

SUNBELT CONVENTION SERVICES INC.  
TRADE SHOW INFORMATION AND ORDER FORMS

**ADDENDUM**

**THE DUCK HUNTERS EXPO**

Statehouse Convention Center

July 29 - 31, 2022

Little Rock, Arkansas

**New information on Labor, Shipping, Forklift, and rigging.**  
**\*New shipping labels attached**

All orders need to be received no later than Friday, July 22, 2022  
to receive advanced order pricing.

Any received after this date will be charged at floor pricing.

All payments made by check must be in our office by July 22, 2022.

[Sunbelt4u@gmail.com](mailto:Sunbelt4u@gmail.com) \* Ph. 501.244.9955 \* Fax 501.244.9995  
Please let us know if you need further assistance or have any questions.  
We look forward to serving you!

**The Delta Duck Expo**  
 July 29 - 31, 2022  
 Statehouse Convention Center  
 101 E. Markham St.  
 Little Rock, AR 72201



**\*\*\*THIS ORDER FORM MUST BE SENT TO  
 SUNBELT4U@GMAIL.COM NO LATER THAN  
 JULY 22, 2022 TO RECEIVE PREORDER  
 PRICING.**

**SET-UP AND DISMANTLE LABOR RATES PER LABORER**

# OF LABORERS REQUESTED	LABOR	PREORDERED	OVERTIME	ONSITE	TOTALS
_____	EXHIBITOR SUPERVISED INSTALLATION	\$50.00	\$75.00	\$60.00	_____
_____	EXHIBITOR SUPERVISED DISMANTLE	\$50.00	\$75.00	\$60.00	_____
_____	SUNBELT SUPERVISED INSTALLATION	\$75.00	\$100.00	\$85.00	_____
_____	SUPERVISED DISMANTLE	\$75.00	\$100.00	\$85.00	_____

Please fill out the information below for all exhibitor supervised installation or dismantle labor. Sunbelt will also keep a copy of check laborer check out and check in times daily. Sunbelt supervised times will be kept by the supervisor on duty.

	DATE	START TIME	END TIME	TOTAL HOURS	NUMBER OF LABORERS
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____
INSTALLATION	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____

\* Start time is approximate and is based on availability of labor.

Exhibitors must come by the Sunbelt desk to sign in and out for exhibitor supervised laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt for Sunbelt supervised labor. All work will be done on straight time when possible. In the event of shortages in shipments or damage Sunbelt will contact the exhibitor for instructions. All instructions for shipping, address, and bill of lading must be left at the Sunbelt service desk prior to the event closing. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate. Requests received after deadline date will be filled as work force is available.

**\*\*\*FORKLIFT RIGGING EQUIPMENT AND LABOR**

REGULAR TIME - 8:00AM - 4:30PM MONDAY - FRIDAY  
 OVERTIME - 6:00AM - 8:00AM AND 4:30PM TO 12:00 MIDNIGHT MONDAY THROUGH FRIDAY  
 6:00AM TO 12:00 MIDNIGHT SATURDAY AND SUNDAY  
 DOUBLE TIME - 12:00 MIDNIGHT TO 6:00 AM AND RECOGNIZED HOLIDAYS

	PREORDER	ONSITE ORDER	OVERTIME
BOOM LIFT WITH DRIVER -	\$200 PER HR.	\$250.00 ONSITE	\$300.00 OVERTIME
FORKLIFT WITH DRIVER -	\$150 PER. HR	\$200.00 ONSITE	\$225.00 OVERTIME

INSTALLATION TIME  $\frac{\text{_____}}{\text{\# OF FORK/BOOM}} \times \frac{\text{_____}}{\text{\# OF HOURS}} = \frac{\text{_____}}{\text{TOTAL HOURS}} = \$ \frac{\text{_____}}{\text{ESTIMATE COST}}$

DISMANTLE TIME  $\frac{\text{_____}}{\text{\# OF FORK/BOOM}} \times \frac{\text{_____}}{\text{\# OF HOURS}} = \frac{\text{_____}}{\text{TOTAL HOURS}} = \$ \frac{\text{_____}}{\text{ESTIMATE COST}}$

SHOW SITE PRICES WILL APPLY TO ALL LABOR AND EQUIPMENT RENTAL ORDERS PLACED AT THE SHOW SITE AND WILL BE SCHEDULED AROUND PREORDERS. ONE HOUR MINIMUM - THEREAFTER IS CHARGED IN HALF (1/2) HOUR INCREMENTS.

**LABOR AND FORKLIFT**

# The Delta Duck Expo 2022

Statehouse Convention Center

July 29 -31, 2022

Little Rock, Arkansas

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SUNBELT4U@GMAIL.COM NO LATER THAN  
JULY 2 , 2022 TO RECEIVE PREORDER  
PRICING.**

## Shipments & Freight Handling

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. If we receive loose, unwrapped packages, we may charge an additional fee to secure the packages for transport to the show.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

## PREFERRED CARRIER FOR The Delta Duck Expo IS **ARCBEST/ABF FREIGHT**

To receive help from ARCBEST/ ABF FREIGHT with both inbound and outbound shipping quotes, get help with BOL's and arrange pickups by contacting [tradeshows@arcb.com](mailto:tradeshows@arcb.com) or they can call 1-800-654-7019.

### SHIPPING ADDRESSES :

#### ADVANCED WAREHOUSE

Label each piece of shipment(s) as follows: (Exhibiting Company Name) & Booth Number (if available)

c/o SUNBELT CONVENTION SERVICES  
409 Collins St.  
Little Rock, AR 72202

#### The Delta Duck Expo

\*\*\*Shipments must arrive by:  
**DATE - FRIDAY JULY 22, 2022**

### SHIPPING ADDRESSES :

#### DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows: (Exhibiting Company Name) & Booth Number (if available)

c/o SUNBELT CONVENTION SERVICES  
Statehouse Convention Center  
101 E Markham St.  
Little Rock, AR 72201

#### The Delta Duck Expo

\*\*\*Shipments cannot arrive before:  
**DATE - THURSDAY JULY 28, 2022**

**FREIGHT LABELS ARE PROVIDED BELOW. PLEASE PLACE 1 ON EACH BOX/SHIPMENT.**

### FREIGHT HANDLING

#### RATES AND SERVICES

	ADVANCED	DIRECT TO SITE
Up to 200 lbs.....	\$100.00	\$150.00
201-300 lbs.....	\$150.00	\$200.00
301-400 lbs.....	\$200.00	\$250.00
401-500 lbs.....	\$250.00	\$300.00
501-750 lbs.....	\$300.00	\$350.00
751-1000 lbs.....	\$400.00	\$450.00
1000 lbs. and over .....	\$40.00 per 100 lbs.	\$55.00 per 100lbs.

\*\*\*Charges will be per package

\*\*\*If you do not know the exact weight, and estimate, charges will be made on actual total weight per shipment.

Rates include receipt of your freight, delivery to booth, storage and return of empty crates, and reloading.

Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times. Additional Charges may apply if your outbound shipment is not prepared to be ship out at the end of the event (i.e.: Shipping labels attached, shrink wrapped, palletized, etc.).

**\*\*\* ALL freight must be picked up directly at the Statehouse Convention Center on Sunday July 31st 2022 between 6:00 pm and 8:00 pm. Please make arrangements with your carrier to arrive within this time frame and check in at the Sunbelt Service Desk.**

**Any freight not picked up by your carrier will be forced out and collected by our preferred carrier ARCBEST and charged according. Contact information for ARCBEST is attached.**

If you would like Sunbelt to handle your outbound only shipping from the SHOWSITE, please fill out the shipping information on this form and return it to us before the discount deadline to receive the ADVANCED pricing.

ALL OUTBOUND SHIPPING REQUEST ON SHOW SITE WILL BE BILLED AT DIRECT TO SITE PRICING.

If you need our services only to move items to/from your booth please see labor services page.

### ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated (if you do not know the actual) total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum. Weights will be checked from shipping paperwork upon arrival to our warehouse and adjustments will be made if the weight is not correct.

	Category	# of pieces	Weight (200 Lb. Min.)	Rate	Estimated Total
Shipment 1	_____	_____	X _____	= _____	_____
Shipment 2	_____	_____	X _____	= _____	_____
Shipment 3	_____	_____	X _____	= _____	_____
Shipment 4	_____	_____	X _____	= _____	_____

**MATERIAL HANDLING & PAYMENT CALCULATION**

# **Official Transportation Provider** via the ABF Freight® Network

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

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

*Priority handling of your inbound and outbound shipments*

*Guaranteed expedited air and ground services*

*LTL Ground Transportation*

*International Transportation*

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

**ArcBest**  
*More Than Logistics*

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_

(Exhibiting Company Name)

***c/o***

**Sunbelt Convention Services**

**409 Collins Street**

**Little Rock, AR 72202**

BOX \_\_\_\_\_ of \_\_\_\_\_

**The Delta Duck Expo**

Booth Number: \_\_\_\_\_

**Must Arrive By:**

**Friday, July 22, 2022**



**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_

(Exhibiting Company Name)

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**Sunbelt Convention Services**

**409 Collins Street**

**Little Rock, AR 72202**

BOX \_\_\_\_\_ of \_\_\_\_\_

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**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_  
(Exhibiting Company Name)

**c/o Sunbelt Convention Services  
Statehouse Convention Center  
101 E Markham St  
Little Rock, AR 72201**

**The Delta Duck Expo**

**Booth Number: \_\_\_\_\_**

**Cannot Arrive Before:  
Thursday, July 28th 2022**



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