



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

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