25% OF TOTAL AMOUNT - \$65.00 MINIMUM)*

**► 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			\$ _____

*(ADD 25% OF TOTAL AMOUNT - \$65.00 MINIMUM)*

**SET UP INSTRUCTIONS MUST BE EMAILED ALONG WITH THIS ORDER FORM**

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



## Exhibitor AV Order Form

Terranea Resort

Event Name:	
Company Name:	
Contact Name:	
Billing Address:	
Phone Number:	
Email Address:	
Meeting Room/Booth Number:	
Program Dates:	
Setup (Date/Time):	
End (Date/Time):	
Onsite Contact:	

Equipment	Daily Rate	Quantity	Total Days
27" Monitor with Desk Stand	\$280		
55" Monitor with Floor Stand	\$855		
70" Monitor with Floor Stand	\$1,200		
Laptop Computer (PC)	\$350		
Powered Speaker	\$270		
Adhesive Flipchart Package	\$160		
Whiteboard 4'x6'	\$160		
Wireless Internet Connection (High Speed up to 20mpbs)	\$250		
Wired Internet Connection (Speed up to 75mbps)	\$375*		
Exhibitor Booth Power Cable & Strip (Up to 5 amps)	\$120		
Exhibitor Booth Power Cable & Strip (Up to 10 Amps)	\$155		
Exhibitor Booth Power Cable & Strip (Up to 20 Amps)	\$200		

Notes / Special Requests

All equipment rates shown are per location per day, include labor into the price, and are subject to **Service Charge, 3% Loss Damage Waiver, and 9.75% Tax**. Internet Services are per day, and are subject to Service Charge and Tax. Please note, for larger or more complex requirements, appropriate set-up, strike, and/or operator labor may apply. Services canceled within 72-hours of event start time will be billed at full price. Overnight/Holiday Labor will be subject to premium charges. If you do not see an item that is necessary to make your event a success, please call for a professional consultation. \*Should you require more bandwidth, please contact Five-Star for a quote.