



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH

02-09788-18

**Discount Deadline:**  
**December 22, 2017**

### Booth Equipment

8' high black back drapery  
 3' high black side drapery  
 ID sign with company name & booth number

### Move-in Dates & Times

|                            |                    |
|----------------------------|--------------------|
| Wednesday, January 3, 2018 | 1:00 PM - 5:00 PM  |
| Thursday, January 4, 2018  | 10:00 AM - 6:00 PM |

### Hall Flooring

Refer to the premium vinyl flooring or carpet rental as the booth spaces are not carpeted.

### Show Dates & Times

|                           |                    |
|---------------------------|--------------------|
| Friday, January 5, 2018   | 12:00 PM - 7:00 PM |
| Saturday, January 6, 2018 | 10:00 AM - 7:00 PM |
| Sunday, January 7, 2018   | 10:00 AM - 5:00 PM |

### Electric, Internet, Sign Hanging, Cleaning

These services are handled through separate vendors. Refer to their forms in "Additional Show Services" to order.

### Move-out Dates & Times

|                         |                   |
|-------------------------|-------------------|
| Sunday, January 7, 2018 | 5:00 PM - 9:00 PM |
| Monday, January 8, 2018 | 8:00 AM - 1:00 PM |

### Advance Warehouse Shipments

Must Arrive By:  
 Tuesday, January 2, 2018

### Show Site Shipments

Cannot Arrive Before:  
 Wednesday, January 3, 2018

Carriers must be checked in at event site for move-out by:  
 Monday, January 8, 2018 8:00 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 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.

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](http://oe.fernexpo.com)

#### FAX\*

Send completed forms to:  
 Fax: 614.253.9101

#### MAIL

Send completed forms to:  
 Fern  
 1500 Old Leonard Avenue  
 Columbus, OH 43219

\*Credit Card Transactions Only

show information

112917-74611



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### SHOW SERVICES & EQUIPMENT ORDERED

|                             |          |
|-----------------------------|----------|
| Furniture Rental            | \$ _____ |
| Panelboard Rental           | \$ _____ |
| Graphics                    | \$ _____ |
| Plants & Floral             | \$ _____ |
| Display Labor Services‡     | \$ _____ |
| In Booth Forklift Services‡ | \$ _____ |
| Material Handling‡*         | \$ _____ |
| Fern Transportation**       | \$ _____ |

|                       |                 |
|-----------------------|-----------------|
| <b>Sub Total:</b>     | \$ _____        |
| Sub Total Taxable     | \$ _____        |
| Sub Total Non Taxable | \$ _____        |
| Sales Tax 7.500%      | \$ _____        |
| <b>Grand Total:</b>   | <b>\$ _____</b> |

\* Non taxable

‡ Pay Estimated Cost

### 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: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. 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.

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

**EXHIBITOR INFORMATION**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**payment authorization**



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### EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

### Services to be provided by Third Party:

|                             |    |
|-----------------------------|----|
| Furniture Rental            | \$ |
| Panelboard Rental           | \$ |
| Graphics                    | \$ |
| Plants & Floral             | \$ |
| Display Labor Services‡     | \$ |
| In Booth Forklift Services‡ | \$ |
| Material Handling‡*         | \$ |
| Fern Transportation**       | \$ |

Sales Tax 7.500% \$  
 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 #: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

### BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

\* Non taxable

‡ Pay Estimated Cost

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

### THIRD PARTY PAYOR INFORMATION

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**third party payment authorization**



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### EXHIBITOR TERMS & CONDITIONS

**YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the "Agreement") between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor, at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

#### DEFINITIONS:

For purpose of this Agreement, "FERN", "we", or "us" means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. "EXHIBITOR" or "you" means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor ("EAC"). "Order" means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

#### PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. **PLEASE NOTE THAT PURCHASE ORDERS'S ARE NOT ACCEPTED AS A FORM OF PAYMENT.** All orders received after any applicable discount deadline (indicated on each Order) 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.

To Pay by Check - Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern 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 EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

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. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

#### FERN'S RESPONSIBILITIES:

We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We 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 our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

#### PACKAGING AND CRATES:

We shall not be responsible for damage to lose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we 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.

#### STORAGE:

We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your 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 we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.



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### SHOW SITE:

You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet. Neither you nor your EACs may bring or use any kind of lift on the exhibit floor.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked, and specific facility or union guidelines. The normal categories of hourly changes are: straight time, overtime, double time and holiday pay. Such hourly charges shall be set forth on the applicable Order.

### INBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

We 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 our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

### OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

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. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you 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 us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load 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. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

### RE-ROUTED FREIGHT:

In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

### INSURANCE:

It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement

### CLAIMS FOR LOSS:

You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. 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 you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to \$0.50(USD) per pound per article with a maximum liability of \$100.00(USD) per item, or \$1,500.00(USD) per occurrence/shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items comprising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you 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 our equipment or services 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 we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your 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.



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### DECLARED VALUE:

Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we 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.

### FACILITIES AND SHOW ORGANIZERS:

You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

### TERMINATION:

We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

### INDEMNIFICATION:

You agree to indemnify, defend and forever hold harmless FERN and our 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:

- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

### WAIVER AND RELEASE:

You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

### SEVERABILITY:

If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

### WAIVER:

No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

### ASSIGNMENT:

You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

### RELATIONSHIP OF THE PARTIES:

The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

### NO THIRD-PARTY BENEFICIARIES:

This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

### SURVIVAL:

The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

### AMENDMENT AND MODIFICATION:

This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

### GOVERNING LAW, JURISDICTION:

This Agreement 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 located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.



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

### CHAIRS & STOOLS

| QTY | ITEM # | DESCRIPTION               | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-----|--------|---------------------------|---------------|---------------|----------|
| ___ | 101    | Armless Side Chair        | \$ 50.50      | \$ 75.75      | \$ _____ |
| ___ | 103    | Upholstered Armless Chair | \$ 58.75      | \$ 88.25      | \$ _____ |
| ___ | 105    | Upholstered Arm Chair     | \$ 70.25      | \$ 105.50     | \$ _____ |
| ___ | 121    | Swivel Desk Chair         | \$ 79.50      | \$ 119.25     | \$ _____ |
| ___ | 131    | Stool - Padded with Back  | \$ 79.50      | \$ 119.25     | \$ _____ |

### PEDESTAL TABLES (Gray Nebula top)

| QTY | ITEM # | DESCRIPTION   | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-----|--------|---|---------------|---------------|----------|
| ___ | 204    | 24" Diameter **CANNOT BE SKIRTED**<br>18"h Pedestal Table | \$ 65.75      | \$ 98.75      | \$ _____ |
| ___ | 206    | 30"h Pedestal Table                                       | \$ 73.00      | \$ 109.50     | \$ _____ |
| ___ | 208    | 40"h Pedestal Table                                       | \$ 85.25      | \$ 128.00     | \$ _____ |
| ___ | 207    | 30" Diameter **CANNOT BE SKIRTED**<br>18"h Pedestal Table | \$ 73.00      | \$ 109.50     | \$ _____ |
| ___ | 215    | 30"h Pedestal Table                                       | \$ 79.50      | \$ 119.25     | \$ _____ |
| ___ | 216    | 40"h Pedestal Table                                       | \$ 96.00      | \$ 144.00     | \$ _____ |
| ___ | 209    | 36" Diameter **CANNOT BE SKIRTED**<br>18"h Pedestal Table | \$ 78.75      | \$ 118.25     | \$ _____ |
| ___ | 224    | 30"h Pedestal Table                                       | \$ 87.00      | \$ 130.50     | \$ _____ |
| ___ | 225    | 40"h Pedestal Table                                       | \$ 103.25     | \$ 155.00     | \$ _____ |

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 7.500%  | \$ _____ |
| 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 # \_\_\_\_\_

**standard furniture rental (chairs & pedestal tables)**



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

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) | \$ 109.50     | \$ 164.25     | \$ _____ |
| _____ | 233    | 6'x30" h table skirted 3 sides (select skirt color below) | \$ 134.00     | \$ 201.00     | \$ _____ |
| _____ | 253    | 8'x30" h table skirted 3 sides (select skirt color below) | \$ 159.00     | \$ 238.50     | \$ _____ |
| _____ | 522    | Drape 4th side of 30"h table                              | \$ 50.75      | \$ 76.25      | \$ _____ |
| _____ | 222    | 4'x30" h table not skirted                                | \$ 39.75      | \$ 59.75      | \$ _____ |
| _____ | 232    | 6'x30" h table not skirted                                | \$ 55.75      | \$ 83.75      | \$ _____ |
| _____ | 252    | 8'x30" h table not skirted                                | \$ 71.25      | \$ 107.00     | \$ _____ |

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) | \$ 129.25     | \$ 194.00     | \$ _____ |
| _____ | 239    | 6'x40" h table skirted 3 sides (select skirt color below) | \$ 159.25     | \$ 239.00     | \$ _____ |
| _____ | 259    | 8'x40" h table skirted 3 sides (select skirt color below) | \$ 188.25     | \$ 282.50     | \$ _____ |
| _____ | 530    | Drape 4th side of 40"h table                              | \$ 69.75      | \$ 104.75     | \$ _____ |
| _____ | 228    | 4'x40" h table not skirted                                | \$ 60.25      | \$ 90.50      | \$ _____ |
| _____ | 238    | 6'x40" h table not skirted                                | \$ 65.75      | \$ 98.75      | \$ _____ |
| _____ | 258    | 8'x40" h table not skirted                                | \$ 79.50      | \$ 119.25     | \$ _____ |

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 | \$ 45.75      | \$ 68.75      | \$ _____ |
| _____ | 272    | 6' Undraped Riser w/Cover | \$ 65.75      | \$ 98.75      | \$ _____ |
| _____ | 274    | 8' Undraped Riser w/Cover | \$ 85.50      | \$ 128.25     | \$ _____ |

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

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|             |          |
|-------------|----------|
| Sub Total   | \$ _____ |
| Tax 7.500%  | \$ _____ |
| Grand Total | \$ _____ |

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**standard furniture rental (tables & table risers)**





1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH

02-09788-18

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

**Discount Deadline:  
 December 22, 2017**

### ACCESSORIES

| QTY | ITEM # | DESCRIPTION                                    | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-----|--------|--|---------------|---------------|----------|
| ___ | 401    | Wastebasket with Liner                         | \$ 23.00      | \$ 34.50      | \$ _____ |
| ___ | 407    | Easel, Tripod                                  | \$ 50.75      | \$ 76.25      | \$ _____ |
| ___ | 430    | Tensa Stanchion                                | \$ 80.75      | \$ 121.25     | \$ _____ |
| ___ | 425    | Chrome Vertical Sign Frame 22"W x 28"H         | \$ 59.50      | \$ 89.25      | \$ _____ |
| ___ | 479    | 2-Arm Bag Stand                                | \$ 101.25     | \$ 152.00     | \$ _____ |
| ___ | 413    | Chrome Clothes Tree                            | \$ 80.75      | \$ 121.25     | \$ _____ |
| ___ | 475    | 2'x8' Grid Panel                               | \$ 91.25      | \$ 137.00     | \$ _____ |
| ___ | 476    | Chrome Grid Legs (for freestanding Grid Panel) | \$ 12.50      | \$ 18.75      | \$ _____ |
| ___ | 478    | 7-way Waterfall (for Grid Panels)              | \$ 11.00      | \$ 16.50      | \$ _____ |

### 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   | \$ 26.00      | \$ 39.00      | \$ _____ |
| ___ | 507    | 30" skirting (per linear foot)<br>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)<br><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)                           | \$ 8.75       | \$ 13.25      | \$ _____ |
| ___ | 509    | 40" skirting (per linear foot)<br>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)<br><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)                           | \$ 10.00      | \$ 15.00      | \$ _____ |
| ___ | 541    | Custom Color Side rail Drape, 36" high (per linear foot)<br>Drape 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)<br><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) | \$ 11.00      | \$ 16.50      | \$ _____ |
| ___ | 543    | Custom Color Background Drape, 8' high (per linear foot)<br>Drape 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)<br><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) | \$ 17.25      | \$ 26.00      | \$ _____ |

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

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|             |          |
|-------------|----------|
| Sub Total   | \$ _____ |
| Tax 7.500%  | \$ _____ |
| Grand Total | \$ _____ |

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**Deadline to Return this Form:  
 December 22, 2017**

### PREMIUM VINYL FLOORING

*Orders received after the deadline date will not be honored.  
 100 sq. ft. minimum order required.*

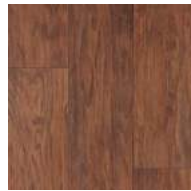
FernFlex is a PVC encapsulated fiberglass floor which has superior strength and stability. FernFlex is a 125 gauge thick product which has a 10 mil wear layer and can be used inside or outside. If running electrical, AV cords, etc. under the flooring, it is highly suggested to order vinyl floor padding.

| ITEM # | DESCRIPTION  | RATE    | AMOUNT   |
|--------|--|---------|----------|
| 380    | Premium Vinyl Flooring _____ ft. x _____ ft. = _____ sq. ft. | \$ 4.72 | \$ _____ |
| 381    | Vinyl Floor Padding _____ ft. x _____ ft. = _____ sq. ft.    | \$ 2.23 | \$ _____ |

Please select color below:



Barnwood (BA)



Rustic Cherry (RC)



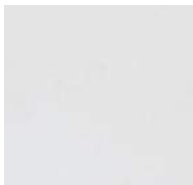
Brazilian Walnut (BW)



Blackwood (BC)



Dark Maple (DM)



Snow (SN)



Concrete (CO)



Onyx



Checkerboard (CK)

Yes, I have completed and included the Payment Authorization Form.  
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|             |          |
|-------------|----------|
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## Build, Remodel, & Landscape Expo

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Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**Discount Deadline:**  
**December 22, 2017**

[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 - **INLINE BOOTHS ONLY**

Custom Plush Carpet Package includes carpet and padding

| SELECT ONE               | ITEM # | DESCRIPTION                                   | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|--------------------------|--------|---|---------------|---------------|----------|
| <input type="checkbox"/> | 335    | 10 ft. x 10 ft. Custom Plush Carpet & Padding | \$ 466.75     | \$ 700.25     | \$ _____ |
| <input type="checkbox"/> | 336    | 10 ft. x 20 ft. Custom Plush Carpet & Padding | \$ 933.25     | \$ 1,400.00   | \$ _____ |
| <input type="checkbox"/> | 337    | 10 ft. x 30 ft. Custom Plush Carpet & Padding | \$ 1,399.25   | \$ 2,099.00   | \$ _____ |
| <input type="checkbox"/> | 338    | 10 ft. x 40 ft. Custom Plush Carpet & Padding | \$ 1,865.50   | \$ 2,798.25   | \$ _____ |

### CUSTOM PLUSH CARPET ONLY - **INLINE BOOTHS ONLY**

| SELECT ONE               | ITEM # | DESCRIPTION                         | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|--------------------------|--------|-------------------------------------|---------------|---------------|----------|
| <input type="checkbox"/> | 331    | 10 ft. x 10 ft. Custom Plush Carpet | \$ 391.00     | \$ 586.50     | \$ _____ |
| <input type="checkbox"/> | 332    | 10 ft. x 20 ft. Custom Plush Carpet | \$ 781.00     | \$ 1,171.50   | \$ _____ |
| <input type="checkbox"/> | 333    | 10 ft. x 30 ft. Custom Plush Carpet | \$ 1,171.50   | \$ 1,757.25   | \$ _____ |
| <input type="checkbox"/> | 334    | 10 ft. x 40 ft. Custom Plush Carpet | \$ 1,561.50   | \$ 2,342.25   | \$ _____ |

### COMPLETE AREA (requires a minimum order of 100 sq. ft.) - **ISLAND AND PENNINSULA BOOTHS**

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. | \$ 5.12       | \$ 7.68       | \$ _____ |
| _____ | 350    | Padded Area Size    | _____ ft. x _____ ft. = _____ sq. ft. | \$ 1.41       | \$ 2.11       | \$ _____ |
| _____ | 360    | Plastic Covering    | _____ ft. x _____ ft. = _____ sq. ft. | \$ 0.76       | \$ 1.15       | \$ _____ |

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



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## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**Discount Deadline:  
 December 22, 2017**

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

### STANDARD CARPET

- Black (04)       Ocean (OC)       Blue-Jay (81)       Ruby (RU)       Gray (09)  
 Madison (80)       Denim (DE)       Indigo (IN)       Red (14)       Evergreen (41)

Standard carpet is a 13 oz. carpet available in 10 colors in 10 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 - **INLINE BOOTHS ONLY**

Standard Carpet Package includes carpet & padding

| SELECT ONE               | ITEM # | DESCRIPTION                               | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|--------------------------|--------|---|---------------|---------------|----------|
| <input type="checkbox"/> | 309    | 10 ft. x 10 ft. Standard Carpet & Padding | \$ 253.25     | \$ 380.00     | \$ _____ |
| <input type="checkbox"/> | 310    | 10 ft. x 20 ft. Standard Carpet & Padding | \$ 506.25     | \$ 759.50     | \$ _____ |
| <input type="checkbox"/> | 311    | 10 ft. x 30 ft. Standard Carpet & Padding | \$ 758.50     | \$ 1,137.75   | \$ _____ |
| <input type="checkbox"/> | 312    | 10 ft. x 40 ft. Standard Carpet & Padding | \$ 1,011.50   | \$ 1,517.25   | \$ _____ |

### STANDARD CARPET ONLY - **INLINE BOOTHS ONLY**

| SELECT ONE               | ITEM # | DESCRIPTION                     | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|--------------------------|--------|---------------------------------|---------------|---------------|----------|
| <input type="checkbox"/> | 301    | 10 ft. x 10 ft. Standard Carpet | \$ 160.75     | \$ 241.25     | \$ _____ |
| <input type="checkbox"/> | 302    | 10 ft. x 20 ft. Standard Carpet | \$ 320.75     | \$ 481.25     | \$ _____ |
| <input type="checkbox"/> | 303    | 10 ft. x 30 ft. Standard Carpet | \$ 480.25     | \$ 720.50     | \$ _____ |
| <input type="checkbox"/> | 304    | 10 ft. x 40 ft. Standard Carpet | \$ 640.25     | \$ 960.50     | \$ _____ |

### COMPLETE AREA (requires a minimum order of 100 sq. ft.) - **ISLAND AND PENNINSULA BOOTHS**

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. | \$ 4.30       | \$ 6.45       | \$ _____ |
| _____ | 350    | Padded Area Size | _____ ft. x _____ ft. = _____ sq. ft. | \$ 1.41       | \$ 2.11       | \$ _____ |
| _____ | 360    | Plastic Covering | _____ ft. x _____ ft. = _____ sq. ft. | \$ 0.76       | \$ 1.15       | \$ _____ |

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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**standard carpet rental**



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**Discount Deadline:  
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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 | \$ 164.25     | \$ 246.50     | \$ _____ |

### PERFORATED BOARD

| QTY   | ITEM # | DESCRIPTION                                 | STYLE<br>(Please circle selection) | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-------|--------|---|------------------------------------|---------------|---------------|----------|
| _____ | 613    | 2' x 8' Perforated board panel              | V / H                              | \$ 109.50     | \$ 164.25     | \$ _____ |
| _____ | 615    | 4' x 8' Perforated board panel              | V / H                              | \$ 136.50     | \$ 207.75     | \$ _____ |
| _____ | 622    | 10' Back Wall                               |                                    | \$ 264.25     | \$ 396.50     | \$ _____ |
| _____ | 624    | 10' Back wall with two (2) 2'x8' side wings |                                    | \$ 536.50     | \$ 804.75     | \$ _____ |
| _____ | 626    | 10' Back wall with two (2) 4'x8' side wings |                                    | \$ 391.50     | \$ 587.25     | \$ _____ |

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) |  | \$ 64.50 | \$ 96.75 | \$ _____ |
| _____ | 619 | Special color for 4' x 8' (per panel) |  | \$ 64.50 | \$ 96.75 | \$ _____ |

Please specify color \_\_\_\_\_

### SHELVING (for Perforated Board)

| QTY   | ITEM # | DESCRIPTION               | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-------|--------|---------------------------|---------------|---------------|----------|
| _____ | 631    | 4' long x 6" deep - white | \$ 19.25      | \$ 29.00      | \$ _____ |
| _____ | 635    | 8' long x 6" deep - white | \$ 32.50      | \$ 48.75      | \$ _____ |
| _____ | 637    | Special color (per shelf) | \$ 19.25      | \$ 29.00      | \$ _____ |

Please specify color \_\_\_\_\_

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

Yes, I have completed and included the Payment Authorization Form.  
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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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**Discount Deadline:**  
**December 22, 2017**

**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  | \$ 42.00      | \$ 63.00      | \$ _____ |
| ___ | 863    | 11" x 14" Digital   | \$ 99.00      | \$ 148.50     | \$ _____ |
| ___ | 865    | 14" x 22" Digital   | \$ 113.75     | \$ 170.75     | \$ _____ |
| ___ | 867    | 7" x 44" Digital  | \$ 113.75     | \$ 170.75     | \$ _____ |
| ___ | 871    | 14" x 44" Digital   | \$ 140.25     | \$ 210.50     | \$ _____ |
| ___ | 873    | 22" x 28" Digital   | \$ 140.25     | \$ 210.50     | \$ _____ |
| ___ | 875    | 28" x 44" Digital   | \$ 262.25     | \$ 393.50     | \$ _____ |
| ___ | 879    | 24" x 96" Digital   | \$ 519.50     | \$ 779.25     | \$ _____ |
| ___ | 881    | 48" x 96" Digital   | \$ 1,047.00   | \$ 1,570.50   | \$ _____ |
| ___ | 882    | Foam core _____ x _____ = _____ sq ft (price is per sq ft)  | \$ 33.00      | \$ 49.50      | \$ _____ |
| ___ | 883    | Sentra _____ x _____ = _____ sq ft (price is per sq ft)     | \$ 36.50      | \$ 54.75      | \$ _____ |
| ___ | 885    | SGL Banner _____ x _____ = _____ sq ft (price is per sq ft) | \$ 33.25      | \$ 50.00      | \$ _____ |
| ___ | 887    | DBL Banner _____ x _____ = _____ sq ft (price is per sq ft) | \$ 57.50      | \$ 86.25      | \$ _____ |

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   | \$ _____ |
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|  | Grand Total | \$ _____ |

*No refund on orders cancelled after the deadline date.  
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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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 02-09788-18

**Discount Deadline:**  
**December 22, 2017**

### 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           | \$ 77.00      | \$ 115.50     | \$ _____ |
| ___ | 1503   | Chrysanthemums - Select color: White / Yellow / Lavender | \$ 64.00      | \$ 96.00      | \$ _____ |
| ___ | 1505   | Ferns - Select type: Floor / Hanging                     | \$ 73.00      | \$ 109.50     | \$ _____ |
| ___ | 1549   | Ivy  | \$ 55.00      | \$ 82.50      | \$ _____ |
| ___ | 1506   | Seasonal Flowering Plants<br>Please specify: _____       | \$ 55.00      | \$ 82.50      | \$ _____ |

#### TROPICAL GREEN PLANT - Please select size and shape

| QTY | ITEM # | DESCRIPTION                     | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-----|--------|---------------------------------|---------------|---------------|----------|
| ___ | 1507   | 3 FT - Select type: Slim / Full | \$ 64.00      | \$ 96.00      | \$ _____ |
| ___ | 1509   | 4 FT - Select type: Slim / Full | \$ 73.00      | \$ 109.50     | \$ _____ |
| ___ | 1511   | 5 FT - Select type: Slim / Full | \$ 88.00      | \$ 132.00     | \$ _____ |
| ___ | 1513   | 6 FT - Select type: Slim / Full | \$ 139.00     | \$ 208.50     | \$ _____ |
| ___ | 1515   | 7 FT - Select type: Slim / Full | \$ 208.00     | \$ 312.00     | \$ _____ |

#### FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

| QTY | ITEM # | DESCRIPTION          | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-----|--------|----------------------|---------------|---------------|----------|
| ___ | 1545   | Small - Color _____  | \$ 90.00      | \$ 135.00     | \$ _____ |
| ___ | 1546   | Medium - Color _____ | \$ 182.00     | \$ 273.00     | \$ _____ |
| ___ | 1548   | Large - Color _____  | \$ 364.00     | \$ 546.00     | \$ _____ |

#### FLORAL PACKAGES

| QTY | ITEM # | DESCRIPTION   | DISCOUNT RATE | STANDARD RATE | AMOUNT   |
|-----|--------|---|---------------|---------------|----------|
| ___ | 1521   | Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant             | \$ 173.00     | \$ 259.50     | \$ _____ |
| ___ | 1523   | Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant | \$ 211.00     | \$ 316.50     | \$ _____ |

|  |             |          |
|--|-------------|----------|
| <input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.  | Sub Total   | \$ _____ |
| <b>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.</b> | Tax 7.500%  | \$ _____ |
|  | 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 # \_\_\_\_\_



1500 Old Leonard Avenue  
Columbus, OH 43219  
Phone: 614.253.1500  
Fax: 614.253.9101  
email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
02-09788-18

**Deadline to Return this Form:  
December 22, 2017**

### INSTALLATION & DISMANTLE LABOR SERVICES

#### Plan A (Supervised by Fern - labor questionnaire must be completed)

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 **\$ 88.00**

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

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Double 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

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Laborers # of Hours # of Days Total Double Time hours Estimated Cost

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

| Installation Labor Rate |    |        |
|-------------------------|----|--------|
| Straight Time           | \$ | 88.00  |
| Over Time               | \$ | 132.00 |
| Double Time             | \$ | 176.00 |

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.**

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

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 7.500%  | \$ | _____ |
| 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.

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_





1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**Deadline to Return This Form:**  
**December 22, 2017**

**This form must be completed and submitted if your display is to be set-up and/or dismantled by Fern under Fern supervision.**

### INBOUND SHIPPING AND SET-UP INFORMATION

Shipment being sent to:  Advance Warehouse  Show Site Date of shipment: \_\_\_\_\_ Carrier: \_\_\_\_\_

Number of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Set-up Instructions/Photos:  Attached  With Exhibit / Crate number \_\_\_\_\_

Carpet:  Rented from Fern  With Exhibit Size: \_\_\_\_\_ Color: \_\_\_\_\_

Electrical Placement Drawing:  Attached  With Exhibit Electric Run Under Carpet?  Yes  No

Additional information: \_\_\_\_\_

Graphics:  With Exhibit  Shipped Separately

Additional information: \_\_\_\_\_

Tools and Equipment Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Carrier:  Fern Transportation  Other \_\_\_\_\_

Level of Service:  Ground  2nd Day  Next Day

### SHIP TO ADDRESS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BILL TO ADDRESS**  Prepaid  Collect

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

In the event your selected carrier fails to show on final move-out day, please select on of the following options:

Re-route on Fern Transportation  Deliver back to warehouse at exhibitors expense (if available)

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.**

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

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**fern supervised labor questionnaire**



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Fax: 614.253.9101  
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## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
02-09788-18

**Deadline to Return this Form:  
December 22, 2017**

### FORKLIFT TO RIG IN BOOTH

*This form is not for loading and/or unloading of exhibit materials. Please refer to the Material Handling form for rates and instructions.*

#### 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    | \$ | 160.75 |
| Over Time        | \$ | 241.25 |
| Double Time      | \$ | 321.50 |
| 6000 lb forklift |    |        |
| Straight Time    | \$ | 178.50 |
| Over Time        | \$ | 267.75 |
| Double Time      | \$ | 357.00 |

*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 half-hour increments with a **half (1/2) hour minimum, price listed above is one (1) hour.** 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*

### 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

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total **Double 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

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total **Double Time** hours Estimated Cost

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

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

|  |             |          |
|--|-------------|----------|
|  | Sub Total   | \$ _____ |
|  | Tax 7.500%  | \$ _____ |
|  | Grand 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.**

*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**



1500 Old Leonard Avenue  
Columbus, OH 43219  
Phone: 614.253.1500  
Fax: 614.253.9101  
email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
02-09788-18

**Deadline to Return this Form:  
December 22, 2017**

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

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**independent display house contractors**



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## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH

02-09788-18

### 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.

independent display house rules & regulations

# ROUND-TRIP SHIPPING

WITH MATERIAL HANDLING

★ ONLY FROM FERN ★

SAVE UP TO 30%



## Freedom Shipping

The only package that includes **Material Handling** and **Priority Empty Return**, so you can get home as fast as possible.



HOME PICKUP



SHOW SITE DROPOFF



SHOW FLOOR DELIVERY



PRIORITY EMPTY RETURN



RELOAD & SEND HOME

Book your shipment now!

Call 317-918-8241 Email [pdevine@fernexpo.com](mailto:pdevine@fernexpo.com)

fern



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**This form is not subject  
to a deadline date**

### FERN TRANSPORTATION

Fern 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.*

|  |                                    |  |   |
|--|------------------------------------|--|---|
| <b>SERVICE SELECTION</b> (select the following)  |                                    |  |   |
| Level of Service:  | <input type="checkbox"/> Ground    | <input type="checkbox"/> 2nd Day Air             | <input type="checkbox"/> Next Day Air   |
| Special Handling:  | <input type="checkbox"/> Lift-Gate | <input type="checkbox"/> Residential Pick-up     | <input type="checkbox"/> Inside Pick-up |
| Declared Value:  | <input type="text"/>               | Insurance cost (min. \$100): \$4.25 per \$100.00 |   |
| <i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>                               |                                    |  |   |
| <b>For a quote, please contact Fern Transportation at: Toll Free: 800.513.1209 / Local: 513.297.2374 / Fax: 513.297.2377</b> |                                    |  |   |

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 DESCRIPTION

|                                |           |
|--------------------------------|-----------|
| Pkg #1 Description:            | Est. Wt.: |
| Pkg #2 Description:            | Est. Wt.: |
| Pkg #3 Description:            | Est. Wt.: |
| Pkg #4 Description:            | Est. Wt.: |
| Pkg #5 Description:            | Est. Wt.: |
| <b>Total Estimated Weight:</b> |           |

### 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 - fern transportation**



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**Deadline to Return this Form:  
 December 22, 2017**

### 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   | \$ 0.60      | \$ 120.00      |
| B        | Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS | \$ 0.75      | \$ 150.00      |
| C        | Loose or uncrated shipment or shipment requiring special handling                         | \$ 0.90      | \$ 180.00      |
| L        | Shipment received late to warehouse   | \$ 1.05      | \$ 210.00      |

#### DIRECT TO SHOW SITE SHIPMENTS

| Category | Description  | Rate per lb.  | Minimum Charge  |
|----------|--|---------------|-----------------|
| D        | Crated or skidded shipment via common carrier  | \$ 0.50       | \$ 100.00       |
| E        | Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS      | \$ 0.63       | \$ 126.00       |
| F        | Loose or uncrated shipment or shipment requiring special handling                              | \$ 0.75       | \$ 150.00       |
| M        | Shipment received early to event site  | \$ 0.88       | \$ 176.00       |
|          |  | First Package | Each Additional |
| P        | Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier | \$ 50.00      | \$ 25.00        |

#### 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 | \$ 0.15 | \$ 75.00 |
|---|--|---------|----------|

**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**

112817-165045



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

**Deadline to Return this Form:  
 December 22, 2017**

### 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

1500 Old Leonard Avenue  
 Columbus, OH 43219

**Build, Remodel, & Landscape Expo** (Booth #)

Shipments must arrive by:  
**Tuesday, January 2, 2018**

#### DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition  
 GCCC - Loading Docks  
 19 Convention Center Drive  
 Columbus, OH 43215

**Build, Remodel, & Landscape Expo** (Booth #)

Shipments cannot arrive before:  
**Wednesday, January 3, 2018**

### 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 \$ \_\_\_\_\_

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





1500 Old Leonard Avenue  
Columbus, OH 43219  
Phone: 614.253.1500  
Fax: 614.253.9101  
email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH

02-09788-18

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 \$2.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$81.00 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 \$220.00 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 coordinated 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 \$0.05/lb per month, with a minimum monthly rate of \$30.00 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

## What is Special Handling?

Shipments loaded or unloaded in any of the below examples require additional time, labor and/or equipment.

### Shipments requiring special handling

#### Stacked Shipments & Side Door Loading/Unloading

- Unstacking/stacking, unstrapping/strapping, or loadbars to be removed/installed during the load or unload process.
- Freight loaded to full capacity of trailer; top to bottom, side-to-side, "high and tight", cubed-out.
- Shipments loaded in such a manner requiring items to be removed to ground level.
- Loose items placed on top of crates and/or pallets.
- Designated piece loading/unloading - freight loaded in certain manner to ensure all items fit, or per driver's instructions.
- Shipments loaded for delivery in such a manner as to prevent access from the rear of the trailer.



Stacked Loading

#### Uncrated Shipments

- Material that is shipped loose, pad-wrapped, unskidded without proper lifting bars or hooks, or shrink wrapped with no other protection.
- Shrink wrapped and padded freight are not considered crated. This includes freight that could be skidded, banded, shrink wrapped, or pad wrapped.
- Loose furniture, even if skidded and/or shrink wrapped/padded.



Uncrated, even if skidded

#### Shipments Containing Carpet

- Carpet and/or carpet padding shipments require additional labor and equipment to load/unload if the carpet is shipped "loose".
- In order to qualify for the lower material handling rates, these items must be banded to a skid AND floor loaded, or in a carpet pig, so it can be picked up by a forklift without additional labor.



Carpet & Padding (shipped "loose")



Carpet/Padding is not additional handling if skidded & floor loaded

#### Improper Delivery Receipts

- Shipments that are received without individual Bills of Lading and/or certified weight tickets.

### Crated or skidded shipment via van lines, POV or specialized carrier

#### Ground Loading/Unloading & Improper Delivery Receipts

- Vehicles that are not dock height, preventing the use of loading docks.
- Shipments that are received from van lines or small package carriers including, but not limited to, Atlas Van Lines, United Van Lines, Bekins, UPS, Fed Ex, DHL, USPS.



Material Handling services include the unloading of your exhibit materials, storage of up to 14 days at the advance warehouse prior to show move-in, delivery to the booth, moving empty containers to and from empty storage and moving exhibit materials from booth to reload onto outbound carriers.

### How do I ship to the advance warehouse?

Typically, freight will be received at the advance warehouse beginning 30 days prior to exhibitor move-in. Refer to the Exhibitor Services Manual (ESM) or contact a Fern Exhibitor Services Representative at the phone number or e-mail address listed in the ESM for the time frame in which freight will be received at the advance warehouse. To ensure the arrival of your material at show site, freight should arrive by the deadline date noted on the Material Handling and Freight Services Order form. For your convenience, labels with the warehouse address are included in the ESM. The warehouse will accept crates, cartons, skids, cases and carpets. Loose or pad wrapped material must be sent direct to show site. All shipments must have bill of lading and a certified weight ticket. Freight received at the advance warehouse will be delivered to your booth prior to your arrival at show site.

### How do I ship to show site?

Freight will be accepted during exhibitor move-in. Please refer to show move-in dates and times on the Show Information page in the ESM. Shipping address can be found on the Material Handling and Freight Services Order form and the Show Site shipping labels. All shipments must have bill of lading and a certified weight ticket.

### Can I ship my materials collect?

Collect shipments will not be accepted. Please be sure to mark your bill of lading "prepaid". This will designate that the shipping charges will be paid by the exhibitor or a third party.

### What do I do with my empty containers during the show?

Empty labels are available at the Exhibitor Service Desk. Place a label on each container. Containers with these empty labels will be picked up and stored in a non-accessible area.

### Are my materials secure after they are delivered to the show or before they are picked up after the show?

Consistent with trade show industry practices, your materials may be left unattended between the delivery of your shipment to your booth and your arrival, as well as the time between the close of the show and leaving your booth and the pick-up of your materials. It is recommended that arrangements for a representative to stay with your materials during these times. It is recommended to insure your materials from the time they leave your company to when they are returned. All materials handled by Fern are subject to the Terms & Conditions included in the ESM.

### How do I ship my materials after the close of the show?

An Outbound Bill of Lading Request form is included in the ESM. To save time, complete and submit this form to Fern Exposition & Event Services prior to exhibitor move-in. Your BOL and labels will be available at the Exhibitor Service Desk prior to the close of the show. If you do not submit the form ahead of time, you can still receive your documents by visiting the Exhibitor Services Desk at show site. Once your materials are packed up and labeled, you will turn your BOL into the Exhibitor Services Desk before leaving the show floor.

For your shipping convenience, information or representatives from the official show carrier will be on site to handle outbound transportation. If you are shipping with a carrier other than the official show carrier, you will need to contact your carrier and provide them with pick-up information. Please refer to the Show Information form or contact Fern Exposition & Event Services for dates and times. If your designated carrier fails to show by the designated time, your freight will either be re-routed onto the official show carrier or returned to the warehouse at an additional expense to the exhibitor.

### Do I need to order forklift services to have my materials loaded or unloaded?

Forklift services are for the installation or dismantling of your booth. If you need your materials loaded and/or unloaded to/from your booth you will need to complete the Material Handling and Freight Services order form located in the ESM.

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**1500 Old Leonard Avenue  
Columbus, OH 43219**

**Build, Remodel, & Landscape Expo**

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

**Must Arrive By:  
Tuesday, January 2, 2018**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**1500 Old Leonard Avenue  
Columbus, OH 43219**

**Build, Remodel, & Landscape  
Expo**

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

**Must Arrive By:  
Tuesday, January 2, 2018**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**GCCC - Loading Docks**

**19 Convention Center Drive**

**Columbus, OH 43215**

**Build, Remodel, & Landscape Expo**

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

**Cannot Arrive Before:  
Wednesday, January 3, 2018**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern**

**GCCC - Loading Docks**

**19 Convention Center Drive**

**Columbus, OH 43215**

**Build, Remodel, & Landscape  
Expo**

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

**Cannot Arrive Before:  
Wednesday, January 3, 2018**

**fern**



1500 Old Leonard Avenue  
 Columbus, OH 43219  
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 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## Build, Remodel, & Landscape Expo

January 05 - 07, 2018

Greater Columbus Convention Center - Halls C, D, Columbus, OH  
 02-09788-18

### 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 Labels Needed

Carrier Requested

|  |
|--|
|  |
|  |

### CARRIER SELECTION (select one of the following)

- Fern Transportation   
  Common Carrier   
  Expedited Carrier   
  Company Truck/POV   
  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

|                          |
|--------------------------|
| 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.: |
| <b>Total Estimated Weight:</b> |           |

### 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**



# ONLINE ORDERING SERVICES

## EXHIBITOR SERVICES

Click [here](#) to order convention services for your meeting, tradeshow, or exhibit. (Including Electrical, Plumbing, and Cleaning).

Clients requiring rigging should download, fill out, and then email the rigging form found [here](#).

Please contact Client Utilities directly if we can assist you in any way during the ordering process.

Phone: (614) 827-2548 or (614) 827-2644

Fax: (614) 827-2658

E-mail: [cutilities@columbusconventions.com](mailto:cutilities@columbusconventions.com)



## EXHIBITION SERVICES RIGGING REQUEST FORM

### Step 1: Provide Event and Contact Information

Name of Exhibition or Show \_\_\_\_\_  
 Show Location/Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Event # \_\_\_\_\_  
 Phone# \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Ordered by \_\_\_\_\_

### Step 2: Provide Rigging Information

Sign/Banner Hanging - UNDER 75 LBS \_\_\_\_\_  
 Theatrical Rigging - OVER 75 LBS \_\_\_\_\_  
 Set-Up Date \_\_\_\_\_ Requested In Time \_\_\_\_\_  
 Take Down Date \_\_\_\_\_ Requested Out Time \_\_\_\_\_  
 Location of Hanging \_\_\_\_\_  
 Size, Number, and Type of Hangings \_\_\_\_\_

Estimated Hang Weight \_\_\_\_\_  
 Description of Hanging \_\_\_\_\_  
 Special Instructions \_\_\_\_\_

Materials Needed  
 Rigging Plot Yes \_\_\_\_\_ No \_\_\_\_\_

*All theatrical rigging requires a rigging plot at least **30 days** prior to rigging call.  
**Email all rigging/hang plots to rigging@mjp.com.**  
 Rigging materials used will be billed in addition to rigging according to the terms and rates on the following pages.*

**Step 3: Print and sign this form, then scan and email to cutilities@columbusconventions.com OR fax to 614.827.2658**

\_\_\_\_\_  
 Signature Date

*By submitting this request, you confirm you have read and agree to the terms and rates within this form.*

**GCCC OFFICE USE ONLY**  
**PLEASE DO NOT ENTER ANY DATA IN THE SPACES BELOW.**  
 ALL QUANTITIES WILL BE DETERMINED BY THE GCCC

Event ID \_\_\_\_\_

### SIGN/BANNER HANGING - UNDER 75 LBS (1 HOUR MINIMUM)

| Move-In                                | Rate    | # of Riggers | Hrs Each | Total |
|--|---------|--------------|----------|-------|
| Mon - Sat 8AM - 5PM                    | \$70/HR |              |          |       |
| Mon - Sat 5PM - Midnight               | \$80/HR |              |          |       |
| Mon - Sun Midnight - 8AM               | \$90/HR |              |          |       |
| Sun 8AM - 12AM                         | \$80/HR |              |          |       |
| Holidays                               | \$90/HR |              |          |       |
| ON-SITE - REQUESTS MADE 72 HOURS PRIOR | \$90/HR |              |          |       |
| <b>High Lift</b>                       |         |              |          |       |
| 1 HOUR MINIMUM                         | \$60/HR |              |          |       |
| <b>Move-Out</b>                        |         |              |          |       |
| Mon - Sat 8AM - 5PM                    | \$70/HR |              |          |       |
| Mon - Sat 5PM - Midnight               | \$80/HR |              |          |       |
| Mon - Sun Midnight - 8AM               | \$90/HR |              |          |       |
| Sun 8AM - 12AM                         | \$80/HR |              |          |       |
| Holidays                               | \$90/HR |              |          |       |
| <b>High Lift</b>                       |         |              |          |       |
| 1 HOUR MINIMUM                         | \$60/HR |              |          |       |

### THEATRICAL RIGGING - OVER 75 LBS (4 HOUR MINIMUM IN AND OUT)

| Hang Points                            | Rate     | # of Points |  | Total |
|--|----------|-------------|--|-------|
| Total number of points                 | \$100 EA |             |  |       |
| <b>Move-In</b>                         |          |             |  |       |
| Mon - Sat 8AM - 5PM                    | \$70/HR  |             |  |       |
| Mon - Sat 5PM - Midnight               | \$80/HR  |             |  |       |
| Mon - Sun Midnight - 8AM               | \$90/HR  |             |  |       |
| Sun 8AM - 12AM                         | \$80/HR  |             |  |       |
| Holidays                               | \$90/HR  |             |  |       |
| ON-SITE - REQUESTS MADE 72 HOURS PRIOR | \$90/HR  |             |  |       |
| <b>High Lift</b>                       |          |             |  |       |
| 1 HOUR MINIMUM                         | \$60/HR  |             |  |       |
| <b>Move-Out</b>                        |          |             |  |       |
| Mon - Sat 8AM - 5PM                    | \$70/HR  |             |  |       |
| Mon - Sat 5PM - Midnight               | \$80/HR  |             |  |       |
| Mon - Sun Midnight - 8AM               | \$90/HR  |             |  |       |
| Sun 8AM - 12AM                         | \$80/HR  |             |  |       |
| Holidays                               | \$90/HR  |             |  |       |
| ON-SITE - REQUESTS MADE 72 HOURS PRIOR | \$90/HR  |             |  |       |
| <b>High Lift</b>                       |          |             |  |       |
| 1 HOUR MINIMUM                         | \$60/HR  |             |  |       |

**LABOR + SERVICE FEES TOTAL:** \_\_\_\_\_

**LIFT TOTAL:** \_\_\_\_\_

**MATERIALS TOTAL:** \_\_\_\_\_

(See page 2 for rates)

**GRAND TOTAL:** \_\_\_\_\_



# GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

*All terms, conditions and rates on this form are subject to change at any time without notice.*

## RIGGING SERVICES - CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment information must accompany service order form.
2. All order form information must be completed in full (top two sections only) for order to be processed. Incomplete order forms could result in a processing delay that could result in slow service installation.
3. No service will be installed until all payment information is received.
4. Estimates given by GCCC are only estimates. Actual cost is determined at time of installation.
5. Preorder rate applies to all orders received 72 hours prior to first exhibitor move in day. All other orders will be considered on-site orders and on-site rates will apply.
6. One hour minimum charge per person for date and time when banner/sign/theatrical not ready for installation and/or clients do not show up.
7. Any changes in location after initial installation will reflect additional labor at posted rigging rates.
8. Weight limit for signs and banners is 75 lbs. All banners/signs over 75 lbs and/or any type of truss rigging are automatically considered theatrical rigging at the rates listed. All rigging requests are automatically performed by 2 person crews per OSHA safety regulations.
9. Rigging crews only perform the hanging of banners/signs/theatrical, no assembly is done. All hangings must be ready for installation at time of request.
10. After installation - NO REFUND.
11. Banner calls that run longer than 8 hours. The rate after the 8th hour will increase to time and a half for hours 9 and 10. Hours after 10 will be billed at double time. Calls that span rates will be charged at the higher of those rates for the duration plus applicable overtime.
12. Riggers will have 8 hours off between calls. If riggers are brought back before 8 hours, then the rate for the riggers will be time and a half for the length of the call.
13. Theatrical calls that run longer than 8 hours. The rate after the 8th hour will increase to time and a half for hours 9 and 10. Hours after 10 will be billed at double time. Calls that span rates will be charged at the higher of those rates for the duration plus applicable overtime.
14. Theatrical riggers will have 8 hours off between calls. If riggers are brought back before 8 hours, then the rate for the riggers will be time and a half for the length of the call.
15. Mills James is not permitted to assemble any hanging displays.

**Holidays Observed:** New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, July 4th - Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Day After, Christmas Eve, Christmas Day

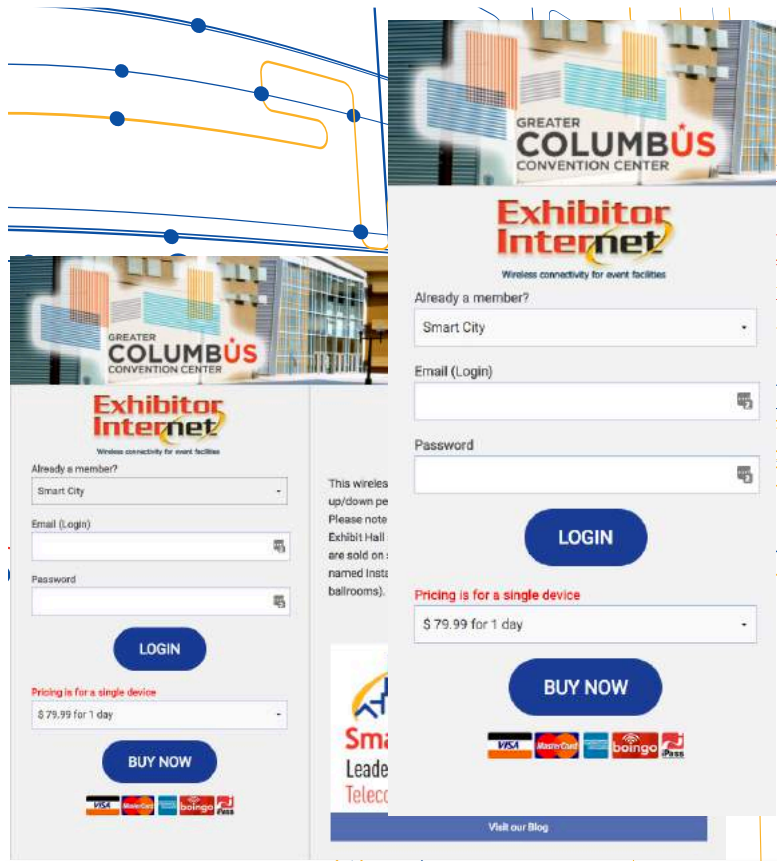
## GCCC OFFICE USE ONLY

| MATERIALS RATES     |            |            |      |
|---------------------|------------|------------|------|
| Materials           | Unit Price | Total Used | Cost |
| Rigging Cable       | \$3.75/ft  |            |      |
| Rigging Wire        | \$0.90/ft  |            |      |
| Rigging Come A Long | \$25       |            |      |
| Zip Ties            | \$1.35     |            |      |
| Beam Clamp          | \$75       |            |      |
| Cross Bars          | \$10       |            |      |
| Hooks               | \$0.85     |            |      |



# Smart City Wireless Services

## Greater Columbus Convention Center



### Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

- **Exhibitor Internet**

Available throughout the convention center.

\*Connectivity speeds up to 1.54Mbps up/down.

- **5 GHz wireless frequency only**

- 1 day for \$79.99
- 3 day for \$159.99
- 5 day for \$239.99

- **Instant Internet**

Available throughout the convention center with the **exception** of the Exhibit Halls.

\*Connectivity speeds up to 768k up/down.

- 1 day for \$12.95

- **Complimentary WiFi**

Available throughout all public spaces and meeting rooms in the convention center.

\*Connectivity speeds up to 256k up/down.

\* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

### WiFi Connection Guide

- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.\*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.

\*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet."

### Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at [www.smartcitynetworks.com](http://www.smartcitynetworks.com)



|                             |  |
|-----------------------------|--|
| Exhibitor Company Name:     | Show Name:   |
| Billing Company Name:       | Show Dates:<br>/ / To / /  |
| Billing Company Address:    | Incentive Order Deadline:<br><b>14 Days Prior to 1st Day of Show Move-in</b> |
| City, State / Country, Zip: | Booth / Room #:  |
| Contact Name:               | Phone Number:<br>( ) -   |
| Contact Email:              | Cell Number:<br>( ) -  |
| On-Site Contact:            | On-Site Number:<br>( ) -   |

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

|  |   |
|--|---|
| <b>Print Authorized Name Accepting Terms and Conditions:</b> | <b>Authorized Signature Accepting Terms and Conditions:</b> |
|--|---|

|   |  |
|---|--|
| <p style="text-align: center;"><b>Dedicated Wired Internet<br/>Routers Allowed</b></p> <p style="text-align: center;">Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p> | <p style="text-align: center;"><b>Broadband Wired Internet<br/>No Wired or Wireless Routers</b></p> <p style="text-align: center;"><b>Shared</b>, Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Private IP Address</b></p> |
|---|--|

**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

| 1. Shared Internet Services – Routers Prohibited  | QTY | Incentive                   | Base                            | On-Site  | Total |
|---|-----|-----------------------------|---------------------------------|----------|-------|
| a. Broadband Internet Service   |     | \$895                       | \$1,140                         | \$1,368  |       |
| b. Additional Device for Broadband Service, Per Device Up to 4  |     | \$185                       | \$220                           | \$255    |       |
| <b>If you require 6 or more devices – Please call (888) 446-6911.</b>   |     |                             |                                 |          |       |
| 2. Dedicated Internet Services – Routers Supported  |     |                             |                                 |          |       |
| a. Dedicated 3Mbps  |     | \$3,495                     | \$4,370                         | \$5,244  |       |
| b. Dedicated 6Mbps  |     | \$5,900                     | \$7,375                         | \$8,850  |       |
| c. Dedicated 10Mbps   |     | \$7,850                     | \$9,810                         | \$11,772 |       |
| d. Upgrade to 29 Public Static IP Addresses   |     | \$995                       | \$1,194                         | \$1,433  |       |
| <b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>  |     |                             |                                 |          |       |
| 3. Internet Equipment & Labor   |     |                             |                                 |          |       |
| a. Switch Rental – up to 24 ports   |     | \$185                       | \$225                           | \$270    |       |
| b. Patch Cable (up to 50') – Cat5e  |     | \$50                        | \$62                            | \$74     |       |
| c. Labor / Floor Work – Fee Per Hour  |     | \$125                       | \$125                           | \$125    |       |
| 4. Standard Cable TV Services   |     |                             |                                 |          |       |
| a. Premium Service – Digital (Local & Expanded Channels, CNN)   |     | \$450                       | \$565                           | \$650    |       |
| b. Additional Premium Service – (per device) in same general location   |     | \$150                       | \$185                           | \$222    |       |
| c. Custom Requests (Additional Premium Channels / Packages)   |     | Call 888-446-6911 for quote |                                 |          |       |
| 5. Special Quote – Attachment A or Statement of Work (if applicable)  |     |                             |                                 |          |       |
| 6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)  |     |                             |                                 |          |       |
| <b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>   |     |                             |                                 |          |       |
|   |     |                             | <b>SUBTOTAL</b>                 |          |       |
| <b>Make Checks Payable to SMART CITY NETWORKS</b><br>Send Completed Orders with Payment To:<br>5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118<br>(888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a> |     |                             | <b>ESTIMATED 10% TAX / FEES</b> |          |       |
|   |     |                             | <b>GRAND TOTAL</b>              |          |       |

Effective January 1, 2018 – December 31, 2018

Customer No: **2018 - 050 -**

INTERNET – NETWORK / CABLE TV SERVICE CONTRACT

# Network Security Declaration

Center: **Greater Columbus CC (050) - OH**

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 050 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network:: \_\_\_\_\_

Type of Anti-Virus Software Installed:                      Norton      McAfee      Other: \_\_\_\_\_

Virus Scan Last Updated - Date:      /      /      Security Updates Last Performed - Date:      /      /

Are You Renting Computers?      Yes      No      Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# Floor Plan – Communications Cable

Center: **Greater Columbus CC (050) - OH**

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 050 -** \_\_\_\_\_

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_

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Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_ . **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



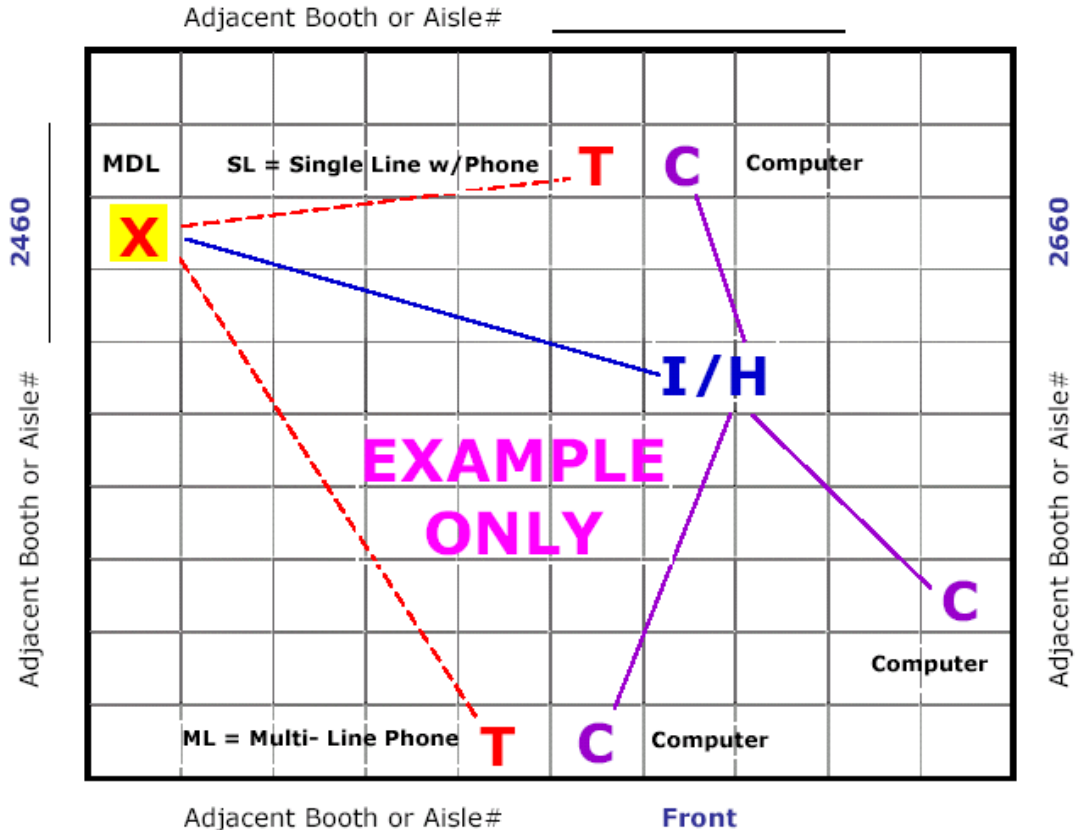
# Floor Plan – Communications Cable

Center: Greater Columbus CC (050) - OH  
 Show: ABC Example Show

Company Name: ABC Examle Company  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 - 050 - XXX - XXXX

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

**I / H / PC / C** = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.