

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S. White River Pkwy. East Dr. | Indianapolis, IN | 46225 | (317) 635-9606 | (317) 634-0993 fax | [www.georgefern.com](http://www.georgefern.com)

George Fern is pleased to learn that your organization will be an exhibitor in the 2010 IN Industrial & Facility Maintenance Show. As the Official Service contractor for this exhibit, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately as indicated on the respective letterheads.

## Indiana Industrial & Facility Maintenance Show April 21-22, 2010

<b>SHOW LOCATION</b>	IN State Fairgrounds- Blue Ribbon Pavilion 1202 E. 38 <sup>th</sup> Street Indianapolis, IN 46205		
<b>BOOTH EQUIPMENT</b>	Each <b>10' x 10'</b> exhibit space will be provided with 8' high back drape, 3' high side drape and one (1) 7" x 44" company I.D. sign.		
<b>SHOW COLORS</b>	8' Back Drape: Blue / White 3' Side Drape: Blue / White		
<b>EXHIBITOR SET-UP</b>	Tuesday April 20, 2010	12:00 p.m.	- 6:00 p.m.
	Wednesday April 21, 2010	7:00 a.m.	- 8:00 a.m.
	<b>*Please Note: All Exhibits Must be "Show Ready" by 8:00 a.m.</b>		
<b>EXHIBIT HOURS</b>	Wednesday, April 21, 2010	9:00 a.m.	- 2:00 p.m.
	Thursday, April 22, 2010	9:00 a.m.	- 2:00 p.m.
	<b>*Please Note: Registration opens at 8:00 a.m. Both Days</b>		
<b>EXHIBITOR MOVE-OUT</b>	Friday April 22, 2010	2:00 p.m.	- 6:00 p.m.

## ADVANCED DISCOUNT DEADLINE DATE April 6, 2010

### \*DISCOUNT PRICES\*

To qualify for ADVANCE DISCOUNT PRICES, full credit card payment including 7.00% tax MUST be included with your order and be RECEIVED BY April 6, 2010. Allow 5 days for mailing. Orders RECEIVED AFTER April 6, 2010, orders received WITHOUT credit card information and payment, and orders PLACED AT THE SHOW SITE will be charged at STANDARD LATE ORDER PRICES, this is a 35% increase over the discounted rate.

### PAYMENT POLICY

Our CREDIT POLICY requires 100% payment with order for service, tax and anticipated freight. CREDIT CARD information for payment of advance and show site orders must be forwarded to the GEORGE FERN COMPANY in order for us to provide any equipment or services. The PAYMENT AUTHORIZATION FORM must accompany your order.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information not covered in the Exhibitor Service Kit, please contact our Exhibitor Service Department directly at (317) 635-9606.

We look forward to working with you!



Mail...



Email...



Fax...

**Michelle Price**  
George Fern Co.  
[mprice@georgefern.com](mailto:mprice@georgefern.com)



# SPECIAL BOOTH PACKAGE ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**COLOR/SIZE SELECTION:** Choices not indicated will be selected by George Fern Co. to coordinate with show colors and size of exhibit.

# SPECIAL BOOTH PACKAGE

The following Deluxe Furnishings Package is available to all "in-line" booth exhibitors at a special reduced rate until the deadline date indicated above.

QUANTITY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____ (0797)	Special Booth Package	315.00	400.00	_____
2	- Armless Side Chair			
1	- 6'x30"h Table Skirted 3 Sides			
	Circle TABLE Color: Black Blue Gold Gray Maroon Red White Teal Plum			
1	- 9' x 10' Carpet			
	Circle CARPET Color: Red Blue Maroon Grey Plum Black Seafoam Madison			
1	- Wastebasket With Liner			

## TERMS AND CONDITIONS

This package is available singularly or in multiples for all "in-line" booth exhibitors. It is not available to any "bulk" space exhibitors. Full payment must accompany your order and be received prior to the deadline date indicated above.

No substitutions or exchanges of the provided items will be permitted. Additional furnishing and services may be ordered by utilizing the appropriate order forms in this Exhibitor Services Manual. **PLEASE NOTE: This package does not include the initial or daily vacuuming of booth carpet. This service must be ordered and paid for directly to the Convention Center on their enclosed order form.**

Discount pricing of this Deluxe Furnishings Package will be suspended at the deadline date. Orders received after this date will be converted to the Standard Rate applicable for the items included in this package.

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening. Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \$ \_\_\_\_\_

**7.00 % Tax:** \$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Authorization form.**

**TOTAL** \$ \_\_\_\_\_

Name of Event IND INDUSTL & FAC MAINTENANCE 3-9449-10 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Must be received in our office by deadline)*

**09449-10**

# FURNITURE RENTAL ORDER FORM

Return To:

## George Fern Company

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Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482  
TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

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**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Requests after installation will be 100% of prevailing rate.  
**LATE REQUEST:** Requests after deadline will be filled as available at the standard rates.  
**COLOR/SIZE SELECTION:** Choices not indicated will be selected by George Fern Co. to coordinate with show colors and size of exhibit.

CHAIRS, STOOLS, COFFEE TABLES						DISPLAY TABLES - 30" high x 2' wide								
Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount			
	105	Upholstered Arm Chair	62.25	84.25			223	4'x30"h Table Skirted 3 Sides	100.75	145.50				
	103	Padded Side Chair	54.50	73.75			233	6'x30"h Table Skirted 3 Sides	124.75	168.50				
	101	Armless Side Chair	47.75	64.75			253	8'x30"h Table Skirted 3 Sides	141.75	191.50				
	121	Swivel Desk Chair	68.00	92.00			522	Drape 4th Side of 30"h Table	43.25	58.25				
	131	Stool Padded With Back	68.00	92.00			222	4'x30" Table Not Skirted	43.25	58.25				
ACCESSORIES							232	6'x30" Table Not Skirted	51.75	70.00				
	401	Wastebasket With Liner	20.50	27.25			252	8'x30" Table Not Skirted	59.75	75.75				
	425	22" x 28" Vertical Sign Frame	56.75	76.75		CHECK SKIRT COLOR (Includes Top Covered with White Plastic)								
	407	Easel, Tripod	30.75	41.50		<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)								
	409	Chrome Bag Stand	30.75	41.50		DISPLAY TABLE COUNTERS - 40" high x 2' wide								
	415	Garment Rack - 5' Long	51.75	70.00			229	4'x40"h Counter Skirted 3 Sides	124.75	168.50				
							239	6'x40"h Counter Skirted 3 Sides	141.75	191.50				
							259	8'x40"h Counter Skirted 3 Sides	164.50	222.25				
SPECIAL BOOTH DRAPING							530	Drape 4th Side of 40"h Table	59.75	75.75				
	505	Vinyl Table Cover	22.25	30.00			228	4'x40"h Table Not Skirted	51.75	70.00				
ft.	507	Ln/ft 30" Skirting	7.50	10.00			238	6'x40"h Table Not Skirted	59.75	75.75				
ft.	509	Ln/ft 40" Skirting	9.25	12.50			258	8' x 40"h Table Not Skirted	68.00	92.00				
ft.	541	Special color siderail drapes, 36" high - Price per lineal foot	9.25	12.50		CHECK SKIRT COLOR (Includes Top Covered with White Plastic)								
ft.	543	Special color background drapes, 8' high - Price per lineal foot	14.75	20.00		<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)								
CHECK SPECIAL DRAPING COLOR						CHECK SKIRT COLOR (Includes Top Covered with White Plastic)								
<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)						<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)								
ROUND PEDESTAL TABLES						TABLETOP RISERS - 12" wide, Covered White								
	Qty	Discount Rate	Standard Rate	Qty	Discount Rate	Standard Rate	Qty	Discount Rate	Standard Rate		270	4' Undraped Riser w/Cover	43.25	58.25
24" D		59.25 18" h (204)	75.00		61.75 30" h (206)	83.50		81.25 40" h (208)	109.50		272	6' Undraped Riser w/Cover	59.75	75.75
30" D		78.75 18" h (207)	99.50		68.00 30" h (215)	92.00		85.75 40" h (216)	115.75		274	8' Undraped Riser w/Cover	76.75	103.50
36" D		64.25 18" h (209)	86.75		89.00 30" h (224)	112.50		104.50 40" h (225)	141.00		561	Color Drape for Riser Spec. Color _____	56.75	76.75

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \$ \_\_\_\_\_

**7.00 % Tax:** \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

**TOTAL** \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

# CARPET RENTAL ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

**Nationwide**

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

**COLOR/SIZE SELECTION:** Choices not indicated will be selected by George Fern Co. to coordinate with show colors and size of exhibit.

### STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. **If complete exhibit area carpet is desired, see selection below.**

CHECK ONE	DISCOUNT RATE	STANDARD RATE	CHECK ONE	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 9 FT x 10 FT (301) .....	\$ 135.50	\$ 182.00	<input type="checkbox"/> 9 FT x 30 FT (303) .....	\$ 406.50	\$ 549.00
<input type="checkbox"/> 9 FT x 20 FT (302) .....	\$ 270.50	\$ 365.25	<input type="checkbox"/> 9 FT x 40 FT (304) .....	\$ 541.50	\$ 731.00

**CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:**

( ) Red (14)      ( ) Blue (06)      ( ) Maroon (11)      ( ) Grey (09)      ( ) Plum (19)      ( ) Black (04)  
 ( ) Seafoam (20)      ( ) Madison (80)

### COMPLETE EXHIBIT AREA CARPET

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Complete Area Size (314) _____ FT x _____ FT = _____ SQ FT @	\$ 3.00/sq. ft.	\$ 3.70/sq. ft.	= \$ _____

**CHECK COLOR DESIRED FOR COMPLETE EXHIBIT AREA CARPET:**

( ) Red (14)      ( ) Blue (06)      ( ) Maroon (11)      ( ) Grey (09)      ( ) Plum (19)      ( ) Black (04)  
 ( ) Seafoam (20)      ( ) Madison (80)

### CUSTOM DECORATORS PLUSH CARPET

Custom carpet is an upgraded carpet in 12 decorator colors. Swatches will be sent to you upon your request. Order must be received in our office 4 weeks prior to show. Minimum order for custom carpet is 100 sq. ft.

NOTE: Carpet is 10 ft. wide - Minimum Order is 100 sq. ft.

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Custom Carpet Size (328) _____ FT x _____ FT = _____ SQ FT @	\$ 3.50/sq. ft.	\$ 4.30/sq. ft.	= \$ _____

**CHECK COLOR DESIRED FOR CUSTOM CARPET:**

(Other colors available upon request.)

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

### PADDING - PLASTIC COVERING - TAPE

RATES INCLUDE INSTALLATION AND REMOVAL

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Padding Area Size (350) _____ FT x _____ FT = _____ SQ FT @	\$ 1.00/sq. ft.	\$ 1.25/sq. ft.	= \$ _____
<input type="checkbox"/> Plastic Covering Area (360) _____ FT x _____ FT = _____ SQ FT @	\$ .50/sq. ft.	\$ .65/sq. ft.	= \$ _____
<input type="checkbox"/> Additional Carpet Tape (370) _____ LN FT @	\$ 1.25/ln. ft.	\$ 1.90/ln. ft.	= \$ _____

**SEE ENCLOSED CLEANING SERVICE ORDER FORM FOR VACUUMING OF CARPET**

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \$ \_\_\_\_\_

**7.00% Tax:** \$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Authorization form.**

**TOTAL** \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)



# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

## MODULAR RENTAL DISPLAYS

### ORDER FORM

Page 2 of 2

**DEADLINE:**

**April 6, 2010**

**CANCELLATION:** No refunds on orders cancelled after the deadline

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

Stand-Alone Fixtures and Exhibit Components										
<b>Counters</b>										
	Qty.	Description	Discount Rate	Standard Rate		<b>Accessories</b>				
		1M x 1/2M x 30" ht (4041)	360.00	<b>485.00</b>		Qty.	Description	Discount Rate	Standard Rate	
		1M x 1/2M x 43" ht (4043)	425.00	<b>570.00</b>			1M Straight Shelf	55.00	<b>70.00</b>	
		2M x 1/2M x 30" ht (4042)	600.00	<b>802.50</b>			1M Angled Shelf	55.00	<b>70.00</b>	
		2M x 1/2M x 43" ht (4044)	655.00	<b>887.50</b>			Halogen Arm Light	100.00	<b>132.50</b>	
		Full view Showcases (4080)	785.00	<b>1,060.00</b>			Pamphlet pocket (5"x9")	32.50	<b>40.00</b>	
						Letter pocket (9"x9")	40.00	<b>50.00</b>		
						Brochure pocket (9"x11")	47.50	<b>60.00</b>		
<b>Free Standing Units</b>										
	Qty.	Description	Discount Rate	Standard Rate		<b>Office / Storage Closets</b>				
		8' x 1M Freestanding panel	280.00	<b>367.50</b>		Room dimensions are limited to 1M and 1/2M increments. All rooms come standard in your choice of White or Black Hardwall or Blue or Gray Velcro. If you desire additional colors, or Plexiglas, you upgrade as indicated below. All door units are 1M wide. All Rooms are rented on a meter basis. To calculate cost, figure the perimeter by adding the length and width and doubling. For example, a 3M x 3M office is calculated as 3M+3M=6M x 2 = 12M. Remember to subtract your door units from your total! Once you have calculated the Room size, multiply by the per meter rate to calculate the total cost. Please provide a sketch or diagram of your booth showing dimensions and location of Room(s) and door units so that all may be installed prior to your arrival.				
		8' x 1M Freestanding panel w/flower box (4032)	390.00	<b>525.00</b>						
		One Sided Gondolas (4055)	360.00	<b>485.00</b>						
	Two Sided Gondolas (4056)	440.00	<b>590.00</b>							
<b>Kiosks &amp; Towers</b>										
	Qty.	Description	Discount Rate	Standard Rate	<b>Indicate Size and Color of Room #4021</b>					
		8' Triangle Kiosk (4033)	595.00	<b>795.00</b>	<input type="checkbox"/> Room #1 (specify size) _____ M x _____ M = _____ Total M	285.00	<b>375.00</b>			
		8' Square Kiosk (4034)	785.00	<b>1,060.00</b>	<input type="checkbox"/> Room #2 (specify size) _____ M x _____ M = _____ Total M	285.00	<b>375.00</b>			
		Wire-wall Kiosk (4035)	320.00	<b>432.50</b>	<input type="checkbox"/> Locking Door Unit as Panel (White Only) #4022.....	360.00	<b>485.00</b>			
		TV/DVD/VCR Cabinet (4036)	785.00	<b>1,060.00</b>	<input type="checkbox"/> White Hardwall.....	Included	Included			
		12' Triangle Tower (4037)	720.00	<b>970.00</b>	<input type="checkbox"/> Blue / Gray Velcro - Circle: Blue or Gray .....	Included	Included			
	12' Square Towers (4038)	955.00	<b>1,282.50</b>	<input type="checkbox"/> Opt Color Hardwall (per Meter) #4092.....	95.00	<b>125.00</b>				
					<input type="checkbox"/> Opt Color Velcro (per Meter) #4093.....	165.00	<b>215.00</b>			
					<input type="checkbox"/> Optional Plexiglass (per Meter) #4096.....	165.00	<b>215.00</b>			
<b>Shelving Units &amp; Pedestals</b>					<b>Custom Exhibit Services</b>					
	Qty.	Description	Discount Rate	Standard Rate	Contact our creative team at George Fern to design an exciting solution to meet your needs. The design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative program solving.  We can create a design for you based upon your ideas, whether those ideas are from a photograph, drawn on a CAD or a napkin.					
		Shelf Cabinet Unit w/30" cabinet (4003)	785.00	<b>1,060.00</b>						
		Shelf Cabinet Unit w/43" cabinet (4005)	870.00	<b>1,170.00</b>						
		1/2M x 1M Planter Box (4053)	120.00	<b>167.50</b>						
		1/2M x 30"ht Pedestals (4063)	240.00	<b>327.50</b>						
		1/2M x 43"ht Pedestals (4064)	320.00	<b>432.50</b>						

Logo's and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. We offer full color digital printing and laminating of your artwork, or if you prefer, we can create some custom graphics specifically designed to suit your needs. Please ask a George Fern Co. representative for assistance.

**Yes, I have completed and enclosed the Payment form** → **Sub Total:** \$ \_\_\_\_\_

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Personnel at the event site prior to opening. **7.00 % Tax:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth # \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

40-314

Return to:

# George Fern Company

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1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482  
TELEPHONE 317/635-9606 \* FAX 317/634-0993

# CUSTOM FURNITURE RENTAL ORDER FORM

DEADLINE for return of this form: April 6, 2010

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**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
<b>Page 2 of Customer Furniture</b>						<b>Page 11</b>					
	4301	LC-614 Tribeca - Sectional - Black	312.50	422.00		4359	FL-101 Up Light - Floor Lamp - Chro		168.75	227.75	
	4302	LC-615 Tribeca - Corner - Black Mic	343.75	464.00							
	4303	LC-616 Tribeca - Bench - Black Micr	312.50	422.00		4360	LC-103 Westchester - Sofa - Cognac		618.75	835.25	
<b>Page 3</b>						4361	LC-102 Westchester - Loveseat - Cog		543.75	734.00	
	4304	LC-803 Malibu - Sofa - Red Leather	718.75	970.25		4362	LC-101 Westchester - Club Chair - C		418.75	565.25	
	4305	LC-804 Malibu - Chair & a Half - Re	562.50	759.50		4363	LC-705 Westchester - Ottoman - Cogn		206.25	278.50	
	4306	LC-805 Malibu - Bench - Red Leather	481.25	649.75		4364	TO-101 Westchester - Coffee Table -		206.25	278.50	
	4307	LC-800 Malibu - Sofa - White Leathe	718.75	970.25		4365	TO-102 Westchester - End Table - An		193.75	261.50	
	4308	LC-801 Malibu - Chair & a Half - Wh	562.50	759.50		4366	TO-401 Hamilton - Coffee Table - Ch		218.75	295.25	
	4309	LC-802 Malibu - Bench - White Leath	481.25	649.75		4367	TO-402 Hamilton - End Table - Cherr		200.00	270.00	
<b>Page 4</b>						<b>Page 12</b>					
	4310	LC-601 Barcelona - Club Chair - Red	437.50	590.75		4368	SB-201 Lennox - Bar Stool - Mahogan		200.00	270.00	
	4311	LC-602 Barcelona - Ottoman - Red Le	206.25	278.50		4369	TB-103 Lennox - Bar Table - Mahogan		243.75	329.00	
	4312	LC-603 Barcelona - Club Chair - Whi	437.50	590.75		4370	SB-202 Silk Back - Bar Stool - Blac		181.25	244.75	
	4313	LC-604 Barcelona - Ottoman - White	206.25	278.50		4371	TB-206 Silk Back - Bar Table - 30"		200.00	270.00	
	4314	LC-605 Barcelona - Club Chair - Bla	437.50	590.75		4372	TB-207 Silk Back - Bar Table - 36"		212.50	287.00	
	4315	LC-606 Barcelona - Ottoman - Black	206.25	278.50		<b>Page 13</b>					
	4316	LC-613 Paloma - Chair - Charcoal	250.00	337.50		4373	SB-208 Trave - Bar Stool - Red LEat		187.50	253.25	
	4317	LC-612 Paloma - Chair - Red	250.00	337.50		4374	TB-100 Trave - Bar Table - Glass/Tr		312.50	422.00	
<b>Page 5</b>						4375	TB-102 Bombe - Bar Table - 2 Tier B		281.25	379.75	
	4318	LC-611 Sausalito - Sofa - Black Sue	481.25	649.75		4376	SB-203 Bombe - Bar Stool - Black/Ch		206.25	278.50	
	4319	LC-610 Sausalito - Loveseat - Black	443.75	599.00		<b>Page 14</b>					
	4320	LC-609 Sausalito - Club Chair - Bla	312.50	422.00		4377	SB-200 Carmel - Bar Stool - Maple/N		181.25	244.75	
	4321	TL-102 Sausalito - Table Lamp - Chr	100.00	135.00		4378	TB-101 Carmel - Bar Table - Maple/N		231.25	312.25	
	4322	LC-618 Sausalito - Club Chair - Cob	368.75	497.75		4379	BC-121 Carmel - Etagere - Maple/Sil		493.75	666.50	
	4323	TO-201 Princeton - Coffee Table - B	206.25	278.50		<b>Page 15</b>					
	4324	TO-202 Princeton - End Table - Blac	187.50	253.25		4380	TG-400 Chrome & Glass - Table - 5'		450.00	607.50	
<b>Page 6</b>						4381	TG-403 Chrome & Glass - Table - 42"		312.50	422.00	
	4325	LC-403 Cambridge - Sofa - Champagne	543.75	734.00		4382	TG-401 Trestle - Table - 4' x 32" C		343.75	464.00	
	4326	LC-402 Cambridge - Love Seat - Cham	475.00	641.25		4383	TG-402 Trestle - Table - 32" Sq. Ch		312.50	422.00	
	4327	LC-401 Cambridge - Club Chair - Cha	368.75	497.75		4384	CH-308 Silk Back - Chair - w/Arms		118.75	160.25	
	4328	TO-303 Metropolitan - Console Table	231.25	312.25		4385	CH-307 Silk Back - Chair - w/o Arms		112.50	152.00	
	4329	TO-302 Metropolitan - End Table - C	187.50	253.25		<b>Page 16</b>					
	4330	TO-301 Metropolitan - Coffee Table	206.25	278.50		4386	SB-204 Euro Black - Barstool - Blac		181.25	244.75	
	4331	TL-100 Corona - Table Lamp - Brushe	100.00	135.00		4387	CH-301 Euro Black - Chair - Black w		100.00	135.00	
	4332	FL-100 Corona - Floor Lamp - Brushe	168.75	227.75		4388	CH-302 Euro Black - Chair - Black w		106.25	143.50	
<b>Page 7</b>						4389	TC-504 Euro Black - Cafe Table - 30		193.75	261.50	
	4333	LC-608 Pacificia - Sofa - Plum Velo	600.00	810.00		4390	TC-505 Euro Black - Cafe Table - 36		206.25	278.50	
	4334	LC-607 Pacificia - Club Chair - Plu	437.50	590.75		4391	TC-108 Euro Black - Cafe Table - 42		218.75	295.25	
	4335	LC-617 Pacificia - Bench - Plum Vel	312.50	422.00		4392	TC-502 Euro Black - Cafe Table - 30		193.75	261.50	
	4336	FL-102 Touchier - Floor Lamp - Blac	168.75	227.75		4393	TC-503 Euro Black - Cafe Table - 36		206.25	278.50	
<b>Page 8</b>						4394	TC-107 Euro Black - Cafe Table - 42		218.75	295.25	
	4337	LC-706 Kobe - Black Micro Suede	187.50	253.25		4395	TB-204 Euro Black - Bar Table - 30"		200.00	270.00	
	4338	LC-707 Kobe - Soft Plum Micro Suede	187.50	253.25		4396	TB-205 Euro Black - Bar Table - 36"		206.25	278.50	
	4339	LC-708 Kobe - Citrus Micro Suede	187.50	253.25		<b>Page 17</b>					
	4340	LC-709 Kobe - Tangerine Micro Suede	187.50	253.25		4400	CH-309 Euro Maple - Chair - Maple/B		143.75	194.00	
	4341	LC-703 Cube - Black Micro Suede	100.00	135.00		4401	TC-102 Euro Maple - Cafe Table - B2		231.25	312.25	
	4342	LC-701 Cube - Concentric Print Red	100.00	135.00		4402	CH-311 Park Ave - Cafe Chair - Mapl		168.75	227.75	
	4343	LC-704 Cube - Sunflower Fabric	100.00	135.00		4403	SB-209 Park Ave - Barstool - Maple/		187.50	253.25	
	4344	LC-702 Cube - Red Micro Suede	100.00	135.00		4404	TC-500 Park Ave - Cafe Table - 30"		193.75	261.50	
<b>Page 9</b>						4405	TC-501 Park Ave - Cafe Table - 36"		206.25	278.50	
	4345	LC-303 Princeton - Sofa - Black Lea	562.50	759.50		4406	TB-200 Park Ave - Bar Table - 30" M		200.00	270.00	
	4346	LC-302 Princeton - Loveseat - Black	493.75	666.50		4407	TB-201 Park Ave - Bar Table - 36" M		212.50	287.00	
	4347	LC-301 Princeton - Club Chair - Bla	406.25	548.50		<b>Page 18</b>					
	4348	TO-601 Sterling - Coffee Table - Gl	193.75	261.50		4408	CH-404 Conference - High Back Exec		218.75	295.25	
	4349	TO-602 Sterling - End Table - Glass	181.25	244.75		4409	CH-405 Conference - High Back Exec		218.75	295.25	
	4350	TL-101 Rialto - Table Lamp - Brushe	100.00	135.00		4410	CH-201 Conference - High Back Exec		218.75	295.25	
	4351	TO-501 Hampton - Coffee Table - Map	200.00	270.00		4411	CH-200 Conference - Mid Back Exec -		206.25	278.50	
	4352	TO-502 Hampton - End Table - Maple/	187.50	253.25		4412	TC-600 Conference - Table - 6' Mapl		493.75	666.50	
<b>Page 10</b>						4413	TC-601 Conference - Table - 8' Mapl		531.25	717.25	
	4353	LC-203 Manhattan - Sofa - Grey Velo	543.75	734.00		4414	TC-312 Conference - Table - 6' Blac		493.75	666.50	
	4354	LC-202 Manhattan - Loveseat - Grey	475.00	641.25		4415	TC-300 Conference - Table - 10' Gre		618.75	835.25	
	4355	LC-201 Manhattan - Club Chair - Gre	368.75	497.75		4416	TC-301 Conference - Table - 10' Bla		618.75	835.25	
	4356	TO-700 Westport - Coffee Table - Ex	200.00	270.00		4417	TC-309 Conference - Table - 6' Blac		493.75	666.50	
	4357	TO-701 Westport - End Table - Expre	187.50	253.25		4418	TC-303 Conference - Table - 8' Blac		531.25	717.25	
	4358	TO-702 Westport - Console Table - E	243.75	329.00		4419	TC-307 Conference - Table - 6' Maho		493.75	666.50	
						4420	TC-302 Conference - Table - 8' Maho		562.50	759.50	

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ \_\_\_\_\_

7.00 % Tax: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.



TOTAL \$ \_\_\_\_\_

Name of Event **IND INDUSTRIAL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

Return to:

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

# CUSTOM FURNITURE RENTAL ORDER FORM

DEADLINE for return of this form: April 6, 2010

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
<b>Page 19</b>											
	4421	CH-102 Conference - Chair - Guest B	218.75	295.25							
	4422	CH-101 Conference - Chair - High Ba	268.75	362.75							
	4423	CH-100 Conference - Chair - Mid Exe	225.00	303.75							
	4424	CH-907 Conference - Chair - Parsons	168.75	227.75							
	4425	CH-202 Conference - Chair - Black S	193.75	261.50							
	4426	CH-203 Conference - Chair - High Ba	218.75	295.25							
	4427	CH-400 Task - Chair - Black/Casters	162.50	219.50							
	4428	CH-401 Task - Chair - Black/Casters	156.25	211.00							
	4429	SD-100 Task - Chair - Black/Casater	206.25	278.50							
	4430	SD-101 Task - Chair - Black/Casters	200.00	270.00							
<b>Page 20</b>											
	4431	DE-131 Desk - Maple 60" x 30" Doubl	562.50	759.50							
	4432	DE-136 Desk - Maple 60" x 30" Singl	531.25	717.25							
	4433	CR-212 Credenza - Maple	531.25	717.25							
	4434	LF-206 Lateral File - Maple 2 Drawe	368.75	497.75							
	4435	DE-206 Desk - Walnut 60" x 30" Doub	493.75	666.50							
	4436	DE-201 Desk - Walnut 72" x 36" Doub	550.00	742.50							
	4437	CR-205 Credenza - Walnut	531.25	717.25							
	4438	DE-102 Desk - Grey 60" x 30" Double	443.75	599.00							
	4439	CR-100 Credenza - Grey	443.75	599.00							
	4440	BC-103 Bookcase - Grey 5 shelves	387.50	523.25							
<b>Page 21</b>											
	4441	DE-300 Desk - Mahogany 72" x 36" Do	593.75	801.50							
	4442	CR-301 Credenza - Mahogany	593.75	801.50							
	4443	CH-908 Chair - High Back Burgundy L	268.75	362.75							
	4444	BC-107 Bookcase - Mahogany 5 shelve	531.25	717.25							
	4445	CH-904 Chair - Guest Burgundy Leath	225.00	303.75							
	4446	CH-905 Chair - Guest w/casters Burg	231.25	312.25							
	4447	LF-204 Lateral File - Walnut 2 Draw	368.75	497.75							
	4448	BC-109 Bookcase - Walnut 5 shelves	406.25	548.50							
	4449	TC-104 Queen Anne - Table - 42" Mah	437.50	590.75							
	4450	CH-900 Queen Anne - Chair - Mahogan	156.25	211.00							
	4451	DE-601 Queen Anne - Writing Desk -	343.75	464.00							
<b>Page 22</b>											
	4452	LF-106 Lateral File - Black 2 Drawe	343.75	464.00							
	4453	VF-202 Vertical File - Black 4 Draw	206.25	278.50							
	4454	VF-203 Vertical File - Grey 4 Drawe	206.25	278.50							
	4455	VF-200 Vertical File - Black 2 Draw	168.75	227.75							
	4456	VF-201 Vertical File - Grey 2 Drawe	168.75	227.75							
	4457	LF-101 Lateral File - Grey 2 Drawer	343.75	464.00							
	4458	AC-111 Refrigerator - 4 cu ft	337.50	455.75							
	4459	AC-112 Bar - Black 2 shelves	312.50	422.00							
	4460	PE-103 Pedestal - Black - 14" x 14"	218.75	295.25							
	4461	PE-102 Pedestal - Black - 14" x 14"	237.50	320.75							
	4462	PE-101 Pedestal - Black - 14" x 14"	281.25	379.75							
	4463	PE-108 Pedestal - Grey - 14" x 14"	218.75	295.25							
	4464	PE-107 Pedestal - Grey - 14" x 14"	237.50	320.75							
	4465	PE-106 Pedestal - Grey - 14" x 14"	281.25	379.75							
	4466	PE-113 Pedestal - White - 14" x 14"	218.75	295.25							
	4467	PE-112 Pedestal - White - 14" x 14"	237.50	320.75							
	4468	PE-111 Pedestal - White - 14" x 14"	281.25	379.75							
	4469	PE-104 Pedestal - Black - 24" x 24"	343.75	464.00							
	4470	PE-109 Pedestal - Grey - 24" x 24"	343.75	464.00							
	4471	PE-114 Pedestal - White - 24" x 24"	343.75	464.00							
	4472	TO-605 Pedestal - Table Black - 24"	281.25	379.75							
	4473	TO-603 Pedestal - Table Black - 24"	225.00	303.75							
	4474	TO-604 Pedestal - Table Black - 30"	243.75	329.00							
<b>Page 23</b>											
	4475	AC-100 Coat Tree - Black	106.25	143.50							
	4476	AC-104 Literature Rack - Black	156.25	211.00							
	4477	PE-100 Storage Pedestal - Black - 2	437.50	590.75							
	4478	PE-105 Storage Pedestal - Grey - 24	437.50	590.75							
	4479	PE-110 Storage Pedestal - White - 2	437.50	590.75							
	4480	TC-700 Computer Counter Walk Up - G	206.25	278.50							
	4481	TC-701 Computer Desk - Graphite	193.75	261.50							

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \$ \_\_\_\_\_

**7.00 % Tax:** \$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Authorization form.**



**TOTAL** \$ \_\_\_\_\_

Name of Event **IND INDUSTRIAL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

43-425

# PANELBOARD RENTAL ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

DEADLINE for return of this form: **April 6, 2010**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

### PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED

#### BULLETIN BOARDS

Quantity	Style	Discount Rate	Standard Rate
_____	(605) 4' x 8' velcro board Horizontal Only	145.50ea .....	196.25 ea
	(Gray Only)		

#### TACKBOARD

Quantity	Style	Discount Rate	Standard Rate
_____	(609) 2' x 8' tackboard panel	145.75ea .....	196.75 ea
_____	(611) 4' x 8' tackboard panel	171.00ea .....	230.25 ea

Covered in your selection of colored vinyl to coordinate with your display.

- Blue (06)     Yellow (08)     Black (04)     Red (14)  
 White (16)     Maroon (11)     Green (10)     Brown (07)

#### PERFORATED BOARD

Quantity	Style	Discount Rate	Standard Rate
_____	(613) 2' x 8' perf. board panel	127.75ea .....	172.50 ea
_____	(615) 4' x 8' perf. board panel	145.75ea .....	196.75 ea

Perforated board hooks NOT provided.

Perforated board is painted white but may be painted in a solid color of your selection at additional cost...

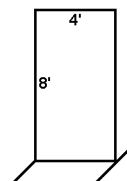
_____	(617) Special color for 2' x 8' (per panel add'l)	84.50ea .....	114.25 ea
_____	(619) Special color for 4' x 8' (per panel add'l)	84.50ea .....	114.25 ea
	Specify Color _____		

Perforated board hooks NOT provided.

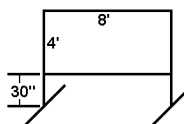
#### SHELVING (FOR PERFORATED BOARD)

Quantity	Discount Rate	Standard Rate
_____	(631) 4' long x 6" deep - white .....	34.75 ea
_____	(635) 8' long x 6" deep - white .....	46.25 ea
_____	(637) Special Color (per shelf additional) .....	46.25 ea
	Specify Color _____	

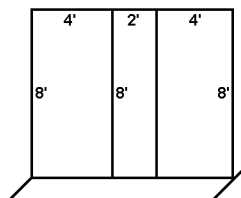
#### STYLES



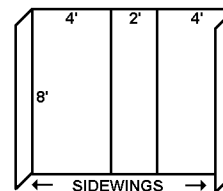
← **STYLE "V"**  
Vertical  
1 - 4' x 8' or 1 - 2' x 8'



← **STYLE "H"**  
Horizontal  
1 - 4' x 8' or 1 - 2' x 8'



← **STYLE "B"**  
Style B requires  
2 - 4' x 8' panels  
and 1 - 2' x 8' panel per  
10 feet wide backwall.



← **STYLE "C"**  
Style C requires  
2 - 4' x 8' panels and  
1 - 2' x 8' panel per  
10' backwall. Side wings can  
be ordered as either  
2 - 4' x 8' panel or  
2 - 2' x 8' panels.

Please indicate below the desired depth of side wings and be sure to include side wing returns in your order for Style "C".

- 2' deep                       4' deep

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

**Sub Total:** \$ \_\_\_\_\_

**7.00 % Tax:** \$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Authorization form.**

**TOTAL** \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

06-312

Return to:

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482  
TELEPHONE 317/635-9606 \* FAX 317/634-0993

## AUDIO-VISUAL EQUIPMENT RENTAL ORDER FORM

**DEADLINE for return of this form:** April 6, 2010

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 100% of one day rate.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

Audio Visual equipment is delivered at least 1 hour PRIOR to your use. Equipment will be removed immediately following final closing of event. Any specialized equipment not listed hereon is available upon request. Weekly rates are four times daily rate.

VIDEO EQUIPMENT			DAILY RATES		
QUANTITY	ITEM	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	1-DAY SUB TOTAL
_____	(1709)	27" TV w/48" Cart	\$ 64.75	\$ 87.50	_____
_____	(1707)	VHS Player with Remote	\$ 32.50	\$ 43.75	_____
_____	(1729)	DVD Player w/Remote	\$ 54.00	\$ 73.00	_____
_____	(1737)	30" Cart	\$ 27.00	\$ 36.50	_____
_____	(1734)	42" Video Cart & Skirt	\$ 27.00	\$ 36.50	_____
_____	(1738)	48" Video Cart & Skirt	\$ 32.50	\$ 43.75	_____

PROJECTION EQUIPMENT			DAILY RATES		
_____	(1829)	XGA LCD Projector - 3300 Lumen	\$ 324.00	\$ 437.50	_____
_____	(1823)	SVGA DLP Projector - 5000 Lumen	\$ 918.00	\$ 1,238.75	_____

AUDIO EQUIPMENT			DAILY RATES		
_____	(1785)	100 Watt Powered Speaker	\$ 81.00	\$ 109.25	_____
_____	(1789)	300 Watt PA System	\$ 324.00	\$ 437.50	_____
_____	(1791)	Microphone w/Floor Stand	\$ 27.00	\$ 36.50	_____
_____	(1781)	Headset MIC/UHF Wireless Recv	\$ 216.00	\$ 291.50	_____

COMPUTER EQUIPMENT			DAILY RATES		
_____	(1741)	42" LCD 16x9 Monitor	\$ 324.00	\$ 437.50	_____

### SUMMARY OF AUDIO VISUAL EQUIPMENT COST

Above Single day Sub Total Cost \$ \_\_\_\_\_ x \_\_\_\_\_ # of Days Usage = \_\_\_\_\_ \$ \_\_\_\_\_  
(1797) Delivery/Install/Remove A/V.....\$ \_\_\_\_\_ 81.00

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening. Charges listed above include daily rental rates (not sale). If technician is required, an added cost may be incurred.

Sub Total: \$ \_\_\_\_\_  
7.00 % Tax: \$ \_\_\_\_\_  
**TOTAL \$ \_\_\_\_\_**

Yes, I have completed and enclosed the Payment Authorization form.

**RENTAL AGREEMENT:** It is understood and agreed the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss of or damage to equipment other than caused by normal operation.

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

# FLORAL RENTAL ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

**COLOR/SIZE SELECTION:** Choices not indicated will be selected by George Fern Co. to coordinate with show colors and size of exhibit.

### POTTED PLANTS

QUANTITY	Indicate Color Selection	DISCOUNT	STANDARD	TOTAL
_____	(1501) Azaleas - Available in season.....	42.75 .....	<b>57.75</b>	_____
_____	(1505) Ferns - Floor / Hanging.....	34.00 .....	<b>46.25</b>	_____
_____	(1506) Other Flowering Plants.....	51.75 .....	<b>70.00</b>	_____

### TROPICAL GREEN PLANTS

QUANTITY	Indicate Size and Shape	DISCOUNT	STANDARD	TOTAL
_____	(1507) 3 FT. - Slim or Full.....	51.75 .....	<b>69.50</b>	_____
_____	(1509) 4 FT. - Slim or Full.....	68.00 .....	<b>92.00</b>	_____
_____	(1511) 5 FT. - Slim or Full.....	85.75 .....	<b>115.75</b>	_____
_____	(1513) 6 FT. - Slim or Full.....	102.00 .....	<b>138.00</b>	_____
_____	(1515) 7 FT. - Slim or Full.....	154.50 .....	<b>208.25</b>	_____

### FLOWER ARRANGEMENTS

QUANTITY	Indicate Style, Color, and Price	DISCOUNT	STANDARD	TOTAL
_____	(1545) Table Top, arrangements of Cut flowers..... Style: Center Piece - Tall, Low, One Sided Colors: White, Yellow, Rust, Lavender, Blue, Pastels Price Level Desired \$ _____	68.00 .....	<b>92.00</b>	_____

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening. Charges listed above include delivery to your booth, rental (not sale) during the event, care during the event, and removal. All floral is provided on a 7 day or less rental basis. Any floral missing at time of our pick-up will be invoiced to you at prevailing replacement cost in addition to rental rates.

**Sub Total:** \$ \_\_\_\_\_  
**7.00 % Tax:** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Authorization form.**

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Must be received in our office by deadline)*

# SIGN AND ART WORK ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S. WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** No refund on orders cancelled after deadline.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

This form is to be used for ordering special signs or artwork (NOT your booth I.D. Sign). There are two types of sign styles available to choose from. The first is signs created using computer cut vinyl graphics. These are good for one, two, or three color simple signs in solid colors. For more elaborate artwork with color gradients, we offer full color digital signs. Complex process color logos are an example of this. Prices indicated below are based on preparation of sign from customer copy or, if digital, computerized artwork supplied.

### PRESSURE SENSITIVE VINYL SIGNS

Prices indicated below are based upon 10 words per card and one color copy on white background. Signs other than sizes listed below will be prepared on a pro-rata price basis. Minimum order - \$ 25.00

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(801)	Sign 7" x 11"	\$ 33.50	\$ 45.25	\$ _____
_____	(803)	Sign 11" x 14"	\$ 40.75	\$ 54.75	\$ _____
_____	(805)	Sign 14" x 22"	\$ 47.75	\$ 64.75	\$ _____
_____	(807)	Sign 7" x 44"	\$ 47.75	\$ 64.75	\$ _____
_____	(811)	Sign 14" x 44"	\$ 74.25	\$ 100.00	\$ _____
_____	(813)	Sign 22" x 28"	\$ 74.25	\$ 100.00	\$ _____
_____	(815)	Sign 28" x 44"	\$ 99.00	\$ 125.00	\$ _____
_____	(818)	2' x 4' Sign	\$ 158.75	\$ 199.50	\$ _____
_____	(819)	Sign 2' x 8' Foamcore	\$ 212.25	\$ 286.50	\$ _____
_____	(820)	4' x 4' Sign	\$ 194.25	\$ 262.25	\$ _____
_____	(821)	Sign 4' x 8' Foamcore	\$ 258.75	\$ 324.50	\$ _____
_____	(823)	Vinyl Banner _____ x _____	\$ 8.75/sf	\$ 13.00 /sf	\$ _____
_____	(825)	Sq Ft Banner Framed	\$ 9.75/sf	\$ 14.50 /sf	\$ _____
_____	(827)	Easel Back on Sign	\$ 10.00	\$ 13.75	\$ _____
_____	(829)	Words In Excess of 10	\$ 2.00	\$ 2.50	\$ _____
_____	(831)	Colored Sign Card	\$ 7.50	\$ 10.00	\$ _____
_____	(833)	Addl Color Lettering	\$ 7.50	\$ 10.00	\$ _____

Emblems, Trademarks, logos, special style lettering, etc., can be prepared at extra cost depending on size and amount of work involved in production. Advance quotations can be provided upon submission of copy.

### FOUR COLOR DIGITAL SIGNS

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

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(861)	Sign 7" x 11" Digital	\$ 40.75	\$ 54.75	\$ _____
_____	(863)	Sign 11" x 14" Digital	\$ 49.75	\$ 71.00	\$ _____
_____	(865)	Sign 14" x 22" Digital	\$ 63.00	\$ 90.50	\$ _____
_____	(867)	Sign 7" x 44" Digital	\$ 63.00	\$ 90.50	\$ _____
_____	(871)	Sign 14" x 44" Digital	\$ 99.00	\$ 125.00	\$ _____
_____	(873)	Sign 22" x 28" Digital	\$ 99.00	\$ 125.00	\$ _____
_____	(875)	Sign 28" x 44" Digital	\$ 126.75	\$ 171.00	\$ _____
_____	(879)	Sign 24" x 96" Digital	\$ 318.25	\$ 429.50	\$ _____
_____	(881)	Sign 48" x 96" Digital	\$ 637.25	\$ 860.25	\$ _____
_____	(882)	Foamcore _____ x _____	\$ 20.25/sf	\$ 27.25/sf	\$ _____
_____	(883)	Sentra _____ x _____	\$ 22.75/sf	\$ 30.75/sf	\$ _____
_____	(885)	SGL Banner _____ x _____	\$ 10.75/sf	\$ 15.00/sf	\$ _____
_____	(887)	DBL Banner _____ x _____	\$ 21.50/sf	\$ 30.25/sf	\$ _____

Emblems, Trademarks, logos, special style lettering, etc. are **inclusive** of the above prices, if provided to us in digital format. Please provide in a PC vector format if available, or PC raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please call.


### PLEASE INDICATE COLOR OF SIGN AND LETTERING

COLOR OF BACKGROUND \_\_\_\_\_

COLOR OF LETTERING \_\_\_\_\_

### PLEASE CHECK TYPE OF SIGN DESIRED

Vertical Sign 

Horizontal Sign 

### INDICATE SIGN COPY

[ ] See Attached

No credit will be given after close of event on items or services ordered but missing from your exhibit space. If you have a problem please see service desk at the event site prior to leaving. Charges listed above include delivery to your booth (not installation or removal). Signs become your property and responsibility once you have received. If you require labor to install and/or remove any signage please request and specify on the enclosed display labor order form.

Sub Total: \$ \_\_\_\_\_

7.00 % Tax: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

TOTAL \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

Return to:

# George Fern Company

Expositions • Corporate Events • Exhibits

**Nationwide**

1147 S. WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

## MATERIAL HANDLING SERVICE ORDER FORM

**DEADLINE for return of this form: April 6, 2010**

**\* IMPORTANT \***

Complete the Material Handling Payment computation below based upon your estimated shipment and return this form with your payment and the Payment Authorization Form included with this service kit.

**Last date to ship to the WAREHOUSE April 19, 2010**  
**First date to ship to the SITE April 20, 2010**

### MATERIAL HANDLING INFORMATION

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight tickets required for unloading.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes, and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Loose, uncrated, van, or specialized carrier shipments should be sent **DIRECTLY** to the **CONVENTION FACILITY** to arrive **AFTER 8 AM on the first date to ship to the SITE.**
- Consignment or delivery of a shipment to George Fern Co. or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front and reverse of this page.
- Outbound bills of lading must be filled out and turned into the exhibitor service desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with carrier. If designated carrier fails to show in required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

### SHIPPING ADDRESSES

<p align="center"><b>ADVANCE WAREHOUSE</b></p> <p>TO: (NAME OF EXHIBITOR)          c/o George Fern Co          1147 S. White River Pkwy-E. Dr          Indianapolis, IN 46225-1482</p> <p>FOR:          BOOTH NUMBER _____</p>	<p>TO: (NAME OF EXHIBITOR)          c/o George Fern Co          INDIANA STATE FAIRGROUNDS-BLUE RIBBON          1202 E. 38TH STREET          INDIANAPOLIS, IN 46205</p> <p>FOR:          BOOTH NUMBER _____</p>
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### MATERIAL HANDLING RATE SCHEDULE

Rates below include receipt of your freight on straight time; delivery to the booth; removal, storage, and return of empty crates; and at the end of the show - movement of your freight from the booth to the dock and reloading on trucks. **A 200 lb. minimum per shipment applies.**

CATEGORY	DESCRIPTION	RECEIVED AT	RATE
<b>A</b>	<b>Crated or Skidded Shipments via common carrier to ==&gt;</b>	<b>Advanced Warehouse ==&gt;</b>	<b>\$ .71 /lb.</b>
<b>B</b>	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	<b>Advanced Warehouse ==&gt;</b>	<b>\$ .85 /lb.</b>
<b>C</b>	<b>Loose or Uncrated Shipments or Shipments requiring Special Handling to ==&gt;</b>	<b>Advanced Warehouse ==&gt;</b>	<b>\$ 1.07 /lb.</b>
<b>D</b>	<b>Crated or Skidded Shipments via common carrier to ==&gt;</b>	<b>Show Site ==&gt;</b>	<b>\$ .64 /lb.</b>
<b>E</b>	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	<b>Show Site ==&gt;</b>	<b>\$ .81 /lb.</b>
<b>F</b>	<b>Loose or Uncrated Shipments or Shipments requiring Special Handling to ==&gt;</b>	<b>Show Site ==&gt;</b>	<b>\$ 1.02 /lb.</b>
<b>P</b>	Small Package Shipments Not Exceeding 50lbs. Per Shipment via FedEx, UPS, or Overnight Carrier To ==>	<b>Show Site ==&gt;</b>	\$ 39.00 1st ctn. \$ 17.00 ea. add'l ctn.
<b>R</b>	For delivery of shipment at the close of the show back to George Fern warehouse, for loading onto outbound carriers or for post show storage, the additional charge will be ==>	<b>(Min. Charge \$130.50) ==&gt;</b>	<b>\$ .27 /lb.</b>

**Add 25% for each handling if your shipment arrives or is shipped before 8:00 A.M. or after 3:00 P.M. Monday through Friday or anytime Saturday or Sunday, or if scheduling necessitates overtime move-in of freight in advance at our warehouse.**

### MATERIAL HANDLING PAYMENT CALCULATION

	RATE CATEGORY	NUMBER of PIECES	WEIGHT (Minimum 200 lbs.)	RATE	TOTAL
Shipment 1	_____	_____	_____	X _____	= \$ _____
Shipment 2	_____	_____	_____	X _____	= \$ _____
Shipment 3	_____	_____	_____	X _____	= \$ _____
Shipment 4	_____	_____	_____	X _____	= \$ _____
Shipment 5	_____	_____	_____	X _____	= \$ _____

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see Geo. E. Fern Co. Service Desk Personnel at the event site prior to leaving.

**See reverse for complete freight terms and conditions.**

**Yes, I have completed and enclosed the Payment Authorization form.** TOTAL \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street City, State Zip Code E-Mail \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Must be received in our office by deadline)*

**SO 12-002**

# MATERIAL HANDLING TERMS AND CONDITIONS

**STRAIGHT TIME RATES QUOTED** are for Monday through Friday 8:00 A.M. - 3:00 P.M. OVERTIME will be charged before 8:00 A.M. and after 3:00 P.M. on weekdays and on Saturday, Sunday, or Holidays.

**RATES APPLY** to each pound with a 200 lb. minimum 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** - George Fern Co. will provide steel banding services at \$ 1.15 per lin. ft. as well as shrink wrap services for packaging of displays and equipment at \$47.00 per skid-shrink wrap. Please see the George Fern Co. Service Desk. Fork lifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved into and out of the exhibit facility for \$100.00 per round trip.

**COLLECT SHIPMENTS** may be refused or accepted at the option of the George Fern Co. In cases where the George Fern Co. 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 the George Fern Co. within 24 hours. A twenty-five percent (25%) special service surcharge 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 the George Fern Co. 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 the George Fern Co., who is prepared to handle local pickups and deliveries on a co-ordinated schedule. In order to minimize congestion and comply with union requirements all shipments should be channeled through the George Fern Co.

**EMPTY CONTAINER STORAGE** - Properly labeled empty containers of freight handled by the George Fern Co. will be removed and returned to the booth; empty labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. **The George Fern Co. assumes no responsibility** for removal of containers with old empty storage labels and without George Fern Co. labels, improper information on empty labels, or valuables stored in containers with empty labels. Handling of empty containers of Freight not brought in by the George Fern Co. may be available at an additional charge, predicated upon availability of storage space.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to the George Fern Co. at the Convention Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the George Fern Co. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the George Fern Co. and shipped with the information available at the time. The George Fern Co. will not be liable for shipping errors subsequent to the convention unless it has specific written instructions and has failed to honor them. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter Exhibitor's bill of lading to reflect actual condition, count, and contents found.

**DAMAGE TO EXHIBITS** while they are being loaded, unloaded or conveyed to the various booths or common carrier by the George Fern Co. will be its responsibility. The George Fern Co. WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the George Fern Co. is limited to \$.10 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles of shipments are in excess of those stated above.

**EXHIBIT LOSS OR DISAPPEARANCE** - The George Fern Co. and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by the George Fern Co. or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. The George Fern Co. and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, the George Fern Co. and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipments that are given to the George Fern Co. by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. The George Fern Co. and its subcontractors shall not be responsible for any loss or damage that may occur during such period. The George Fern Co. and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to the George Fern Co. or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

**DISPUTES** - In the event of any dispute between an Exhibitor and the George Fern Co. relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to the George Fern Co. for any services provided by the George Fern Co. as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay the George Fern Co. within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relate(s) for all service, and such Exhibitor shall pursue any claim against the George Fern Co. independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by the George Fern Co. has been received.

**INSURANCE** - Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

**EXHIBITS TO BE STORED** will be charged at a rate of \$.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.

**INDEPENDENT DISPLAY HOUSE CONTRACTORS**

Return to:

**George Fern Company**

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

DEADLINE for return of this form: April 6, 2010

IND INDUSTL & FAC MAINTENANCE

April 21-22,2010

ICEC-BLUE RIBBON PAV

INDIANAPOLIS,INDIANA

**INDEPENDENT DISPLAY HOUSE CONTRACTORS**

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.

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

Exhibitor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Display House To Be Used: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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, the George Fern Company, by the deadline date shown above.

\_\_\_\_\_  
Print or Type Name

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

## **Policy Regarding Official Service Contractor and Regulations for Exhibitor Appointed Independent 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 of 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 services, 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 dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements.

1. The Exhibitor, in writing, must notify Show Management and George Fern Co. of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the one 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 George Fern Co. 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 Workman'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 George Fern Co. with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Public Liability Insurance and shall provide Show Management and George Fern Co. with a certificate of insurance showing coverages and amounts and naming the sponsor, George Fern Co. and the 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 contractor may not solicit business on the exhibit floor.
8. The independent contractors must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in building. The show aisles and public space 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, George Fern Co. The independent contractors must coordinate all of their activities with the George Fern Co.
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.

# EXHIBIT MATERIAL RUSH

*"FOR ADVANCE WAREHOUSE ONLY"*

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

George Fern Co  
1147 S. White River Pkwy-E. Dr  
Indianapolis, IN 46225-1482  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

MUST RECEIVE BY: April 6-19, 2010

# EXHIBIT MATERIAL RUSH

*"FOR ADVANCE WAREHOUSE ONLY"*

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

George Fern Co  
1147 S. White River Pkwy-E. Dr  
Indianapolis, IN 46225-1482  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

MUST RECEIVE BY: April 6-19, 2010

# EXHIBIT MATERIAL RUSH

*"FOR ADVANCE WAREHOUSE ONLY"*

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

George Fern Co  
1147 S. White River Pkwy-E. Dr  
Indianapolis, IN 46225-1482  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

MUST RECEIVE BY: April 6-19, 2010

# EXHIBIT MATERIAL RUSH

*"FOR ADVANCE WAREHOUSE ONLY"*

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

George Fern Co  
1147 S. White River Pkwy-E. Dr  
Indianapolis, IN 46225-1482  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

MUST RECEIVE BY: April 6-19, 2010

# EXHIBIT MATERIAL RUSH

*"FOR SHIPMENTS TO SHOW SITE ONLY"*

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

George Fern Co  
INDIANA STATE FAIRGROUNDS-BLUE RIBBON  
1202 E. 38TH STREET  
INDIANAPOLIS, IN 46205

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

TARGET DELIVERY FOR: April 20, 2010  
(DO NOT DELIVER BEFORE)

# EXHIBIT MATERIAL RUSH

*"FOR SHIPMENTS TO SHOW SITE ONLY"*

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

George Fern Co  
INDIANA STATE FAIRGROUNDS-BLUE RIBBON  
1202 E. 38TH STREET  
INDIANAPOLIS, IN 46205

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

TARGET DELIVERY FOR: April 20, 2010  
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*"FOR SHIPMENTS TO SHOW SITE ONLY"*

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

George Fern Co  
INDIANA STATE FAIRGROUNDS-BLUE RIBBON  
1202 E. 38TH STREET  
INDIANAPOLIS, IN 46205

SHOW NAME: IND INDUSTL & FAC MAINTENANCE

BOOTH NUMBER: \_\_\_\_\_

TARGET DELIVERY FOR: April 20, 2010  
(DO NOT DELIVER BEFORE)

Return To:

# OUTBOUND BILL OF LADING AND SHIPPING LABELS

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482  
TELEPHONE 317/635-9606 \* FAX 317/634-0993

Send back to us before:

April 6, 2010

or return to the exhibitor service desk by:

April 22, 2010

Every outbound shipment requires a George Fern Co. Bill of Lading for each destination.  
Each shipment must also be labeled.

The George Fern Co. will prepare your Bill of Lading with shipping label. Please complete the following information and return this form to the above address.  
**PLEASE COMPLETE & RETURN THIS FORM AS QUICKLY AS POSSIBLE TO AVOID LONG LINES AT THE CLOSE OF THE SHOW.**

**Ship to:** Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Attn: \_\_\_\_\_ Telephone \_\_\_\_\_

**Freight Charges to:** Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Attn: \_\_\_\_\_ Telephone \_\_\_\_\_

**Quantity of Labels Required:** \_\_\_\_\_

**Method of Shipment: (Carrier Name)**

Common Carrier \_\_\_\_\_  
Van Lines \_\_\_\_\_  
Air Freight \_\_\_\_\_  
Other \_\_\_\_\_

**( OUR HOUSE CARRIER IS:  
Fern Transportation.  
YOU MAY USE ANOTHER CARRIER OF  
YOUR CHOICE, HOWEVER YOU WILL  
NEED TO SCHEDULE THE PICK UP.  
ALL FREIGHT CARRIERS MUST BE  
CHECKED IN NO LATER THAN:  
April 22, 2010 ).**

**ONCE YOUR SHIPMENT IS PACKED/LABELED AND READY TO SHIP, PLEASE RETURN THE BILL OF LADING (COMPLETE WITH PIECE COUNT & WEIGHT) TO THE EXHIBITOR SERVICE DESK**

**SHIPMENTS LEFT ON FLOOR WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO THE WAREHOUSE AT EXHIBITOR'S EXPENSE**

Name of Event IND INDUSTL & FAC MAINTENANCE 3-9449-10 Booth Number \_\_\_\_\_  
Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

Return to:

# DISPLAY LABOR SERVICE IN BOOTH ORDER FORM

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**  
(THIS FORM IS NOT FOR UNLOADING & RELOADING - PLEASE USE SHIPPING FORM)

**PAYMENT POLICY:** Payment in full of total estimated labor must accompany order and be received by deadline to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

**LATE REQUEST:** Requests received after deadline will be filled as work force is available. Please direct all onsite inquiries to service desk.

### PLAN A - SUPERVISED BY GEORGE FERN CO.

To save time and alleviate exhibitor supervision, Plan A (Supervision by George Fern Co.) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation, dismantles, and where possible, all work is performed on straight time. Charge for supervised services is 30 % with a minimum charge of \$72.00 . **Please provide an emergency contact telephone number:** ( \_\_\_\_\_ ) \_\_\_\_\_ .

ORDER:	Number of People Required	Estimated Hours (one hour Increments) Each Person
( 1001 ) Labor for Installation		
( 1003 ) Labor for Dismantle		

**DRAWINGS/BLUEPRINTS/PHOTOS**  
 \_\_\_\_\_ Attached  
 \_\_\_\_\_ Coming under separate cover  
 \_\_\_\_\_ With display-container #(\_\_\_\_\_)

**RETURN SHIPPING INSTRUCTIONS**  
 \_\_\_\_\_ Attached  
 \_\_\_\_\_ Coming under separate cover  
 \_\_\_\_\_ With display-container #(\_\_\_\_\_)

### PLAN B - SUPERVISED BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the work day, which is 8:00 A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00 A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. **It is important that an exhibit representative check in at the service desk to pick up labor ordered.** Exhibit representative must also check the labor back in at the service desk upon completion of work. All work to be done under the supervision of the exhibitor or their representative.

ORDER:	Number of People Required	Estimated Hours (one hour Increments) Each Person	Start Time	Start Date	Estimated Finish Time	Estimated Total Time
( 1001 ) Labor for Installation						
( 1003 ) Labor for Dismantle						

Supervisor will be: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**NOTE: If exhibitor fails to pick up men at time ordered, a one hour per man no-show charge will be assessed.**

### RATES: Estimated Labor Services Cost for Advance Payment

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays and all hours Saturday, Sunday and holidays will be charged at Overtime rate. Minimum charge for 1.00 hour per man. Straight time rate ... \$72.00 per man hour, Overtime rate ... \$143.00 per man hour. For information and cost relative to Labor With Forklift Rig in Booth, Labor to Hang Signs, or Labor for Unloading Services - please refer to other forms contained within this Service Kit.

**INSTALLATION**

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Straight Time Hours x \$ 72.00/hr. = \$ \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Over Time Hours x \$ 143.00/hr. = \$ \_\_\_\_\_

**DISMANTLE**

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Straight Time Hours x \$ 72.00/hr. = \$ \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Over Time Hours x \$ 143.00/hr. = \$ \_\_\_\_\_

**PLAN A - Add 30 % if supervised by George Fern Co. (\$ 72.00 min) = \$ \_\_\_\_\_**

**PLAN A - Add 30 % if supervised by George Fern Co. (\$ 72.00 min) = \$ \_\_\_\_\_**

**Total Display Labor = \$ \_\_\_\_\_**

#### \* IMPORTANT NOTICE \*

NOTE: Your company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. The George Fern Company will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of the George Fern Company is be limited to a maximum of 50% of the total labor bill, not to exceed \$1,000.

No credit will be given after billing of these services ordered but not received. If you have a problem please see George Fern Co. Service Desk Personnel at event site prior to opening. Advance payment in full by check, money order or credit card is required for all labor orders.

**Sub Total: \$ \_\_\_\_\_**

**Yes, I have completed and enclosed the Payment Authorization form.**



**TOTAL \$ \_\_\_\_\_**

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street City, State Zip Code E-Mail \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

# FORKLIFT TO RIG IN BOOTH

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

(THIS FORM IS NOT FOR UNLOADING & RELOADING - PLEASE USE SHIPPING FORM)

**PAYMENT POLICY:** Payment in full of total estimated labor must accompany order and be received by deadline to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

**LATE REQUEST:** Requests received after deadline will be filled as work force is available. Please direct all onsite inquiries to service desk.

### FORKLIFT TO RIG IN BOOTH

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display labor/carpenter, you will also require a forklift in your booth for installation and removal. A Forklift Crew consists of forklift and operator. If required, a spotter/helper is available at the rate of \$ 73.75 /hr. S.T., \$ 146.25/hr. O.T. The cost to the exhibitor is a minimum of 1.00 hour. If you have questions, please call the George Fern Company at 317-635-9606

### ORDER FOR FORKLIFT AND CREW

ORDER:	Number of Crews Required	Estimated Hours (one hour increments) Each Crew	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
Forklift with Operator						
Forklift with Operator						
Spotter / Helper						
Spotter / Helper						

**NOTE: Please order display labor/carpenter from the enclosed form.**

### RATES: Estimated Rigging Labor Cost for Advance Payment

All forks include operator:

Please Circle Fork Size

**Forklifts**  
(1005)  
(1006)

4000 lbs.  
6000 lbs.

**Straight Time**  
\$ 122.00 /Hr.  
\$ 145.25 /Hr.

**Over Time**  
\$ 191.75 /Hr.  
\$ 205.50 /Hr.

Straight time rates prevail from 8:00 A.M. to 4:00 P.M., Monday through Friday. Overtime rates prior to 8:00 A.M. and after 4:00 P.M, Monday through Friday and all day Saturday and Sunday. Starting time can be guaranteed only in those instances where men are requested for the start of the work day, which is 8:00 A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00 A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. **It is important that exhibit representative check in at service desk to pick up labor ordered.** Exhibit representative must also check the labor back in at the service desk upon completion of work. All work to be done under supervision of the exhibitor or their representative.

<b>INSTALLATION</b>			
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Straight Time Hours		x \$ _____ /hr. = \$ _____	
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Over Time Hours		x \$ _____ /hr. = \$ _____	
<b>DISMANTLE</b>			
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Straight Time Hours		x \$ _____ /hr. = \$ _____	
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Over Time Hours		x \$ _____ /hr. = \$ _____	
<b>Total Rigging Labor =</b>			<b>\$ _____</b>

**\* IMPORTANT NOTICE \***

NOTE: Your company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. The George Fern Company will NOT be responsible for injury to display personnel and damage or loss of display material. In any case, the liability of the George Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1,000.

No credit will be given after billing of these services ordered but not received. If you have a problem, please see George Fern Co. Service Desk Personnel at event site prior to opening. Advance payment in full by check, money order or credit card is required for all labor orders.

**Sub Total: \$ \_\_\_\_\_**

**Yes, I have completed and enclosed the Payment Authorization form.**



**TOTAL \$ \_\_\_\_\_**

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Must be received in our office by deadline)*

# CLEANING SERVICE ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482

TELEPHONE 317/635-9606 \* FAX 317/634-0993

**DEADLINE for return of this form: April 6, 2010**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of cleaning order after deadline will be charged at 25% of order.

**LATE REQUEST:** Requests received after deadline will be filled as quickly as possible.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from the George Fern Co. are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$ .21 Per Sq. Ft.

### VACUUM / SHAMPOO / MOP

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

Please check preference below:

- (903) VACUUM -- DAILY of carpet, empty wastebaskets before initial opening of exhibit and DAILY thereafter .....\$ .35 Per Sq. Ft. PER DAY
- (901) VACUUM -- ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.....\$ .38Per Sq. Ft.
- (905) SHAMPOO -- ONCE before initial opening of exhibit .....\$ .53Per Sq. Ft.
- MOPPING - tile/linoleum/vinyl floor covering .....AVAILABLE UPON REQUEST

There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, food sampling, landscape, etc.

### DISPLAY WIPE DOWN

- (911) Display Wipe Down before initial opening (4 Hour minimum per day) ..... \$ 73.75 per hr. S/T or \$146.25 per hr. O/T
- (913) Display Wipe Down daily (4 Hour minimum per day) ..... \$ 73.75 per hr. S/T or \$146.25 per hr. O/T

### SPECIAL INSTRUCTIONS / CONCERNS

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### ESTIMATE CLEANING SERVICES COST FOR ADVANCE PAYMENT

- Exhibit Space: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. (100 sq. ft. minimum) x \_\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_
- Display Wipe Down: \_\_\_\_\_ hours (4 Hr. min. per day) x \_\_\_\_\_ day(s) x [\$ 73.75 hr. S/T or \$146.25 hr. O/T]. = \$ \_\_\_\_\_

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see George Fern Co. Service Desk Personnel at event site prior to leaving.

**Sub Total:** \$ \_\_\_\_\_

**% Tax:** \$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Authorization form.**



**TOTAL** \$ \_\_\_\_\_

Name of Event **IND INDUSTL & FAC MAINTENANCE 3-9449-10** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)

09-310

# SIGN HANGING LABOR ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

1147 S.WHITE RIVER PKWY-E. DR \* INDIANAPOLIS, IN 46225-1482  
TELEPHONE 317/635-9606 \* FAX 317/634-0993

DEADLINE for return of this form: April 6, 2010

**PAYMENT POLICY:** Payment in full of total estimated labor must accompany order and be received by deadline to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

**LATE REQUEST:** Requests received after deadline will be filled as work force is available. Please direct all onsite inquiries to service desk.

### SIGN HANGING REGULATIONS

FOR ADDITIONAL INFORMATION, CALL THE GEORGE E. FERN COMPANY

- All signs should be assembled and ready for hanging with properly constructed frames and grommets or I-bolts. Banners must have a top and bottom pocket to receive pipe. George Fern Co. reserves the right to refuse to hang any sign deemed unsafe.
- Once sign is constructed and ready to hang, please check in at the George Fern Co. Labor desk.
- All booth signs will be hung at a specified distance as prescribed by show management. If show management does not have such specifications, then all booth signs will be hung at a uniform distance from floor to bottom of sign.
- Signs requiring AC power must meet electrical codes and have a grounded power supply.
- All materials must comply with state and local building codes.
- All signs must be hung and removed by George Fern Co. personnel.
- The George Fern Co. reserves the right to determine the exact location of signage based on structural limitations of the building.
- The installation and removal will be based on the show move-in/move-out schedule.
- If your sign requires assembling, please complete the enclosed Labor Order Form and provide detail instructions.

### SIGN DESCRIPTION AND PLACEMENT

- For signs other than banners, include blueprint or drawings with detailed information so hanging anchor points can be determined. **NOTE: Show rules state, top of sign can be no higher than 16' from floor. Permission in writing must be obtained from Show Management.**

Sign Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Material \_\_\_\_\_ Weight \_\_\_\_\_ Sign Height \_\_\_\_\_

Shape: Square \_\_\_\_\_ Rectangle \_\_\_\_\_ Circle \_\_\_\_\_ Triangle \_\_\_\_\_ Other \_\_\_\_\_

Sign Location: ( In relation to layout of booth) \_\_\_\_\_

Does your sign need power? \_\_\_\_\_ How much? \_\_\_\_\_  
( If so, electrical service must be ordered from convention center.)

Installation Time \_\_\_\_\_ Installation Date \_\_\_\_\_

First Choice: \_\_\_\_\_ 9AM - 12PM \_\_\_\_\_ 1PM - 5PM \_\_\_\_\_

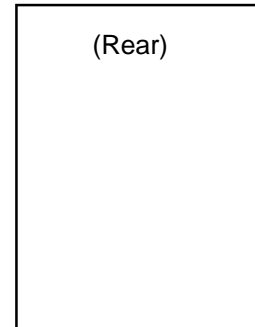
Second Choice: \_\_\_\_\_ 9AM - 12PM \_\_\_\_\_ 1PM - 5PM \_\_\_\_\_

Other: \_\_\_\_\_

Dismantling:

- \_\_\_\_\_ I will take my sign/banner with me immediately following the show
- \_\_\_\_\_ My sign/banner will be shipped with my booth

Booth Layout with sign location



(Installations and removals are scheduled to accommodate all requests in the most efficient manner.)

### LABOR AND EQUIPMENT RATES

<b>Straight Time</b>	8:00 a.m. to 4:00 p.m.	Monday through Friday
<b>Overtime</b>	Before 8:00 a.m. and after 4:00 p.m. ALL DAY SATURDAY AND SUNDAY	Monday through Friday

	<u>Straight Time</u>	<u>Overtime</u>
Highlift with crew.....\$		\$

(1051) Installation Estimate \_\_\_\_\_ Approx. Hours x \_\_\_\_\_ Hourly Rate = \_\_\_\_\_ Total Estimated Cost

(1053) Dismantle Estimate \_\_\_\_\_ Approx. Hours x \_\_\_\_\_ Hourly Rate = \_\_\_\_\_ Total Estimated Cost

- All rates are per lift and crew per hour with a (1) hour minimum per lift and crew. Materials such as cable, clamps, etc. are additional and will be charged accordingly
- Supervision for assembly and disassembly of overhead hanging can be provided by the George Fern Company at an additional cost, or by your company representative, display house, independent or lighting contractor.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Please indicate method of supervision you require for assembly and disassembly \_\_\_\_\_ George Fern Co. I&D \_\_\_\_\_ Exhibitor Personnel \_\_\_\_\_ Display House

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see the George Fern Co. Service Desk Personnel at the event site prior to opening.

Sub Total: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form. **TOTAL \$ \_\_\_\_\_**

Name of Event IND INDUSTL & FAC MAINTENANCE 3-9449-10 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be received in our office by deadline)



**REQUISITION FOR ELECTRICAL INSTALLATION  
FOR SHOWS AT INDIANA STATE FAIRGROUNDS**

Trade Show Name \_\_\_\_\_  
 Start Date of Show \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Exhibitor Name \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Exhibitor Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Contact \_\_\_\_\_

ERMCO No. \_\_\_\_\_  
 Mail Requests and Payment to:  
 ERMCO, Inc.  
 P. O. Box 1507  
 Indianapolis, IN 46206  
 Attention: Trisha Glauber  
 Questions: Call (317) 780-2923  
 Fax (317) 423-3863

Please note: **All equipment and labor for electrical work shall be furnished by ERMCO, Inc., the official electrical contractor for trade shows at the Indiana State Fairgrounds. Exhibitors shall not furnish nor have furnished by any agent other than ERMCO any electric**

SERVICES NOT LISTED BELOW WILL BE FURNISHED ON A TIME AND MATERIAL BASIS

ITEM	QUANTITY	PRICES		TOTAL
		Advance	Floor	
<b>OUTLETS - 110 VOLT, GROUNDED:</b>				
500 WATTS, INSTALLED COMPLETE		33.00	42.50	
1000 WATTS, INSTALLED COMPLETE		44.50	55.50	
1500 WATTS, INSTALLED COMPLETE		60.50	75.75	
2000 WATTS, INSTALLED COMPLETE		60.50	75.75	
<b>OUTLETS - 220 VOLT, GROUNDED:</b>				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		100.50	125.50	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		150.50	188.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		150.50	188.00	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		150.50	188.00	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		200.00	251.00	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		200.00	251.00	
100 AMP, 3 WIRE AND LARGER		258.50	342.00	
<b>FLOODLIGHTS &amp; SPOTLIGHTS:</b>				
1500 WATT, QUARTZ FLOODLIGHT		62.75	79.00	
<b>OTHER</b>				
\$300.00 MINIMUM PER SHOW				
<b>FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD</b>		34.50	43.25	
<b>SUBTOTAL</b>				
<b>7% SALES TAX</b>				
<b>TOTAL</b>				

**Materials used will remain the property of ERMCO, Inc. Exhibitor agrees to pay for material not returned.**

**LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)**

8:00 AM to 4:30 PM, Monday through Friday	56.96
4:30 PM to 12:00 PM, Monday through Friday	83.25
All other times	109.46

**NOTE:** Electricity is A/C - 60 cycles, 1 phase, 120 or 208 volt/3 phase, 208 volt.  
 24 HOUR SERVICE MUST BE REQUESTED IN ADVANCE.  
**BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

**We accept Master Card, Visa, Discover, Check or Cash. Sorry, we CAN NOT accept American Express.**

VISA/MC or DISCOVER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 CVV2 Code: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Customer Signature \_\_\_\_\_ Date Signed \_\_\_\_\_



# Indiana State Fairgrounds

Where Customer Service and  
Satisfaction is our Specialty

---

CPI Telecommunications and  
Internet Services are now  
being offered to all our exhibitors

- High Speed Internet /Wireless or Wired Services
- Telephone Lines
- And more...

Check out the enclosed order form or call CPI at  
(317) 595-7888 or email [support@commprod.com](mailto:support@commprod.com)  
for more details.





## CPI Telephone and Internet Services Order Form

### for the Indiana State Fairgrounds

7301 East 90th Street, Suite 111, Indianapolis, IN 46256

Attention: Service Department

Telephone (317) 595-7888, Fax (317) 596-7997

(Please type or print)

Name of Event \_\_\_\_\_ Install Date \_\_\_\_\_

Bldg \_\_\_\_\_ Booth Number(s) \_\_\_\_\_ Contact Person \_\_\_\_\_

Company Name \_\_\_\_\_ Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No.(\_\_\_\_) \_\_\_\_\_

Fax No.(\_\_\_\_) \_\_\_\_\_ Cell No.(\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

**PAYMENT NOTICE:** ADVANCE RATES apply only to orders paid in full and received by CPI 10 DAYS PRIOR TO THE FIRST SCHEDULED EVENT DAY. All other orders will be at REGULAR RATES up to and including move-in. *NO EXCEPTIONS.*

<i>Prices are subject to change without notice</i>			<i>Costs Per Line</i>			
Communication Services	Booth #(s)	Qty.	10 Day Advance Rate	Regular Rate	Day of Event Rate	TOTAL
<b>Analog Phone Line</b> - Telephone line, credit card line, fax line, Local & Toll free service only.			<b>\$125.00</b>	<b>\$150.00</b>	<b>\$200.00</b>	
<b>Telephone Set</b> - No deposit is required but if the phone set is not returned, a charge of \$50.00 will be assessed.			<b>\$5.00</b>	<b>\$7.50</b>	<b>\$10.50</b>	
<b>High Speed Internet Service</b> - Wired Service			<b>\$450.00</b>	<b>\$500.00</b>	<b>\$550.00</b>	
* No refunds after installation of service *			Total Order _____			
* Tax Exempt must submit ST-109 Form *			+ 7% IN Sales Tax _____			
			<b>Grand Total</b> _____			
<p><b>High Speed Internet Services</b> - Wireless Service is available on a <b>Daily pass for \$15.00, 3 day pass for \$25.00, Weekly pass for \$40.00 and a 2 week pass for \$75.00.</b> This service can be subscribed to via credit card upon arrival at the State Fairgrounds. No order form is required. To login, access your browser and follow instructions.</p>						

Checks accepted for advance orders only - Credit card on file is required	
PAYMENT INFORMATION: REMIT PAYMENT TO COMMUNICATIONS PRODUCTS, INC. AT ADDRESS ABOVE	
_____ Check # _____	MasterCard _____ VISA _____ Amex _____
Acct # _____	Exp Date _____ V Code _____
Name _____	
Signature _____	

**For questions or comments: Call (317) 595-7888 or email support@commprod.com**

## TERMS AND CONDITIONS - TELEPHONE & INTERNET SERVICE ORDER FORM

1. **CONDITION FOR PROCESSING SERVICE ORDER FORM:**
  - a. Payment for ALL services must accompany Service Order Form, or service requested cannot be activated.
  - b. Building and booth number(s) must be identified on Service Order Form.
  - c. Placement of voice/data lines in a booth must be accompanied by a floor plan provided by the client, or the connection will be placed in the rear of booths that are in a row or in the center of island booths.
  - d. There is a minimum \$100.00 charge to move an installed line. Time and material may apply and service cannot be guaranteed operational by event opening.
  - e. Incomplete Service Order Form will delay processing.
2. **EQUIPMENT PROCEDURES:**
  - a. Exhibitors requesting an analog phone line or 56K dial-up Internet Service will receive a single standard RJ11 jack within the booth. A Direct Inward Dial number will be provided to the Exhibitor on the confirmation sheet sent out. A line cord is available upon request.
  - b. Exhibitors requesting an ISDN BRI Line will receive an RJ48 jack. Exhibitors must have a U interface. Otherwise, they will need to have an NT1 unit.
  - c. Exhibitors requesting Provisioned High Speed Internet Service will receive a standard RJ45 jack along with an IP address which will be for outbound transmission only.
  - d. Exhibitors are responsible for the protection and safe keeping of any equipment issued by CPI.
  - e. Lost, stolen, or damaged equipment will be charged to the Exhibitor at prevailing rates.
3. **LONG DISTANCE SERVICES:** Long distance services will be provided via a Long Distance Calling Card.
4. **PAYMENT AND REFUNDS:**
  - a. Charges for additional services provided after the initial order will be posted to a referenced credit card at the time the order is placed.
  - b. Services installed but not used, will not be refunded including time left on Weekly or Day Passes for Broadband Wireless Internet Access.
  - c. For customers paying by credit card, the signing of this form constitutes authorization for ALL services ordered.
  - d. There will be a \$50 service charge for any checks returned. If a check is returned for any reason, only a valid credit card can replace it.
  - e. Refunds, after installation - NO REFUNDS
5. **ALL CUSTOMER EQUIPMENT** must comply with FCC regulations.
6. **COMPLETION OF SIGNED SERVICE ORDER FORM** constitutes authorization to proceed with work necessary to accomplish the services ordered.
7. **INTERNET SERVICE PROVIDERS (ISP's)** for Internet High Speed services will be CPI's selected provider(s).
8. **THERE IS** a cancellation charge for each line when cancelled less than 5 days prior to event start date.
9. **CPI DOES NOT WARRANT ANY PRODUCT MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE.** CPI shall in no event be liable to Exhibitor, or to any other person or company using any product or service supplied under this Order, or to any person or company to whom Exhibitor furnishes a product or service, for loss of time, loss of profits, Year 2000 non-compliance, inconvenience, loss of use of any products or services or their failure to work (CPI provided or Exhibitor owned), or for any other indirect, special, reliance, incidental or consequential loss or damage whether in an action for or arising out of breach of warranty, breach of contract, delay, negligence, strict tort liability or otherwise.
10. **IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR** to evaluate the Exhibitor's needs and to insure Exhibitor owned equipment will be compatible with the services ordered from CPI. Exhibitor agrees to protect and maintain all CPI provided equipment and insure it against theft, loss, and/or damage.
11. **NO ORAL OR WRITTEN REPRESENTATION, inducement, statement, or promise** made by or on behalf of a party not contained herein shall be relied upon or binding.