



TERRANEA RESORT
RANCHO PALOS VERDES, CALIFORNIA
AUGUST 4-6, 2026



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 **OUTLOOK 2026**, taking place **August 4-6, 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 13 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, and we'll see you at the show,

Christine Binion

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

OUTLOOK LEADERSHIP CONFERENCE 2026

AUGUST 4-6, 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 Expo

Christine Binion
594 Northfield Road • Plainfield, IN 46168
317-838-9828-phone Orders@GulfCoastExpositions.com

REFRIGERATED AND FROZEN STORAGE 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.

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

If you don't use this, we are not responsible for missing packages.

Advance Freight Trapping Warehouse

ABF FREIGHT C/O GULF COAST EXPO
OUTLOOK 2026
405 E. ALONDRA BLVD.
COMPTON, CA 90220
Monday-Friday 9am-4pm
TARGET DELIVERY: Receiving from July 3 – 24, 2026
OFF TARGET DELIVERY: Receiving from July 27–31, 2026
If you need assistance, contact GULF COAST EXPO.

SHIPPING TO THE HOTEL IS NOT PERMITTED FOR THIS EVENT

TO ARRANGE SHIPMENTS OF REFRIGERATED OR FROZEN STORAGE CONTACT CASSAUNDR WASHINGTON WITH INFORMA
CASSAUNDR.WASHINGTON@INFORMA.COM
602-481-2266

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, we must receive your order and payment by **JULY 17, 2026.**

This does not apply to the MATERIAL HANDLING AUTHORIZATION FORM.

SHOW SCHEDULE:

EXHIBITOR MOVE-IN

Monday August 3RD 10:00 am – 4:00 pm
ALL EXHIBITS MUST BE SET AND CRATES OFF THE FLOOR BY 4PM MONDAY

EXHIBIT HOURS – NETWORKING LOUNGE

Tuesday August 4th 7:00 am – 5:30 pm
Wednesday August 5th 7:30 am – 6:30 pm
Thursday August 6th 7:30 am – 11:15 am

EXHIBITOR MOVE-OUT

Thursday August 6th 11:15 am – 12:30 pm

FREIGHT PICK UP SCHEDULE – CARRIER CHECK IN SCHEDULE

Thursday August 6th 1:00 pm – 2:00 pm

Freight Force Time:

Thursday August 6th 2:00 pm

Pick Up Address: TERRANEA RESORT • 100 TERRANEA WAY • RANCHO PALOS VERDES, CA 90275

UPS & FEDEX shipments will be handled with the hotel. Do not leave these packages unattended at any time in your booth space. Any UPS or FEDEX shipments left on show floor will be sent out ABF Freight.

For all freight shipments, a bill of lading and outbound shipping instructions will be delivered to your exhibit space the morning of the last day of the event.

Any 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 \$100.00 administrative fee. See MATERIAL HANDLING inserts for more details.

All freight carriers must check in no later than 12:00 pm on Thursday, August 6th with a paper bill of lading or alert including Exhibitor company name and final destination before the shipment will be released. **NO EXCEPTIONS**

PLEASE NOTE:

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 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 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 AT:
317-838-9828-phone

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM
BY: JULY 17, 2026

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

OUTLOOK LEADERSHIP CONFERENCE 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 Cassandra.Washington@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

OUTLOOK LEADERSHIP CONFERENCE 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



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.

1. Fill out this form completely and email along with your advance payment. 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

(must use the labels provided)

USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS

YOUR COMPANY NAME AND BOOTH NUMBER/LOCATION
ABF FREIGHT C/O GULF COAST EXPO

OUTLOOK 2026

405 E. ALONDRA BLVD.
COMPTON, CA 90220

RECEIVING HOURS: MON-FRI 9AM - 4PM
TARGET DELIVERY DATES: JULY 3-24, 2026
OFF-TARGET DELIVERY DATES: JULY 27-31, 2026

ITEMS REQUIRING REFRIGERATION 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 questions, please contact us.

CONTACT CASSAUNDRAS WASHINGTON - 602-481-2266
CASSAUNDRAS.WASHINGTON@INFORMA.COM FOR ASSISTANCE WITH REFRIGERATION OR FREEZER STORAGE QUESTIONS

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 _____	X3.25 Advance Warehouse Target Receiving	= \$ _____	\$325.00 minimum
TOTAL WEIGHT _____	X3.75 Advance Warehouse Off-Target Receiving	= \$ _____	\$375.00 minimum
TOTAL WEIGHT NA _____	X4.25 Direct to Show Site - FREIGHT CARRIERS ONLY	= \$ NOT AVAILABLE	\$425.00 minimum
TOTAL WEIGHT _____	X3.75 UPS/FEDEX/DHL ALL LOCATIONS	= \$ _____	\$375.00 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 @ \$45.00 PER PALLET \$ _____
_____ SHRINKWRAP @ \$40.00 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 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 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 are 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.

OUTBOUND CARRIER MUST BE PROVIDED HERE

CHECK ONE - REQUIRED FOR PROCESSING

_____ **ABF FREIGHT - preferred show carrier**

_____ **OTHER FREIGHT CARRIER NAME:** _____

_____ **NO OUTBOUND SHIPMENT**

_____ **FEDEX SMALL PACKAGE USING HOTEL**

_____ **UPS SMALL PACKAGE USING HOTEL**

DRIVER CHECK IN & FREIGHT PICK UP SCHEDULE:

THURSDAY, AUGUST 6TH FROM 1:00PM - 2:00PM

PICK UP LOCATION: TERRANEA RESORT

100 TERRANEA WAY, RANCHO PALOS VERDES, CA 90275

PLEASE ADVISE YOUR OUTBOUND CARRIER THAT FREIGHT MUST BE REMOVED FROM THE EXHIBIT AREA BY:

THURSDAY, AUGUST 6TH BY 2PM OR WILL BE FORCED OUT ABF FREIGHT

CARRIER MUST PROVIDE A PAPER DOCUMENT WITH COMPANY NAME, BOOTH # AND FINAL DESTINATION TO PICK UP SHIPMENTS
NO EXCEPTIONS - CELL PHONE INFORMATION NOT ACCEPTED

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, \$325.00 per CWT
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED 200 lb. minimum

UPS, FEDEX & DHL SHIPMENTS \$375.00 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, \$375.00 per CWT
handling of outbound shipment to preferred carrier, PER SHIPMENT RECEIVED 200 lb. minimum

UPS, FEDEX & DHL SHIPMENTS \$375.00 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

A \$10.00 per cwt increase will apply

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 10% surcharge to the above warehouse or show site pricing.

ENVELOPES AND SMALL PACKAGES – SHOW SITE RECEIVING ONLY

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 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 EXCEPTIONS!!

NAME OF EVENT	OUTLOOK LEADERSHIP 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 OR MISSING LABELS

MAKE COPIES FOR ADDITIONAL LABELS

DUE TO THE SHORTAGE OF SEMI TRUCK DRIVERS INCLUDING FEDEX & UPS
THE TRANSPORTATION INDUSTRY IS EXPERIENCING LONGER DELIVERY TIMES AND DELIVERING SHIPMENTS SHORT

USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS
SHIP YOUR MATERIALS EARLY TO AVOID ANY DELIVERY DELAYS

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

RECEIVING HOURS: MON-FRI 9AM – 4PM

TARGET RECEIVING – JULY 3–24, 2026

OFF-TARGET RECEIVING – JULY 27–31, 2026

NON-PERISHABLE DISPLAY SHIPMENTS ONLY

NETWORKING LOUNGE

ROOM
DROPS/MEETING
MATERIALS/OTHER

GOLF

COMPANY NAME: _____

ABF FREIGHT C/O GULF COAST EXPO

OUTLOOK 2026

405 E. ALONDRA BLVD

COMPTON, CA 90220

USE "SIGNATURE REQUIRED" FOR ALL UPS AND FEDEX SHIPMENTS

PIECE _____ OF _____
PLEASE NUMBER EACH PIECE

ADVANCE WAREHOUSE SHIPPING ADDRESS FOR RECEIPT

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PIECE _____ OF _____
PLEASE NUMBER EACH PIECE

GULF COAST EXPO

EXHIBIT SPACE CLEANING

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

TO RECEIVE DISCOUNTED PRICES

REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM

BY: JULY 17, 2026

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

	<u>DISCOUNT</u> <u>RATE</u>	<u>STANDARD</u> <u>RATE</u>
<input type="checkbox"/> Wastebasket	\$30.00	\$35.00
<input type="checkbox"/> Porter Service – Empty Wastebasket Hourly Service Provided Each Day of Event	\$100.00/day	\$125.00/day

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	\$25.00	\$30.00
<input type="checkbox"/> Vacuuming DAILY before opening of exhibits	\$25.00	\$30.00

EXHIBIT SPACE CLEANING

<input type="checkbox"/> Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits	\$25.00 per space	\$30.00 per space
<input type="checkbox"/> Cleaning and dusting of display background and furnishings DAILY before opening of exhibits	\$25.00 per space PER DAY	\$30.00 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	OUTLOOK LEADERSHIP 2026	BOOTH #	_____
COMPANY NAME	_____	PHONE (_____)	_____
E-MAIL ADDRESS	_____		
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
		ZIP	_____
PRINT NAME	_____		
SIGNATURE	_____	TITLE	_____
		DATE	_____

GULF COAST EXPO

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

DISPLAY LABOR

TO RECEIVE DISCOUNTED PRICES
REMIT ORDER BY EMAIL TO:
ORDERS@GULFCOASTEXPOSITIONS.COM
BY: JULY 17, 2026

Display Labor Service

Saving You Time With Professional Installation and Dismantle Labor

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. All GULF COAST EXPO supervised installations will occur on Monday, August 3, 2026. **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 to us prior to set up.**

NOTE **EXHIBITOR MUST CHECK IN AT THE SERVICE DESK TO PICK UP LABOR IF NOT SUPERVISED**
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. GULF COAST EXPO will not be responsible for any items damage or lost by previous installers or by our installers.

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	OUTLOOK LEADERSHIP 2026	BOOTH #	_____
COMPANY NAME	_____	PHONE ()	_____
E-MAIL ADDRESS	_____		
BILLING ADDRESS	_____		
CITY	_____	STATE	_____
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.