



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

## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

**Discount Deadline:**  
**October 25, 2019**

### Booth Equipment

8'h Green/Red Background Drape  
 3'h Green/Red Side Drape  
 Company I.D Sign  
 1 - 500-Watt Electrical Outlet

### Move-in Dates & Times

Sunday, November 3, 2019	9:00 AM - 3:00 PM
Monday, November 4, 2019	9:00 AM - 9:00 PM
Tuesday, November 5, 2019	9:00 AM - 6:00 PM

### Flooring:

Flooring is not included in the exhibit booth. It is mandatory that all exhibit booths are carpeted or have some type of clean, professional-looking floor covering that covers 100% of the booth's square footage.

### Show Dates & Times

Wednesday, November 6, 2019	10:00 AM - 8:00 PM
Thursday, November 7, 2019	10:00 AM - 8:00 PM
Friday, November 8, 2019	10:00 AM - 9:00 PM
Saturday, November 9, 2019	10:00 AM - 9:00 PM
Sunday, November 10, 2019	10:00 AM - 5:00 PM

**Aisles will be carpeted with Red Carpet.**

### Utilities:

EMERCO Electrical (Electrical, Telephone, and Internet)  
 P: 317-780-2923  
 Wi-Fi: Paul Gaddie 317-517-0853

### Advance Warehouse Shipments

Must Arrive By:  
 Friday, November 1, 2019

### Move-out Dates & Times

Sunday, November 10, 2019	5:00 PM - 9:00 PM
Monday, November 11, 2019	8:00 AM - 3:00 PM

### Show Site Shipments

Cannot Arrive Before:  
 Sunday, November 3, 2019

Carriers must be checked in at event site for move-out by:  
 Monday, November 11, 2019 10:00 AM

### About this Exhibitor Kit

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

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

We look forward to serving you.

### Ways to order:

#### ONLINE\*

Login & Place Orders:  
[oe.fernexpo.com](http://oe.fernexpo.com)

#### FAX\*

Send completed forms to:  
 Fax: 317.634.0993

#### MAIL

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

\*Credit Card Transactions Only

show information

080719-151429



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### PAYMENT INFORMATION

If you wish to pay online or need to submit your credit card information for authorization, go to:

<https://oe.fernexpo.com>

#### PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts. Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place. You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.] Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

#### PAY BY CHECK

Please mail check including show, booth, and company name, to:  
 Fern, 645 Linn Street, Cincinnati, OH 45203  
 We cannot accept checks drawn on foreign banks.

#### BANK WIRE TRANSFER

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

#### ORDER TOTALS

Furnishing	Flooring	Exhibit Rental	Graphics	Labor	Material Handling	Other	Tax 7.000%	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### EXHIBITOR INFORMATION

Company Name		Booth #	
Street Address		City	State
		Zip/Country	
Contact Name	Phone	email	

#### CREDIT CARD INFORMATION

X

Cardholder Signature

By signing, exhibitor has accepted the Fern Payment and Exhibitor Terms and Conditions. Exhibitor also agrees that Fern may place credit card on file to be used for any additional services/products ordered for the duration of the event.

Cardholder Name - Please Print

Date

Billing Address City State Zip/Country

VISA  MasterCard  American Express  Discover

Account Number

Exp Date

CVV Code

PYMT AUTH - 0019

payment authorization

080719-151429



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### EXHIBITOR TERMS & CONDITIONS

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

#### DEFINITIONS:

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

#### PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. **PLEASE NOTE THAT PURCHASE ORDERS'S ARE NOT ACCEPTED AS A FORM OF PAYMENT.** All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

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

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

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

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

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

#### FERN'S RESPONSIBILITIES:

We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

#### PACKAGING AND CRATES:

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

#### STORAGE:

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

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.



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### SHOW SITE:

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

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

### INBOUND SHIPMENTS:

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

We shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

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

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

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

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

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

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

### RE-ROUTED FREIGHT:

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

### INSURANCE:

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

### CLAIMS FOR LOSS:

You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

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

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items comprising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.



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### DECLARED VALUE:

Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

### FACILITIES AND SHOW ORGANIZERS:

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

### TERMINATION:

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

### INDEMNIFICATION:

You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:

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

### WAIVER AND RELEASE:

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

### SEVERABILITY:

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

### WAIVER:

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

### ASSIGNMENT:

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

### RELATIONSHIP OF THE PARTIES:

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

### NO THIRD-PARTY BENEFICIARIES:

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

### SURVIVAL:

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

### AMENDMENT AND MODIFICATION:

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

### GOVERNING LAW, JURISDICTION:

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



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

### CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	110	Sled Base Armless Side Chair	\$ 61.50	\$ 83.25	\$ _____
___	103	Upholstered Armless Chair	\$ 70.50	\$ 95.00	\$ _____
___	105	Upholstered Arm Chair	\$ 80.25	\$ 108.25	\$ _____
___	121	Swivel Desk Chair	\$ 87.25	\$ 118.00	\$ _____
___	131	Stool - Padded with Back	\$ 87.25	\$ 118.00	\$ _____

### PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	204	24" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 76.50	\$ 103.25	\$ _____
___	206	30"h Pedestal Table	\$ 79.25	\$ 106.25	\$ _____
___	208	40"h Pedestal Table	\$ 104.75	\$ 141.25	\$ _____
___	207	30" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 101.50	\$ 136.50	\$ _____
___	215	30"h Pedestal Table	\$ 87.25	\$ 118.00	\$ _____
___	216	40"h Pedestal Table	\$ 110.25	\$ 148.75	\$ _____
___	209	36" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 108.50	\$ 146.25	\$ _____
___	224	30"h Pedestal Table	\$ 114.50	\$ 154.50	\$ _____
___	225	40"h Pedestal Table	\$ 162.25	\$ 219.25	\$ _____

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

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

*Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.  
 Requests made after the deadline will be filled, as available, at the standard rate.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

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

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



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

### DISPLAY TABLES - 30" high X 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 129.50	\$ 174.75	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 160.00	\$ 216.00	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 182.00	\$ 245.75	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 53.25	\$ 72.00	\$ _____
_____	222	4'x30" h table not skirted	\$ 56.00	\$ 75.75	\$ _____
_____	232	6'x30" h table not skirted	\$ 66.25	\$ 89.75	\$ _____
_____	252	8'x30" h table not skirted	\$ 77.00	\$ 104.00	\$ _____

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

### DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 160.25	\$ 216.50	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 182.00	\$ 245.75	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 211.25	\$ 285.50	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 73.25	\$ 99.00	\$ _____
_____	228	4'x40" h table not skirted	\$ 66.75	\$ 90.50	\$ _____
_____	238	6'x40" h table not skirted	\$ 77.00	\$ 104.00	\$ _____
_____	258	8'x40" h table not skirted	\$ 87.25	\$ 118.00	\$ _____

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

### TABLETOP RISERS - 12" wide, Covered White

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 56.00	\$ 75.75	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 77.00	\$ 104.00	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 98.75	\$ 133.25	\$ _____

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

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

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

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



1147 S White River Pkwy E Drive  
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 Phone: 317.635.9606  
 Fax: 317.634.0993  
 email: indianapolis@fernexpo.com

## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

**Discount Deadline:**  
**October 25, 2019**

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

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

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

Custom Plush carpet is an upgraded 28 oz. carpet in 12 decorator colors. Custom Plush carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet specifically cut to your exact measurements. Order must be received by Discount Deadline in order to ensure availability of color selection.

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

Custom Plush Carpet Package includes carpet and padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 514.50	\$ 694.75	\$ _____
<input type="checkbox"/>	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 1,028.25	\$ 1,388.50	\$ _____
<input type="checkbox"/>	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,542.25	\$ 2,082.25	\$ _____
<input type="checkbox"/>	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 2,056.00	\$ 2,775.50	\$ _____

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

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 447.50	\$ 604.50	\$ _____
<input type="checkbox"/>	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 894.75	\$ 1,208.00	\$ _____
<input type="checkbox"/>	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 1,341.00	\$ 1,810.25	\$ _____
<input type="checkbox"/>	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,788.00	\$ 2,414.00	\$ _____

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	328	Custom Plush Carpet	_____ ft. x _____ ft. = _____ sq. ft.	\$ 5.00	\$ 6.75	\$ _____
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.75	\$ 2.50	\$ _____
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.25	\$ 1.75	\$ _____

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

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

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





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

### STANDARD CARPET

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

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

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

Standard Carpet Package includes carpet & padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	309	10 ft. x 10 ft. Standard Carpet & Padding	\$ 257.25	\$ 347.25	\$ _____
<input type="checkbox"/>	310	10 ft. x 20 ft. Standard Carpet & Padding	\$ 512.75	\$ 691.75	\$ _____
<input type="checkbox"/>	311	10 ft. x 30 ft. Standard Carpet & Padding	\$ 770.25	\$ 1,040.25	\$ _____
<input type="checkbox"/>	312	10 ft. x 40 ft. Standard Carpet & Padding	\$ 1,026.25	\$ 1,385.25	\$ _____

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

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	301	10 ft. x 10 ft. Standard Carpet	\$ 174.25	\$ 235.25	\$ _____
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 346.25	\$ 467.75	\$ _____
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 520.75	\$ 702.50	\$ _____
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 693.50	\$ 936.00	\$ _____

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	314	Standard Carpet	_____ ft. x _____ ft. = _____ sq. ft.	\$ 4.50	\$ 5.75	\$ _____
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.75	\$ 2.50	\$ _____
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.25	\$ 1.75	\$ _____

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

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



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## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

**Deadline to Return this Form:  
 October 25, 2019**

[Click here](#) for Premium Vinyl Flooring color options

### PREMIUM VINYL FLOORING

Orders received after the deadline date will not be honored.

100 sq. ft. minimum order required.

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

ITEM #	DESCRIPTION	RATE	AMOUNT
380	Premium Vinyl Flooring _____ ft. x _____ ft. = _____ sq. ft.	\$ 4.04	\$ _____

Select Color:

- Blackwood (BC)       Brazilian Walnut (BW)       Barnwood (BA)
- Rustic Cherry (RC)       Dark Maple (DM)       Light Maple (LM)
- Onyx (ON)       Concrete (CO)       Snow (SN)
- Checkerboard (CK)       Silverwood (SW)

ITEM #	DESCRIPTION	RATE	AMOUNT
381	Vinyl Floor Padding _____ ft. x _____ ft. = _____ sq. ft.	\$ 1.91	\$ _____

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

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

FALSE

**premium vinyl flooring**

080719-151429



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

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 27.00	\$ 36.50	\$ _____
___	407	Easel, Tripod	\$ 40.25	\$ 54.25	\$ _____
___	430	Tensa Stanchion	\$ 63.50	\$ 85.50	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 73.50	\$ 99.25	\$ _____
___	479	2-Arm Bag Stand	\$ 125.25	\$ 169.25	\$ _____
___	413	Chrome Clothes Tree	\$ 62.75	\$ 84.75	\$ _____
___	475	2'x8' Grid Panel	\$ 98.25	\$ 132.50	\$ _____
___	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 18.00	\$ 24.25	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 14.25	\$ 19.00	\$ _____

### CUSTOM BOOTH DRAPING and SKIRTING

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

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	505	Vinyl Table Cover	\$ 26.75	\$ 36.25	\$ _____
___	507	30" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 12.25	\$ 16.75	\$ _____
___	509	40" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 15.50	\$ 21.00	\$ _____
___	541	Custom Color Side rail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 12.00	\$ 16.25	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 18.25	\$ 24.75	\$ _____

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

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

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



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### FLORAL and PLANTS

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

#### POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 55.50	\$ 74.75	\$ _____
___	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 60.25	\$ 81.25	\$ _____
___	1505	Ferns - Select type: Floor / Hanging	\$ 44.25	\$ 59.75	\$ _____
___	1549	Ivy	\$ 41.75	\$ 56.25	\$ _____
___	1506	Seasonal Flowering Plants Please specify: _____	\$ 66.75	\$ 90.50	\$ _____

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1507	3 FT - Select type: Slim / Full	\$ 66.75	\$ 90.50	\$ _____
___	1509	4 FT - Select type: Slim / Full	\$ 87.75	\$ 118.75	\$ _____
___	1511	5 FT - Select type: Slim / Full	\$ 110.25	\$ 148.75	\$ _____
___	1513	6 FT - Select type: Slim / Full	\$ 131.75	\$ 177.25	\$ _____
___	1515	7 FT - Select type: Slim / Full	\$ 198.00	\$ 267.50	\$ _____

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1545	Small - Color _____	\$ 85.00	\$ 114.75	\$ _____
___	1546	Medium - Color _____	\$ 97.50	\$ 132.00	\$ _____
___	1548	Large - Color _____	\$ 110.25	\$ 148.75	\$ _____

#### FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1521	Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant	\$ 168.50	\$ 227.25	\$ _____
___	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 246.50	\$ 332.75	\$ _____

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

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



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### CLEANING SERVICES

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

### VACUUM/SHAMPOO/MOP

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

Prices below are per  
 square foot

<input type="checkbox"/>	903	Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$	0.48 (Per Day)
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$	0.51
<input type="checkbox"/>	905	Shampoo - ONCE before initial opening of exhibit.	\$	0.72

### ESTIMATED CLEANING SERVICE COST

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

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

*Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.  
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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



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 October 25, 2019**

### FORKLIFT TO RIG IN BOOTH

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

#### 4000 lb forklift

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

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

4000 lb forklift		
Straight Time	\$	155.75
Over Time	\$	240.25

#### Estimated Rigging Labor Cost for Advanced Payment

Installation:

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

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

Dismantle:

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

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

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

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

Yes, I have completed and included the Payment Authorization Form. Sub Total \$ \_\_\_\_\_

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

*Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.  
 Requests received after deadline will be filled as work force is available.  
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Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

**forklift to rig in booth**



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**Deadline to Return this Form:**  
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### INSTALLATION & DISMANTLE LABOR SERVICES

#### Plan A (Supervised by Fern)

- 1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

**35%** charge for Fern Supervised services with a minimum of **<Enter Rate>**

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Plan B (Supervised by Exhibitor Personnel)

- 1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor will be: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Estimated Display Labor Cost for Advanced Payment

Installation:

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

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

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

Dismantle:

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

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

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

Installation Labor Rate		
Straight Time	\$	93.00
Over Time	\$	183.50

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

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

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

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

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

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

Sub Total \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.  
 Requests received after deadline date will be filled as work force is available.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

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

**display labor service**



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

## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

**Deadline to Return this Form:**  
**October 25, 2019**

### MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

A 200 lb. minimum charge per shipment applies.

#### ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
A	Crated or skidded shipment via common carrier	\$ 1.13	\$ 226.00
B	Crated or skidded shipment via van lines or specialized carrier, Fed Ex, UPS or USPS	\$ 1.39	\$ 278.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 1.65	\$ 330.00
L	Shipment received late to warehouse	\$ -	\$ -
T	0	\$ -	\$ -

#### DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 1.04	\$ 208.00
E	Crated or skidded shipment via van lines or specialized carrire, Fed Ex, UPS or USPS	\$ 1.27	\$ 254.00
F	Loose or uncrated shipment or shipment requiring special handling	\$ 1.62	\$ 324.00
M	Shipment received early to event site	\$ -	\$ -
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$ 50.60	\$ 20.00
O	Outbound Only	\$ -	\$ -

#### OTHER SERVICES

R	For delivery of shipment at the close of show back to Fern warehouse, for loading on to outbound carriers or for post-show storage	\$ 0.33	\$ 161.70
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PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND  
 SUBMIT WITH PAYMENT BY DEADLINE DATE.

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

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

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

material handling

080719-151429





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 Indianapolis, IN 46225  
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 Fax: 317.634.0993  
 email: indianapolis@fernexpo.com

## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

**Deadline to Return this Form:  
 October 25, 2019**

### MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.
3. Complete terms and conditions are outlined in the Terms & Conditions.

### SHIPPING ADDRESSES

#### ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition

1147 S White River Pkwy E Drive  
 Indianapolis, IN 46225

**Christmas Gift & Hobby Show 2019** (Booth #)

Shipments must arrive by:  
**Friday, November 1, 2019**

#### DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition

Indiana State Fairgrounds - West Pavillion  
 1202 E. 38th St  
 Indianapolis, IN 46205

**Christmas Gift & Hobby Show 2019** (Booth #)

Shipments cannot arrive before:  
**Sunday, November 3, 2019**

### ESTIMATED FREIGHT PAYMENT CALCULATION

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

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

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

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

Grand Total \$ \_\_\_\_\_

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

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

material handling payment calculation



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## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN

03-00543-19

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

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

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

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$1.35.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$60.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$<enter rate>.00 per round trip.

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

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

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

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

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

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

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



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## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

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

### FERN TRANSPORTATION

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

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

#### SERVICE SELECTION (select the following)

Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
Declared Value:	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00		

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

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

PICK UP ADDRESS PICK-UP DATE: \_\_\_\_\_ FACILITY HOURS: \_\_\_\_\_

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

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

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

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

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

#### BILL TO ADDRESS

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

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

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

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

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

#### EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

#### PACKAGE DESCRIPTION

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

#### SPECIAL INSTRUCTIONS

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

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

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

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

**inbound exhibit transportation - fern transportation**



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 Fax: 317.634.0993  
 email: indianapolis@fernexpo.com

## Christmas Gift & Hobby Show 2019

November 06 - 10, 2019

Indiana State Fairgrounds - West Pavillion, Indianapolis, IN  
 03-00543-19

### IMPORTANT INSTRUCTIONS

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

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

# of Labels Needed

Carrier Requested


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

Fern Transportation     Common Carrier     Expedited Carrier     Company Truck/POV     Van Line

Level of Service:     Ground     2nd Day Air     Next Day Air    *Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.*

Special Handling:     Lift-Gate     Residential Delivery     Inside Delivery

Declared Value (optional):     Insurance cost (min. \$100): \$4.25 per \$100.00

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

### SHIP TO ADDRESS

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

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

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

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

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

### BILL TO ADDRESS

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

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

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

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

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

### EXHIBITOR SHIPMENT AUTHORIZATION

### PACKAGE DIMENSIONS

Signature X
Printed Name
Emergency/Mobile Phone #

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

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

### SPECIAL INSTRUCTIONS

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

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

**outbound bill of lading request**

080719-151429

**EXHIBIT MATERIAL**  
***RUSH***  
**ADVANCE WAREHOUSE**

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

**c/o Fern**

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

**Christmas Gift & Hobby Show 2019**

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

**Must Arrive By:  
Friday, November 1,2019**

**fern**

**EXHIBIT MATERIAL**  
***RUSH***  
**ADVANCE WAREHOUSE**

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

**c/o Fern**

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

**Christmas Gift & Hobby Show  
2019**

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

**Must Arrive By:  
Friday, November 1,2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

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

(Exhibiting Company Name)

**c/o Fern**

**Indiana State Fairgrounds - West Pavillion**

**1202 E. 38th St**

**Indianapolis, IN 46205**

**Christmas Gift & Hobby Show 2019**

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

**Cannot Arrive Before:  
Sunday, November 3, 2019**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

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

(Exhibiting Company Name)

**c/o Fern**

**Indiana State Fairgrounds - West Pavillion**

**1202 E. 38th St**

**Indianapolis, IN 46205**

**Christmas Gift & Hobby Show  
2019**

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

**Cannot Arrive Before:  
Sunday, November 3, 2019**

**fern**



**REQUISITION FOR ELECTRICAL INSTALLATION  
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2019**

ERMCO No. \_\_\_\_\_

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

Mail Requests and Payment to:  
 ERMCO, Inc.  
 P. O. Box 1507  
 Indianapolis, IN 46206  
 Attention: Shannon Darnell  
 Email: [sdarnell@ermco.com](mailto:sdarnell@ermco.com)

Questions:  
 Attention: Bruce Schwartz  
 Call: (317) 517-0946  
 Email: [bschwartz@ermco.com](mailto:bschwartz@ermco.com)

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		\$45.00	\$56.25	
1000 WATTS, INSTALLED COMPLETE		\$60.75	\$75.75	
1500 WATTS, INSTALLED COMPLETE		\$83.25	\$104.00	
2000 WATTS, INSTALLED COMPLETE		\$83.25	\$104.00	
<b>OUTLETS - 220 VOLT, GROUNDED:</b>				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$135.75	\$169.75	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$203.00	\$254.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$203.00	\$254.00	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$203.00	\$254.00	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$271.00	\$339.00	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$271.00	\$339.00	
100 AMP, 1 PHASE		\$350.00	\$438.00	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
<b>FLOODLIGHTS &amp; SPOTLIGHTS:</b>				
1500 WATT, QUARTZ FLOODLIGHT		\$85.25	\$106.50	
OTHER - \$390.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$36.85	\$46.20	
<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.**

**For any telephone and internet needs, please use Telephone/IT Order Form or contact (317) 517-0853 or [pgaddie@ermco.com](mailto:pgaddie@ermco.com).**

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 92.40
4:30 PM to 12:00 PM, Monday through Friday	\$ 138.60
All other times	\$ 184.80

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.  
**ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT.  
 BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

**We accept All Major Credit Cards. Payment made out to ERMCO.**

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