



EXPOSITION & EVENT SERVICES

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

1147 S White River Pkwy E Drive
Indianapolis, IN 46225
Phone: 317.635.9606
Fax: 317.634.0993
email: jbuchanan@fernexpo.com

Discount Deadline:
January 30, 2015

Booth Equipment

- 8' high Back Drape
- 3' high Side Drape
- 7' x 44" Company Identification Sign

Move-in Dates & Times

Thursday, February 12, 2015 10:00 AM - 6:00 PM

FLOORING IS MANDATORY IN EACH EXHIBIT SPACE

Show Dates & Times

Friday, February 13, 2015 2:00 PM - 8:00 PM
 Saturday, February 14, 2015 10:00 AM - 8:00 PM
 Sunday, February 15, 2015 10:00 AM - 5:00 PM

Utilities

All utilities are provided by the Indiana Convention Center. You can contact them at (317) 262-3467 or email utilities@icclos.com with any questions or concerns.

Move-out Dates & Times

Sunday, February 15, 2015 5:00 PM - 8:00 PM
 Monday, February 16, 2015 8:00 AM - 1:00 PM

Advance Warehouse Shipments

Must Arrive By:
Wednesday, February 11, 2015

Show Site Shipments

Cannot Arrive Before:
Thursday, February 12, 2015

Carriers must be checked in at event site for move-out by:

Sunday, February 15, 2015 7:00 PM
 Monday, February 16, 2015 9:00 AM

About this Exhibitor Kit

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Fern Exposition & Event Services Forms, you may find forms enclosed for services performed by the facility or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may not be provided by Fern Exposition & Event Services.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:
oe.fernexpo.com

FAX*

Send completed forms to:
Fax: 317.634.0993

MAIL

Send completed forms to:
Fern Expo
1147 S White River Pkwy E Drive
Indianapolis, IN 46225

*Credit Card Transactions Only

show information

112514-155743



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SHOW SERVICES & EQUIPMENT ORDERED

Table with 2 columns: Service Name, Amount. Rows include Exhibit Display Rental, Furniture Rental, Flooring & Carpet Rental, Panelboard Rental, Graphics, Plants & Floral, Cleaning Services*, Display Labor Services‡*, In Booth Forklift Services‡*, Material Handling‡*, Fern Transportation**.

Summary table with 2 columns: Label, Amount. Rows include Sub Total, Sub Total Taxable, Sub Total Non Taxable, Sales Tax 7.000%, Grand Total.

* Non taxable
‡ Pay Estimated Cost

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

CREDIT CARD INFORMATION

Card Type: [] VISA [] MC [] AMEX [] DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: [X]

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the Payment Terms & Conditions Form (TC-03) in this Exhibitor Kit.

CHECK INFORMATION:

Checks must be in U.S. funds drawn on a U.S. bank.

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

Send to: BMO Harris Bank, Chicago IL USA, Routing #071000288, WCP/Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #4394136, SWIFT code - HATRUS44. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

** Credit Card payment only is accepted for Fern Transportation services.

payment authorization

112514-161323

EXHIBITOR INFORMATION
Company Name: _____ Booth#: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Phone: _____
Fax: _____ Email: _____
Signature: _____ Date: _____



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EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

Services to be provided by Third Party:

Exhibit Display Rental	\$
Furniture Rental	\$
Flooring & Carpet Rental	\$
Panelboard Rental	\$
Graphics	\$
Plants & Floral	\$
Cleaning Services*	\$
Display Labor Services‡*	\$
In Booth Forklift Services‡*	\$
Material Handling‡*	\$
Fern Transportation**	\$

Sales Tax 7.000%	\$
Grand Total	\$

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

THIRD PARTY CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the **Payment Terms & Conditions Form (TC-03)** in this Exhibitor Kit.

CHECK INFORMATION: Checks must be in U.S. funds drawn on a U.S. bank.

Check #: _____

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* Non taxable

‡ Pay Estimated Cost

** Credit Card payment only is accepted for Fern Transportation services.

THIRD PARTY INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

third party payment authorization



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FERN EXPOSITION & EVENT SERVICES TERMS AND CONDITIONS

PAYMENT TERMS: Our terms require 100% payment with order for rentals, services, tax and anticipated freight. The Payment Authorization form with your credit card information for payment of advance and show site orders must be forwarded to Fern in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before the deadline date to qualify for the discounted rates. PLEASE NOTE THAT PO'S ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after deadline (indicated on each form) or on show site will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

TERMS: due upon receipt. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day, annual interest rate of 21%. You will be responsible for all fees connected with the collection of your accounts. Credit card information is required for all material handling, freight services (if applicable), additional services or rentals ordered on site which will be invoiced to your credit card. Advance charges may be paid by company check but credit card information is still required to cover any unanticipated charges incurred. Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received.

SALES TAX RATES: Tax rates are subject to change based on changing tax laws. The exhibitor is responsible for the sales tax rate at time services are rendered.

THIRD PARTY BILLING: The exhibiting firm is primarily responsible for the payment of charges. In the event the exhibiting firm has arranged for an exhibit house or other party to handle the exhibitor display and be billed for all services, the exhibiting company will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the exhibitor agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the exhibiting firm on demand, including any and all fees connected with the collection of this account.

RE-ROUTED FREIGHT: If exhibitor's requested carrier fails to pick-up shipment, Fern reserves the right to re-route/re-consign freight to carrier of Fern's choice. Any freight left or abandoned on the show floor will be returned to warehouse and/or consigned to carrier of Fern's choice at exhibitor's expense. Additional COD charge will apply. Fern reserves the right to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

BOOTH SHIPMENT/PROPERTY RESPONSIBILITY: Fern is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Exhibitors must insure themselves against loss or theft.

NONNEGOTIABLE STRAIGHT BILL OF LADING: RECEIVED, subject to the classification and tariffs in effect on the date of the issue of this Bill of Lading the property described above, in apparent good order, except as noted (contents and condition of contents of package unknown), marked, consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by shipper and accepted for himself and his assigns.



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LIMITS OF LIABILITY

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become part of the agreement between FERN and you, the EXHIBITOR (the "Agreement"). Acceptance of said terms and conditions will be construed when any order for service or rental equipment is placed by EXHIBITOR with FERN or when EXHIBITOR'S materials are delivered to FERN'S warehouse or to a show site for which FERN is the official contractor.

1. DEFINITIONS: For purpose of this contract, "FERN" means Fern Exposition and Event Services, and their respective employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors FERN may appoint, The term "EXHIBITOR" means the EXHIBITOR, it's employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

2. FERN'S RESPONSIBILITIES: FERN shall be responsible only for those services which it directly provides. FERN assumes no responsibility for any persons, parties or other contracting firms not under FERN'S direct supervision and control. FERN'S performance hereunder is subject to, and FERN shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond FERN'S reasonable control, nor for ordinary wear and tear in the handling of materials. FERN will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and EXHIBITOR accepts responsibility thereof.

3. PACKAGING AND CRATES: FERN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, FERN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

4. STORAGE: FERN assumes no liability for loss or damage to crates or containers or the contents therein while containers are in storage.

- **Empty Storage:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the EXHIBITOR or its representatives. All previous labels should be removed or obliterated. FERN assumes no responsibility for EXHIBITOR'S failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of EMPTY containers only and FERN shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.
- **Accessible Storage:** FERN shall have no liability for loss or damage to EXHIBITOR'S materials while in accessible storage. It is understood that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.
- **Cold Storage:** Goods requiring cold storage are stored at EXHIBITOR'S own risk. FERN shall not be liable or responsible for items in cold storage.

5. INBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. FERN will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S booth at the show site. FERN shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and FERN'S receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

6. OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. FERN will not be responsible or liable for loading onto a carrier, and during such time the materials before same have been picked up for reloading at the conclusion of the event. FERN recommends that the EXHIBITOR engage security services from the facility or show management. All Material Handling Forms submitted to FERN by EXHIBITOR will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FERN and the actual count of such items at the booth at the time of pick-up. FERN retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled.

7. DELIVERY TO THE CARRIER FOR RELOADING: FERN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper or agent for transportation after the conclusion of the show. FERN loads materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FERN assumes no responsibility or liability for loss, damage, theft or disappearance of EXHIBITOR'S materials that is caused by, arises out of or related to improperly loaded materials.

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8. DESIGNATED CARRIERS: In order to expedite removal of materials from show site as required by show management and/or the facility, FERN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions, and/or consigned to carrier of Fern's choice and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FERN be responsible for any loss resulting from such rerouting designation.

9. INSURANCE: It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third-party insurance provider. EXHIBITOR agrees to provide FERN with a release of subrogation to the extent of any insurance settlement received.

10. CLAIMS FOR LOSS: EXHIBITOR agrees that in order to have a valid claim, notice of loss or damage to materials must be given to FERN or its agent within 24 hours of occurrence of the incident or prior to show close/removal, whichever is later. All claims, must be submitted in writing within 60 days of the Close of the show and include facts sufficient to identify the materials, asserting liability for alleged loss or damage and documentation of a specified or determinable amount of money. All claims reported after 60 days will be rejected. In no event shall suit or action be brought against FERN more than one (1) year after the date of loss or damage occurred. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim. (a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and FERN relative to any loss, damage or claim, EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due FERN for its services as an offset against the amount of any alleged loss or damage. Any claims against FERN shall be considered separate transactions and shall be resolved on their own merits. (b) **MAXIMUM RECOVERY.** If found liable for any loss, FERN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.10 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD) per shipment, whichever is less. (c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FERN'S liability shall be limited to any loss or damage which results solely from FERN'S gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FERN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FERN or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FERN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

11. DECLARED VALUE: Declarations of declared value are between the EXHIBITOR and the selected carrier ONLY and are in no way an extension of FERN'S maximum liability stated herein. FERN will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, FERN will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

12. JURISDICTION: This contract shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts having jurisdiction over Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of the Agreement.

13. INDEMNIFICATION: EXHIBITOR agrees to indemnify, defend and forever hold harmless FERN and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following: EXHIBITOR'S negligent supervision of any labor secured through FERN or the negligent supervision of such labor by any of the EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC.

- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of the EXHIBITOR's employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of FERN'S equipment.
- EXHIBITOR'S violation of federal, state, county or local ordinances.
- EXHIBITOR'S violation of show regulation and/or rules as published and set forth by the facility and/or show management.
- **WAIVER AND RELEASE.** EXHIBITOR, as a material part of the consideration to FERN for material handling services, waives and releases all claims against FERN with respect to all matters for which FERN disclaimed liability pursuant to the provisions of this Agreement.



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FERN TRANSPORTATION SERVICES

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Fern Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Fern.

1. DEFINITIONS: In this Contract, "Fern" means Fern Exposition & Event Services, and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Fern. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Fern. "Property" is all objects of any type received from the Shipper for transport by Fern as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Fern's services, which the parties have specified in this Contract, Fern and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Fern for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Fern under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FERN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Fern shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Fern. Fern shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Fern. Fern shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Fern. Fern shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Fern makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Fern shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. PERISHABLE GOODS: Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Fern and before the trailer is received by Fern. Fern is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Fern. When a loaded trailer is received, Fern will verify that the thermostatic controls are set to maintain trailer temperature as requested. Fern is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Fern. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.



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6. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Fern is unable to deliver a shipment because of fault or mistake of Fern, Fern's liability shall then become that of a warehouseman. (a) Fern shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice. (b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Fern's option, in any location that provides reasonable protection against loss or damage. Fern may place the shipment in public storage at the owner's expense and without liability to Fern. (c) If Fern does not receive disposition instructions within 48 hours of the time of Fern's attempted first notification, Fern will attempt to issue a second and final confirmed notification. Such notice shall advise that if Fern does not receive disposition instructions within 10 days of that notification, Fern may offer the shipment for sale at a public auction and Fern has the right to offer the shipment for sale. The amount of sale will be applied to Fern's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership. (d) Where Fern has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Fern, at its option, to sell the property under such circumstances and in such manner as may be authorized by law. (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Fern may dispose of property to the best advantage. When Fern is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Fern's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE: Fern IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Fern provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Shipper understands that even if Shipper's property is lost, stolen, or damaged, Fern does not pay replacement or restoration cost of any property. **FERN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00 (USD) PER POUND (SHIPMENTS MOVING VIA GROUND) AND \$.50 (USD) PER POUND (SHIPMENTS MOVING VIA SECOND/NEXT DAY AIR) AND SHALL NOT EXCEED \$100.00 PER PIECE OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD): (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Fern for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **FERN'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Fern shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FERN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**



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9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: (a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Fern relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Fern unless Shipper's account is current. (b) Shipper understands and acknowledges that Fern does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Fern persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation. (c) Shipper shall defend and indemnify Fern, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Fern.

10. CLAIMS: Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Fern no later than two (2) years and one (1) day from the day when written notice is given by Fern to the claimant that Fern has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Fern Transportation: 645 Linn Street, Cincinnati, OH 45203, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Fern within 15 calendar days of the receipt of the property, it is agreed between Fern and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. CHOICE OF FORUM / ARBITRATION: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF OHIO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN CINCINNATI, OHIO. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS: (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Fern pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Fern to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

BILL OF LADING LISTED TERMS

SHIPMENTS MOVING VIA NEXT DAY/SECOND DAY: Liability will be limited to \$0.50 per pound and shall not exceed \$100.00 per piece under any circumstances.

SHIPMENTS MOVING VIA GROUND TRANSPORTATION: Exhibitor agrees (i) Forwarder's liability to Exhibitor shall be limited to \$25.00 per pound per package and shall not exceed \$100,000 under any circumstances; and (ii) Forwarder shall have no liability for special, incidental, PUNITIVE or consequential damages arising from any loss, damage, mis-delivery or delay of shipment HOWEVER CAUSED.

DECLARED VALUE: Available at the exhibitor's expense at the rate of \$4.25 per \$100.00 of value declared. Minimum charge of \$100.00.

RE-ROUTED FREIGHT: If exhibitor's requested carrier fails to pick-up shipment Fern reserves the right to re-route/re-consign freight to carrier of Fern's choice. Any freight left or abandoned on the show floor will be returned to warehouse and/or consigned to carrier of Fern's choice at exhibitor's expense. Additional COD charges will apply. Fern reserves the right to use any payment method on file (including credit cards). All Shipping charges and weights are estimates until the shipment is delivered.

Fern is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipment when we remove from exhibit hall. Exhibitors must insure themselves against loss or theft.



EXPOSITION & EVENT SERVICES

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 03-04764-15

[Click here](#) to view the Standard Furniture Rental Brochure

Discount Deadline:
January 30, 2015

CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	101	Armless Side Chair	\$ 52.25	\$ 70.75	\$ _____
___	103	Upholstered Armless Chair	\$ 59.75	\$ 80.75	\$ _____
___	105	Upholstered Arm Chair	\$ 68.00	\$ 92.00	\$ _____
___	121	Swivel Desk Chair	\$ 74.25	\$ 100.25	\$ _____
___	131	Stool - Padded with Back	\$ 74.25	\$ 100.25	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	204	24" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 65.00	\$ 87.75	\$ _____
___	206	30"h Pedestal Table	\$ 67.00	\$ 90.50	\$ _____
___	208	40"h Pedestal Table	\$ 89.25	\$ 120.50	\$ _____
___	207	30" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 86.25	\$ 116.50	\$ _____
___	215	30"h Pedestal Table	\$ 74.25	\$ 100.25	\$ _____
___	216	40"h Pedestal Table	\$ 93.75	\$ 126.75	\$ _____
___	209	36" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 92.25	\$ 124.75	\$ _____
___	224	30"h Pedestal Table	\$ 97.50	\$ 131.75	\$ _____
___	225	40"h Pedestal Table	\$ 138.50	\$ 187.00	\$ _____

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

	Sub Total	\$ _____
	Tax 7.000%	\$ _____
	Grand Total	\$ _____

*Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.
 Requests made after the deadline will be filled, as available, at the standard rate.
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Exhibiting Company Name: _____ Booth # _____

standard furniture rental (chairs & pedestal tables)



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Discount Deadline:
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Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

DISPLAY TABLES - 30" high X 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 110.25	\$ 149.00	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 136.25	\$ 184.00	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 155.25	\$ 209.75	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 47.50	\$ 64.25	\$ _____
_____	222	4'x30" h table not skirted	\$ 47.50	\$ 64.25	\$ _____
_____	232	6'x30" h table not skirted	\$ 56.25	\$ 76.00	\$ _____
_____	252	8'x30" h table not skirted	\$ 65.50	\$ 88.50	\$ _____

Table Skirt Color: black (04) blue (06) gold (08) gray (09) green (10)
 maroon (11) plum (19) red (14) teal (18) white (16)

DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 136.50	\$ 184.50	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 155.25	\$ 209.75	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 180.25	\$ 243.50	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 65.50	\$ 88.50	\$ _____
_____	228	4'x40" h table not skirted	\$ 56.75	\$ 76.75	\$ _____
_____	238	6'x40" h table not skirted	\$ 65.50	\$ 88.50	\$ _____
_____	258	8'x40" h table not skirted	\$ 74.25	\$ 100.25	\$ _____

Table Skirt Color: black (04) blue (06) gold (08) gray (09) green (10)
 maroon (11) plum (19) red (14) teal (18) white (16)

TABLETOP RISERS - 12" wide, Covered White

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 47.50	\$ 64.25	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 65.50	\$ 88.50	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 84.00	\$ 113.50	\$ _____

Yes, I have completed and included the Payment Authorization Form.

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Sub Total	\$ _____
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Exhibiting Company Name: _____ Booth # _____

standard furniture rental (tables & table risers)



EXPOSITION & EVENT SERVICES

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[Click here](#) to view the Accessories Rental Brochure

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ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 22.75	\$ 30.75	\$ _____
___	407	Easel, Tripod	\$ 34.00	\$ 46.00	\$ _____
___	430	Tensa Stanchion	\$ 53.75	\$ 72.75	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 62.50	\$ 84.50	\$ _____
___	479	2-Arm Bag Stand	\$ 106.75	\$ 144.25	\$ _____
___	480	4-Arm Bag Stand	\$ 137.00	\$ 185.00	\$ _____
___	413	Chrome Clothes Tree	\$ 53.25	\$ 72.00	\$ _____
___	475	2'x8' Grid Panel	\$ 83.50	\$ 112.75	\$ _____
___	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 15.00	\$ 20.25	\$ _____
___	477	4-Way Connectors (to connect multiple Grid Panels)	\$ 3.75	\$ 5.25	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 11.75	\$ 16.00	\$ _____

CUSTOM BOOTH DRAPING and SKIRTING

[Click here](#) to view skirting and drape colors

Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	505	Vinyl Table Cover	\$ 23.75	\$ 32.25	\$ _____
___	507	30" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 10.75	\$ 14.75	\$ _____
___	509	40" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 10.50	\$ 14.25	\$ _____

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Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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Exhibiting Company Name: _____ Booth # _____



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Discount Deadline:
January 30, 2015

[Click here](#) to view carpet color samples

CUSTOM PLUSH CARPET (requires a minimum order of 100 sq. ft.)

- Berry (51)
 Blue Mist (68)
 Burgundy (48)
 Charcoal (66)
 Cherry Red (46)
 Colony Blue (62)
 Ebony (47)
 Emerald (67)
 French Beige (65)
 Gray Pearl (64)
 Mocha (61)
 White (63)

Custom Plush carpet is an upgraded 34 oz. carpet in 12 decorator colors. Custom Plush carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet specifically cut to your exact measurements. Order must be received by Discount Deadline in order to ensure availability of color selection.

CUSTOM PLUSH CARPET PACKAGE

Custom Plush Carpet Package includes carpet and padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 439.50	\$ 593.50	\$ _____
___	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 878.75	\$ 1,186.50	\$ _____
___	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,318.00	\$ 1,779.50	\$ _____
___	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,129.00	\$ 1,524.25	\$ _____

CUSTOM PLUSH CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 382.25	\$ 516.25	\$ _____
___	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 764.50	\$ 1,032.25	\$ _____
___	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 1,146.00	\$ 1,547.25	\$ _____
___	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,528.25	\$ 2,063.25	\$ _____

COMPLETE AREA (requires a minimum order of 100 sq. ft.)

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	328	Custom Plush Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 4.00	\$ 5.50	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 1.25	\$ 1.75	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.75	\$ 1.25	\$ _____

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Exhibiting Company Name: _____ Booth # _____



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Discount Deadline:
January 30, 2015

[Click here](#) to view carpet color samples

STANDARD CARPET

- Black (04) Blue (06) Blue-Jay (81) Cayenne (82) Gray (09)
 Madison (80) Maroon (11) Plum (19) Red (14) Seafoam (20)

Standard carpet is a 13 oz. carpet available in 10 colors in 9 ft. width. Standard carpet price includes rental, installation, removal and front edge taping only. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

STANDARD CARPET PACKAGE

Standard Carpet Package includes carpet & padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	309	9 ft. x 10 ft. Standard Carpet & Padding	\$ 219.50	\$ 296.50	\$ _____
___	310	9 ft. x 20 ft. Standard Carpet & Padding	\$ 437.75	\$ 591.00	\$ _____
___	311	9 ft. x 30 ft. Standard Carpet & Padding	\$ 658.25	\$ 888.75	\$ _____
___	312	9 ft. x 40 ft. Standard Carpet & Padding	\$ 876.75	\$ 1,183.75	\$ _____

STANDARD CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	301	9 ft. x 10 ft. Standard Carpet	\$ 148.50	\$ 200.50	\$ _____
___	302	9 ft. x 20 ft. Standard Carpet	\$ 295.75	\$ 399.50	\$ _____
___	303	9 ft. x 30 ft. Standard Carpet	\$ 444.50	\$ 600.25	\$ _____
___	304	9 ft. x 40 ft. Standard Carpet	\$ 592.25	\$ 799.75	\$ _____

COMPLETE AREA (requires a minimum order of 100 sq. ft.)

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	314	Standard Carpet	_____ft. x _____ft. = _____sq. ft.	\$ 3.50	\$ 4.75	\$ _____
___	350	Padded Area Size	_____ft. x _____ft. = _____sq. ft.	\$ 1.25	\$ 1.75	\$ _____
___	360	Plastic Covering	_____ft. x _____ft. = _____sq. ft.	\$ 0.75	\$ 1.25	\$ _____

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___	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 439.50	\$ 593.50	\$ _____
___	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 878.75	\$ 1,186.50	\$ _____
___	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,318.00	\$ 1,779.50	\$ _____
___	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,129.00	\$ 1,524.25	\$ _____

CUSTOM PLUSH CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 382.25	\$ 516.25	\$ _____
___	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 764.50	\$ 1,032.25	\$ _____
___	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 1,146.00	\$ 1,547.25	\$ _____
___	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,528.25	\$ 2,063.25	\$ _____

COMPLETE AREA (requires a minimum order of 100 sq. ft.)

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	328	Custom Plush Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 4.00	\$ 5.50	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 1.25	\$ 1.75	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.75	\$ 1.25	\$ _____

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

custom plush carpet rental



EXPOSITION & EVENT SERVICES

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

1147 S White River Pkwy E Drive
 Indianapolis, IN 46225
 Phone: 317.635.9606
 Fax: 317.634.0993
 email: jbuchanan@fernexpo.com

Discount Deadline:
January 30, 2015

[Click here](#) to view carpet color samples

STANDARD CARPET

- Black (04) Blue (06) Blue-Jay (81) Cayenne (82) Gray (09)
 Madison (80) Maroon (11) Plum (19) Red (14) Seafoam (20)

Standard carpet is a 13 oz. carpet available in 10 colors in 9 ft. width. Standard carpet price includes rental, installation, removal and front edge taping only. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

STANDARD CARPET PACKAGE

Standard Carpet Package includes carpet & padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	309	9 ft. x 10 ft. Standard Carpet & Padding	\$ 219.50	\$ 296.50	\$ _____
___	310	9 ft. x 20 ft. Standard Carpet & Padding	\$ 437.75	\$ 591.00	\$ _____
___	311	9 ft. x 30 ft. Standard Carpet & Padding	\$ 658.25	\$ 888.75	\$ _____
___	312	9 ft. x 40 ft. Standard Carpet & Padding	\$ 876.75	\$ 1,183.75	\$ _____

STANDARD CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	301	9 ft. x 10 ft. Standard Carpet	\$ 148.50	\$ 200.50	\$ _____
___	302	9 ft. x 20 ft. Standard Carpet	\$ 295.75	\$ 399.50	\$ _____
___	303	9 ft. x 30 ft. Standard Carpet	\$ 444.50	\$ 600.25	\$ _____
___	304	9 ft. x 40 ft. Standard Carpet	\$ 592.25	\$ 799.75	\$ _____

COMPLETE AREA (requires a minimum order of 100 sq. ft.)

Please select option(s) below and calculate square footage.

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	314	Standard Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 3.50	\$ 4.75	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 1.25	\$ 1.75	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.75	\$ 1.25	\$ _____

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____



EXPOSITION & EVENT SERVICES

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Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

Discount Deadline:
January 30, 2015

CLEANING SERVICES

All rental carpets ordered from Fern Exposition and Event Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$0.21 per sq. ft. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations, food sampling, landscape, etc.

VACUUM/SHAMPOO/MOP

All rates are based on the total square footage of your exhibit space
 (100 sq. ft. minimum)

Prices below are per
 square foot

<input type="checkbox"/>	903	Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$	0.41 (Per Day)
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$	0.43
<input type="checkbox"/>	905	Shampoo - ONCE before initial opening of exhibit.	\$	0.62

DISPLAY WIPE DOWN

<input type="checkbox"/>	911	Display wipe down before initial opening (4 hr minimum)	\$ 81.00	per hr ST	\$ 155.50	per hr OT
<input type="checkbox"/>	913	Display wipe down daily (4 hr minimum)	\$ 81.00	per hr ST	\$ 155.50	per hr OT

Please indicate any special instructions: _____

ESTIMATED CLEANING SERVICE COST

Exhibit Space: _____ ft. X _____ ft. = _____ sq. ft. (100 sq. ft. minimum) X \$ _____ per sq. ft. X _____ days = \$ _____

Display Wipe Down: _____ hrs. (4 hr. minimum per day) X _____ days X \$ _____ = \$ _____

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total \$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Grand Total \$ _____

*Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.
 Requests made after the deadline will be filled as work force is available.
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Exhibiting Company Name: _____ Booth # _____



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FLORAL and PLANTS

Charges listed include delivery to your booth, rental (not sale) during the event and removal. All floral is provided on a 7 day or less rental basis. Any floral missing at time of pick-up will be invoiced at prevailing replacement cost in addition to rental rates.

POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 47.00	\$ 63.50	\$ _____
___	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 51.00	\$ 69.00	\$ _____
___	1505	Ferns - Select type: Floor / Hanging	\$ 37.25	\$ 50.50	\$ _____
___	1549	Ivy	\$ 35.25	\$ 47.75	\$ _____
___	1506	Seasonal Flowering Plants Please specify: _____	\$ 56.75	\$ 76.75	\$ _____

TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1507	3 FT - Select type: Slim / Full	\$ 56.75	\$ 76.75	\$ _____
___	1509	4 FT - Select type: Slim / Full	\$ 74.75	\$ 101.00	\$ _____
___	1511	5 FT - Select type: Slim / Full	\$ 93.75	\$ 126.75	\$ _____
___	1513	6 FT - Select type: Slim / Full	\$ 112.00	\$ 151.25	\$ _____
___	1515	7 FT - Select type: Slim / Full	\$ 169.00	\$ 228.25	\$ _____

FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1545	Small - Color _____	\$ 72.25	\$ 97.75	\$ _____
___	1546	Medium - Color _____	\$ 83.00	\$ 112.25	\$ _____
___	1548	Large - Color _____	\$ 93.75	\$ 126.75	\$ _____

FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT	
<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form. If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.					Sub Total	\$ _____
					Tax 7.000%	\$ _____
					Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
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Exhibiting Company Name: _____ Booth # _____

floral & plant rental

112514-155743



EXPOSITION & EVENT SERVICES

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FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

Prices indicated are based upon process color printing, mounting and laminating on showcard or foam core. Signs other than sizes listed will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is \$30.00.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	861	7" x 11" Digital	\$ 45.00	\$ 60.75	\$ _____
___	863	11" x 14" Digital	\$ 54.75	\$ 74.00	\$ _____
___	865	14" x 22" Digital	\$ 69.25	\$ 93.50	\$ _____
___	867	7" x 44" Digital	\$ 69.25	\$ 93.50	\$ _____
___	871	14" x 44" Digital	\$ 108.25	\$ 146.25	\$ _____
___	873	22" x 28" Digital	\$ 108.25	\$ 146.25	\$ _____
___	875	28" x 44" Digital	\$ 138.75	\$ 187.50	\$ _____
___	879	24" x 96" Digital	\$ 348.25	\$ 470.25	\$ _____
___	881	48" x 96" Digital	\$ 696.50	\$ 940.50	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$ 22.25	\$ 30.25	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$ 25.25	\$ 34.25	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 12.00	\$ 16.25	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 23.75	\$ 32.25	\$ _____

Sign Copy: _____

Color of Background: _____

Color of Lettering: _____

Sign Orientation: Vertical Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

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Exhibiting Company Name: _____ Booth # _____



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[Click here](#) to view the Exhibit Rental Brochure

PACKAGE 1 - 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4024	Enhanced Package (select Exhibit options below)	\$ 7,053.00	\$ 9,521.75	\$ _____
_____	4010	Standard Package (select Exhibit options below)	\$ 4,779.25	\$ 6,452.00	\$ _____

Panel Color: black PVC (04) white PVC (16) blue velcro (55) gray velcro (56)

Standard Carpet: black (04) blue (06) blue-jay (81) cayenne (82) gray (09) maroon (11) red (14) seafoam (20) plum (19) madison (80)

Enhanced Carpet: berry (51) blue mist (68) burgundy (48) charcoal (66) cherry red (46) colony blue (62)
 ebony (47) emerald (67) french beige (65) gray pearl (64) mocha (61) white (63)

Header Sign Copy: _____ Sign Lettering Color: black blue red

PACKAGE 2 - 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4026	Enhanced Package (select Exhibit options below)	\$ 13,737.75	\$ 18,546.00	\$ _____
_____	4012	Standard Package (select Exhibit options below)	\$ 9,795.50	\$ 13,224.00	\$ _____

Panel Color: black PVC (04) white PVC (16) blue velcro (55) gray velcro (56)

Standard Carpet: black (04) blue (06) blue-jay (81) cayenne (82) gray (09) maroon (11) red (14) seafoam (20) plum (19) madison (80)

Enhanced Carpet: berry (51) blue mist (68) burgundy (48) charcoal (66) cherry red (46) colony blue (62)
 ebony (47) emerald (67) french beige (65) gray pearl (64) mocha (61) white (63)

Header Sign Copy: _____ Sign Lettering Color: black blue red

PACKAGE 3 - TABLETOP EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4014	Enhanced Package (select Exhibit options below)	\$ 1,442.00	\$ 1,946.75	\$ _____
_____	4002	Standard Package (select Exhibit options below)	\$ 1,019.75	\$ 1,376.75	\$ _____

Table Skirt Color: black (04) blue (06) gold (08) gray (09) green (10)
 maroon (11) plum (19) red (14) teal (80) white (16)

Panel Color: black PVC (04) white PVC (16) blue velcro (55) gray velcro (56)

Standard Carpet: black (04) blue (06) blue-jay (81) cayenne (82) gray (09) maroon (11) red (14) seafoam (20) plum (19) madison (80)

Enhanced Carpet: berry (51) blue mist (68) burgundy (48) charcoal (66) cherry red (46) colony blue (62)
 ebony (47) emerald (67) french beige (65) gray pearl (64) mocha (61) white (63)

Header Sign Copy: _____ Sign Lettering Color: black blue red

Remember to order the following items as desired. They are NOT included in the display package.

~ Furniture ~ Electrical Service ~ Custom Lighting ~ Floral ~ Cleaning Service ~

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

No refunds on orders cancelled after the deadline date.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____



EXPOSITION & EVENT SERVICES

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January 30, 2015

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PACKAGE 4 - 10' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4016	Enhanced Package (select Exhibit options below)	\$ 3,110.75	\$ 4,199.75	\$ _____
_____	4004	Standard Package (select Exhibit options below)	\$ 1,776.75	\$ 2,398.75	\$ _____

Panel Color: black PVC (04) white PVC (16) blue velcro (55) gray velcro (56)

Standard Carpet: black (04) blue (06) blue-jay (81) cayenne (82) gray (09) maroon (11) red (14) seafoam (20) plum (19) madison (80)

Enhanced Carpet: berry (51) blue mist (68) burgundy (48) charcoal (66) cherry red (46) colony blue (62)
 ebony (47) emerald (67) french beige (65) gray pearl (64) mocha (61) white (63)

Header Sign Copy: _____ Sign Lettering Color: black blue red

PACKAGE 5 - 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4018	Enhanced Package (select Exhibit options below)	\$ 3,108.25	\$ 4,196.25	\$ _____
_____	4006	Standard Package (select Exhibit options below)	\$ 2,204.25	\$ 2,975.75	\$ _____

Panel Color: black PVC (04) white PVC (16) blue velcro (55) gray velcro (56)

Standard Carpet: black (04) blue (06) blue-jay (81) cayenne (82) gray (09) maroon (11) red (14) seafoam (20) plum (19) madison (80)

Enhanced Carpet: berry (51) blue mist (68) burgundy (48) charcoal (66) cherry red (46) colony blue (62)
 ebony (47) emerald (67) french beige (65) gray pearl (64) mocha (61) white (63)

Header Sign Copy: _____ Sign Lettering Color: black blue red

PACKAGE 6 - 10' CURVED EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4020	Enhanced Package (select Exhibit options below)	\$ 3,708.00	\$ 5,006.00	\$ _____
_____	4008	Standard Package (select Exhibit options below)	\$ 2,147.75	\$ 2,899.50	\$ _____

Panel Color: black PVC (04) white PVC (16) blue velcro (55) gray velcro (56)

Standard Carpet: black (04) blue (06) blue-jay (81) cayenne (82) gray (09) maroon (11) red (14) seafoam (20) plum (19) madison (80)

Enhanced Carpet: berry (51) blue mist (68) burgundy (48) charcoal (66) cherry red (46) colony blue (62)
 ebony (47) emerald (67) french beige (65) gray pearl (64) mocha (61) white (63)

Header Sign Copy: _____ Sign Lettering Color: black blue red

Remember to order the following items as desired. They are NOT included in the display package.

~ Furniture ~ Electrical Service ~ Custom Lighting ~ Floral ~ Cleaning Service ~

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.000%	\$ _____
	Grand Total	\$ _____

No refunds on orders cancelled after the deadline date.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____



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COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4041	1 M x 1/2 M x 30"h	\$ 371.00	\$ 501.00	\$ _____
___	4043	1 M x 1/2 M x 43"h	\$ 437.75	\$ 591.00	\$ _____
___	4042	2 M x 1/2 M x 30"h	\$ 618.00	\$ 834.50	\$ _____
___	4044	2 M x 1/2 M x 43"h	\$ 674.75	\$ 911.00	\$ _____
___	4080	Full View Showcase	\$ 808.75	\$ 1,092.00	\$ _____

FREESTANDING UNITS

___	4031	8' x 1 M Freestanding Panel	\$ 288.50	\$ 389.50	\$ _____
___	4055	One Sided Gondola	\$ 371.00	\$ 501.00	\$ _____
___	4056	Two Sided Gondola	\$ 453.25	\$ 612.00	\$ _____

KIOSKS & TOWERS

___	4033	8' Triangle Kiosk	\$ 613.00	\$ 827.75	\$ _____
___	4034	8' Square Kiosk	\$ 808.75	\$ 1,092.00	\$ _____
___	4035	Wire-wall Kiosk	\$ 329.75	\$ 445.25	\$ _____
___	4036	TV/DVD/VCR Cabinet	\$ 808.75	\$ 1,092.00	\$ _____
___	4037	12' Triangle Tower	\$ 741.75	\$ 1,001.50	\$ _____
___	4038	12' Square Tower	\$ 983.75	\$ 1,328.25	\$ _____

SHELVING UNITS & PEDESTALS

___	4003	Shelf Cabinet Unit w/30" cabinet	\$ 808.75	\$ 1,092.00	\$ _____
___	4005	Shelf Cabinet Unit w/43" cabinet	\$ 896.25	\$ 1,210.00	\$ _____
___	4053	1/2 M x 1 M Planter Box	\$ 123.75	\$ 167.25	\$ _____
___	4063	1/2 M x 30" h Pedestal	\$ 247.25	\$ 334.00	\$ _____
___	4064	1/2 M x 43" h Pedestal	\$ 329.75	\$ 445.25	\$ _____

Yes, I have completed and included the Payment Authorization Form.

Sub Total \$ _____

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Tax 7.000% \$ _____

Grand Total \$ _____

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Exhibiting Company Name: _____ Booth # _____



EXPOSITION & EVENT SERVICES

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ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4071	1 M Straight Shelf	\$ 56.75	\$ 76.75	\$ _____
___	4072	1 M Angled Shelf	\$ 56.75	\$ 76.75	\$ _____
___	4082	Halogen Arm Light	\$ 56.75	\$ 76.75	\$ _____
___	4073	Pamphlet Pocket (5" x 9")	\$ 33.50	\$ 45.25	\$ _____
___	4074	Letter Pocket (9" x 9")	\$ 41.25	\$ 55.75	\$ _____
___	4075	Brochure Pocket (9" x 11")	\$ 49.00	\$ 66.25	\$ _____

OFFICE / STORAGE CLOSETS

Office and meeting room structures are available in a Hardwall, Velcro or Smoked Plexiglas. Please contact Fern Exposition & Event Services for a quote.

In addition, logo's and other graphics can be applied to the walls of rooms, meter panels and other accessory items at competitive prices. We offer full color digital printing and laminating of your artwork or if you prefer, we can create custom graphics specifically to suit your needs. Please ask a Fern Exposition & Event Services representative for assistance.

Yes, I have completed and included the Payment Authorization Form.
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Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

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Exhibiting Company Name: _____ Booth # _____

exhibit rental (accessories & office/storage closet)



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[Click here](#) to view the Panelboard Brochure

BULLETIN BOARDS

QTY	ITEM #	DESCRIPTION	STYLE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	603	4' x 8' Velcro Board (gray only)	Horizontal	\$ 158.25	\$ 213.75	\$ _____

PERFORATED BOARD

QTY	ITEM #	DESCRIPTION	STYLE (Please circle selection)	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	613	2' x 8' Perforated board panel	V / H	\$ 139.75	\$ 188.75	\$ _____
_____	615	4' x 8' Perforated board panel	V / H	\$ 158.25	\$ 213.75	\$ _____

Perforated board hooks are NOT provided

Standard perforated board is white. Other colors are available upon request at additional cost.

_____	617	Special color for 2' x 8' (per panel)		\$ 92.75	\$ 125.25	\$ _____
_____	619	Special color for 4' x 8' (per panel)		\$ 92.75	\$ 125.25	\$ _____

Please specify color _____

SHELVING (for Perforated Board)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	631	4' long x 6" deep - white	\$ 27.25	\$ 37.00	\$ _____
_____	635	8' long x 6" deep - white	\$ 37.25	\$ 50.50	\$ _____
_____	637	Special color (per shelf)	\$ 37.25	\$ 50.50	\$ _____

Please specify color _____

- Style "V" (Vertical)
- Style "H" (Horizontal)

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

06-315

panelboard rental

112514-155743



EXPOSITION & EVENT SERVICES

1147 S White River Pkwy E Drive
 Indianapolis, IN 46225
 Phone: 317.635.9606
 Fax: 317.634.0993
 email: jbuchanan@fernexpo.com

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

**Deadline to Return this Form:
 January 30, 2015**

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern Exposition & Event Services)

1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____

1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

35% charge for Fern Supervised services with a minimum of **\$ 79.00**

Professionally trained personnel are used on installation/dismantle, and when possible, all work is performed on straight time.

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____

Start time*: _____ End Time: _____ Start Date: _____

1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Estimated Display Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Over Time hours Estimated Cost

Plan A - Add **35%** for Fern Exposition Supervision \$ _____

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Over Time hours Estimated Cost

Plan A - Add **35%** for Fern Exposition Supervision \$ _____

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

Yes, I have completed and included the Payment Authorization Form.

Sub Total \$ _____

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Grand Total \$ _____

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.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Installation Labor Rate		
Straight Time	\$	79.00
Over Time	\$	156.75

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 AM and after 4:00 PM weekdays and all hours Saturday will be charged at over time rate. Sundays and holidays will be charged at double time rate. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour.

For information and cost relative to unloading and reloading, please see the Material Handling & Freight Service Order form enclosed.

Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000. It is important that exhibit representative check in at the Fern Exhibitor Service Center to pick up labor ordered. Exhibit representative must also check the labor back in at the Fern Exhibitor Service Center upon completion of work. All work is to be done under supervision of the exhibitor or its representative.

display labor service

1.12514-155743

Exhibiting Company Name: _____ Booth # _____



EXPOSITION & EVENT SERVICES

1147 S White River Pkwy E Drive
 Indianapolis, IN 46225
 Phone: 317.635.9606
 Fax: 317.634.0993
 email: jbuchanan@fernexpo.com

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

Deadline to Return this Form:
January 30, 2015

FORKLIFT TO RIG IN BOOTH

4000 lb forklift

1005 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

1007 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

6000 lb forklift

1006 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

1008 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

4000 lb forklift		
Straight Time	\$	133.00
Over Time	\$	205.00
6000 lb forklift		
Straight Time	\$	158.75
Over Time	\$	225.25

Estimated Rigging Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. Straight time rates prevail from 8:00AM to 4:00PM Monday through Friday. Over time rates prevail prior to 8:00AM and after 4:00PM Monday through Friday, and all day Saturday. All hours on Sunday and holidays will be charged Double Time rates

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

Yes, I have completed and included the Payment Authorization Form. Sub Total \$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received. Grand Total \$ _____

*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 will be filled as work force is available.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

forklift to rig in booth



1147 S White River Pkwy E Drive
 Indianapolis, IN 46225
 Phone: 317.635.9606
 Fax: 317.634.0993
 email: jbuchanan@fernexpo.com

EXPOSITION & EVENT SERVICES

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

**Deadline to Return this Form:
 January 30, 2015**

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the 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.

A 200 lb. minimum charge per shipment applies.

ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
A	Crated or skidded shipment via common carrier	\$ 0.82	\$ 165.00
B	Crated or skidded shipment via van lines or specialized carrier, Fed Ex, UPS or USPS	\$ 0.93	\$ 186.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 1.16	\$ 233.00

DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 0.71	\$ 143.00
E	Crated or skidded shipment via van lines or specialized carrire, Fed Ex, UPS or USPS	\$ 0.90	\$ 180.00
F	Loose or uncrated shipment or shipment requiring special handling	\$ 1.11	\$ 223.00
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$ 43.26	\$ 19.00

OTHER SERVICES

R	For delivery of shipment at the close of show back to Fern warehouse, for loading on to outbound carriers or for post-show storage	\$ 0.29	\$ 139.00
---	--	---------	-----------

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND
 SUBMIT WITH PAYMENT BY DEADLINE DATE.

- Yes, I have completed and included the Payment Authorization Form.
 If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Services Manual.

Exhibiting Company Name: _____ Booth # _____

material handling

112514-155743

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN
03-04764-15

Deadline to Return this Form:
January 30, 2015

MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
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.
3. Complete terms and conditions are outlined in the Terms & Conditions.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition
<Enter Business Name>
1147 S White River Pkwy E Drive
Indianapolis, IN 46225

Indiana Home & Garden Show (Booth #)

Shipments must arrive by:
Wednesday, February 11, 2015

DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition
Indiana Convention Center
100 S. Capitol
Indianapolis, IN 46225

Indiana Home & Garden Show (Booth #)

Shipments cannot arrive before:
Thursday, February 12, 2015

ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated 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.

	Category	# of pieces	Weight (200 lb Min.)	Rate	Estimated Total
Shipment 1	_____	_____	_____ X _____	= \$ _____	
Shipment 2	_____	_____	_____ X _____	= \$ _____	
Shipment 3	_____	_____	_____ X _____	= \$ _____	
Shipment 4	_____	_____	_____ X _____	= \$ _____	
Shipment 5	_____	_____	_____ X _____	= \$ _____	

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total	\$ _____
Tax 7.000%	\$ _____
Grand Total	\$ _____

All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.

Exhibiting Company Name: _____ **Booth #** _____

material handling payment calculation



EXPOSITION & EVENT SERVICES

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

1147 S White River Pkwy E Drive
Indianapolis, IN 46225
Phone: 317.635.9606
Fax: 317.634.0993
email: jbuchanan@fernexpo.com

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:00pm. Freight handled on OVERTIME, before 8:00am and after 4:00pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$1.2.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$50.5.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$110.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A \$10.00 MINIMUM fee will apply to this service

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate weight charges for services rendered in accordance with the freight rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a co-ordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of \$<Enter Rate>/lb per month, with a minimum monthly rate of \$<Enter Rate>.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 14 days prior to the show.

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

material handling terms & conditions

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern Exposition & Event Services

**1147 S White River Pkwy E Drive
Indianapolis, IN 46225**

Indiana Home & Garden Show

Booth Number: _____

**Must Arrive By:
Wednesday, February 11, 2015**



EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern Exposition & Event Services

**1147 S White River Pkwy E Drive
Indianapolis, IN 46225**

Indiana Home & Garden Show

Booth Number: _____

**Must Arrive By:
Wednesday, February 11, 2015**



EXHIBIT MATERIAL

RUSH

EVENT SITE

To: _____

(Exhibiting Company Name)

**c/o Fern Exposition & Event Services
Indiana Convention Center
100 S. Capitol
Indianapolis, IN 46225**

Indiana Home & Garden Show

Booth Number: _____

**Cannot Arrive Before:
Thursday, February 12, 2015**



EXHIBIT MATERIAL

RUSH

EVENT SITE

To: _____

(Exhibiting Company Name)

**c/o Fern Exposition & Event Services
Indiana Convention Center
100 S. Capitol
Indianapolis, IN 46225**

Indiana Home & Garden Show

Booth Number: _____

**Cannot Arrive Before:
Thursday, February 12, 2015**





EXPOSITION & EVENT SERVICES

1147 S White River Pkwy E Drive
 Indianapolis, IN 46225
 Phone: 317.635.9606
 Fax: 317.634.0993
 email: jbuchanan@fernexpo.com

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

of Lables Needed

Carrier Requested

CARRIER SELECTION (select one of the following)

<input type="checkbox"/> Fern Transportation	<input type="checkbox"/> Common Carrier	<input type="checkbox"/> Expedited Carrier	<input type="checkbox"/> Company Truck/POV	<input type="checkbox"/> Van Line	
Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>	
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Delivery	<input type="checkbox"/> Inside Delivery		
Declared Value (optional):	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00			

All Carriers must be checked-in by time and location published in the Exhibitor Service Manual

SHIP TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

PACKAGE DIMENSIONS

Signature X	Pkg #1 Dimensions:	Est. Wt.:
Printed Name	Pkg #2 Dimensions:	Est. Wt.:
Emergency/Mobile Phone #	Pkg #3 Dimensions:	Est. Wt.:
<small>By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.</small>	Pkg #4 Dimensions:	Est. Wt.:
	Pkg #5 Dimensions:	Est. Wt.:
	Total Estimated Weight:	

SPECIAL INSTRUCTIONS

- Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

outbound bill of lading request

031612-73855

FERN TRANSPORTATION ANNOUNCES LOWER RATES!!!!

Select Fern Transportation,
the official show carrier.

PREPARE
YOUR
SHIPMENT

see reverse

Fern Transportation offers convenient transportation and storage solutions for all your exhibit materials.

Program Benefits:

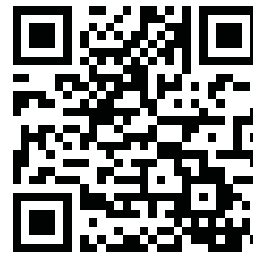
- Online shipment tracking
- No additional waiting-time costs
- 10% off round-trip shipping services
- Expedited loading-dock access
- Dedicated transportation team

Service Options:

- Ground
- Next Day
- Second Day
- Special Quote
 - International Shipping
 - Volume/Truckload
 - Van-Line
 - Air-Ride Trailers
 - Padded Load-Bar
 - Warehouse Storage*

**select shows and locations only*

Scan Now For
Quick-Quote Request



SAVE 50%
On Shrink-Wrapping
& Banding Services

*Discount applied when selecting
Fern Transportation for your
outbound showsite shipment.*

Learn more by visiting us at the Exhibitor Service Center
or contact us at (800) 774-1251 | transportation@fernexpo.com

Notes

GEORGE
fern
EXPOSITION SERVICES



EXPOSITION & EVENT SERVICES

1147 S White River Pkwy E Drive
Indianapolis, IN 46225
Phone: 317.635.9606
Fax: 317.634.0993
email: jbuchanan@fernexpo.com

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN
03-04764-15

FERN TRANSPORTATION

Fern Exposition and Event Services offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

Note: If Fern Transportation is not your freight carrier, please do not return this form.

SERVICE SELECTION (select the following)

Level of Service: [] Ground [] 2nd Day Air [] Next Day Air
Special Handling: [] Lift-Gate [] Residential Pick-up [] Inside Pick-up
Declared Value: [] Insurance cost (min. \$100): \$4.25 per \$100.00
Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.

For a quote, please contact Fern Transportation at: Toll Free: 800.513.1209 / Local: 513.297.2374 / Fax: 513.297.2377

SHIPMENT BEING SENT TO (please check one): [] Advance Warehouse [] Show Site

PICK UP ADDRESS PICK-UP DATE: FACILITY HOURS:

Company Name:
Contact Name:
Address:
City: State: Zip Code:
Email: Phone:

BILL TO ADDRESS

Company Name:
Contact Name:
Address:
City: State: Zip Code:
Email: Phone:

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

PACKAGE DIMENSIONS

Pkg #1 Dimensions: Est. Wt.:
Pkg #2 Dimensions: Est. Wt.:
Pkg #3 Dimensions: Est. Wt.:
Pkg #4 Dimensions: Est. Wt.:
Pkg #5 Dimensions: Est. Wt.:
Total Estimated Weight:

SPECIAL INSTRUCTIONS

[] Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.
All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: Booth #

inbound exhibit transportation

112514-155743



EXPOSITION & EVENT SERVICES

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN
03-04764-15

1147 S White River Pkwy E Drive
Indianapolis, IN 46225
Phone: 317.635.9606
Fax: 317.634.0993
email: jbuchanan@fernexpo.com

**Deadline to Return this Form:
January 30, 2015**

You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

YES, we will be using an independent Display House Contractor to install / dismantle our display.

Name of Display House: _____

Address: _____
Street City/State Zip Code

Telephone: _____ Fax: _____

Email: _____

Display House Contact Name: _____

I have notified our Independent Display House Contractor of the Rules and Regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, Fern Expositions and Event Services, by the deadline date shown above.

Print or Type Name

Signature

Date

independent display house contractors

Exhibiting Company Name: _____ **Booth #** _____

Indiana Home & Garden Show

February 13 - 15, 2015

Indiana Convention Center-Hall H, Indianapolis, IN

03-04764-15

Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- d. See that the proper type and limits and insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show service, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor,
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.