

Cleveland Home + Remodeling Expo

Exhibitor Services Guide

March 20-22, 2020

I-X SERVICE CENTER

EXHIBITOR ORDERING INFORMATION

The attached includes a description of available services, pricing, an I-X Services Order Form, and a self-addressed envelope. Please return your completed order with payment to:

**I-X Service Center
One I-X Center Drive
Cleveland, Ohio 44135**

Phone: 216-265-2500

Toll-free: 800-IXCENTER

Facsimile: 216-265-7300

Email: services@ixcenter.com

Payment Policy:

- **Service orders received with full payment by *MARCH 3, 2020* qualify for *ADVANCE RATES*.**
- Service orders will be processed upon receipt of full payment. Please note that the I-X Service Center is not responsible for lost or misdirected mail.
- A tax exemption certificate must accompany order if you qualify for exemption from Ohio state sales tax.
- Acceptable forms of payment are cash (on-site), checks, travelers checks, money orders and charge cards (Visa, MasterCard, American Express, Discover).
- Please make checks payable to the I-X Service Center.
- Payments must be made in U. S. funds payable on a U. S. bank.
- A \$30 fee will be assessed for returned checks and an alternative form of payment will be required.
- Unless indicated otherwise, supplied charge card authorization will be used for on-site service orders.
- Please contact the I-X Service Center regarding billing discrepancies. Adjustments will only be considered prior to the close of the show. Credit balances will be refunded via I-X Center corporate check or applied to your charge card on file prior to final invoicing. A 1% monthly interest charge will be added to any unpaid balance.

Third Party Authorization:

If you have arranged for a third party to manage your display and assume responsibility for ordering services and payment of charges, the "AUTHORIZATION FOR THIRD PARTY BILLING" form must accompany your service order form. Should the designated third party fail to comply with the above payment policy, the exhibiting company is responsible for full payment of outstanding charges.

INSTRUCTIONS FOR COMPLETING I-X SERVICE ORDER FORM

1. List the event name, booth number, and company billing information.
2. Record all pertinent information for non-taxable service(s) ordered in Section A.
3. Sub-total all non-taxable services and enter the dollar amount on Line 1 and Line 4.
4. Record all pertinent information for taxable service(s) ordered in Section B.
5. Sub-total all taxable services and enter the dollar amount on Line 2.
6. Multiply amount recorded on Line 2 by 8% and enter Ohio state sales tax on Line 3.
7. Add Lines 2, 3, and 4, and enter total due on Line 5.
8. Forward all forms and utility layouts with payment to the I-X Service Center.

BOOTH #: _____ SQ. FT.: _____ DATE REC'D. BY I-X: _____

I-X SERVICE ORDER FORM

ALL SERVICES PERFORMED WILL BE SUBJECT TO THE TERMS AND CONDITIONS SET FORTH UNDER "LIMITATION OF LIABILITY AND RESPONSIBILITY FOR I-X CENTER SERVICES" CONTAINED IN THE I-X EXHIBITOR SERVICES GUIDE. BY COMPLETING THIS FORM AS DIRECTED, WE AUTHORIZE THE I-X CENTER TO PROVIDE SERVICES ORDERED AND ACCEPT THE TERMS AND CONDITIONS OUTLINED IN THE I-X EXHIBITOR SERVICES GUIDE.

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ E-mail: _____

Contact: ☐ Ms. ☐ Mr. First Name: _____ MI: _____ Last Name: _____ Title: _____

Method of Payment: ☐ Check ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Charge Card No.:

Code:

Expiration Date:

Cardholder's Name (please print): _____ Signature: _____

Additional charges incurred at show site plus any outstanding balance will automatically be charged to the above card.

SECTION A

Description/Non-Taxable Items	COLOR	QTY.	U/M	UNIT PRICE	TOTAL
SECTION "A"	LINE 1-Non-Taxable Items (Section A)			SUB-TOTAL	

SECTION B

Description/Taxable Items	COLOR	QTY.	U/M	UNIT PRICE	TOTAL
SECTION "B"	LINE 2-Taxable Items (Section B)			SUB-TOTAL	
COMMENTS:	LINE 3-Sales Tax – 8% Line 2			SALES TAX	
	LINE 4-Non-Taxable Items (Section A)			SUB-TOTAL	
	LINE 5-TOTAL LINES 2, 3, and 4			TOTAL DUE	

Thank you for your order. Please return original with payment and keep a copy for your records.

When ordering Rigging, Installation and/or Dismantling Labor, please complete reverse side.



Exhibit Representative (Signature): _____ Date: _____

By completing this form as directed, we authorize the I-X Center to provide services ordered and accept the terms and conditions outlined in the I-X Exhibitor Services Guide.

EVENT: CLEVELAND HOME + REMODELING EXPO

EXHIBITING FIRM: _____ **BOOTH No.:** _____

INSTALLATION / DISMANTLING - Exhibitors must sign out the I-X laborer(s) at the labor desk on designated work order(s) and upon completion of assignment, return with the worker(s) to be signed off work order.

Installation:

<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>

Dismantling:

<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>

Additional Instructions / Comments: _____

All services performed will be subject to the terms and conditions set forth under “Limitation of Liability and Responsibility for I-X Center Services” contained in the I-X Exhibitor Service Guide.

DECORATING SERVICES

- ⌘ The I-X Center reserves the right to make substitutions as needed.
- ⌘ Colors(s) will be automatically selected if not indicated on order.
- ⌘ Skirted tables and counters are skirted on three sides.
- ⌘ Cancellations and/or changes are subject to additional charges.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>ADVANCE RATE</i>	<i>STANDARD RATE</i>
Tables & Counters - Unfinished & Skirted - Taxable			
<i>Skirting Colors: Black, Blue, Burgundy, Gold, Green, Plum, Red, Silver, Teal, White, (Green available 30" only)</i>			
4'L x 24"W x 30"H Table Skirted	EA	\$60.40	\$78.50
4'L x 24"W x 30"H Table Unfinished	EA	24.80	32.20
6'L x 30"W x 30"H Table Skirted	EA	80.10	104.10
6'L x 30"W x 30"H Table Unfinished	EA	26.80	34.80
8'L x 30"W x 30"H Table Skirted	EA	98.20	127.70
8'L x 30"W x 30"H Table Unfinished	EA	33.60	43.70
4 th Side Table Skirted	EA	27.80	36.10
30" Skirting (4 foot minimum)	FT	7.20	9.40
4'L x 24"W x 39" H Counter Skirted	EA	68.50	89.10
4'L x 24"W x 39" H Counter Unfinished	EA	33.00	42.90
6'L x 30"W x 39" H Counter Skirted	EA	88.30	114.80
6'L x 30"W x 39" H Counter Unfinished	EA	34.00	44.20
8'L x 30"W x 39" H Counter Skirted	EA	106.20	138.10
8'L x 30"W x 39" H Counter Unfinished	EA	40.20	52.30
4 th Side Counter Skirted	EA	34.70	45.10
39" Skirting (4 foot minimum)	FT	8.80	11.40
Drape Cloth – Taxable			
<i>Drape Colors: Black, Blue, Burgundy, Green, Plum (8' only), Red, Silver, Teal, White</i>			
3' Drape Cloth (10 foot minimum)	FT	9.70	12.60
8' Drape Cloth (10 foot minimum)	FT	13.40	17.40

DECORATING SERVICES *CONTINUED...*

DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Decorating Accessories - Taxable			
Side Chair – delivered prior to opening on first day of show	EA	\$26.80	\$34.80
Stool – delivered prior to opening on first day of show	EA	53.10	69.00
Wastebasket – delivered prior to opening on first day of show	EA	10.20	13.30
Easel - Chrome	EA	24.00	31.20
Coat Tree	EA	25.10	32.60
Plastic Chain	FT	2.40	3.10
3' Stanchions - Plastic	EA	10.20	13.30
Crossbar	EA	24.80	32.20
3' Upright	EA	12.20	15.90
8' Upright	EA	16.60	21.60
16' Upright	EA	26.20	34.10
Standard Carpet – Taxable			
<i>Carpet Colors: Black, Blue, Charcoal, Red, Silver</i>			
10' x 10' Standard Carpet	EA	121.30	157.70
10' x 20' Standard Carpet	EA	242.60	315.40
10' x 30' Standard Carpet	EA	363.80	472.90
Standard Carpet Special Cut	SFT	2.10	2.70
Price of standard carpet includes installation, taping of aisle edge(s) and removal at close of the show.			
Color and seam match is not guaranteed for standard carpet ordered in multiples of two or more. Additional tape must be ordered to cover the seam(s) where carpets meet.			
Special cut carpet must be ordered if required sizes are in other than ten foot increments and/or for booths that exceed 300 square feet.			
Carpet Accessories – Taxable			
Padding	SFT	1.05	1.40
Carpet Tape (per roll)	RL	27.00	35.10
Carpet Tape (per foot, includes labor)	LFT	1.40	1.80

CLEANING SERVICES

- Trash placed in aisle nightly at close of show will be removed at no charge.

DESCRIPTION	U / M	RATE
Vacuuming – Taxable		
Vacuum Nightly (includes prior to show opening)	SFT (per day)	\$0.30
Vacuum Prior to Show Only	SFT (per day)	0.35
Porter Service – Taxable		
Periodic Porter (daily - all event days)	EA (per day)	62.00
Periodic porter service includes refuse removal from containers in your booth every two hours during show hours.		

OVERHEAD SIGN HANGING AND REMOVAL SERVICES

- Labor to assemble all signs and/or banners must be performed by I-X workers.
- Estimated prepayment to assemble and/or install and remove signs and/or banners is required at time of order.
- Signs and/or banners will be hung twenty feet from the floor unless otherwise noted.
- Trusses necessary to hang signs and/or banners (due to the size and/or weight) will be charged accordingly.
- All signs and/or banners will be returned to the Freight Desk after removal in exhibitor's absence.
- The ***STRUCTURAL INTEGRITY STATEMENT FORM*** must be completed and submitted with overhead sign hanging and removal orders.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>STRAIGHT TIME</i>	<i>OVERTIME</i>	<i>DOUBLE TIME</i>
Overhead Sign Installation – Taxable				
Aerial Lift w/Crew	HR	\$283.60	\$425.40	\$567.20
Overhead Sign Removal – Taxable				
Aerial Lift w/Crew	HR	283.60	425.40	567.20

SIGN HANGING SPECIFICATIONS

Size:	Height: Feet _____ Inches _____	Width: Feet _____ Inches _____
Weight:	Pounds _____	Material _____
Does your sign require electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, refer to ELECTRICAL SERVICES . Please enclose a photo or simple sketch of sign.		

Sign Hanging Specifications:

Adjacent Booth #: _____

_____ feet from floor to bottom of sign

_____ feet in from left side

_____ feet in from right side

_____ feet in from back of booth

_____ feet in from front of booth

Adjacent Booth #: _____	Back	Right	Adjacent Booth #: _____
	Left		
Front			

Standard height is 20' from floor to bottom of sign.

Adjacent Booth #: _____

STRUCTURAL INTEGRITY STATEMENT FORM

_____ ("Exhibitor"), the contracted exhibitor at the **2020 Cleveland Home + Remodeling Expo** and (if applicable) _____, the display house or builder for the aforementioned Exhibitor, does hereby certify and warrant to the I-X Center Corporation ("I-X") that the stress points for the hanging structure ("Structure") have been properly engineered and tested. Exhibitor further certifies and warrants to I-X that the Structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. In addition to the foregoing, Exhibitor hereby (i) waives, releases, acquits and forever discharges I-X and its affiliates, shareholders, directors, officers, employees, contractors and agents (collectively "Released Parties") of and for any and all claims that Exhibitor may now have or which may arise in the future related to the Structure, (ii) agrees to not assert any claims related to the Structure against any of the Released Parties, and (iii) agrees to indemnify and hold the Released Parties harmless from any and all losses, expenses, fines, penalties, claims, liabilities, obligations and damages (including without limitation, any damage to personal or real property and any injury (including without limitation, death) to any person) resulting in any way or related to the Structure. All hang points supporting in excess of 200 pounds will be verified (metered) on site at exhibitor's expense.

EXHIBITING COMPANY: _____

BOOTH NUMBER: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME: _____ DATE: _____

DISPLAY HOUSE/BUILDER: _____
(IF APPLICABLE)

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME: _____ DATE: _____

COMPLETE AND SUBMIT THIS FORM WITH ALL OVERHEAD SIGN HANGING AND REMOVAL SERVICE ORDERS.

***LIMITATION OF LIABILITY AND RESPONSIBILITY
FOR I-X CENTER SERVICES***

1. I-X Center Corporation shall not be responsible for damage to materials and equipment, including uncrated items, items improperly packed or concealed damage.
2. I-X Center Corporation shall not be responsible for loss, theft or disappearance of exhibitor's property.
3. I-X Center Corporation shall not be responsible for loss or damage to exhibit property related to delivery of I-X Center Services unless damages are the direct result of I-X Center's gross negligence.
4. I-X Center Corporation shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
5. **I-X Center Corporation's liability shall be limited to the physical loss or damage to the specific property which is lost or damaged, and in any event the I-X Center Corporation's maximum liability shall be limited to the following: Material Handling, \$0.30 per pound per article with a maximum liability of \$1,000.00 per shipment, whichever is less; for all I-X Center Services, actual damages or \$1,000.00, whichever is less.**
6. **I-X Center Corporation shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's property.**
7. Claims for loss or damage must be submitted to I-X Center Corporation prior to the close of the show.
8. The consignment or delivery of property to I-X Center Corporation by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
9. **INSURANCE** – To protect yourself from unexpected losses every exhibitor's property should be insured from the time it leaves their possession until the time it is returned to their possession. It is suggested that exhibitors arrange all risk coverage.
10. Empty container labels will be available at I-X Center Corporation's Freight Desk. Affixing labels is the sole responsibility of the exhibitor or their representative. All previous labels need to be removed or completely concealed. I-X Center Corporation assumes no responsibility for:
 - Exhibitor's disregard of above procedures
 - Removal of containers with old empty labels and without I-X Center Corporation labels
 - Improper information on empty labels
 - Materials stored in containers labeled "empty"

MATERIAL HANDLING SERVICES

- ☞ Drayage service includes unloading and/or loading at the dock, warehouse storage up to thirty days prior to move-in, delivery to and from booth, removal, storage and redelivery of crates. Charges are based on 100 pound (cwt) increments per shipment, 200 pound (cwt) minimum.
- ☞ Exhibitors may hand carry or use two wheel dollies to transport material in and out of the building at no charge. All other carts and dollies are prohibited.
- ☞ Shipments must be prepaid and addressed to: **Exhibitor Name & Booth Number, Event Name, c/o I-X Service Center, Door 35, One I-X Center Drive, Cleveland, Ohio 44135.** No collect shipments will be accepted.
- ☞ Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by the I-X Center for such shipments.
- ☞ Advance arrangements for outbound shipments must be made with the I-X Freight Department. Exhibitors are responsible for notifying carrier, labeling freight and submitting I-X Center Bill of Lading to the I-X Freight Desk.
- ☞ All services performed will be subject to the terms and conditions set forth under "Limitation of Liability and Responsibility for I-X Center Services" contained in this I-X Service Center Exhibitor Ordering Information packet.

DESCRIPTION	U / M	RATE
Drayage, Material Handling and Shipping – Taxable		
Advance to Warehouse Crated & Palletized	CWT	\$49.20
Advance to Warehouse Uncrated & Unpalletized	CWT	61.60
Direct to Site Crated & Palletized	CWT	32.20
Direct to Site Uncrated & Unpalletized	CWT	40.50
Small Package (5 lbs. and under)	EA	25.70
Special Handling	Add 25% to prevailing drayage rate	
Overtime	Add 25% to prevailing drayage rate	
~ Advance to Warehouse shipments to be stored may be received up to thirty days prior to move-in. Uncrated and unpalletized shipments received advance to warehouse are subject to additional charges.		
~ Direct to site shipment rates apply during all move-in days and during the show.		
~ Receiving hours are weekdays 8:00 a.m. - 2:00 p.m. Overtime rates apply to shipments received all other times.		
~ Outbound shipments during overtime hours are subject to an additional 25% overtime charge.		
~ Crated/palletized shipments that require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments), carpet, mixed shipments, multiple shipments/delivery areas, and shipments without delivery receipts such as UPS and FedEx are subject to an additional special handling charge of 25% per cwt. each way.		
Miscellaneous Material Handling Supplies – Taxable		
Banding (per foot, requires I-X labor)	FT	0.92
Shrink Wrap (per foot, requires I-X labor)	FT	0.58
Shrink Wrap (per roll)	EA	71.00

DRIVE-IN PRIVILEGES

- ¶ The following vehicle types are permitted to drive into the facility to unload/load:
Non-commercial, standard size pick-up trucks, automobiles, SUVs and passenger vans.
- ¶ If pulling a trailer, driving a commercial or oversize vehicle, **I-X labor** is required to unload/load vehicle. Refer to **LABOR & EQUIPMENT SERVICES**.
- ¶ One drive-in pass is required per vehicle per trip and may be purchased at the I-X Service Center.
- ¶ Drive-in passes are non-transferable, non-refundable and if lost or stolen, cannot be replaced without incurring an additional charge.
- ¶ **Exhibitor Drive-in Procedure:**
 - Park in designated exhibitor area
 - Purchase drive-in pass or pick up prepaid drive-in pass at the I-X Service Center
 - Report to assigned door
 - Present receipt to I-X personnel at entrance door
 - I-X personnel will direct vehicle to booth
 - Unload vehicle independently
 - Immediately remove vehicle from building after unloading
- ¶ Vehicles displayed in the building require a Display Vehicle Pass/Compliance Card. This includes motorized equipment operating under its own power. A maximum of one eighth tank of gas or two gallons whichever is less may remain in the tank, the gas tank must be sealed and battery cables must be disconnected and taped. A Display Vehicle Pass/Compliance Card must be obtained from the I-X Service Center and displayed at all times. Display vehicles are subject to inspection by the Cleveland Fire Marshal.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>RATE</i>
Drive In Passes – Nontaxable		
Round Trip Drive-in Pass	EA	\$50.00
One Way Drive-In Pass	EA	35.00
Display Vehicle Pass (Round Trip)	EA	50.00

VEHICLES PERMITTED TO DRIVE INTO UNLOADING/LOADING AREA:

If driving a commercial vehicle, a vehicle larger than illustrated below, or if pulling a trailer, I-X labor is required to unload/load vehicle. Please refer to **LABOR & EQUIPMENT SERVICES**.

Non-Commercial Pick-up Trucks and Automobiles



Non-Commercial Vans



You may use your 2-wheel dolly/cart to unload/load your vehicle, however, no other carts or dollies are permitted in the building.

LABOR AND EQUIPMENT SERVICES

Labor and Work Orders...

- † Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- † Final billing for labor/equipment is based on actual time and materials used.
- † Work orders for labor and equipment required for the installation and/or dismantle of booth may be purchased through the I-X Service Center or at the Labor Desk. A prepayment based upon estimated usage is due at the time services are ordered.
- † Exhibitors must report to the Labor Desk to request I-X workers (labor) and authorize work to be performed (signature required).
- † Work order charges include the time necessary for I-X workers to get tools and report to the job, exhibitor's inspection of work and return of I-X workers to the Labor Desk to be signed out by exhibitor.
- † The I-X Center reserves the right to adjust labor hours/crew size ordered to meet safety and schedule requirements.
- † To request labor in advance, specify on your order form the number of workers, date and time service is required. Labor ordered on-site is available on first come, first served basis.
- † Power-operated equipment cannot be used for booth setup/dismantle unless I-X labor is ordered. Battery operated hand tools are permitted.
- † Exhibitors may hand carry or use two wheel dollies to transport material in and out of the building at no charge. All other carts and dollies are prohibited.
- † Up to three exhibitor employees may setup/dismantle booth. The fourth person must be an I-X worker. When larger crews are needed the fifth, sixth, and seventh workers may be exhibitor employees, but the eighth must be an I-X worker. It is necessary to include an I-X foreman when five or more I-X workers are used; the fifth I-X worker is a foreman. Exhibitor employees are defined as those having been on the payroll for a minimum of sixty days prior to the event; otherwise I-X workers must perform booth setup/dismantle. Proof of employment must be provided upon request of I-X Center management (i.e. dated pay stub).

Use of Exhibitor Appointed Contractors and Display Houses...

- † If using an outside contractor or display house, I-X personnel must perform labor. Outside contractors and display houses may be used for SUPERVISION ONLY.
- † All outside contractors and display houses must be approved by I-X Center Management, and must register at the I-X Labor Desk each day upon arrival at the I-X Center.
- † Failure to comply with building rules and regulations as stated above may result in expulsion from this and all future events at the I-X Center.

I-X Supervised Work...

- † Booth design and detailed instructions are required when I-X Center personnel is to provide and supervise installation and dismantling service. Materials must be provided at least three weeks prior to event followed by a call to the I-X Service Center to discuss requirements in detail.
- † When I-X Supervision is required for the dismantle of your booth, it is necessary to make arrangements with your carrier to pick up freight on the last day of move-out.

LABOR AND EQUIPMENT SERVICES *CONTINUED...*

DESCRIPTION	U / M	STRAIGHT TIME	OVERTIME	DOUBLE TIME
<i>Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. - 4:30 p.m. Double time: Weekdays midnight - 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays</i>				
Installation Labor – Taxable				
Labor	HR	\$90.80	\$136.20	\$181.60
Labor Foreman*	HR	95.40	143.10	190.80
I-X Supervision**	25%			
Dismantling Labor – Taxable				
Labor	HR	90.80	136.20	181.60
Labor Foreman*	HR	95.40	143.10	190.80
I-X Supervision**	25%			
*Include foreman when using five or more I-X workers; the fifth I-X worker is a foreman. **I-X Supervision labor requires a minimum of two workers, one hour each. Charge to equal 25% of work order total.				
Installation Equipment – Taxable				
Fork 6K w/Operator	HR	119.40	179.10	238.80
Fork 8K w/Operator	HR	143.30	214.95	286.60
Aerial Lift w/Crew	HR	283.60	425.40	567.20
Dismantling Equipment – Taxable				
Fork 6K w/Operator	HR	119.40	179.10	238.80
Fork 8K w/Operator	HR	143.30	214.95	286.60
Aerial Lift w/Crew	HR	283.60	425.40	567.20
Ladders – Taxable				
8' Ladder (per day)	EA	32.10	32.10	32.10
10' Ladder (per day)	EA	40.50	40.50	40.50
12' Ladder (per day)	EA	47.60	47.60	47.60
14' Ladder (per day)	EA	77.40	77.40	77.40
16' Ladder (per day)	EA	77.40	77.40	77.40
Ladders require a minimum of one hour labor.				

PARKING PRIVILEGES

- ⌘ Exhibitors and attendees are charged parking fees on show days only.
- ⌘ Event parking permits provide in and out privileges, easily identify "Exhibitor Vehicles" and provide admittance to designated exhibitor parking areas.
- ⌘ Event parking permits may be purchased through the Exhibitor Service Kit or from the I-X Service Center.
- ⌘ Parking permits are not mailed. It is recommended that exhibitors pick up parking permits during move-in prior to the first day of the event. There is no charge for parking during move-in; however a daily parking fee per vehicle is charged for exhibitors and attendees beginning the first day of the event. Credits will not be considered for parking permits ordered and not picked up.
- ⌘ Parking fees paid at the gate may be applied as a credit toward the purchase of an event parking permit only on the first day of the event. Parking adjustments will only be considered at the I-X Service Center during the first day of the event.
- ⌘ Event parking permits are non-transferable, non-refundable and if lost or stolen, cannot be replaced without incurring an additional charge.
- ⌘ Event parking permits for standard and oversize vehicles are valid all show days. Standard size vehicles are standard size pick-up trucks, automobiles and vans. Oversize vehicles are recreational vehicles, vehicles pulling trailers and vehicles larger than standard size vehicles that require more than one parking space.
- ⌘ Event parking permits must be displayed on vehicle's rear view mirror while on I-X Center premises.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>RATE</i>
Parking Permit – Nontaxable		
Event Parking Permit - Standard Vehicle	EA	\$30.00
Event Parking Permit - Oversize Vehicle	EA	60.00

STANDARD VEHICLES

- ⌘ **STANDARD SIZE PICK-UP TRUCKS**
- ⌘ **AUTOMOBILES**
- ⌘ **VANS**

OVERSIZE VEHICLES

- ⌘ **RECREATIONAL VEHICLES**
- ⌘ **VEHICLES PULLING TRAILERS**
- ⌘ **VEHICLES REQUIRING MORE THAN ONE PARKING SPACE**

ELECTRICAL SERVICES

- ✎ Electrical lines are placed at the most convenient location to source, usually in center rear of booth. Should special placement be necessary, a minimum of one hour electrical labor is required and an electrical layout must be provided. Electrical materials, including cables and/or extension cords, necessary to provide electrical service according to layout and/or special placement requests will be invoiced at prevailing rates. Labor and material charges apply to multiple lines with layout, all in-booth connections and lines run under carpet. Indicate on order form or separate layout if electrical is to be placed under carpet.
- ✎ Hardwire connections and terminations of 208 and 480 volt lines require a minimum of one hour electrical labor to connect and one hour electrical labor to disconnect. Estimated prepayment is due at time of order.
- ✎ **Electrical lines installed and not used are non-refundable. Standard rates apply to all lines ordered after the advance rate deadline.**
- ✎ Electrical orders must be specified in terms of amps, volts and watts. To determine electrical requirements, multiply the number of amps by volts per piece of equipment and add these numbers together for total wattage. For example, if total exceeds 2400 watts/120 volts, multiple 120 volt lines are required; 3500 watts requires one 2400 watt service and one 1200 watt service.
- ✎ All equipment must be properly tagged and wired with complete information: type of current, voltage, phase, cycle, horsepower, etc.
- ✎ All electrical equipment must be UL approved and comply with federal, state and local fire and safety codes. Electricians will refuse connections where exhibitor's wiring or equipment constitutes a safety hazard and/or code violation. Motors over ¾ horsepower must have a switch with overload and fuse protection. The I-X Center is not responsible for damage or inconvenience caused by voltage fluctuation or power failure.
- ✎ I-X Center electricians are authorized to cut floor coverings to gain access to utility floor ports, permitting installation of electrical services.
- ✎ Power is turned on one hour before show and turned off one hour after show.
- ✎ Twenty-four hour service is available and requires a minimum 20 amp/120 volt connection.
- ✎ All dedicated computer lines require a minimum 20 amp/120 volt connection.
- ✎ **Should any of the following apply, electrical labor is required:**
 - ✎ Power levels over 20 amp/120 volt
 - ✎ Electrical distribution under carpet
 - ✎ Electrical equipment wiring or repairs
 - ✎ Distribution from outlets to equipment
 - ✎ Booth to booth cable runs
 - ✎ Co-axial cables run within booth
 - ✎ Single and multiple electrical lines with layout or upon request of special placement
 - ✎ Connections of electrical motors to controls, including wiring of machinery

ELECTRICAL SERVICES CONTINUED...

DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Electrical Service 120 Volt – Taxable			
10 amp / 120 volt / 1200 watt / 1 phase	EA	\$132.70	\$172.50
20 amp / 120 volt / 2400 watt / 1 phase	EA	207.70	270.00
Electrical Service 208 Volt – Single Phase – Taxable			
30 amp / 208 volt / 7200 watt / 1 phase	EA	371.30	482.70
60 amp / 208 volt / 14400 watt / 1 phase	EA	486.30	632.20
100 amp / 208 volt / 24000 watt / 1 phase	EA	850.90	1,106.20
Electrical Service 208 Volt – Three Phase – Taxable			
30 amp / 208 volt / 10800 watt / 3 phase	EA	481.30	625.70
60 amp / 208 volt / 21600 watt / 3 phase	EA	665.00	864.50
100 amp / 208 volt / 36000 watt / 3 phase	EA	1,057.60	1,374.90
All 208 lines require a minimum of one hour electrical labor to connect and one hour electrical labor to disconnect.			
Electrical Accessories and Special Services – Taxable			
3 Plug Device	EA	27.60	35.90
6 Plug Power Strip	EA	43.30	56.30
25' Extension Cord	EA	43.30	56.30
50' Extension Cord	EA	55.40	72.00
24 Hour Electrical Service*	EA (per line)	86.00	111.80
*24 Hour service requires a minimum 20 amp/120 volt electrical line.			
Early Power Usage (prior to show)	EA (per line)	86.00	111.80
Priority Electrical Service (rush)	EA (per line)	86.00	111.80
Continuation of Electric (after close of show)	EA (per line)	86.00	111.80

ELECTRICAL LABOR

- ✎ † Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- ✎ † Advance electrical labor necessary to scale electrical to print, layout on floor and/or install lines under carpet prior to exhibitor's arrival will be charged at prevailing hourly electrical labor rates. The I-X Center will proceed on straight time whenever possible.
- ✎ † All 208 and 480 volt lines require electrical labor. A minimum estimated prepayment of one hour labor at prevailing rates will be charged to connect and one hour to disconnect.
- ✎ † Final billing for labor is based on actual time and materials used. A prepayment based upon estimated usage is due at the time services are ordered.

DESCRIPTION	U / M	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Straight time: Weekdays 8:00 a.m. – 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. – 4:30 p.m. Double time: Weekdays midnight – 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays				
Installation Electrical Labor – Taxable				
Electrical Labor	HR	\$99.75	\$149.60	\$199.50
Disconnect Electrical Labor – Taxable				
Electrical Labor	HR	99.75	149.60	199.50

AIR, WATER, DRAIN AND NATURAL GAS SERVICES

- ◆ Air, water and drain lines will be installed at center rear of booth or most convenient location to source unless accompanied by a layout and plumbing labor order. Should special placement of lines be necessary, a minimum of one hour plumbing labor is required. Labor and material charges in running lines to specified location will be based on actual time and materials used.
- ◆ Air and water services are available throughout main exhibit areas. Air connections provided are ¾ inch; water connections are ¾ inch.
- ◆ A drawing indicating the location and size of service connections with specifications (i.e. air, CFM, PSI) must accompany order form. Service connections to equipment require a minimum estimated prepayment of one hour plumbing labor to connect and one hour plumbing labor to disconnect. Labor and material charges in making connections will be based on actual time and materials used.
- ◆ Drains are accessible in perimeter locations. Portable tanks are available for interior locations. Please call for availability and pricing.
- ◆ Natural gas is available in limited locations. Please call for pricing and availability.
- ◆ All equipment must comply with federal, state and local fire and safety codes. The I-X Center is not responsible for fluctuation in air/water pressure or moisture in lines. It is the exhibitor's responsibility to furnish necessary regulators/filters to prevent equipment damage.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>ADVANCE RATE</i>	<i>STANDARD RATE</i>
Compressed Air Service – Taxable			
Air Line	EA	\$308.20	\$400.70
Each Additional Connection	EA	103.40	134.40
The I-X Center is the exclusive contractor for all plumbing services. The use of exhibitor-owned portable air compressors is prohibited.			
Plumbing labor is required to connect and disconnect air lines.			
Water & Drain Services – Taxable			
Water Fill & Empty (1 – 149 gallons)	EA	292.60	380.40
Water Fill & Empty (150 – 299 gallons)	EA	438.80	570.40
Water Fill & Empty (300 – 599 gallons)	EA	585.00	760.50
Water Fill & Empty (600 – 999 gallons)	EA	804.20	1,045.50
Water Fill & Empty (1000 – 4999 gallons)	EA	965.00	1,254.50
Water Fill & Empty (5000 – 9999 gallons)	EA	1,257.50	1,634.80
Water Fill & Empty (10,000 – 14,000 gallons)	EA	1,462.10	1,900.70
1/2" Water Line	EA	308.20	400.70
1/2" Water Line - Human Consumption	EA	308.20	400.70
3/4" Drain Line	EA	308.20	400.70

PLUMBING LABOR

- † Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- † Final billing for labor is based on actual time and materials used. A prepayment based upon estimated usage is due at the time services are ordered.

<i>DESCRIPTION</i>	<i>U / M</i>	<i>STRAIGHT TIME</i>	<i>OVERTIME</i>	<i>DOUBLE TIME</i>
<i>Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. - 4:30 p.m.</i> <i>Double time: Weekdays midnight - 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays</i>				
Installation Labor – Taxable				
Plumbing Labor	HR	\$99.75	\$149.60	\$199.50
Dismantling Labor – Taxable				
Plumbing Labor	HR	99.75	149.60	199.50

INTERNET SERVICES

- Straight time labor rates will apply from 8:00 a.m. to 4:30 p.m. Monday through Friday. Overtime labor rates will apply after 4:30 p.m. to 8:00 a.m. Monday through Friday all day Saturday, Sunday and holidays.
- **Four to 6 weeks advance notice is recommended.**
- **Shared Ethernet Service.** I-X will supply all communications equipment (hubs, switches, routers) and connect to the internet through I-X shared high bandwidth internet line. If computers and printers are supplied by the I-X or its preferred supplier, I-X will configure the computers and printers. If exhibitor supplies his/her own computers and printers, I-X will furnish the configuration information and exhibitor will configure the computers/printers. I-X will supply all network (category 5 with RJ 45 connectors) cabling within booth. Changes to this arrangement regarding configuration and cabling initiated by the exhibitor will be charged on a time and material basis.
- **Additional Connection/1 IP Address.** Prerequisite: must have already ordered Shared Ethernet Service. A maximum of 6 connections/IP addresses per 1Mbps is permitted. A connection/IP address is required for each computer (or printer) to connect to the internet. Exhibitor may supply his/her own networking equipment and wiring in his/her booth, however the Additional Connection/1 IP Address service fee will still apply if an IP address is not ordered for each device.
- **Internet Networking Fee.** Dedicated network utilizing I-X fiber optic lines to connect up to 75 computers and printers together into an integrated network, which may or may not have internet access depending upon exhibitor's requirements. The exhibitor will supply all equipment and cabling within networked areas. I-X will furnish (if requested by exhibitor) a connection to the internet through I-X shared high bandwidth internet line. I-X will supply configuration information to the exhibitor, who will be responsible for configuring all equipment. Changes to this arrangement regarding configuration and cabling initiated by the exhibitor will be charged on a time and material basis.
- **Internet Services** are subject to The I-X Center's policies and I-X IS Management may suspend service to any exhibitor or user if the use is determined to be in violation of the internet usage policies. The I-X Center is the sole provider of Wireless Internet Services within the facility. Wireless Devices not authorized by The I-X Center are strictly prohibited. This includes: Wireless Access Points, Wireless Routers, MiFi Devices, or any other device that provides shared Wifi Internet Access.
- **Services ordered, installed/provided and not used are non-refundable.**
- **Computer Cabling Fee.** I-X will provide all category 5 cabling to the booth or exhibit area and within the booth to the individual computers. Any cabling changes initiated by the exhibitor will incur the computer cabling fee. Fees will be billed in 1 hour increments per technician.
- **Computer/Internet Technician.** I-X will configure any exhibitor's computers and/or printers if rented from I-X or its preferred supplier. If exhibitor supplies his/her own computer equipment, I-X will supply the configuration information to the exhibitor who will be responsible for configuring the computers and/or printers. If exhibitor requires assistance with configuring exhibitor's own supplied equipment, the computer/internet technician fee will apply. After the configuration is established, any configuration changes initiated by the exhibitor will also incur the computer/internet technician fee. Fees will be billed in 1 hour increments per technician.

INTERNET SERVICES FREQUENTLY ASKED QUESTIONS

- 1. Will the I-X Center set up my computer for me?**
If the I-X Center, or its preferred supplier, furnishes the computers/printers to the exhibitor the I-X Center will configure and set up the computers/printers. If the exhibitor elects to bring his/her own computer equipment, the I-X Center will furnish the configuration information to the exhibitor who will be responsible for doing his/her own configuration. I-X personnel will be available to configure exhibitor supplied computer equipment at the computer/internet technician prevailing rate.
- 2. May I use my own internet service provider (AOL, iPASS, MSN CompuServe etc.) through modem dial up or ISDN?**
No, the I-X Center is the exclusive Internet Service Provider within our facility. There is a distinct advantage to this system. Our Internet service is a high speed, high bandwidth system. However, you may use an ISDN or dial up modem to connect to other services such as your company's network as long as the connection is a direct connection and not through an Internet Service Provider. Radio stations often broadcast from the I-X Center via an ISDN circuit.
- 3. May I get my IP addresses and other configuration information in advance?**
Yes, if you place your order during the *Advance Rate* period, I-X will email or fax the configuration information to you. If you place your order during the *Standard Rate* period, the configuration information will be given to you on site when you arrive for move-in. Please understand that our IP addresses are internal only and not directly addressable from outside our facility. If you need an IP address that can be accessed from outside the I-X Center, arrangements **must be made with the I-X Center during the Advance Rate period.**
- 4. May I purchase 1 connection with 1 IP address and then use that single IP address to do IP address translation onto multiple computers to access the internet?**
Yes, but an Additional Connection/1 IP Address fee applies for each computer that is used to access the internet.

INTERNET SERVICES

DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Wired Internet Service - Taxable			
Shared Ethernet Service (up to 1Mbps)/1 IP Address (wired)* *** (recommended, most reliable)	Each	\$715.00	\$765.00
Shared Ethernet Service (up to 3Mbps)/2 IP Address (wired)* *** (recommended, most reliable)	Each	1,045.00	1,095.00
Shared Ethernet Service (up to 5Mbps)/3 IP Address (wired)* *** (recommended, most reliable)	Each	1,485.00	1,585.00
Shared Ethernet Service (up to 10Mbps)/6 IP Address (wired)* *** (recommended, most reliable)	Each	2,585.00	2,735.00
Additional Connection/1 IP Address** *** (must order Shared Ethernet Service to be eligible for this service)	Each	165.00	190.00
Wireless Internet Service - Taxable			
Wireless Internet Service (up to 256Kbps)/1 IP***	Each	250.00	275.00
Wireless Internet Service (up to 512Kbps)/1 IP***	Each	300.00	325.00
Wireless Internet Service (up to 1Mbps)/1 IP***	Each	350.00	375.00
Equipment Rental – Taxable			
Switch/Hub Rental (8 port) 10 / 100 Base-T	Each	115.50	150.20

DESCRIPTION	U/M	STRAIGHT TIME	OVERTIME
<i>Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all day Saturday, Sunday and holidays.</i>			
Cabling and Configuration Fees - Taxable			
Computer Cabling Fee ~ per hour	Each	\$130.90	\$208.20
Computer / Internet Technician ~ per hour	Each	226.10	321.20
Internet Networking Fee	Each	Call	Call
Cabling, internet technician and networking services provided upon request will be invoiced at prevailing rates.			

The I-X Center is not responsible for connectivity/troubleshooting legacy devices, i.e. Windows XP or later, OS X 10.7 or later.

*The purchase of at least 1 *Shared Ethernet Service* is required for wired internet access.

***Additional Connection/1 IP Address.* A maximum of 6 connections/IP addresses per 1Mbps is permitted. For example, if an Exhibitor orders the Shared Ethernet Service (up to 5Mbps)/3 IP Address service, 3 IP addresses are included. The Exhibitor may order a maximum of 27 Additional Connection/1 IP Address services. Additional connections/IP addresses would require the order of a second Shared Ethernet Service. A connection/IP address is required for each computer (or printer) to connect to the internet. The Additional Connection/1 IP Address service is required for each additional computer (or printer) if an IP address is not ordered for each device.

***All Internet Services are subject to the I-X Center's policies and I-X Information Systems Management may suspend service to any exhibitor or user if the use is determined to be in violation of the internet usage policies. The I-X Center is the sole provider of Wireless Internet Services within the facility. Wireless Devices not authorized by The I-X Center are strictly prohibited. This includes: Wireless Access Points, Wireless Routers, MiFi Devices, or any other device that provides shared Wifi internet access.

ADDITIONAL SERVICES

DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
FIRE EXTINGUISHERS			
Fire Extinguishers Rental/Deposit - Taxable/Nontaxable			
Fire Extinguisher Rental, ABC Rated (taxable)	EA	\$43.30	\$56.30
Fire Extinguisher Deposit, ABC (nontaxable)	EA	50.00	50.00
Fire Extinguisher Rental, K (taxable)	EA	108.40	140.90
Fire Extinguisher Deposit, K (nontaxable)	EA	125.00	125.00
K-rated fire extinguishers are required for in-booth cooking.			
WATER COOLER UNITS			
Water Coolers - Taxable			
Room Temperature Water Unit	EA	34.00	44.20
Cold Water Unit	EA	34.00	44.20
Spring or Distilled Water - 5 Gallon Bottle	BTL	6.90	9.00
Cups for Water Units (100 per package)	PKG	6.90	9.00
Water unit includes one 5-gallon bottle of spring water and cups. Please refer to ELECTRICAL SERVICES to order power for cold units as rates do not include electrical lines.			

AUTHORIZATION FOR THIRD PARTY BILLING

If arrangements have been made for a third party (Exhibitor Appointed Contractor) to manage exhibitor's display and be responsible for payment of charges, **BOTH FIRMS MUST COMPLETE AND SIGN THIS FORM**, and return with Service Order Forms by the Advance Rate Deadline. The exhibiting firm and the third party (collectively "Responsible Parties") shall be jointly and severally obligated to pay the I-X Center for all charges related to services rendered to the third party. All charges are due and payable in accordance with the I-X Center Payment Policies. By executing this form, both of the Responsible Parties covenant with the I-X Center that the Responsible Parties will be bound by and will comply with the provisions set forth in this form.

Exhibiting Firm

Name of Exhibiting Firm

Booth Number

Address

City

State

Zip Code

Phone

Fax

Authorized Signature

Print Name of Authorized Signer

Print Title of Authorized Signer

Third Party (EAC)

Name of Third Party (EAC)

Address

City

State

Zip Code

Phone

Fax

Authorized Signature

Print Name of Authorized Signer

Print Title of Authorized Signer

Exhibiting Firm:

☐ MasterCard

☐ VISA

☐ American Express

☐ Discover

Account Number:

Expiration Date:

*Code:

Cardholder's Name (Print):

Cardholder's Billing Address (Print):

Authorized Signature:

Third Party (EAC):

☐ MasterCard

☐ VISA

☐ American Express

☐ Discover

Account Number:

Expiration Date:

*Code:

Cardholder's Name (Print):

Cardholder's Billing Address (Print):

Authorized Signature:

***The code appearing on the signature panel of your charge card is required to process payment for services.**

Charges incurred for services delivered at show site for the above exhibiting company will automatically be charged to the above charge card.

Indicate Service: ☐ **Electrical** ☐ **Air/Water/Drain** ☐ **Internet**

Indicate Placement: ☐ Per Layout ☐ Center Rear of Booth

Scale: 1 square = _____ sq. ft.

NORTH

Adjacent Booth Number/Aisle: # _____

[illegible]

Adjacent Booth Number/Aisle: #_____

SOUTH

Type of Booth:

☐ Island ☐ Peninsula ☐ Line

Size of Booth: X

Exhibiting Firm: _____ Booth Number: _____

Contact: _____ **Phone Number:** _____