

# 2019 EXHIBITOR SERVICES MANUAL



# GIE+EXPO

OCT. 16, 17 & 18, 2019

KENTUCKY EXPOSITION CENTER, LOUISVILLE, KY

# GIE+EXPO EXHIBITOR SERVICES MANUAL

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## SHOW MANAGEMENT ORDER FORMS

- Exhibitor Badges– October 1, 2019 deadline
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- Parking Permits – October 1, 2019 deadline

**Note: Exhibitor Badges, Contractor/Maintenance Passes and Parking Passes have an October 1, 2019 deadline in order for the exhibitor to receive them in the mail. After that date, badges, contractor passes and parking permits can only be picked up during move-in at South Wing Lobby B.**

## SERVICE CONTRACTOR ORDER FORMS

- Fern Expositions Company Quick Facts
- Fern Expositions Payment Authorization Form
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- Fern Expositions Terms & Conditions
- Fern Expositions Special Booth Package Form
- Fern Expositions Exhibit Rental Forms
- Fern Expositions Standard Furniture Rental Forms
- Fern Expositions Accessories Form
- Fern Expositions Standard Carpet Rental Form
- Fern Expositions Custom Plush Carpet Rental Form
- Fern Expositions Premium Vinyl Flooring
- Fern Expositions Premium Furniture Rental Forms
- Fern Expositions Panelboard Rental Form
- Fern Expositions Graphics Order Form
- Fern Expositions Exhibit Lighting Order Form
- Fern Expositions Cleaning Services Order Form
- Fern Expositions Booth Layout Form
- Fern Expositions Display Labor Service Order Form
- Fern Expositions Forklift to Rig in Booth Order Form
- Fern Expositions Sign Hanging Services Order Form
- Fern Expositions Sign Hanging Information & Diagram form
- Fern Expositions Independent Display House Contractors Form
- Fern Expositions Independent Display House Rules & Regulations

**September 12, 2019 Deadline for Custom Services**

**September 26, 2019 Discount Deadline**

## ELECTRICITY/INTERNET/AV & OTHER SERVICES

- KEC Method of Payment Form – To Be Completed with KEC services forms
- KEC Electrical Services – September 25, 2019 discount deadline
- KEC Compressed Air, Water, Drainage Service – September 25, 2019 discount deadline
- KEC Labor & Equipment – September 25, 2019 discount deadline
- KEC Booth/Exhibit Cleaning – September 25, 2019 discount deadline
- KEC Internet, Network & Voice Services Order Form, September 27, 2019 advance deadline
- C&H Audio Visual Services, October 2, 2019 deadline
- Floral Exhibits – September 25, 2019 deadline
- Security Order Form

## PROMOTIONAL ORDER FORMS

- Equip Magazine/Ad Order Form – May 17, 2019 deadline
- Press Conference Reservation Form - August 23, 2019 deadline
- Official Show Directory Ad Order Form – August 31, 2019 deadline
- Digital Marketing Opportunities
- Lead Retrieval Order Form – August 16, 2019 Early Bird/September 2, 2019 Advance Deadline

**Note: These are companies with innovative products that GIE+EXPO and Hardscape North America have partnered with to help you to bring more traffic and leads to your booth**

# Important Contacts

## Show Management

Sellers Expositions  
PO Box 139  
New Albany, IN 47151  
812-949-9200/800-558-8767  
Fax: 812-949-9600

Warren S. Sellers – Show Director  
Bill Sellers – Assistant Show Director  
Susan Sellers – Exhibitor Services  
Amy Perkins – Media Office  
Richard Corbett – Sales & Outdoor Demo Manager  
Brian Corbett – Sales

## Sponsors

Outdoor Power Equipment Institute, Inc.

National Association of Landscape  
Professionals

Professional Grounds Management Society

Interlocking Concrete Pavement Institute  
Brick Industry Association

National Concrete Masonry Association

## Decorator/General Service Contractor

Fern Exposition & Event Services  
3752 Crittenden Drive  
Louisville, KY 40209  
502-367-0254  
Fax: 502-368-0284  
Louisville@FernExpo.com

## Kentucky Exposition Center (KEC)

PO Box 37130  
Louisville, KY 40233  
502-367-5000  
[www.kyexpoorg/facilityservices.html](http://www.kyexpoorg/facilityservices.html)

Ship Booth Material to:

GIE+EXPO  
937 Phillips Lane  
Louisville, KY 40209

## Housing Bureau

Louisville Convention & Visitors Bureau  
800-743-3100/502-561-3100  
Fax: 502-561-3121

## ArcBest Trade Show Shipping

### ABF Freight

PO Box 10048  
Fort Smith, AR 72917  
800-654-7019

# Important Dates & Deadlines

## **Friday, May 17**

- Equip Magazine

## **Friday, August 16**

- Lead Retrieval Early Bird Rate

## **Friday, August 23**

- Press Conference Reservations

## **Saturday, August 31**

- Show Directory Advertising

## **Monday, September 2**

- Show Directory Updates
- Lead Retrieval Advanced Rate

## **Friday, September 6**

- Certificate of Insurance

## **Wednesday, September 25**

- Electrical Service
- Compressed Air, Water, Drainage Service
- Labor & Equipment
- Booth/Exhibit Cleaning
- Floral Exhibit Orders

## **Thursday, September 26**

- Furnishing & Services from Fern – Discount Rate

## **Wednesday, October 2**

- Hotel Reservations Block Rate

## **Tuesday, October 1**

- Fire Marshal Regulations
- Exhibitor Badges requested to be mailed
- Contractor/Maintenance Passes
- Parking Permits requested to be mailed
- Shipment may arrive at the advanced Warehouse

## **Sunday, October 13-Tuesday, October 15**

- Move-in 8am to 8pm

## **Friday, October 18**

- 3-10pm Crates returned to booths

## **Saturday, October 19**

- 7:30am Begin loading outbound freight



# GENERAL INFORMATION

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- ❖ Forklifts
- ❖ Freight
- ❖ Hotel Reservations
- ❖ Independent Display House/Contractor Notification
- ❖ Insurance
- ❖ Noise Restrictions
- ❖ Outside Demonstration Area
- ❖ Paging/Messages
- ❖ Parking
- ❖ Payments/Space Charges
- ❖ Photographs
- ❖ Press Center
- ❖ Product Removal from Show Floor
- ❖ RV Parking
- ❖ Scooter/Wheel Chair Rental
- ❖ Show Schedule
- ❖ Shuttle Service
- ❖ Signs
- ❖ Structural/Support Columns
- ❖ Official Housing Form/Hotel Rate Sheet
- ❖ Product Removal Receipt

# General Information & Services

## Access to Halls & Outdoor Demonstration Area

Without exception, everyone on the show floor and in the outdoor demonstration area must wear a 2019 GIE+EXPO badge. Children under 18 are not permitted on the exhibit floor or in the outdoor demonstration area during move-in and move-out. Children 16 and under are not permitted on the show floor or in the outdoor demonstration area unless accompanied by an adult during show hours. **Children 16 and under are not permitted to ride or operate machinery at any time.**

## Airport

Louisville's airport is a five-minute drive from the Kentucky Exposition Center and a 15-minute drive from downtown. Free shuttle service is provided October 16-18.

## Business Center

Facilities for making photocopies, purchasing some supplies, etc. will be located next to the Show Office in South Wing Lobby B at the Kentucky Exposition Center. No UPS or FedEx services available.

## Catering

A full-service exclusive catering organization is located on the grounds of the Kentucky Exposition Center. If catering is desired, contact Levy Restaurants at 502-614-6705 or [kec-sales@levyrestaurants.com](mailto:kec-sales@levyrestaurants.com).

## Colors

Exhibit areas will have black aisle carpet with black draping and black side panels. Hardscape North America will have red carpet and black draping and black side panels. Snow & Ice and OEM Pavilions will have bluejay carpet with black draping and side panels.

## Contractor/Maintenance Passes

These passes are to be used only by exhibitors' employees engaged in the installation and dismantling of exhibits or for the replenishing of stock during the show after show hours. Please complete Form 2 in the Show Management Order Form section.

## Exhibition Policy/No Suitcasing

Please note that any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth or in violation of any portion of the GIE+EXPO/HNA Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report to show management any violations you may observe. GIE+EXPO and HNA recognize that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, club or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. GIE+EXPO/HNA's policy is that show management must be informed of any hospitality suites, and expressed consent must be received prior to the event.

## Exhibitor Admittance/Non-Show Hours

Badged booth representatives will not be permitted to enter the exhibition earlier than two hours before the scheduled opening each day, and will not be permitted to remain in the exhibition longer than one hour after the closing time, with the exception of the final night. This is to ensure maximum security for open exhibits & merchandise. If sales meetings requiring the presence of Show visitors are planned during the hours prior to Show opening, Show Management must be notified in advance so arrangements can be made with security personnel for admission clearance.

## Exhibitor Promotional Activities

Exhibitors interested in conducting any type of drawing must notify Show Management.

## Exhibitor Registration (Badges)

To speed up your requests for advanced exhibitor badges, you must have submitted the information either on the GIE+EXPO website ([www.gie-expo.com](http://www.gie-expo.com)) or to Show Management in writing by October 1, 2019 to receive badges by mail. Badges will be mailed in bulk starting in September. Lanyards will be available at Exhibitor registration during move-in beginning 10/14/19.

Exhibitor badges are restricted to persons working directly in your exhibit. Exhibiting companies will receive two badges free per 100 square feet of exhibit space reserved, including demonstration space. All badges requested over the allotted amount will be charged \$20.00 each. Please register your customers and guests on an official attendee registration form or on-line.

## Exhibitor Service Order Forms

Please check each form to note the individual contractor for the service, the terms of their payment policies, and deadline dates for discounts and returning forms.

## Exhibit Specifications

Exhibitors should review in detail the exhibit specifications section included in this manual. These specifications will be strictly enforced. Any deviation must be approved in writing by Show Management prior to move-in.

Pipe and drape measure 8' high back drop and 3' high side drape. Due to the creation of larger bulk exhibit spaces, a number of 5' aisles have been created on the floor plan. These aisles have been approved and adopted by the GIE+EXPO Executive Committee and shall follow the same specifications as the standard 10' aisles.

## Fire Safety Regulations

The Kentucky State Fire Marshal requirements are listed in the Official Terms & Conditions section of this manual.

## First Aid

The First Aid Stations are in the South Wing B and outside near the demo area. In case of emergency before or after Show hours dial 911; during Show hours call 502-367-5000.

### **Forklifts**

Company or personal forklifts will not be allowed during any move-in, show, or move-out hours. This will be enforced indoors and outdoors.

### **Freight**

The Kentucky Exposition Center has been appointed the official carrier for in-bound and out-bound freight. For complete details, please see the Shipping & Freight Handling section of this manual. Exhibitors may also use their own carriers as well.

### **Hotel Reservations**

Housing information has been sent to all exhibitors as well as included at the end of this section, if needed. If you have any questions about hotels, call the Louisville Convention Bureau, 800-743-3100 or 502-561-3100. Reservations can be taken over the phone or on the internet at [www.gie-expo.com](http://www.gie-expo.com).

### **Independent Display House/Contractor Notification**

Exhibitors using an independent Third Party/Display House/Contractor are required to have the third party fill out the independent display house/contractor notification form located in the Service Contractor Order Forms section of this manual and must provide Show Management a copy of the third party's insurance certificate. Your company and any third party you hire for the trade show will be subject to the responsibility for claims arising during the move-in/show/move-out of the 2019 GIE+EXPO. The insurance should include comprehensive general liability insurance. Such insurance should be in the amount of not less than \$500,000.00 combined single limit for personal injury and property damage. Such insurance coverage should name the GIE/OPEI, LLC, the Outdoor Power Equipment Institute (OPEI), Interlocking Concrete Pavement Institute (ICPI), W. Sellers, Inc. (Show Management), the officers, agents and employees of all as additional insured parties. Certificates of Insurance should be received by Show Management thirty (30) days prior to the first move-in day.

### **Insurance**

Exhibitors are required to provide liability insurance and hold harmless GIE/OPEI, LLC, OPEI, ICPI and W. Sellers, Inc. and their representatives. Please see Exhibit Bin the Terms and Conditions section of this manual for complete details on requirements. Prior to move-in, all exhibitors are required to submit to Show Management a certificate of insurance reflecting this coverage. See more information in the Show Management order forms section.

### **Noise Restrictions**

Show Management reserves the right to cancel any exhibit space contract without penalty in the event the sound volume is not maintained at a level so as to avoid interference with neighboring exhibitors, or in any way disrupts the Show.

### **Outside Demonstration Area**

Exhibitors are entitled to an outside demonstration space equal to five times the square footage of their contracted indoor space at a rate of \$1.00 per square foot. In June,

exhibitors that have requested and paid for outdoor space and submitted all necessary forms required for demonstration, will be emailed a demonstration area services kit. This kit is for ordering services/furnishings for outdoor demonstration space.

### **Paging/Messages**

The facility public address system is reserved for emergencies and Show Management use only.

### **Parking**

As an exhibitor, you will be mailed 2 parking passes prior to the show - **only** with requested badges to be mailed. If you require additional passes, please complete the request form in the Show Management order form section. Requests to have passes mailed must be received by 10/1/19. If you do not request badges or receive your passes in the mail, permits may be picked up at the Show Office in South Wing Lobby B during move-in. There are no refunds for paid parking.

### **Payments/Space Charges**

Balance on the exhibit space contract is due on or before June 1, 2019. If final payment is not received, Show Management has the option of reselling the exhibit space. Exhibitors with a balance due will NOT be allowed to move-in.

### **Photographs**

Exhibitors and visitors should obtain permission from exhibitors before photographing products or exhibits.

### **Press Center**

A press room will be available during the Show for trade writers. The Press Center, located in South Wing C106 will be staffed during Show hours and during move-in. You may bring press kits to the Press Center during move-in or, if you prefer to ship press materials, please plan for them to arrive, prepaid, October 12-15. Send to:

Kentucky Exposition Center  
Attn: GIE+EXPO Press Center  
South Wing C111  
937 Phillips Lane  
Louisville, KY 40209

### **Product Removal from Show Floor**

All product sales must include a **2019 Material Removal Receipt** (end of this section) that must be shown to show security when the buyer is exiting the show floor. The **Material Removal Receipt** must include the selling company's name and booth number, the purchasing company's name, and a description of the item being purchased. The **Material Removal Receipt** must be signed by show security upon exiting the show floor. Items too big to carry may not be left overnight on the show floor and must be removed at show closing on the day of purchase. Copies are also available at the Show Office in Lobby B.

### **RV Parking**

RV parking with electrical hook-up and showers are available on the Kentucky Exposition Center site. To reserve a site, call 502-367-5000 or 502-367-5380.

### **Scooter/Wheel Chair Rental**

Gould's Medical is available onsite to rent electric scoots and wheel chairs for anyone needing assistance getting around the show floor. To order, call 502-491-2000.

### **Show Schedule** (Eastern Daylight Time)

<b><u>Move-In</u></b>	<b>Indoor</b>	<b>Outdoor</b>
Sunday, Oct 13	8am-8pm	8am-5pm
Monday, Oct. 14	8am-8pm	8am-5pm
Tuesday, Oct. 15	8am-8pm	8am-5pm
Wednesday, Oct. 16		8am-5pm

### **Show**

Wednesday, Oct. 16	11am-3pm (Dealers, Retailers, Exhibitors, Dealers, Distributors, And Media Only) 3pm-7pm Open to all Participants	
Thursday, Oct. 17	9am-5pm	9am-5pm
Friday, Oct. 18	8am-2pm	8am-1pm

<b><u>Move-Out</u></b>	<b>Indoor</b>	<b>Outdoor</b>
Friday, Oct. 18	2:30pm-8pm	2:30pm-8pm
Saturday, Oct. 19	8am-8pm	8am-8pm
Sunday, Oct. 20	8am-5pm	8am-5pm

### **Shuttle Service**

Complimentary shuttle service will be available October 16-18 between designated hotels (see Housing Information in this section), the exposition center and the airport. The shuttles run continuously, every 30-60 minutes depending on traffic.

### **Signs**

All exhibitors with booths 10' deep will be provided one 7"x44" sign, listing company name, city and state.

### **Structural/Support Columns**

The electrical and service panels of the South Wing are located on the floor at 30' centers. The sides of the columns without electrical or utility service panels may be covered or incorporated in your display, only if they are within your assigned space. Please do not staple or tack directly into the column wall.





## **Housing Process - 2019 GIE+EXPO – Louisville, KY**

Louisville Tourism is the official housing provider of the GIE+EXPO. Reservations for the 2019 GIE+EXPO will open to reservations on Monday, February 4, 2019. This process is in place to maximize savings and room availability for attendees and for accurate hotel counts for the GIE+EXPO. Please utilize this process for making reservations.

### **Why else should you reserve through the official housing provider?**

Attendees/Exhibitors who reserve their rooms through the official housing provider will be entered into prize drawings. Prizes may range from a Louisville Gift Basket, Personalized Bourbon Bottles to a complimentary hotel room during your stay.

Use either method below to make your reservation and you are automatically entered into the drawing. All reservations must be entered by midnight EDT on October 2, 2019. Cancelled reservation will be ineligible. The winners will be announced and contacted via email one week prior to the 2019 GIE+EXPO.

### **Reservation Information:**

- **Room Block Requests** – Room blocks are defined as groups that need more than 10 rooms. Any room requests for more than 10 rooms will need to complete our online block request form by [clicking here](#) to identify hotel options and set up a block of rooms. You should anticipate receiving a response within 48 business hours.
- **Cancellation Policy** – Reservations canceled starting September 19, 2019 will be charged \$50.00 cancellation fee.
  - **Minimum Night Stay Hotels** –
    - A 2-night room and tax deposit will be charged by the hotel starting October 3, 2019.
    - Reservations canceled starting October 3, 2019 forfeit the 2-night deposit to the hotel.
  - **Non-Minimum Night Stay Hotels**
    - Reservations canceled starting October 3, 2019 forfeit one night's room and tax to the hotel
- **To reserve your room(s)**
  - **Online** - <https://mmxreservations.com/fer/Louisville?pageCode=2019gie>
    - If you have a Group Code, you may enter it before selecting the "Search" button. A Group Code is not required in order to reserve a room.
  - **Phone** – 800-743-3100
    - Monday – Friday, 9 am – 5 pm eastern time

If you have any further questions regarding the process, please feel free to reach out to the GIE+EXPO or the Louisville Tourism Housing Department at 800-743-3100 or email [housing@gotolouisville.com](mailto:housing@gotolouisville.com)

**CAUTION: Please be vigilant if approached by any other company or service that implies or claims to be an official housing provider of the GIE+EXPO. The GIE+EXPO logo will be included on our housing site and all general communication materials. If you do not see the logo, they are not the official housing provider.**

**2019 GIE+EXPO  
Hotel Listing**

Hotel	2019 Rate	Distance in miles to KY Expo Center	Notes
21 C Museum Hotel	\$269	7	2 night minimum
<del>AC Hotel Louisville Downtown</del>	\$200	7	2-night minimum
<del>aLoft Downtown</del>	\$235	7	2-night minimum
aLoft East	\$169/\$174	16	
Baymont Inn & Suites East	\$119.99	13	
Best Western Green Tree	\$128.99	11	
Best Western Premier Airport & Expo			
<b>NEW HOTEL</b> Breckinridge Inn	\$189 \$111	5 8	
Brown Hotel	\$227/\$241/\$267/\$287	7	2 night minimum
<del>Comfort Inn &amp; Suites Airport/Expo</del>	\$134	0.25	
Comfort Suites Airport	\$184/\$189	4	
Country Inn & Suites East	\$139	13	
<del>Courtyard by Marriott Airport</del>	\$222	0.25	2-night minimum
<del>Courtyard by Marriott Downtown</del>	\$216	7	2-night minimum
Courtyard by Marriott East	\$174	15	
<del>Crowne Plaza Airport</del>	\$199	0.25	2-night minimum
Drury Inn & Suites East	\$135	13	
Drury Inn & Suites North	\$184	16	
EconoLodge Airport	\$129.99/\$139.99	4	
EconoLodge Downtown	\$155	7	2 night minimum
Embassy Suites East	\$192	16	
Fairfield Inn & Suites Downtown	\$232	7	2 night minimum
Fairfield Inn & Suites East	\$159	13	
Fairfield Inn & Suites North (Jeffersonville, IN)	\$163	8	
Fairfield Inn Northeast	\$159	18	
<del>Four Points by Sheraton Louisville Airport</del>	\$209	0.50	3-night minimum
Galt House Hotel	West \$156/166/176/186 East (Suite) \$171/181/191/201	7	2 night minimum
<del>Hampton Inn Downtown</del>	\$208	7	2-night minimum
Hampton Inn Hurstbourne	\$179	15	2 night minimum
Hawthorn Suites East	\$179	9	
<del>Hilton Garden Inn Louisville Airport</del>	\$240	0.25	3-night minimum
<del>Hilton Garden Inn Downtown</del>	\$230	7	2-night minimum
Hilton Garden Inn East	\$159/\$164	13	
Hilton Garden Inn St. Matthews	\$199	16	
<del>Holiday Inn Express Airport &amp; Expo</del>	\$155	4	
Holiday Inn Express Downtown	\$201	7	2 night minimum
Holiday Inn Express Northeast	\$140/150/155/162	16	
Holiday Inn Hurstbourne	\$162/167/172/177	15	
<del>Home2Suites by Hilton Airport &amp; Expo</del>	\$215	0.50	2-night minimum
Home2Suites by Hilton East	\$179	15.0	2 night minimum
Home2Suites by Hilton NuLu Medical District	\$225	7	2 night minimum
<del>Homewood Suites by Hilton Downtown</del>	\$235/265/276	7	3-night minimum
Hyatt Place	\$182	16	
<del>Louisville Marriott Downtown</del>	\$226/236/246	7	2-night minimum
Microtel Inn by Wyndham	\$129.99	13	
New Albany Hotel Louisville West (previously Best Western Plus Northwest)	\$134	10	
Quality Inn & Suites East	\$125/130/135	13	
Radisson Louisville North	\$134.97	9	
Ramada Airport & Expo	\$159.99	0.5	
Red Roof Inn Airport	\$90.02/100.02/110.02	2	
Red Roof Inn Southeast	\$99.81/109.81/119.81	3	
Residence Inn Downtown	\$256	7	2 night minimum
<del>Seelbach Hilton</del>	\$227	7	2-night minimum
Sheraton Louisville Riverside	\$193	8	
<del>SpringHill Suites Downtown</del>	\$243	7	2-night minimum
SpringHill Suites Northeast	\$161	15	
Towneplace Suites Airport	\$189	4	
Tru by Hilton East	\$165	13	2 night minimum
Wingate by Wyndham Airport & Expo Center	\$139/149	5	
Wingate by Wyndham East	\$154	13	

Limited Availability

Sold Out

Sold Out

Sold Out

Limited Availability

Sold Out

Sold Out

Sold Out

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Limited Availability

Limited Availability

Sold Out

Sold Out

Limited Availability

# GIE+EXPO

May 2019

Dear GIE+EXPO Exhibitor:

We will continue to allow retail sales at GIE+EXPO and Hardscape NA. Attached you will find 2019 Material Removal Receipts that will allow your customers to take their purchases *off* the show floor and removed at **show closing** on the day of the purchase. Feel free to make copies and bring as many as needed to the show.

Please address any questions about Kentucky sales tax to Department of Revenue, Louisville Taxpayer Service Center, 502-595-4512. They will be happy to assist you.

Please see the Addendum to the Official Terms and conditions contained in this manual regarding Selling at GIE+EXPO and Hardscape NA.

If you have any questions, please call me at 800-558-8767. I am here to serve as a resource to help you make the most of your participation in GIE+EXPO.

Sincerely,



Bill Sellers  
Assistant Show Manager



## 2019 MATERIAL REMOVAL RECEIPT

Kentucky Exposition Center, Louisville, KY

October 16-18

Selling Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Purchasing Company Name \_\_\_\_\_

Description of purchased item to be removed from show floor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Show Security Signature \_\_\_\_\_ Date \_\_\_\_\_



## 2019 MATERIAL REMOVAL RECEIPT

Kentucky Exposition Center, Louisville, KY

October 16-18

Selling Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Purchasing Company Name \_\_\_\_\_

Description of purchased item to be removed from show floor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Show Security Signature \_\_\_\_\_ Date \_\_\_\_\_



# OFFICIAL TERMS & CONDITIONS

- ❖ Official Terms & Conditions (Exhibit Space Indoor and Outdoor Contracts)
- ❖ Exhibit A – Rules & Regulations
- ❖ Exhibit B – Certificate of Insurance
- ❖ Fire Marshal Regulations
- ❖ Kentucky State Fire Marshal Requirements
- ❖ Kentucky Exposition Center Building Rules & Regulations
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- ❖ Kentucky Exposition Center Parking Policy
- ❖ Kentucky Exposition Center Drone Policy
- ❖ Kentucky Exposition Center Confederate Flag Merchandise Policy

# GIE+EXPO

## Exhibit Space Contract

## October 16-18, 2019

This Exhibition Agreement (the "Agreement") is between GIE/OPEI, LLC ("GIE+EXPO") and the undersigned ("Exhibitor"), in connection with GIE+EXPO 2019 ("the Exhibition"), at the Kentucky Exposition Center.

WHEREAS, GIE+EXPO operates an annual exhibition at which exhibition and booth rental opportunities are available; and

WHEREAS, the Exhibitor desires to exhibit at the Exhibition in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in light of the foregoing and for good and valuable consideration, GIE+EXPO and the Exhibitor agree as follows:

For and in consideration of the sum below, the Exhibition agrees to reserve for Exhibitor the following indoor space, provided that Exhibitor provides GIE+EXPO with a signed contract and the required deposit on or before the due date listed below. Upon receipt of a signed contract and deposit, GIE+EXPO will forward a confirmation and an application for outdoor space to Exhibitor. If Exhibitor wishes to reserve outdoor space, Exhibitor shall complete the Outdoor Space Addendum and return a signed copy to GIE+EXPO, which shall become part of this contract by addendum.

Booth Number	Booth Price
Dimensions	Processing Fee per Exhibit <b>\$50.00</b>
Rate per Square Foot	Total Price \$
Due Date	Deposit Required \$
Code – Official Use Only	Balance on Payment June 1, 2019 \$

Exhibitor agrees to pay the total shown above and will pay the deposit required with the return of this contract and balance on or before June 1. If this contract is due after June 1, Exhibitor shall pay 100% of the total cost on return of contract. If final payment is not received by June 1, 2019, The Exhibition reserves the right to resell the aforementioned exhibit space. The contract must be paid in full to be listed in the show directory.

Make checks payable to: **GIE/OPEI LLC**

Please complete and return an executed copy of this Agreement (with the applicable deposit) to:

**GIE/OPEI LLC**

Department 8272

Carol Stream, IL 60122-8272

Tel: (812) 949-9200 / (800) 558-8767

Fax: (812) 949-9600

**\*\*By signing this Agreement or sending us a deposit, you agree to the General Terms, the Rules and Regulations attached hereto as Exhibit A, as well as all additional rules and regulations included in the GIE+EXPO Service Manual, and any other rules, policies or regulations of the owner of the exhibition facility (collectively, the "Rules") that may be put into effect by GIE+EXPO or the event venue.\*\***

### TO BE COMPLETED BY EXHIBITOR

**COMPANY NAME TO BE LISTED IN GIE+EXPO DIRECTORY AND OTHER PROMOTIONAL MATERIALS RELATED TO THE EXHIBITION:**

\_\_\_\_\_

\_\_\_\_\_

Products to be exhibited \_\_\_\_\_

\_\_\_\_\_

Exhibitor appoints the following individual as its authorized contact person (the "Exhibitor Contact") for all issues related to Exhibitor's booth or display at the Exhibition. The Exhibitor Contact shall be available throughout the Exhibition, and Exhibitor represents and warrants that the Exhibitor Contact has sufficient authority to make any changes to the booth activities of Exhibitor during the Exhibition and to carry out instructions or requests of GIE+EXPO or its staff in a prompt and courteous manner.

Exhibitor Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Office Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

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

\_\_\_\_\_

### **SIGNED**

\_\_\_\_\_

Printed name of signatory

Position \_\_\_\_\_

Date \_\_\_\_\_

### TO BE COMPLETED BY GIE+EXPO

\_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY

Contract Number

\_\_\_\_\_

\_\_\_\_\_

## GENERAL TERMS

**1. Compliance With Exhibition Rules and Regulations.** Exhibitor shall at all times during the Exhibition observe and comply with GIE+EXPO's exhibition rules and regulations, attached hereto as Exhibit A and incorporated herein by reference (the "Rules and Regulations"). GIE+EXPO shall have sole authority to interpret and enforce the Rules and Regulations and to make any amendments thereto as shall be necessary, in the sole judgment of GIE+EXPO, for the orderly conduct of the Exhibition. Exhibitor further agrees to comply with the Demonstration Area Safety Agreement (if applicable) and the GIE+EXPO Service Manual, which are incorporated herein by reference, as well as all applicable local, state, and federal laws, ordinances, and regulations. All matters and questions not specifically covered by these rules and regulations are subject to the sole decision of GIE+EXPO. Exhibitor agrees to accept and abide by such decisions.

**2. Exhibitor Conduct.** Exhibitor agrees not to display or distribute any promotional items or to engage in any marketing or advertising during the Exhibition outside of its approved booth at the Exhibition. Exhibitor further agrees to conduct itself in a manner that is courteous and respectful of GIE+EXPO, GIE+EXPO staff, other exhibitors and attendees. Any Exhibitor who, in the sole opinion of GIE+EXPO, engages in conduct that is unethical, offensive, or that is not appropriate for the Exhibition, may be dismissed from the Exhibition without refund. Any Exhibitor violating the Rules and Regulations may further be subject to ejection and may forfeit the opportunity to exhibit in subsequent years.

**3. Exhibitor Acknowledgement.** Exhibitor agrees and acknowledges that GIE+EXPO shall have the ongoing right to require changes to Exhibitor's booth or to any conduct or offerings during the Exhibition or any other activities during the Exhibition. If Exhibitor fails to promptly comply with any request from GIE+EXPO relating to Exhibitor's booth or to Exhibitor's conduct, GIE+EXPO shall have the right to require removal of or to remove Exhibitor's booth and to bar Exhibitor from further participation in the Exhibition without refund. Exhibitor acknowledges that all booth applications are subject to GIE+EXPO's approval. Exhibitor further agrees and acknowledges that GIE+EXPO may at any time change the size or location of Exhibitor's space and the layout of the Exposition.

**4. Termination.** GIE+EXPO shall be entitled to terminate this Agreement in the Exhibition that the Exhibitor fails to pay the Exhibition Fee. GIE+EXPO shall also be entitled to terminate this Agreement in the Exhibition that the Exhibitor fails to adhere to the Exhibition Rules or to any other rules and regulations governing the Exhibition or to promptly and courteously follow any instruction from GIE+EXPO or its staff. If Exhibitor cancels its exhibit space, Exhibitor will forfeit any Exhibition Fees paid. If GIE+EXPO sells out booth space, GIE+EXPO may, in its sole discretion, refund or credit some or all of the Exhibition Fee.

**6. Limitation of Liability; Indemnification.** Except as expressly provided in this Agreement, all warranties expressed or implied, including implied warranties of merchantability, fitness for a particular purpose and non-infringement are disclaimed by GIE+EXPO. GIE+EXPO shall not be liable for lost profits, lost opportunities, or indirect reliance, incidental or consequential damages under any circumstances. In no event shall GIE+EXPO's liability under or in connection with this Agreement, regardless of the form of action giving rise to such liability whether in contract, tort or otherwise, exceed the amount of the Exhibition Fee paid to GIE+EXPO by Exhibitor. Exhibitor agrees to indemnify and hold harmless GIE+EXPO, its officers, members, and employees, as well as Sellers Expositions, its officers, members, and employees from loss or expense (including legal expense) to any person or persons for or by reason of: any breach by the Exhibitor of this Agreement; any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by the Exhibitor in connection with its exhibit; and any act or omission of the said Exhibitor, its employees, contractors, or agents; any claims of copyright, trademark or patent infringement, unfair competition, or product liability. Exhibitor agrees to defend, indemnify, and hold harmless GIE+EXPO, its officers, members, and employees, as well as Sellers Expositions, its officers, members, and employees, from and against all reasonable claims, causes of action, and liabilities, including reasonable attorney's fees, arising out of or resulting from any act undertaken or committed by Exhibitor and/or any employee of Exhibitor or contractor hired or engaged by Exhibitor in connection with the performance of Exhibitor's obligations under this Agreement. Exhibitor also agrees to defend, indemnify, and hold harmless GIE+EXPO, its officers, members, and employees, as well as Sellers Expositions, its officers, members, and employees, from any liability resulting from any claim, action, or cause of action, which may be asserted by third parties arising out of the performance of Exhibitor's obligations pursuant to this contract, except those actions which are due to the intentional misconduct or gross negligence of GIE+EXPO. Exhibitor also assumes responsibility for any and all obligations, including music license royalty fees, resulting from its use of live or recorded music and indemnifies GIE+EXPO, its officers, members, and employees, as well as Sellers Expositions, its officers, members, and employees, for any claims arising out of Exhibitor's use of live or recorded music.

**7. Release.** Exhibitor expressly releases GIE+EXPO, its officers, members and employees, as well as Sellers Expositions, its officers, members, and employees, from any and all claims for any loss, damage, or injury. Exhibitor assumes the entire responsibility for and hereby agrees to protect, indemnify, defend and hold harmless GIE+EXPO, Sellers Expositions, the Exhibition's venue, as well as these parties' members, employees and agents against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the Exhibitor, or their employees' or agents' installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of Exhibition's venue, or contracted third-party service provider.

**8. Insurance.** Insurance protection will not be afforded to Exhibitor by either GIE+EXPO or the Exhibition venue. Exhibitor is responsible for securing insurance coverage for participation in connection with the Exhibition and all individuals employed by Exhibitor that will be participating in the Exhibition. Exhibitor must

have insurance policies covering booth materials and equipment transporting from their home base to the show, vice versa, and also during the Exhibition, and insurance must cover indoor and, if applicable, outdoor space. Exhibitor should check with their corporate insurance policy as most policies will provide riders for such coverage at trade shows/exhibitions. Exhibitor must complete and return a Certificate of Insurance, attached hereto as Exhibit B and incorporated by reference, at the time Exhibitor submits the signed Agreement. If securing outdoor space, Exhibitor must supply proof of insurance to GIE+EXPO. If Exhibitor does not obtain or is not covered by the required insurance herein and in Exhibit B, Exhibitor shall be fully financially responsible for any and all claims that would have been covered under the required insurance.

**9. Intellectual Property.** GIE+EXPO, the GIE+EXPO logo, and all related names, logos, product and service names, designs and slogans are trademarks that belong to GIE+EXPO or its partners or licensors. You may not use such marks without GIE+EXPO's prior written permission. You may not use these marks in metatags or hidden text without GIE+EXPO's prior written permission. You acknowledge that you will not challenge GIE+EXPO's rights in its marks, including but not limited to GIE+EXPO and the GIE+EXPO logo.

**10. Force Majeure.** Neither GIE+EXPO nor the Exhibitor shall be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach are delayed or prevented by reason of any act of God, fire, extreme weather, natural disaster, accident, act of government, picketing, strike, embargo, injunction, terrorist act or threat or any other cause beyond its control. It is understood and agreed that in the event of the cancellation of the Exhibition, or in the event the Exhibition cannot occur for any reason stated above, then and thereupon this Agreement shall terminate, and the Exhibitor hereby waives any claims for damages or compensation.

**11. Media Release.** Exhibitor hereby grants GIE+EXPO or anyone authorized by GIE+EXPO, including without limitation any of GIE+EXPO's partners, affiliates, successors, entities, and assigns the right to use Exhibitor's name, likeness, image, voice, story, and appearance, as well as those of Exhibitor's officers, employees, and contractors, and to copy, record or transfer to video tape, film, slides, photographs, audio tape, print, internet content, or other media now known or later developed such materials for any future purpose. This right is irrevocable, perpetual, worldwide, and royalty-free. Exhibitor hereby waives any right it may have to inspect or approve the use(s) or the finished product in which material is incorporated, or the advertising or other copy that may be used in connection therewith, or to authorize the nature or scope of the final use(s). Exhibitor understands that Exhibitor's name, likeness, image, voice, story, appearance, and performance may be used for broadcast, exhibit, market, sale or other commercial distribution and GIE+EXPO has no financial commitment or obligation to Exhibitor in connection with such use(s) as a result of this release.

**12. Compliance.** Exhibitor represents and warrants that all displayed products comply with all applicable US laws, regulations, and consent decrees, as well as any other requirements, including, but not limited to, applicable safety standards that may be issued by the Consumer Product Safety Commission and emission regulations issued by the US Environmental Protection Agency. Exhibitor understands that enforcement officials from governmental agencies routinely inspect products at the Exhibition, and Exhibitor agrees to fully cooperate with governmental officials during the Exhibition.

**13. Infringement and Truth in Advertising.** Exhibitor represents and warrants that any products or equipment exhibited in the Exhibition are original, non-infringing, and do not violate the intellectual property rights of any third parties. Exhibitor shall not make any false or misleading statements or claims about a competitor, a competitor's products, or Exhibitor's own products. Exhibitor understands that it is responsible for enforcing its own intellectual property rights and shall not ask or require GIE+EXPO to enforce its intellectual property rights.

**14. No Advertisement.** Exhibitor may not promote, market, or solicit participation in any other event, meeting, tradeshow, or exhibition at GIE+EXPO.

**15. No Subleases.** Exhibitor may not sublease any portion of its exhibit area(s).

**16. No Partnership.** Nothing in this Agreement shall be construed as constituting a partnership between the Exhibitor and GIE+EXPO. Both the Exhibitor and GIE+EXPO will retain all rights to any logos, trademarks and service marks of their respective organizations although the Exhibitor expressly consents to the use and display of such marks, individually and in connection and juxtaposition with each other and the marks of other participating Exhibitors, in connection with the promotion of the post-Exhibition publicity or follow-up activities and, of course, with respect to the Exhibition itself by GIE+EXPO. Neither party shall represent that it has any right or authority to bind the other, or create any obligations, express or implied, except as expressly provided in this Agreement.

**17. Entire Agreement; Governing Law.** This Agreement may be modified only in writing signed by the authorized representatives of both parties, and contains the parties' entire understanding with respect to the subject matter hereof and supersedes any and all prior agreements, understandings or discussions with respect to the subject matter hereof. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. The Parties agree that (i) all disputes and other matters relating to the interpretation and enforcement of this Agreement shall be brought before the federal and states courts located in Jefferson County, Louisville, Kentucky, (ii) the venue shall be proper in the appropriate court set forth in the preceding clause, and (iii) no Party shall contest notice from any such court for any reason. No failure to exercise and no delay in exercising any right, remedy, or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, or power provided herein or by law or in equity. The waiver by any Party of the time for performance of any act or condition hereunder shall not constitute a waiver of the act or condition itself.

# GIE+EXPO

## Outdoor Space Addendum

## October 16-18, 2019

This addendum (the "Addendum") is made and entered into by the Exhibitor and GIE+EXPO and is incorporated into and expressly made a part of the Agreement between the parties. This Addendum is effective upon signature by both Exhibitor and GIE+EXPO. For avoidance of doubt, all capitalized terms herein have the same definitions ascribed to them in the Agreement.

For and in consideration of the sum below, the Exhibition agrees to reserve for Exhibitor the following outdoor space, provided that Exhibitor has executed the Agreement, paid the requisite deposit, and submitted a signed Addendum and requisite rental sum to GIE+EXPO on or before the due date listed below.

INDOOR BOOTH NUMBER	
Total Indoor Size (square feet)	
Maximum allotment is 5x indoor space at \$1.00 per square foot	
Over 5x indoor space at \$9.00 per square foot	
OUTDOOR BOOTH NUMBER	
Outdoor Booth Size (square feet)	
Total Cost	
Due Date	

Note: The rate for outdoor space is \$1.00 per square foot up to five times the square footage of contracted indoor space. Additional space in excess of five times the amount of contracted indoor space is \$9.00 per square foot.

Exhibitor agrees to pay the total shown above upon submission of a signed copy of this Addendum to the Agreement on or before the due date listed above. If either a signed copy of the Addendum or payment in full is not received by GIE+EXPO on or before the due date listed above, GIE+EXPO reserves the right to resell the aforementioned outdoor exhibit space.

Make checks payable to: **GIE/OPEI LLC**

Please complete and return an executed copy of this Agreement (with the applicable deposit) to:

**GIE/OPEI LLC**

Department 8272

Carol Stream, IL 60122-8272

Tel: (812) 949-9200 / (800) 558-8767

Fax: (812) 949-9600

**\*\*By signing this Addendum or sending us the requisite outdoor space rental fee, you agree to the Agreement and all exhibits, documents, and other rules incorporated therein by reference.\*\***

### TO BE COMPLETED BY EXHIBITOR

**COMPANY NAME TO BE LISTED IN GIE+EXPO DIRECTORY AND OTHER PROMOTIONAL MATERIALS RELATED TO THE EXHIBITION:**

\_\_\_\_\_

\_\_\_\_\_

Products to be exhibited \_\_\_\_\_

\_\_\_\_\_

Exhibitor appoints the following individual as its authorized outdoor demonstration coordinator (the "Outdoor Demo Coordinator") for all issues related to Exhibitor's outdoor demonstration and space. The Outdoor Demo Coordinator shall be available throughout the Exhibition, and Exhibitor represents and warrants that the Outdoor Demo Coordinator has authority to make changes to the demonstration area during the Exhibition and to carry out instructions of GIE+EXPO or its staff in a prompt and courteous manner.

Outdoor Demo Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Office Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

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

### **SIGNED**

Printed name of signatory \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

### TO BE COMPLETED BY GIE+EXPO

\_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY

Contract Number

\_\_\_\_\_

\_\_\_\_\_





# RULES AND REGULATIONS

## EXHIBIT A

OCTOBER 16-18, 2019

**1. Admission.** GIE+EXPO shall have sole control over admission policies to the Exhibition at all times. Exhibitors must wear exhibitor badges at all times.

**2. Alcohol.** Exhibitors may not permit attendees who appear intoxicated or under the influence of drugs or alcohol to operate or handle equipment. Exhibitors may not operate or handle equipment if under the influence of drugs or alcohol. All alcohol served must be served through vendors approved by the Exhibition venue. No alcohol may be served in meeting rooms before 4 pm, and no alcohol may be distributed from booths or consumed on Thursday and Friday.

**3. Agreement to Rules.** The Exhibitor, for itself and its employees, agrees to abide by the GIE+EXPO Rules and Regulations set forth in this Agreement, included in the Services Manual, as well as any other rules, policies or regulations of the owner of the exhibition facility (collectively, the "Rules") and any amendments to these Rules that may be put into effect by GIE+EXPO or the event venue. Exhibitor also agrees to abide by all local, state, and federal laws and regulations that apply to its activities at the Exhibition, as well as all pertinent ordinances and Fire Marshal requirements.

**4. Automatic Space Release.** If Exhibitor fails to arrive for setup by 9:00 am on the opening day of the Exhibition, GIE+EXPO will automatically release the space, whether GIE+EXPO fills the Exhibitor's booth space or not. No refunds will be given.

**5. Balloons.** Balloons are limited to a height of 75' in the demonstration area. No helium balloons allowed inside. Passenger balloons are strictly prohibited.

**6. Booth and Display Representatives.** The Exhibitor's booth and/or display representatives shall be restricted to employees of the exhibiting organization who are registered to attend the Exhibition. All exhibits must be continuously staffed each day of the Exhibition during those hours when the Exhibition is open to attendees. Exhibitor's badged booth representatives will be permitted to enter the Exhibition two hours prior to the opening of the Exhibition and will be able to remain in the exhibition space no more than one hour after closing, with the exception of the last day of the Exhibition. Exhibitors that require additional time must check with GIE+EXPO management.

**7. Care of Venue.** The Exhibitor will be held responsible for any damage done by its employees or representatives to the Exhibition venue. The Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to other Exhibitors' property. The Exhibitor may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.

**8. Decoration.** GIE+EXPO shall have full discretion and authority in the placement, arrangement and appearance of all items displayed by the Exhibitor, and may require the replacement, rearrangement or redecorating of any item or of any booth that GIE+EXPO deems inconsistent with the principal purpose of the Exhibition or inappropriate for any other reason, and no liability shall be attached to GIE+EXPO for costs that may devolve upon the Exhibitor thereby. Exhibitors building special backgrounds, dividers, or display areas must make certain that the surfaces of such dividers are finished in such a manner so that they are not unsightly to Exhibitors in adjoining booths.

**9. Demonstration Equipment.** All demonstration equipment must be located at least two feet removed from the aisle line of the exhibit area and must remain within the boundaries of Exhibitor's display area. It is the Exhibitor's sole responsibility to clearly mark the perimeters of the display, and hazardous displays must be roped off and include cautionary signage to warn attendees of the hazardous equipment or display. All displays must be set up to protect the curious visitor. Machinery must always be attended. All guards and shields must be in place at all times. Throttles should not be set to exceed the safe operating speed of a beginner or exceed the size of the area. Exhibitors must provide necessary instruction for safe and proper handling of any equipment being demonstrated. Exhibitors must also provide protective clothing and eyewear that is appropriate to the safe operation of equipment. Anyone operating equipment must provide proof of a valid and current driver's license. All guards

and shields must be in place at all times. Any Exhibitor operating in an unsafe manner shall be terminated and expelled without refund.

**10. Distribution of Printed Materials, Samples, Souvenirs.** The Exhibitor may distribute marketing materials, samples, souvenirs, publications, and the like only from within their contracted booth space. The distribution of any article that interferes with the activities in, or obstructs access to, neighboring booths, or that impedes aisles, is prohibited.

**11. Early Tear Down.** Exhibitor shall not initiate tear-down, packing, or abandon its exhibit prior to close of the Exhibition. In the event Exhibitor begins teardown prior to the close of the Exhibition, the Exhibitor will be in non-compliance and may be refused the right to exhibit at future GIE+EXPO events.

**12. Exhibition Restrictions.** GIE+EXPO reserves the right at any time to prohibit or remove any exhibit, display, device, or part thereof, or prohibit the exhibit, display, device or promotional material that in its opinion is not suitable to or in keeping with the mission of GIE+EXPO. Exhibitor may not engage in any activity that will interfere with or in GIE+EXPO's opinion be reasonably objectionable to other exhibits or that may present GIE+EXPO or the Exhibition in a false or negative light, whether at the venue or elsewhere during the Exhibition. The Exhibitor agrees not to use hotel or hospitality rooms not designated as part of Exhibition space to exhibit or for demonstrations or entertaining at hours that conflict with scheduled GIE+EXPO meetings, GIE+EXPO events and exhibition hours.

**13. Exhibitors' Discussions, Dress, Promotion.** The Exhibitor shall not engage in any activities in the aisle or in booths or display areas other than its own. The Exhibitor's representatives wearing appropriate costumes or carrying banners or signs separately, or as part of their apparel, must remain in their own contracted display space. Exhibitor and Exhibitor's guests and representatives must be wearing attire that GIE+EXPO deems appropriate and in line with the character of the show. No solicitation of registrants shall be permitted in the aisles or in booths other than Exhibitor's contracted booth.

**14. Fire Prevention Requirements.** Exhibitor shall conform to all regulations of the local fire department, as well as all fire marshal rules and regulations, which are subject to change. All main and cross aisles, corridors, exhibit areas, exit stairways, and other areas will be maintained at their required width at all times the Exhibition is running; no obstructions such as chairs, tables, or displays will be allowed to protrude into aisles. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, boxes, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. All display decorations must be flame-proof. Electrical wiring must conform to the National Electrical Code and local ordinances. If inspection indicates that Exhibitor has neglected to comply with these regulations or otherwise might incur a fire hazard, GIE+EXPO reserves the right to eliminate or remove, at Exhibitor's expense, all or such part of Exhibitor's display determined to be hazardous. Exhibitor is charged with knowledge of all local laws, ordinances, and regulations.

**15. First Aid.** Exhibitor agrees to familiarize all exhibit staff with the locations of the emergency medical technicians to ensure that they are prepared to respond in the event of an accident.

**16. Floor Plan.** GIE+EXPO reserves the right to modify the Exhibition floor plan without notice or obligation for any refund.

**17. Food & Beverage.** Exhibitor may not bring food or beverage from the outside. Only facility-authorized concessionaires are permitted to serve food and beverages.

**18. Genuineness of Goods.** Exhibitor warrants that disclosure and delivery of any information, goods, documents, software and other materials, and use thereof, as contemplated by this Agreement, will not knowingly infringe any proprietary right of any third party, including, without limitation, any copyright, trademark, known patent or trade secret right. If a situation arises which constitutes an



# RULES AND REGULATIONS

infringement, Exhibitor will have the obligation to, at its option: (i) modify the infringing goods, equipment or software at its own expense, without impairing in any respect the functionality, level of quality of goods or performance, so that it is non-infringing; (ii) replace the goods, system, equipment or software with equally suitable, non-infringing goods, system, equipment or software. Exhibitor shall not use any goods in relation to the activities governed by this Agreement that are "Counterfeit Goods". Exhibitor shall be liable for all costs incurred by GIE+EXPO related to the Exhibitor's use of Counterfeit Goods.

**19. Golf Carts, ATVs, and UTVs.** Golf carts, ATVs, and UTVs are prohibited in the aisles during show days.

**20. Installation, Showing, Dismantling.** Hours and dates for installation, showing, and dismantling shall be those specified by GIE+EXPO. The Exhibitor shall be liable for all charges resulting from failure to remove exhibit material before conclusion of the dismantling period specified by GIE+EXPO.

**21. Lotteries, Contests.** The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime, is permitted only as allowed by the laws of the jurisdiction in which the Event is being held and upon written approval from GIE+EXPO. In the event GIE+EXPO approves any such lotteries, contests, Exhibitor understands and acknowledges that Exhibitor will remain solely responsible for compliance with any or all rules and regulations governing such lotteries, contests.

**22. Noise.** Use of loud speakers, bullhorns, loud equipment, and other loud noise is strictly prohibited unless approved in writing in advance by GIE+EXPO. Such permission can be rescinded at any time, at the sole discretion of GIE+EXPO. Exhibitors should operate products and machinery without causing disruption to neighboring booths and exhibits.

**23. Non-Endorsement.** The exhibiting of services, products or equipment at any GIE+EXPO event or program does not constitute an endorsement or approval by GIE+EXPO of such services, products or equipment. The Exhibitor is not permitted to represent in any manner or at any time that such services, products or equipment have been endorsed or approved of by GIE+EXPO.

**24. Obstruction of Aisles or Booths.** Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby Exhibitors' booths shall be suspended for any periods specified by GIE+EXPO.

**25. Photographs.** Exhibitor shall take no photographs of other Exhibitors' booths without express prior consent of such other Exhibitor. Violation of this rule will result in confiscation of the film or digital device, deletion of the digital image, and/or expulsion from the show.

**26. Presentations, Sound Amplifying, Reproducing Equipment.** The use of sound systems is permissible, provided that they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the Exhibitor's booth. GIE+EXPO shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring Exhibitors. Sound amplification may be used by an Exhibitor only for the dissemination of information to the meeting's audience that directly relates to products and/or services of the particular company displaying such products and/or services at the Event. Any presentation that interferes with the activities in, or obstructs access to, neighboring booths, or that impedes aisles, is prohibited.

**27. Product Exhibition.** Exhibitor shall display only its products in the space provided for by this Agreement. Exhibitor shall not display its products anywhere within a 100-mile radius of the Exhibition unless as part of standard business operations.

**28. Regulations Governing Displays.** All exhibits are subject to on-site inspection by GIE+EXPO; if Exhibitor's exhibit, product, or any part of the exhibit display has to be repositioned, or if masking drape or carpet has to be ordered, any and all costs incurred will be at the Exhibitor's expense. Any portion of an exhibit that obstructs the view, interferes with the privileges of another Exhibitor, extends beyond the designated booth space or for any reason becomes objectionable at the discretion of GIE+EXPO, must be immediately

modified or removed by the Exhibitor and/or GIE+EXPO. Unsightly back walls visible from the side on corner booths must be covered or draped, or such will be draped by GIE+EXPO and billed to the Exhibitor. Hanging signs or banners used as company identification are prohibited for inline booths. Exhibitor may only hang a sign or banner in an island booth space.

**29. Safety Devices.** The Exhibitor agrees to accept full responsibility for compliance with national, state and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment. Anyone operating machinery must provide proof of a valid and current driver's license.

**30. Security.** The Exhibitor must take all steps it deems advisable to protect and insure its attendees, employees, exhibit, equipment and property from injury, loss or damage during the entire term covered by this contract. The Exhibitor expressly releases GIE+EXPO, the event venue and their officers, directors, members, employees and agents from any and all claims for such injury, loss or damage. GIE+EXPO will engage a security service during the inclusive move-in period, operational hours and move-out period of the Exhibition. However, the furnishing of such service will not increase the liability of GIE+EXPO, the event venue, their officers, directors, members, employees or agents.

**31. Selling.** Selling is allowed on the Exhibition floor, but only items that can be carried out can be removed during show hours. Exhibitors are required by the laws of Kentucky to be solely responsible for the collection and remittance of any sales or other taxes imposed on them.

**32. Signs, Illumination.** Signs must be limited to 75' in the demonstration area. Electric flashers or signs involving the use of neon or similar gases are prohibited. Should the wording on any sign or area in an Exhibitor's booth be deemed by GIE+EXPO to be contrary in any way to the best interest of the Exhibition, the Exhibitor shall make such changes or remove signs as requested by GIE+EXPO. GIE+EXPO's decision will be final in such matters.

**33. Sub-Leasing.** The Exhibitor may not sublet its space, nor any part thereof, nor exhibit, offer, or advertise articles not manufactured or sold in its own name, except if such articles are required for the proper demonstration or operation of the Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate or other identification that in standard practice appears normally on them.

**34. Surface.** Tillage in the demo area is allowed to a depth of 6". Extensive digging, excavating or earth moving is not permitted. If these guidelines are not strictly adhered to, GIE+EXPO shall bill Exhibitor for returning the disturbed area to its original condition. A Dig Permit Application can be found in the Demo Services Manual for requests deeper than 6".

**35. Vehicles and Trailers.** Exhibitor acknowledges that GIE+EXPO can ask Exhibitors to move any vehicle used as a part of a display, in its sole discretion. Any vehicle or trailer used in a demonstration must be a working part of the exhibition. Vehicles must be placed in the exhibition during move in only and cannot be removed until move out begins after the exhibition's closing. Any vehicle left in an aisle is subject to towing at Exhibitor's expense.



# CERTIFICATE OF INSURANCE

**EXHIBIT B**

**OCTOBER 16-18, 2019**

Please send this form to the insurance agent responsible for issuing the policy and rider covering your participation in the GIE+EXPO.

Agent should send, fax, or email certificate of insurance to:

GIE+EXPO | PO Box 139 | New Albany, IN 47151

(800) 558-8767 | (812) 949-9200 | FAX: (812) 949-9600 | richard@sellersusa.com

If you have any questions, please contact GIE+EXPO at (800) 558-8767 or (812) 949-9200.

**Coverage must include Insurance and Indemnity.**

**Insurance.** Exhibitor, for itself and on behalf of decorators, contractors, service people, or others employed by Exhibitor, shall, during the entire term of this lease, secure, furnish and maintain insurances as follows:

1. Certificate Holder:

GIE+EXPO  
PO Box 139  
New Albany, IN 47151

2. Workers' Compensation Insurance  
in the minimum amounts required by  
the Commonwealth of Kentucky.

3a. Comprehensive General Liability Insurance  
with minimum combined limits of liability  
of \$1,000,000 for bodily injury and/or property  
damage in any one occurrence.

3b. Such insurance coverage shall name the  
GIE/OPEI, LLC, the Outdoor Power  
Equipment Institute (OPEI), Green Industry  
Exposition (GIE), and Sellers Expositions  
(Show Management), and these parties'  
respective agents, employees, officers,  
directors, and volunteers (the "Exhibition  
Parties") as additional insured parties.  
Insurance must cover indoor and, if

applicable, outdoor exhibits as well as  
any auxiliary functions held by the Exhibitor.  
Such policy shall be issued by any insurance  
company authorized to transact business in  
the Commonwealth of Kentucky. Exhibitor  
shall furnish Show Management with  
appropriate Certificates of Insurance  
reflecting such coverages. Such Certificate  
shall also provide that coverage will begin no  
later than October 1, 2019 and not be  
cancelled or materially altered prior to  
November 2, 2019.

**Indemnity.** Exhibitor, on behalf of itself, its agents,  
servants, employees, customers, and guests, hereby  
agrees to assume, defend at all times, indemnify,  
protect, save and hold harmless The Exhibition Parties  
against claims or demands arising or resulting from  
any activities conducted in preparation for or as a part  
of the exhibit, including, but not limited to the claims  
of anyone attending the exhibit, and the claims of  
any employee or agent of the Exhibitor, the claims of  
any other person for bodily injury, sickness, mental  
anguish or death, and claims for damages to the  
property of any such employee, agent or persons.  
The Exhibition Parties shall not be liable for any loss,  
damage, or injury to the property of the Exhibitor which  
is sustained and used by the Exhibitor in the space  
provided by the Exhibition.

**\*\*FOR AVOIDANCE OF DOUBT, THE TERMS AND CONDITIONS INCLUDED HEREIN FORM PART OF  
THE AGREEMENT BETWEEN EXHIBITOR AND GIE+EXPO.\*\***

# Fire Marshal Regulations

Please send or fax to:

Kevin McCoy  
Kentucky Fair and Exposition Center  
P.O. Box 37130  
Louisville, KY 40233  
(502) 367-5339 - telephone  
(502) 367-5139 – fax  
kmmcoy@ksfb.ky.gov

Deadline Date: October 1, 2019

Please read the Fire Marshal Requirements on the following page.  
If you feel your exhibit does not meet these criteria and you would like to apply  
For approval, please mail or fax request to  
Kevin McCoy for consideration.  
You may attach additional sheets if necessary.

Exhibiting Company \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Booth Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# **KENTUCKY STATE FIRE MARSHAL REQUIREMENTS**

## **EXHIBITORS**

The following are the State Fire Marshal's minimum fire safety requirements and shall be applied at all shows-trade, commercial or otherwise, and shall apply whether the exhibit space is open or closed to the public.

1. The display and operation of any cooking or heat producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the KSFM Representative before it is brought to Kentucky Exposition Center.
2. Any motor vehicles, gasoline powered equipment, tools, etc., on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full. Absolutely no storage of any fuel in any building.
3. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks shall be removed immediately after loading or unloading.
4. Decorations and displays shall not block or impede access to fire protection equipment (smoke detectors, sprinklers, fire extinguishers, exit markings, exit doors or emergency lighting equipment.).
5. All decorations shall be fire retardant. The decoration companies/exhibitors shall be prepared to provide certificates of flame spread on all decoration items. Items that are not properly fire retardant shall be removed.
6. All exhibits, signage and displays must be "Open Top" and not interfere with the facility fire detection and suppression system.
7. "Closed Top" displays include canopies, horizontal signs, displays with roofs and multilevel displays.
  - Closed top displays must have prior written approval from the KSFM Representative
  - Approval requests for multilevel displays must be submitted 90 days in advance of show and include stamped engineer drawings of the structural components.
  - Enclosed displays must have a working smoke detector, which is audible outside the enclosure.
8. During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.
9. Signs designating exits and the direction of travel to exits approved by the KSFM Representative shall be provided by the Lessee and in place prior to the show's opening.
10. Additional fire extinguishers may be required at the discretion of the KSFM Representative.
11. All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency, (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used shall be of

- the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and or devices that present a hazard will be subject to confiscation.
12. All Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted
  13. Kentucky Exposition Center shall require security where occupants are allowed to reside overnight inside of any state owned structure on the grounds. Security personnel shall be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.
  14. Lessee shall provide a list showing the number and location of persons boarding/dwelling overnight within the general vicinity of their exhibits.
  15. It shall be the responsibility of the Lessee/show manager to see that the above regulations are followed.
  16. Lessee will be responsible for making key personnel, including security, aware of and familiar with the facility's emergency procedures, which would include but not be limited to fire, bomb threats, inclement weather, etc

For any additional information, please contact the Kentucky Exposition Center's Director of Operations at (502)367-5000 [eventcoordination@ksfb.ky.gov](mailto:eventcoordination@ksfb.ky.gov)

Revised 11/10/15

## Policies - Building Rules and Regulations

The following regulations will be enforced during KEC events. **It is your responsibility to inform your exhibitors, attendees and service contractors of these regulations.** It is requested that this information be included in show brochures, meetings and/or exhibitor manuals. Any labor or material costs incurred by KEC by violation or ignorance of these regulations will be billed to the show management or the appropriate party.

- All exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky.
- The hanging of any type of signage, displays, etc., must be hung from structural steel ONLY. Hanging is strictly prohibited from sprinkler lines, water, gas or air lines, HVAC ductwork, electrical BUSS ducts or any other line. Items found hanging on these prohibited structures will be removed at owner's expense.
- No holes may be drilled, cored or punched in the building without prior written approval from facility management.
- No lighter - than - air (helium, etc.) balloons are permitted in any building. It is a violation of the City of Louisville ordinance to release lighter-than-air balloons into the atmosphere.
- No adhesive-backed (stick-on) decals, advertisements or similar items may be distributed or used at the facility.
- Decorations, signs, banner, etc., may not be taped, nailed, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns without prior written approval by facility management.
- All carpet tape applied by exhibitors, show management or their contract representatives will be removed by same immediately following the event.
- **All freight and exhibit materials must be moved in and out through overhead doors with the following exceptions. The lobby pedestrian doors may be used for such items as carry in/ out materials, luggage and 2 wheel dollies. The wheeled items such as dollies, luggage, etc total weight shall not exceed 50 pounds and no more than 28" in width. All other freight and exhibit materials must use the loading docks.**
- Passenger elevators and escalators are not to be used for transporting freight from level to level.
- No golf carts, forklifts, or any other motorized vehicles will be permitted in carpeted areas or lobbies without prior written approval from KEC management.
- No food or beverage samples may be distributed by an exposition sponsoring organization or their exhibitors without prior written approval from KEC's exclusive caterer.
- No alcoholic beverages are allowed at the facility except under the provisions of the Lessee's contract in Section 8.
- All food products distributed by exhibitors must be obtained through KEC's official concessionaire/caterer (Centerplate).

- No dog, cat, or other animal will be permitted on KEC property unless it is under leash control of its owner. Any animal not under such control will be impounded and removed from grounds by the Louisville and Jefferson County Animal Control Office. The Lessee has the right to ban animals in their leased areas except under the provisions of the Americans with Disabilities Act.
- No door shall be chained or blocked in any manner.
- No furniture shall be removed from the VIP suite, and the conference table shall not be moved within the VIP Board Room.
- No motorized vehicles may be parked outside any building, in the horse barn areas, in any fire lane, or any sidewalk, at any loading dock or any other area unless this area is a designated parking space. All vehicles will be towed at owner's expense.
- All motorized vehicles for display inside buildings will have their batteries disconnected and their gas tanks locked and/or taped as soon as places per Kentucky Fire Marshall Regulations.
- No bicycles are to be operated indoors without prior written approval from KEC management. No skates or skateboards are permitted to be used in or on any KEC property.
- No group or individual may sell items on the property without prior written approval of the Lessee and KEC management.
- Pamphlets, flyers, or any such advertising or informational materials cannot be distributed on non-leased property or in parking areas. Such materials can only be distributed from exhibitor booths with consent of the show management.
- No vehicles, freight, or other show materials shall be stored in any facility without prior written approval from KEC management.
- Tipping of KEC employees is strictly prohibited per Section 6 of the Lessee's contract.
- To comply with the Kentucky Standards of Safety in theaters, motion picture theaters, auditoriums and other similar assembly occupancies with an occupant load of 300 or more; and, in the occupancies where there are non-continuous programs, an audible announcement shall be made prior to the start of each programs to notify occupants of the location of the exits to be used in the event of fire or other emergencies.
- No meeting area shall be totally darkened for any presentation. This includes all audio and visual presentations.

# **Smoking Policy**

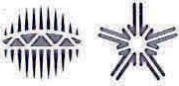
It is requested that this information be included in show brochures, meetings and/or exhibitor manuals.

- The Kentucky Exposition Center indoor facilities are designated as smoke-free spaces.
- There is a ban on all tobacco products including, but not limited to snuff, dip, chewing tobacco, electronic cigarettes, and vaping devices indoors.
- Smoking is permitted outdoors but must be done a minimum distance of 10 feet from building entrances.
- This policy applies to all exhibitors, visitors, attendees, contract personnel and Kentucky Exposition Center employees.
- This policy is strictly enforced and violators are subject to removal.



Michael Sausman  
Executive Director of Operations  
Kentucky State Fair Board

Revised 11/20/2014



Thank you for attending the Kentucky Exposition Center. In recent years we have had some issues with parking around the facility. We are reaching out to everyone to help make the entire experience a better one for everyone involved.

With that said I would like to take the time to remind people of some rules and laws that have to be enforced at the Kentucky Exposition Center:

- Park in legal parking spaces.
- Do not park next to fire hydrants. This possess a huge safety risk in the event there is an emergency.
- Please don't park on the sidewalks or grass areas. This impedes other patrons from moving around the grounds and in many cases is a violation of the Americans with Disabilities Act.
- Follow the direction of the traffic directors. These individuals will help direct you to the appropriate lots and get you parked quicker.
- Avoid parking on curbs, especially painted yellow, or in marked fire lanes.
- Do not block drive lines, especially in the horse barn areas. This causes issues for departments to get in and clean the stall areas and remove dumpsters.
- Do not block any dumpsters or trash compactors. These are emptied almost daily and the times will vary.
- Park trailers in the appropriate lots.

We look forward to seeing you.

Chris Brawner  
Asst. Director Venue Services-Security



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## KSFB Drone Policy

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The Kentucky State Fair Board has established the following DRONE policy for the Kentucky Exposition Center (KEC) and Kentucky International Convention Center (KICC):

A Drone or Unmanned Aerial Vehicle (UAV) is defined as a "powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload".

In order to ensure the safety of all patrons at the Kentucky Exposition Center and Kentucky International Convention Center, drones are allowed on the property with the following requirements:

- Drones are not allowed inside any KSFB facility during load in, show hours, and/or load out without the express written consent of the KSFB.
- Drones are not allowed outside any KSFB facility without the express written permission of the KSFB and the FAA.

If the Lessee would like to use a drone a written request need to be submitted to the event's Event Manager and the Assistant Director of Security at the Kentucky Exposition Center or the event's Event Manager and the Security Branch Manager at the Kentucky International Convention Center (depending on the facility) for review and approval:

- Name of pilot operating the drone
- Pilot's experience level and other events he/she has flown the drones
- Type of aircraft (Quad Copter, Helicopter, Airplane, etc.) and make and model
- Frequency used
- Proposed payload and payload weight
- Time(s) the drone will be in operation
- Location(s) the drone will be operated
- If a Lessee would like to attempt to fly the drone outside of the building, The FAA approval must be secured and presented to the facility management.

Lessee is liable for any and all damages to persons, property, and any litigation arising from the use of drones or UAVs operating on or in any KSFB facility.

KSFB and its employees shall be held harmless as a result of any operation of a drone or UAV on or in any KSFB facility.

Kentucky State Fair Board

Policy Related to the Sale or Give Away

Confederate Battle Flag Merchandise

The Kentucky State Fair Board strives to create on its premises, including the Kentucky Exposition Center and the Kentucky International Convention Center and its surrounding leased properties a welcome environment for all, regardless of race, color, ethnicity or cultural background and recognizes that the Confederate Battle Flag (also known as the Rebel Flag or Stars and Bars), is offensive to many persons. Therefore, while the KSFB itself does not sell or giveaway any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag, commencing immediately all new contracts or renewals of existing contracts for events in the future shall include a ban on the sale or giveaway of any merchandise that resembles the Confederate Battle Flag or bears the image of the Confederate Battle Flag by its long and short term lessees and their vendors, exhibitors and participants, with limited exceptions related to history books or other educational and interpretive media where the Confederate Battle Flag is depicted in its historical context.

The KSFB strongly encourages adherence to this policy by its 2015 exhibitors, vendors, participants and long and short term lessees and their vendors, exhibitors and participants who are operating under existing contracts.

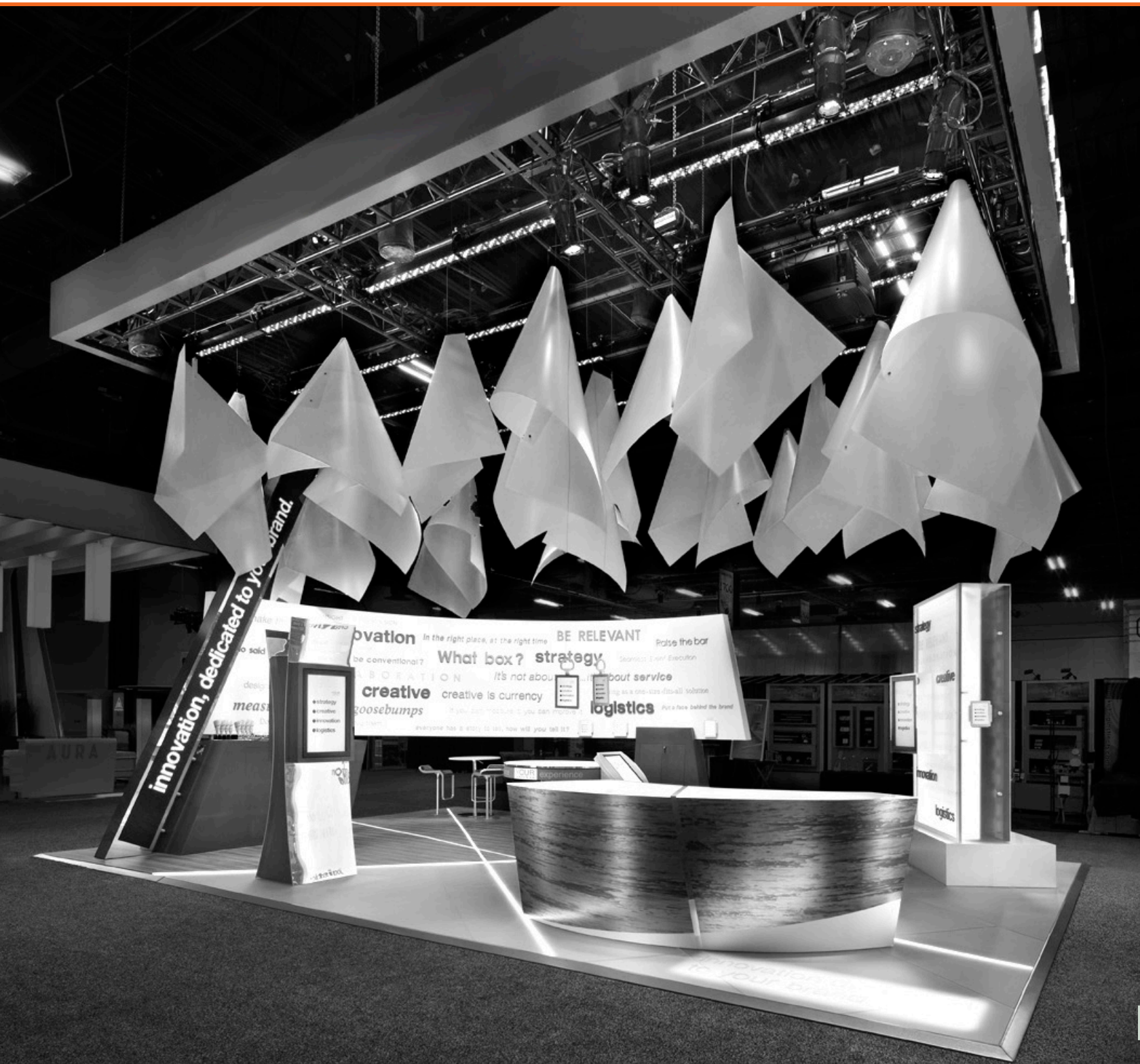
Adopted by the KSFB 7/23/15

# EXHIBIT SPECIFICATIONS

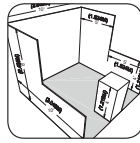
- ❖ Guidelines for Display Rules & Regulations  
Provided by IAEE (2014 update)



# Guidelines for Display Rules & Regulations 2014 Update

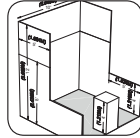


# Contents



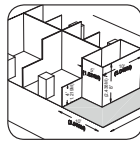
Linear Booth and Corner Booth

4



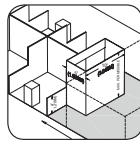
Perimeter Booth

5



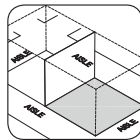
End-cap Booth

6



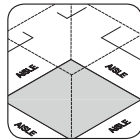
Peninsula Booth

7



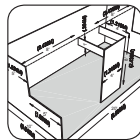
Split Island Booth

8



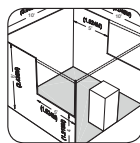
Island Booth

9



Extended Header Booth

10



Other Important Considerations

11

Issues Common To All Booth Types

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Advisory Notes To Exhibition Organizers

15-16

## Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

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For display rules and regulations specific to an exhibition or event,  
consult the exhibition or event organizer.



## Linear Booth

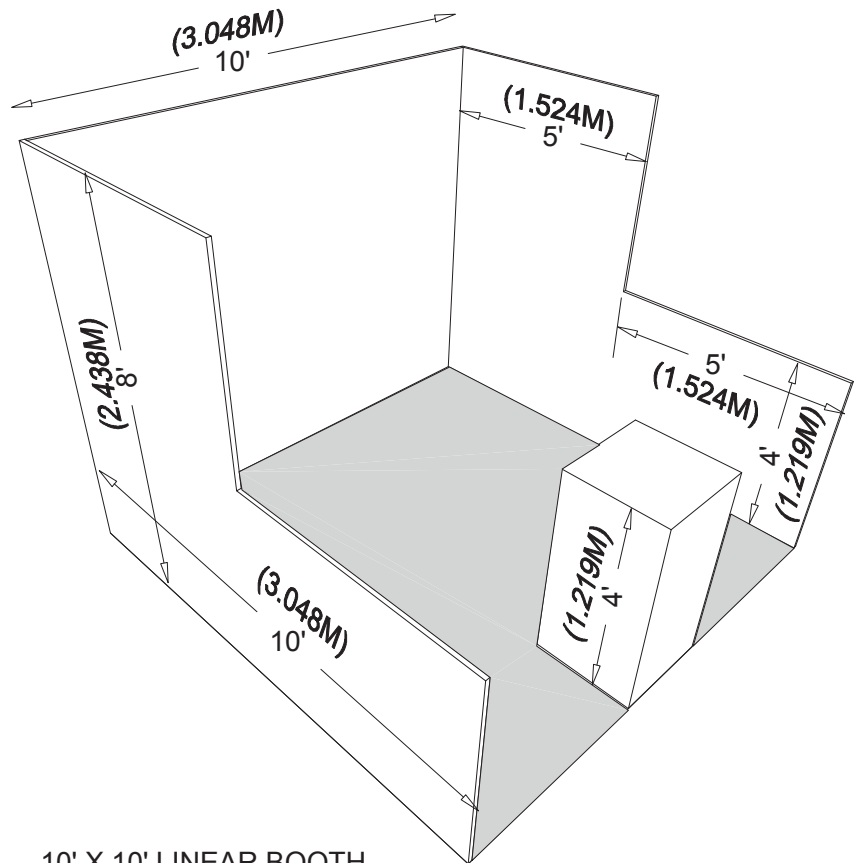
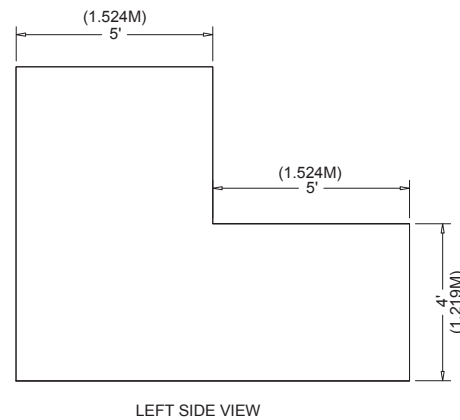
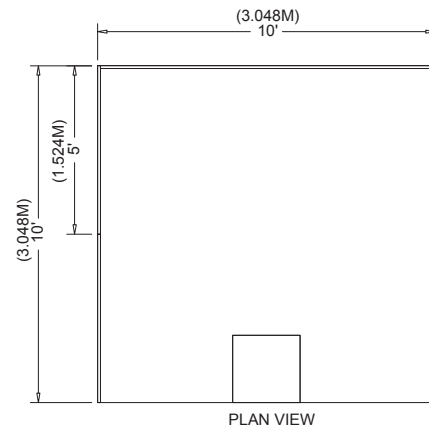
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

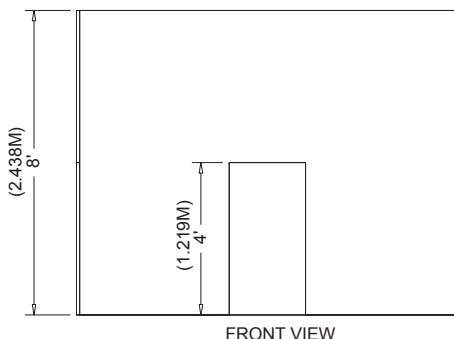
### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

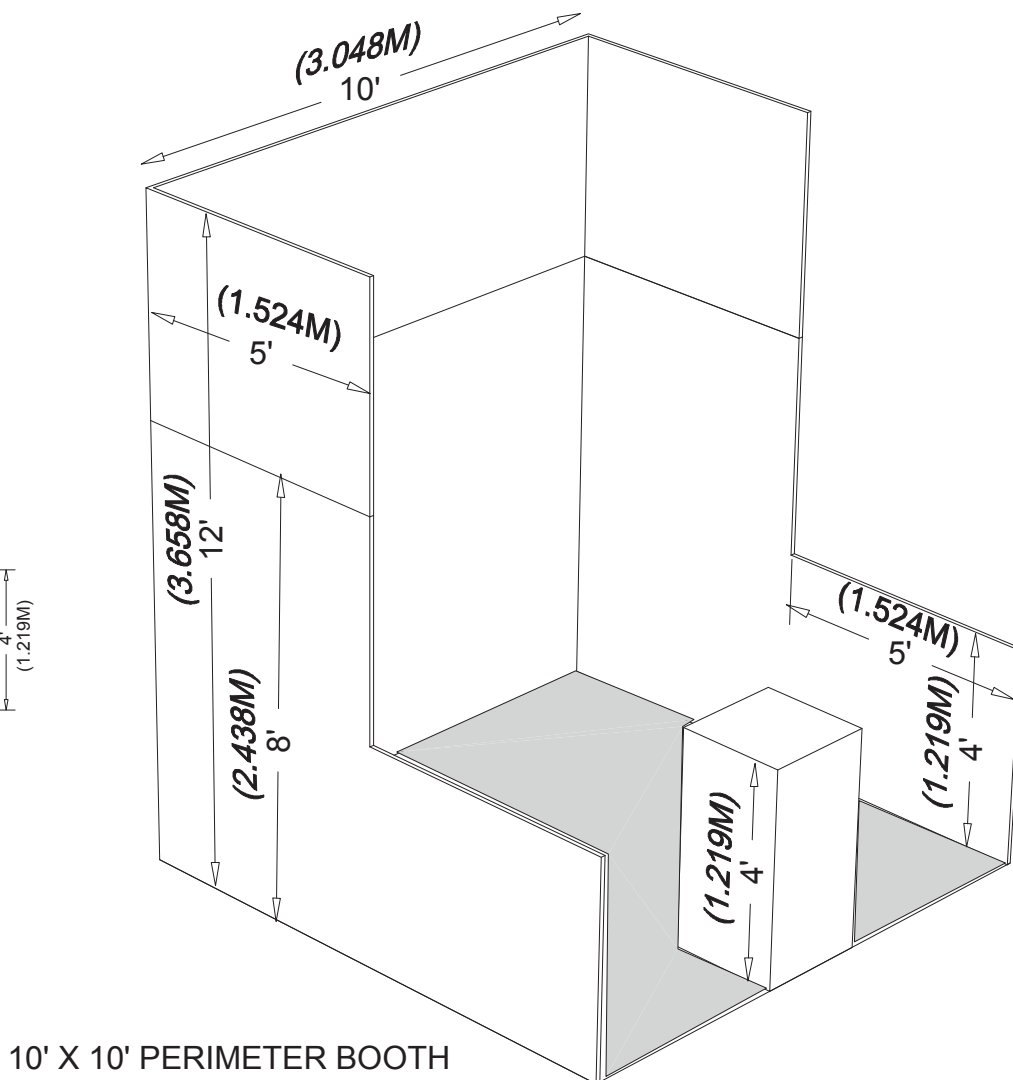
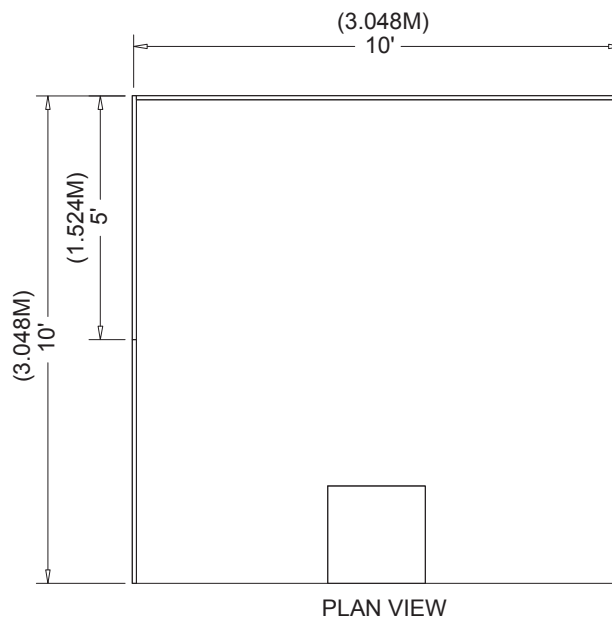
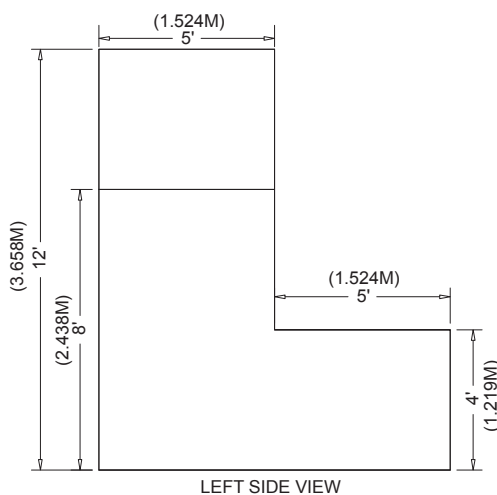
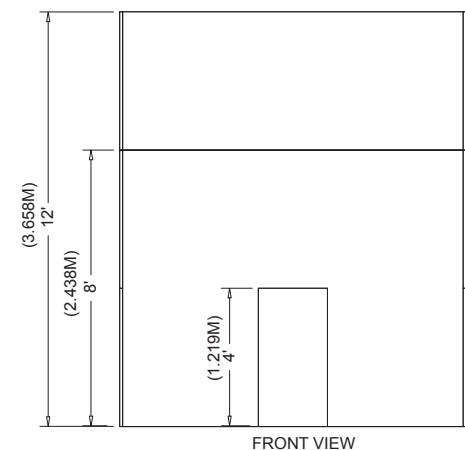


## Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

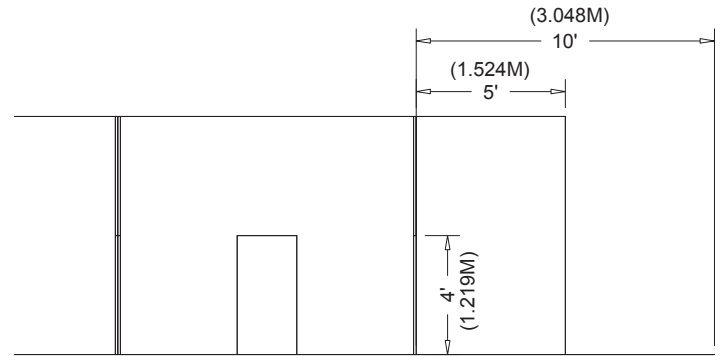


## End-cap Booth

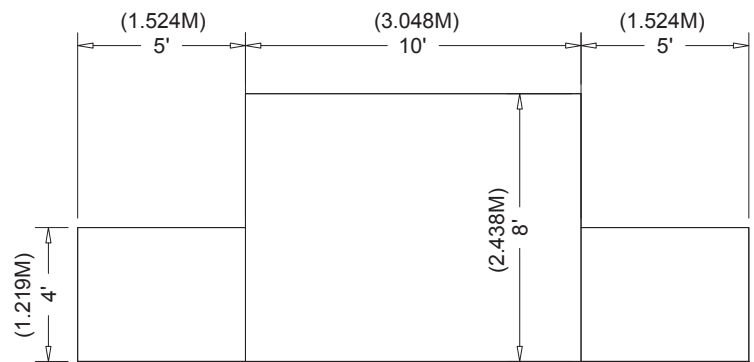
An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

### Dimensions

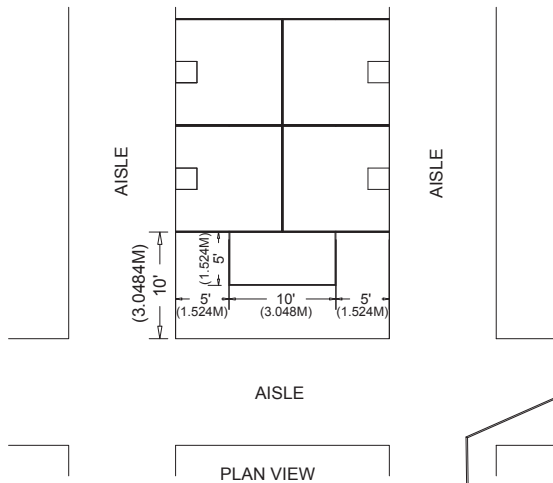
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.



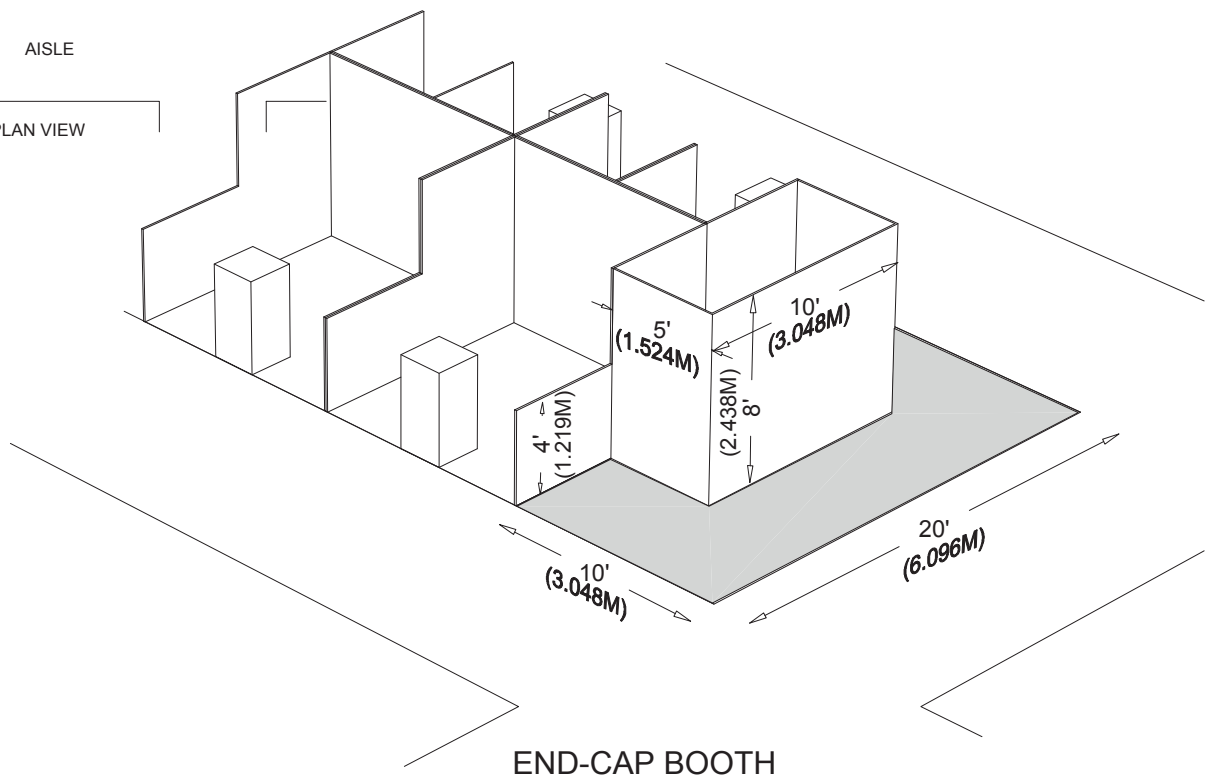
LEFT SIDE VIEW



FRONT VIEW



PLAN VIEW



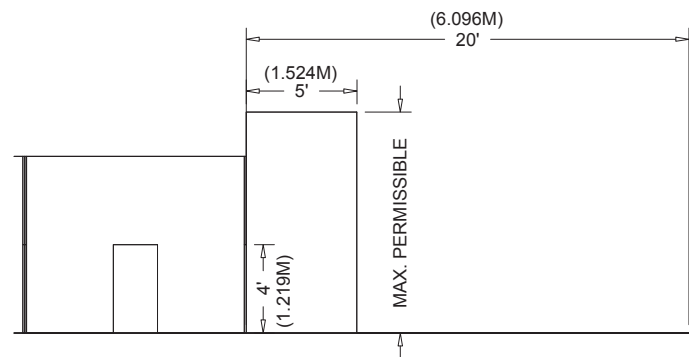
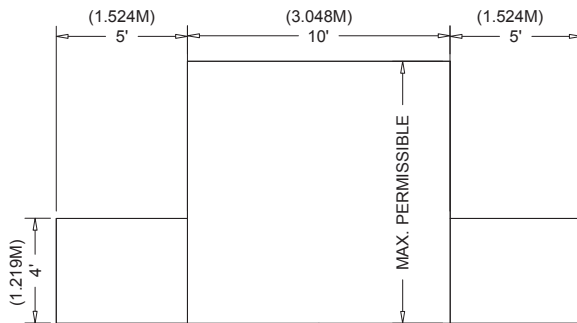
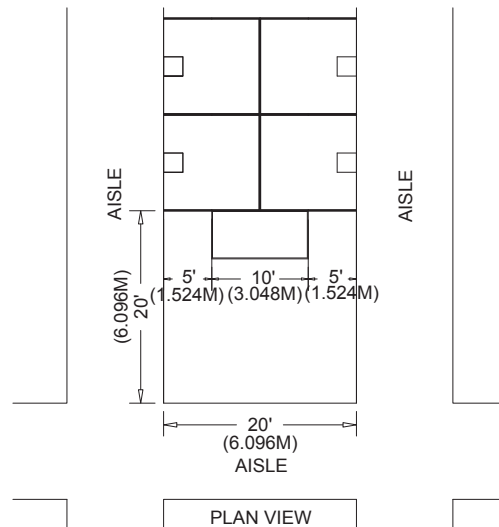
END-CAP BOOTH

# Peninsula Booth

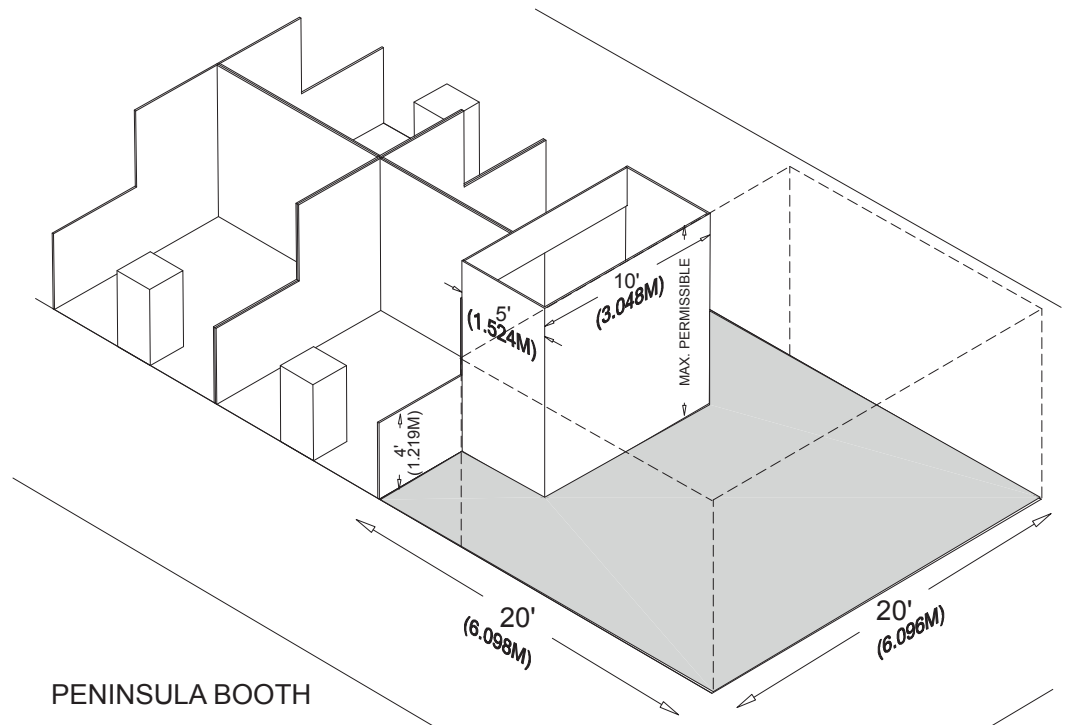
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

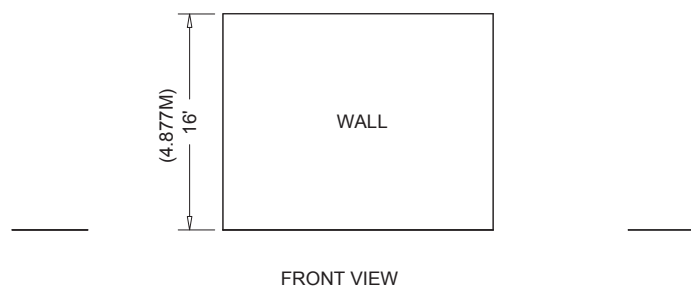
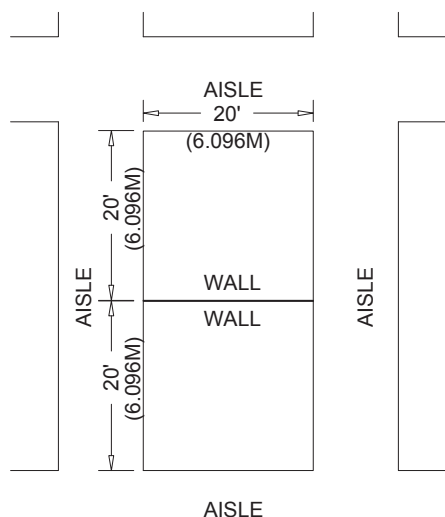
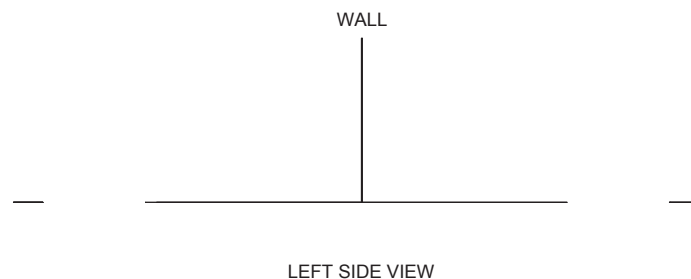


FRONT VIEW



## Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



## Island Booth

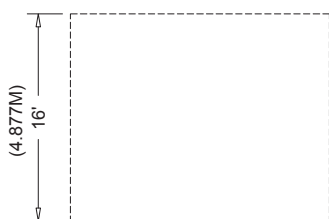
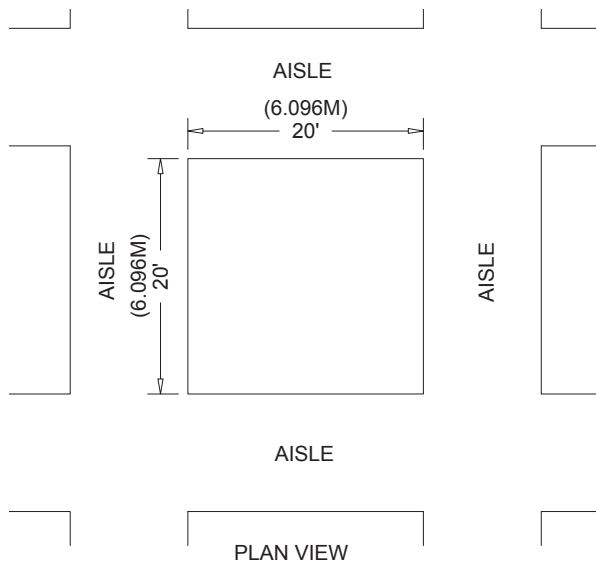
An Island Booth is any size booth exposed to aisles on all four sides.

### Dimensions

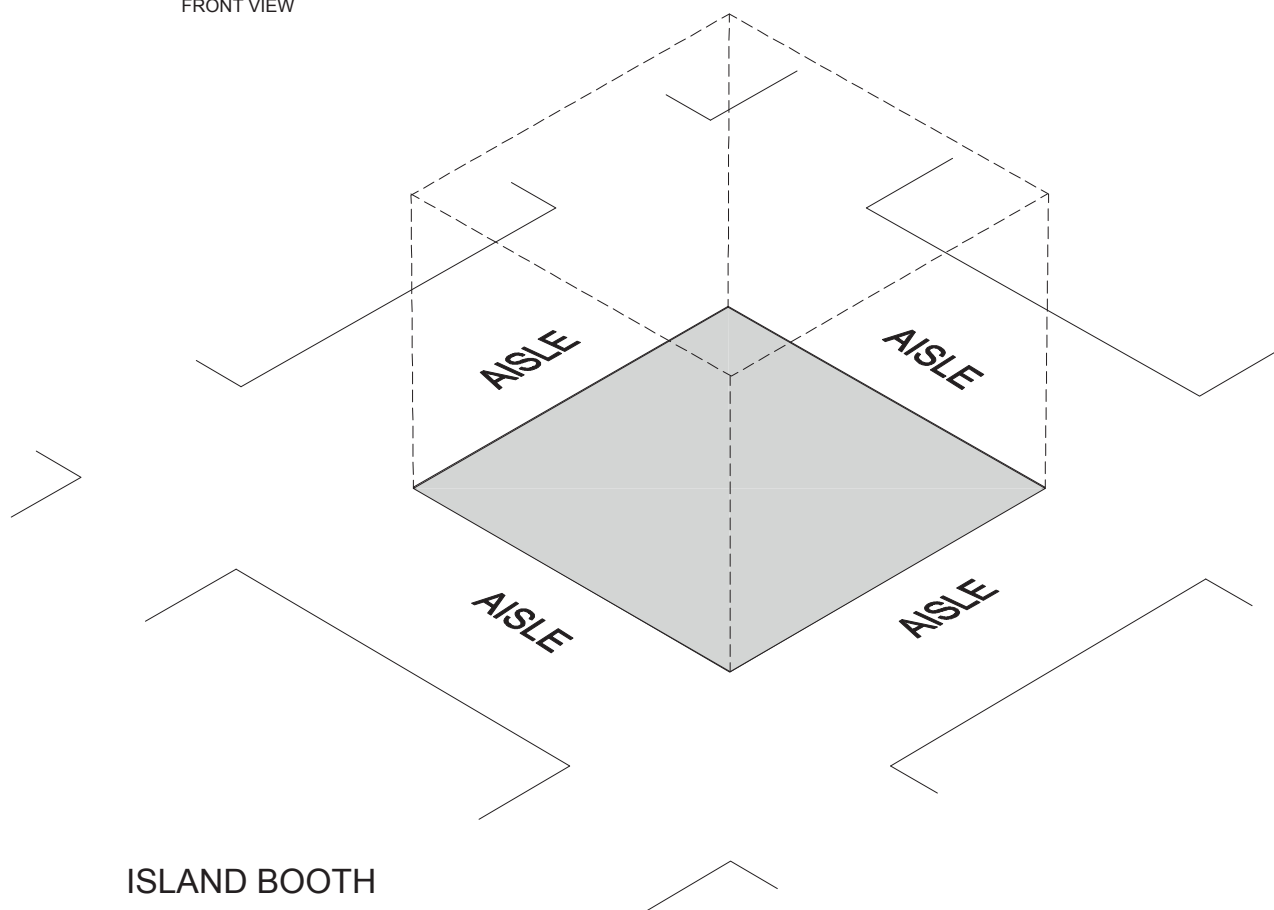
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW



ISLAND BOOTH

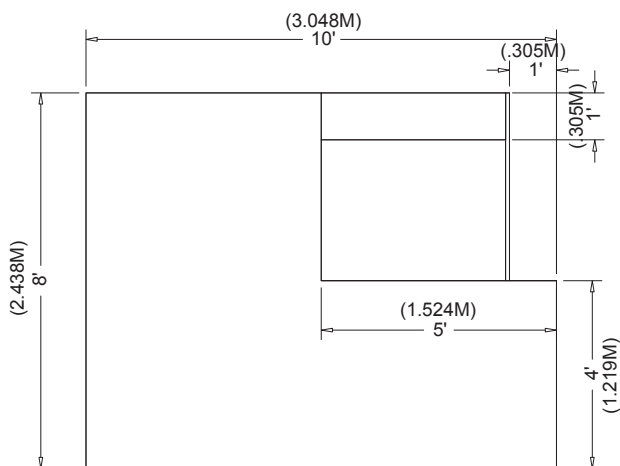
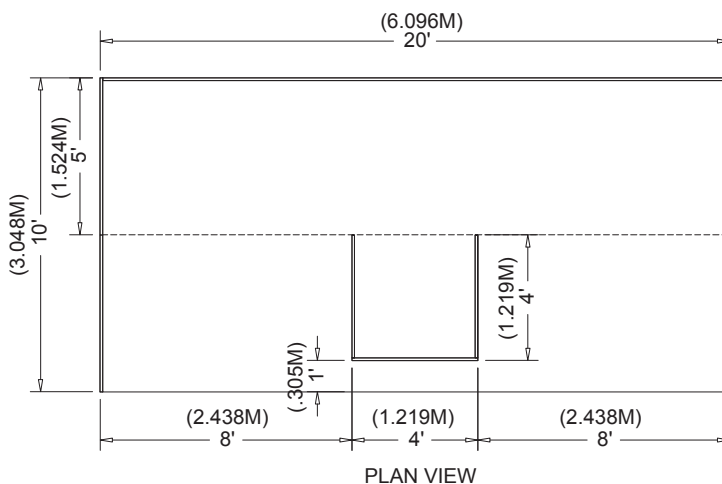


## Extended Header Booth 20ft (6.10m) or Longer

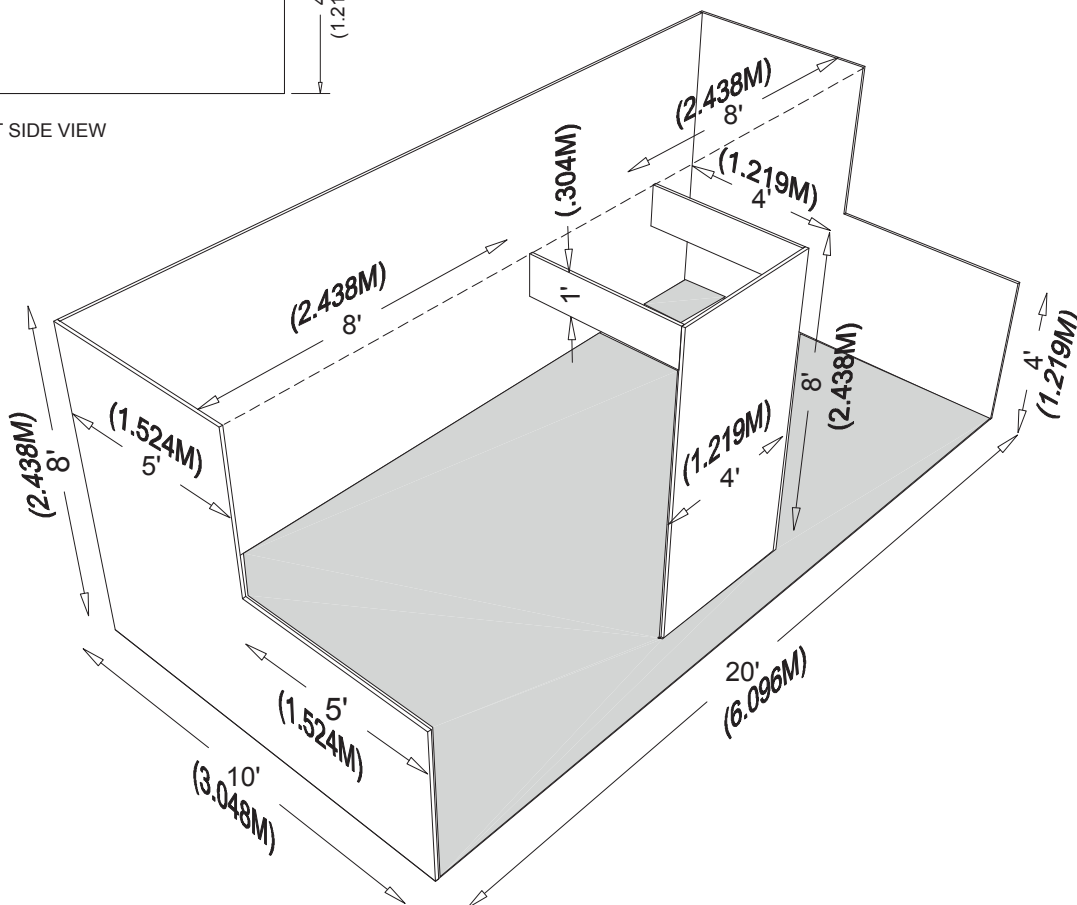
An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

### Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



LEFT SIDE VIEW



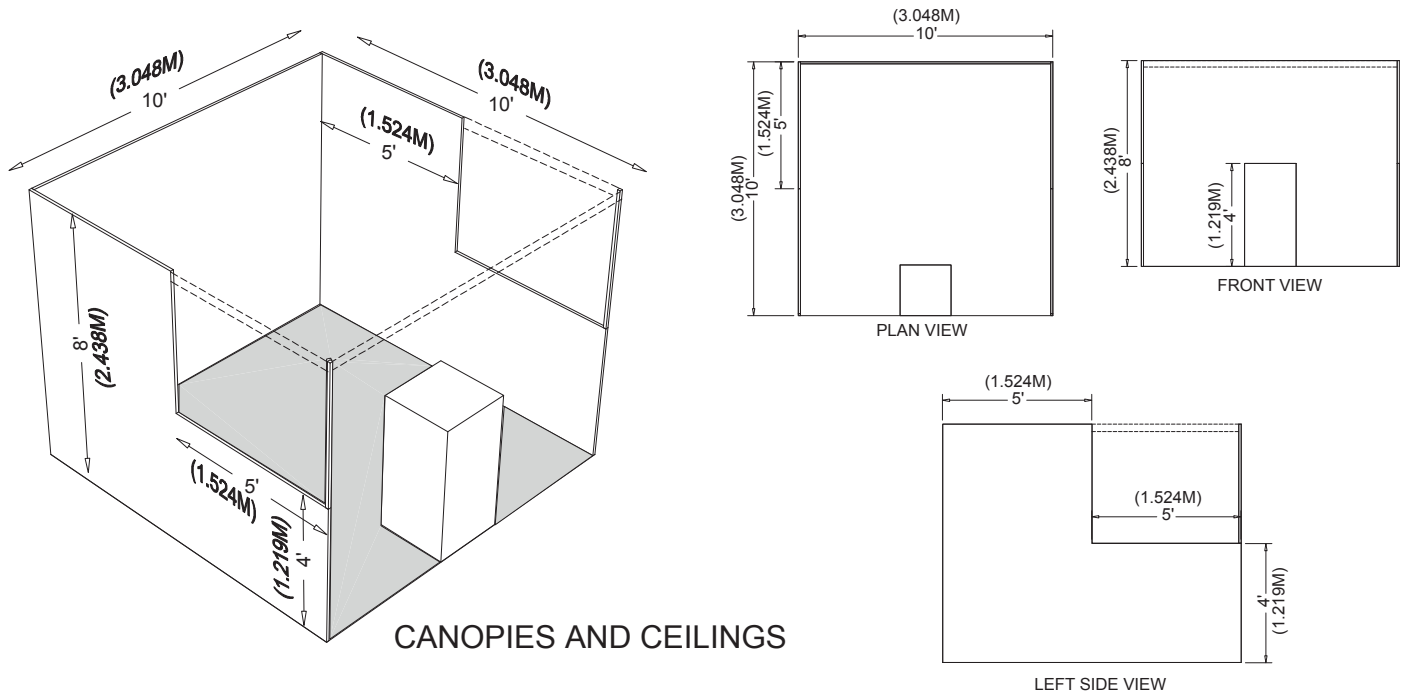
10' X 20' EXTENDED HEADER BOOTH

## Other Important Considerations

### Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



### Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management's discretion. Drawings should be available for inspection.

### Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

### Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Issues Common To All Booth Types *(continued)*

### Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

### Lighting

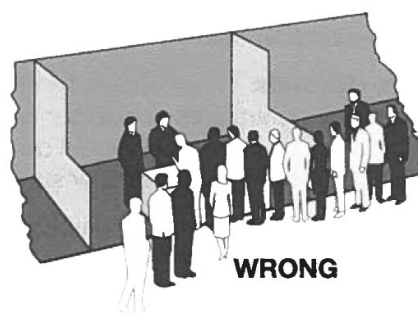
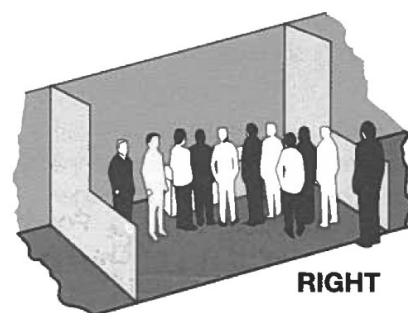
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



## Issues Common To All Booth Types *(continued)*

### Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

### Vehicles

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

## Advisory Notes To Exhibition Organizers

**End-cap Booths:** End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

**Fire Equipment:** Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

**Hanging Signs:** Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

**Hardwall Booths:** Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

**Full Cubic Content in Linear Space:** It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

**Cubic Content Definition:** Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**



## Advisory Notes To Exhibition Organizers *(continued)*

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



**12700 Park Central Drive, Suite 308  
Dallas, TX 75251-1500  
USA**

**[www.iaee.com](http://www.iaee.com)**

# FLOOR PLAN

For GIE+EXPO exhibitors, go to [www.GIE-EXPO.com](http://www.GIE-EXPO.com) and click on the “2019 Floor Plan” at the top of the page for the most up-to-date floor plan for GIE+EXPO 2019

For Hardscape NA exhibitors, go to [www.hardscapena.com](http://www.hardscapena.com) and click on the “2019 Floor Plan” at the top of the page for the most up-to-date floor plan for HNA 2019.

Please note that the list of exhibitors on the right of the floor plan in either website will include ALL exhibitors for both GIE+EXPO and HNA combined.

# SHIPPING & FREIGHT HANDLING

- ❖ KEC Material Handling & Freight Service Order Form
- ❖ KEC Material Handling Instructions
- ❖ Freight Labels
- ❖ Bill of Lading
- ❖ Move-In Move-Out Instructions
- ❖ Marshalling Yard Instructions
- ❖ KEC Map
- ❖ ArcBest Trade Show Shipping Information
- ❖ Directions to the Kentucky Exposition Center



Kentucky Exposition Center

## MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

**Receiving Dates:**

Advanced Shipment  
**Date: September 30<sup>th</sup>-Oct 10  
2019**  
Direct to Event Site  
**Date: October 11, 2019**

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted online or over the phone.

Event Name: GIE+EXPO Event Date(s): October 16-18, 2019  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please read the Shipping and Material Handling Instructions on the  
following page before proceeding with your order.**

### MATERIAL HANDLING AND FREIGHT SERVICE

CATEGORY	DESCRIPTION	RATE PER CWT
A	<b>Advanced Warehouse*</b> – received two weeks prior to first move-in date	\$63.00
B	<b>Targeted/On-site Shipments</b> – received during move-in	\$58.00
C	<b>Uncrated Advanced*</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received three weeks prior to first move-in date	\$81.00
D	<b>Uncrated Targeted</b> – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site	\$76.00
E	<b>Small Package Deliveries</b> – UPS and FedEx: 1-49 lbs.	\$22.00
F	50-100 lbs.	\$50.00

Shipments that are over 100 lbs. – CWT rate applies (2 CWT minimum)

**\* Freight that is received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$15.00 per CWT.**

### ESTIMATED MATERIAL HANDLING CALCULATION

	CATEGORY	# OF PIECES	CWT WEIGHT	CWT RATE	ESTIMATED TOTAL
Shipment 1	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____
<b>GRAND TOTAL</b>					_____

Prices are subject to change without notice.

If you prefer to pay by check complete a service order form and submit to the address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

For information regarding services and payment procedures, please call (502) 367-5321. Revised 3/5/2019



KENTUCKY EXPOSITION CENTER

## SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

ALL SHIPMENTS MUST ARRIVE PREPAID.  
UNMARKED SHIPMENTS WILL **NOT** BE RECEIVED.

### RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official exhibitor move-in day.
- Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.
- **Advanced Shipment hours are M-F 7:30am – 3:30pm eastern standard time and closed most holidays. Please see page three for address information.**

### EMPTY CONTAINER STORAGE AND RETURN

- KEC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KEC will remove and store the empty crates during the show.
- KEC will return all empty containers at the end of the show.

### OUTBOUND SHIPPING

- KEC will have shipping labels (with the exception of **UPS and FedEx**), bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk / office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KEC will move shipments from exhibitors' booth onto the outbound carrier.
- KEC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will **NOT** pick-up uncrated shipments. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

### GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KEC will **NOT** be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC will **NOT** be responsible for items after tendered to common carrier.
- **All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.**

**Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.**

For information regarding services and payment, please call **(502) 367-5321**.



**EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:**

**SHIP TO:**

NAME OF SHOW: **GIE+EXPO** \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW: **GIE+EXPO** \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW: **GIE+EXPO** \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW: **GIE+EXPO** \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

**SHIP TO:**

NAME OF SHOW: **GIE+EXPO** \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE, KY 40209

# BILL OF LADING

Fill out shipping labels to read:

GIE+EXPO/HNA 2019

c/o KEC

937 Phillips Lane

Louisville, KY 40209

(Your company name and booth number)

**\*\*Freight may arrive to the advanced warehouse beginning**

**October 1, 2019 through October 13, 2019**



# Kentucky Exposition Center

## 2019 GIE+EXPO

### Move-In and Move-out Procedures

#### Move-In

**Sunday, October 13 – Tuesday, October 15, 2019**

Inside, 8:00 a.m. – 8:00 p.m.

Outside, 8:00 a.m. – 5:00 p.m.

**Wednesday, October 16, 2019**

Outside, 8:00 a.m. – 5:00 p.m.

**\*\*We encourage exhibitors to use Sunday-Tuesday as their primary move-in days. This will expedite your move-in experience and facilitate the smooth opening of the show at 11:00 a.m. on Wednesday, October 16<sup>th</sup>.**

- **No exhibitor fork lifts** are allowed in the building during move-in, show or move-out.
  - All hand carried supplies/equipment can be carried into the building on the dockside or rolled/carried through E20 overhead door (see map), which is located to the right of the South Wing B Lobby front entrance.
  - Drivers for dock loading must check-in at the Marshalling Yard prior to going to the loading dock. The Marshaling Yard is located across the street from KEC, see below;
    - 1099 Phillips Lane, Louisville, KY 40209 (Prestonia Lot)
    - Move-in Hours; Sunday, October 14, - Tuesday, October 16, 7:30 a.m. – 5:00 p.m.
    - Move-out Hours; Friday, October 18, check-in 2:00pm – 9:00pm
      - Saturday, October 19, 7:30am – 5:00pm
- Drivers must check in by 12noon on Sunday, October 20<sup>th</sup> or freight will be forced to re-route through Official Show Carrier.

#### Move-Out

**Friday, October 18, 2019**

2:00 p.m.

Show closes

2:00 – 3:00 p.m. approx.

Aisle carpet removed

3:00 p.m. – 10:00 p.m. approx.

All empties returned

No freight loading except forklift work orders.

**Saturday, October 19, 2019**

7:30 a.m. – 5:00 p.m. - Loading outbound freight begins

**Sunday, October 20, 2019**

7:30 a.m. – 12:00 p.m. - Loading outbound freight continues.

## **Loading of Freight**

- Booths cannot be dismantled until 3:00 p.m. on Friday.
- Equipment that cannot be hand-carried cannot be removed from the booth until the aisle carpet has been removed.
- Once your booth is packed up, labeled and ready to load, please turn in your freight bill (Bill of Lading) to the KEC Service Desk.
- Drivers for dock loading must drive to the Marshalling Yard, which will open at 2:00 p.m. on Friday, October 18. Drivers must check in at the Marshaling Yard Office located in this area.
- Trucks will not be allowed into docks until the booth is ready to load and the freight bill (Bill of Lading) has been turned in.
- Loading of freight will begin approximately at 7:30 a.m. on Saturday, October 19 and will continue according to the above move-out schedule.
- Drivers must check in by 12 Noon on Sunday, October 20 or the freight will be forced to the Official Show Carrier.



## Marshaling Yard for 2019

Marshaling hours for incoming freight for the 2019 GIE Show will be Friday, October 11<sup>th</sup> thru Tuesday, October 15<sup>th</sup> from 730am - 5pm and Wednesday October 16<sup>th</sup> from 730am - 3pm.

The Marshaling yard is located just outside the Kentucky Exposition Center across from Gate 1 on Phillips Lane. Marshalling Yard address is 1099 Phillips Lane.

All drivers must check- in at the Red Building in the gravel lot portion of the Prestonia lot.

Directions to the Kentucky Exposition Center are as follows;

If traveling I-65 South bound, use exit 131b Expo Center to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If traveling I-65, use Exit 131B to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If traveling west bound I-64, use I -264 West follow the signs to the Expo Center Exit 11 to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If traveling east bound I-64, use I -264 east follow the signs to the Expo Center Exit 12 to Gate 1, at traffic signal of Philips Lane, turn right and travel east 1/4 of mile and turn right at marshalling yard sign.

If using GPS please use the following address: 1099 Phillips Lane, Louisville Ky. 40209.

Coordinates are 38.196304, -85.734520

The marshaling yard hours for out bound shipping are Saturday, October 19<sup>th</sup> from 730am - 5pm and Sunday, October 20<sup>th</sup> from 730am – 12noon with check-in at the red building in the Prestonia lot.

And thank you again for visiting the Kentucky Exposition Center.

**GIE HOTLINE MARSHALLING**

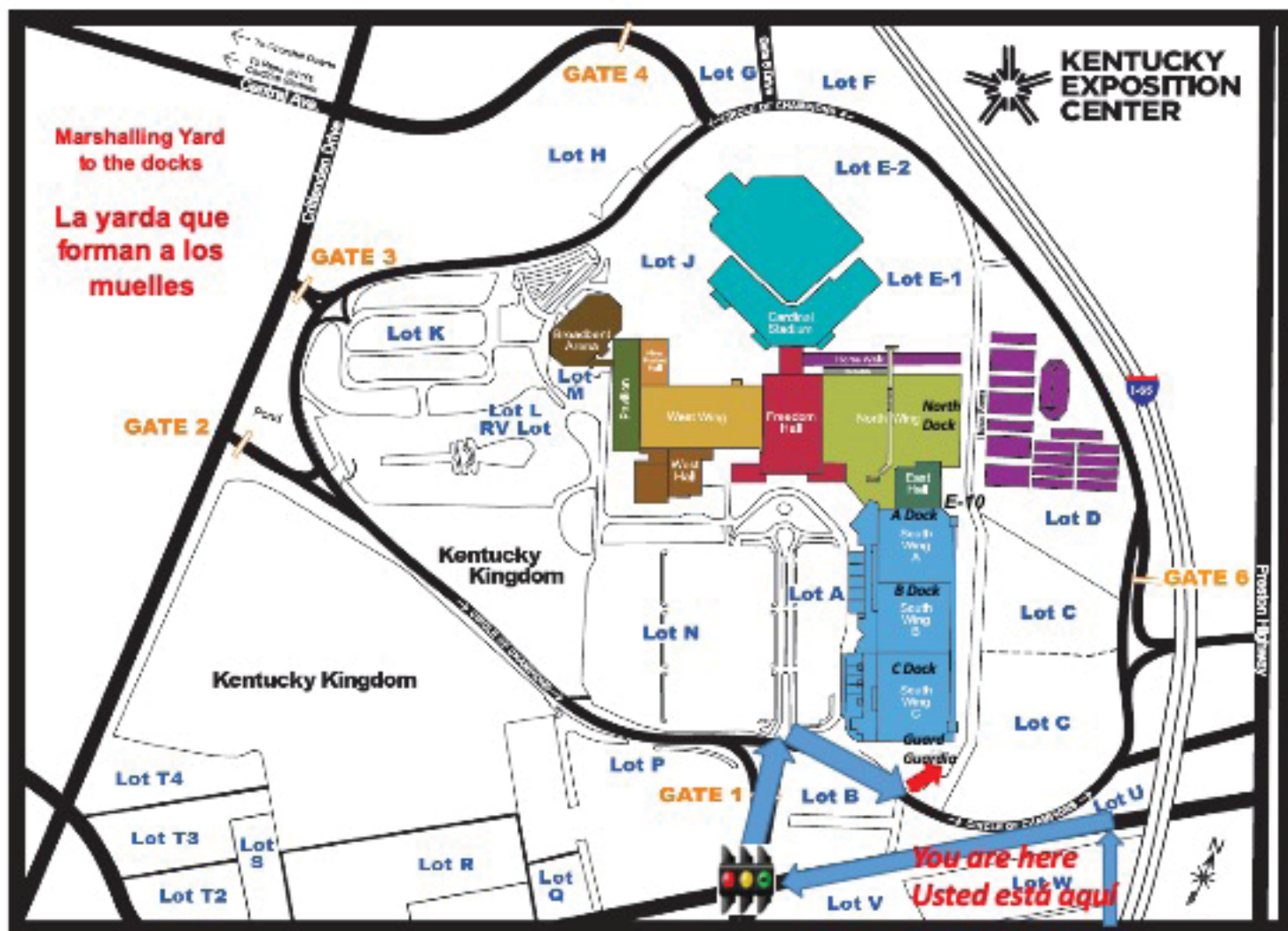
**502-367-5008**



KENTUCKY  
EXPOSITION  
CENTER

Marshalling Yard  
to the docks

La yarda que  
forman a los  
muelles





# ***Official Transportation Provider*** *via the ABF Freight® Network*

## **GIE+EXPO 2019**

October 16-18, 2019  
Kentucky Exposition Center  
Louisville, KY 40209

**Let ArcBest® make your next trade show the  
easiest you have ever attended!**

For personalized quotes, please call

**800-654-7019**

### **Our Services Include:**

*Priority  
handling of  
your inbound  
and outbound  
shipments*

*Guaranteed  
expedited air  
and ground  
services*

*LTL Ground  
Transportation*

*International  
Transportation*

*Trust your important trade  
show shipment to the leader in  
exhibition transportation services.*

***ArcBest®***  
*More Than Logistics®*



# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

SHIP TO: Warehouse ☐ Show Site ☐

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916



# **Directions to the Kentucky Exposition Center**

## **FROM CINCINNATI, DAYTON, TOLEDO, DETROIT (I-75)**

Take I-75 South, I-71 to "Louisville", Follow Exit 5 (264 West), Exits to Left.

Follow 264 West to Exit 11 marked "Crittenden Drive, Airport and Fair and Expo Center Main Gate." Bear to the right, follow "Fair and Expo Center" lane to Gate 1 (Main Entrance).

## **FROM INDIANAPOLIS, BOWLING GREEN OR NASHVILLE (BOTH I-65 NORTH AND SOUTH)**

Stay on I-65. When in Louisville, take Exit 131-B. Follow "Fair and Expo Center" lane to Gate 1 (Main Entrance).

ANOTHER ROUTE: From I-65 South, take Exit 132 "Crittenden Drive". Once on Crittenden Drive, turn left to enter through Gate 4.

## **FROM WEST VIRGINIA, NORTH CAROLINA (I-64 WEST)**

Take I-64 West; follow to the Watterson Expressway (I-264 West) to Exit 11 marked "Crittenden Drive, Airport and Fair and Expo Center Main Gate." Bear to the right, follow "Fair and Expo Center" lane to Gate 1 (Main Entrance).

ANOTHER ROUTE: From I-64 West, follow the Watterson Expressway (I-264) and take Exit 12 marked "Preston Highway." Take a right on Preston Highway and enter through Gate 6.

## **FROM ST. LOUIS (I-64 EAST)**

Take I-64 East to I-264 East. When in Louisville, take Exit 12. Look for "Fair and Expo Center Main Gate." Follow that road, bearing to the extreme right, to Gate 1 (Main Entrance).

ANOTHER ROUTE: Take I-64 East, then to I-65 South and take Exit 131-B. Follow "Fair and Expo Center" lane to Gate 1 (Main Entrance). You can also take Exit 132 "Crittenden Drive" and enter through Gate 4.

## **FROM KNOXVILLE, TN/LEXINGTON & FRANKFORT, KY (I-75/I-64)**

Take I-75 North to I-64 West. From there take I-264 West (Watterson Expressway). Follow I-264 West to Exit 11 marked "Crittenden Drive, Airport and Fair and Expo Center" lane to Gate 1 (Main Entrance).

ANOTHER ROUTE: Take I-75 North to I-64 West. From there take I-264 West (Watterson Expressway). Take Exit 12 and turn right onto Preston Highway. Enter through Gate 6.

# SHOW MANAGEMENT ORDER FORMS

- ❖ Exhibitor Badges
- ❖ Contractors/Maintenance Passes
- ❖ Parking Permits

**Note: Exhibitor Badges, Contractor/Maintenance Passes and Parking Passes have an October 1, 2019 deadline in order for the exhibitor to receive them in the mail. After that date, badges, contractor passes and parking permits can only be picked up during move-in in South Wing Lobby B.**

# Form 1 – Exhibitor Badges

GIE+EXPO and Hardscape North America 2019 / PO Box 139 / New Albany, IN 47151  
800-558-8767 / 812-949-9200 / fax 812-949-9600

**Each exhibiting company will be provided two badges per 100 square feet of exhibit space contracted, including outdoor demonstration area. Any extra badges will be \$20.00 each.** For example, if you have 100 sq. ft. indoors and 500 sq. ft. outdoors, you are allowed 12 free badges.

Exhibitor Badges are restricted to persons working directly in your exhibit. Badges will include First and Last Name, Company Name, City and State. Badges will only list **Company Name** as that which appears on the exhibit space contract.

**TO REQUEST BADGES:** You should have received your password by email from Compusystems, but if not, contact Susan@SellersUSA.com and it will be sent to you. You can also go to [www.gie-expo.com](http://www.gie-expo.com) and click on Exhibitor at the top of the page. From the menu on the right side choose “Order Exhibitor Badges”.

There are several new ways to order badges from the exhibitor dashboard on the online site. You can upload an excel file, clicking on the “Upload a File” button and following the directions provided. Also, if you exhibited in 2018, there is a list of the badges you requested last year already in your dashboard; just click on the button “Add Previous Staff” and choose those you would like again for 2019. Otherwise, click the “Add New Booth Staff” button and enter the badges needed. At any time you can see which badges you have requested and make any changes by clicking on the “View Current Staff” button.

The system requires a “Key Contact” be selected. This is the person to whom confirmations will be mailed as well as to whom badges mailed in advanced will be sent to. This person does not get a badge (unless part of the request) and will not be included in the badge allotment.

If you request more than the allotted number of badges online, you will be prompted for credit card information to be charged for any extra badges at \$20.00 each.

If you cannot request badges online you may TYPE the information on company letterhead and fax it to 812-949-9600. If you request more than your allotted number of badges, you will be contacted for payment information before those badges will be processed.

DO NOT register your guests or customers on your exhibitor log-in site. Attendee registration forms can be ordered by contacting Show Management or registering individual guests at [www.gie-expo.com](http://www.gie-expo.com). Select the red “Register Today” button at the top of the page. Also, use the Invite-A-Customer feature offered by Show Management to email your customers invitations to the show and receive a 50% discount on the admission price. For more details the Promotional opportunities in the last section of this manual.

Badges will be mailed beginning in September. **Badges ordered after 10/1/19 will have to be picked up at show site in the South Wing Lobby B registration area.** Plastic badge holders will be available at the Exhibitor Registration Desk during move-in and throughout the show.

## Form 2 – Contractors/Maintenance Passes

Please send or fax to:

GIE + EXPO and Hardscape North America 2019  
PO Box 139  
New Albany, IN 47151  
800-558-8767 / 812-949-9200 / fax 812-949-9600

Deadline Date: October 1, 2019

Those who wear exhibitor badges do not need contractor passes.  
These passes are to be used solely by exhibitors' employees or  
contractors engaged in the installation and dismantling of exhibits.

Number required: \_\_\_\_\_

Passes will be mailed beginning in September with requested badges. If you do not  
request badges, contractor passes can be picked up at the Show Office in the South  
Wing Lobby B.

Exhibiting Company \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact \_\_\_\_\_ Date \_\_\_\_\_

# Form 3 – Parking Permits

Please send or fax to:

GIE + EXPO and Hardscape North America 2019  
PO Box 139  
New Albany, IN 47151  
800-558-8767 / 812-949-9200 / FAX 812-949-9600

Deadline Date: October 1, 2019

You will be mailed 2 parking passes beginning in September with your **requested** exhibitor badges. If you need more than two passes, please complete this form and return to Sellers Expositions by 10/1/19. If you do not need additional passes, you need do nothing if you requested badges to be mailed to you in advance. **If you did not request exhibitor badges before the October 1<sup>st</sup> deadline or requested to pick your badges up onsite**, parking passes will NOT be mailed but can be picked up at the Show Office in the South Wing lobby B. If you **do not** request any exhibitor badges, **NO** parking permits will be mailed to you and will have to pick them up at show site. No refunds will be given for paid parking.

**IN ADDITION** to the 2 passes, I will need \_\_\_\_\_ passes.

Passes will be mailed beginning in September with badges.

Exhibiting Company \_\_\_\_\_

Booth No. \_\_\_\_\_

Contact \_\_\_\_\_ Date \_\_\_\_\_

# SERVICE CONTRACTOR ORDER FORMS

- ❖ George Fern Company Quick Facts
- ❖ George Fern Payment Authorization Form
- ❖ George Fern Third Party Payment Authorization Form
- ❖ George Fern Terms & Conditions
- ❖ George Fern Special Booth Package Form
- ❖ Fabric Portal Structures & Hanging Signs
- ❖ Portable Structure Accessories
- ❖ George Fern Exhibit Rental Forms
- ❖ George Fern Standard Furniture Rental Forms
- ❖ George Fern Accessories Form
- ❖ George Fern Custom Plush Carpet Rental Form
- ❖ George Fern Standard Carpet Rental Form
- ❖ George Fern Premium Vinyl Flooring
- ❖ George Fern Premium Furniture Rental Forms
- ❖ George Fern Panelboard Rental Form
- ❖ George Fern Graphics Order Form
- ❖ George Fern Exhibit Lighting Order Form
- ❖ George Fern Cleaning Services Order Form
- ❖ George Fern Booth Layout Form
- ❖ George Fern Cleaning Services Order Form
- ❖ George Fern Display Labor Service Order Form
- ❖ George Fern Forklift to Rig in Booth Order Form
- ❖ George Fern Sign Hanging Services Order Form
- ❖ George Fern Sign Hanging Information & Diagram form
- ❖ George Fern Independent Display House Contractors Form
- ❖ George Fern Independent Display House Rules & Regulations

**September 26, 2019 Discount Deadline**





3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

### Booth Equipment

- Booth
- 7" x 44" ID Sign

### Move-in Dates & Times

Sunday, October 13, 2019	8:00 AM - 8:00 PM
Monday, October 14, 2019	8:00 AM - 8:00 PM
Tuesday, October 15, 2019	8:00 AM - 8:00 PM

### Show Colors

Booth Drape - Black  
Aisle Carpet - Black

### Show Dates & Times

Wednesday, October 16, 2019	11:00 AM - 7:00 PM
Thursday, October 17, 2019	9:00 AM - 5:00 PM
Friday, October 18, 2019	7:45 AM - 2:00 PM

### Pavilions

Snow and Ice / OEM Suppliers  
Booth Drape - Black  
Aisle Carpet - Ocean

### Hardscape North America

Booth Drape - Black  
Aisle Carpet - Red

### Move-out Dates & Times

Friday, October 18, 2019	2:30 PM - 8:00 PM
Saturday, October 19, 2019	8:00 AM - 8:00 PM
Sunday, October 20, 2019	8:00 AM - 5:00 PM

### Show Management

#### Sellers Expositions

PO Box 139

New Albany, IN 47151

812.949.9200 Telephone / 812.949.9600 Fax

### 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: 502.368.0284

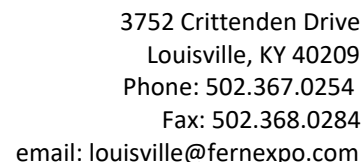
#### MAIL

Send completed forms to:  
Fern  
3752 Crittenden Drive  
Louisville, KY 40209

*\*Credit Card Transactions Only*

show information

030419-75854



04-01727-19

**Discount Deadline:**  
September 26, 2019

**<https://oe.fernexpo.com>**

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.

Send to: Fifth Third Bank, 38 Fountain Square Plaza, Cincinnati, OH 45202 USA, Routing #042000314, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203. Account #01910004197. SWIFT code - FTBCUS3C. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

Furnishing	Flooring	Exhibit Rental	Graphics	Labor	Other	Tax 6.000%	Total

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

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

040819-140854





3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

### 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 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.

#### 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.



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

### 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 \$.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 compromising 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.

### 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.

### (d) 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.

### (e) 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.

### (f) 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.



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

### **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.



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

### SPECIAL BOOTH PACKAGE

The special booth package is available only to "in-line" booth exhibitors. The package is not available for "bulk" space exhibitors. No substitutions or exchanges of items included in the package will be permitted. Additional furnishings may be ordered by using the appropriate order forms in this Exhibitor Services Manual.

Note: These packages do not include the initial or daily vacuuming of the booth carpet. This service can be ordered by completing the appropriate form in this Exhibitor Services Manual.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	797	Booth Package	\$ 259.00	\$ 324.25	\$ _____
		•Two (2) armless side chairs			
		•One (1) 6' x 30'h table skirted 3 sides			
		Table 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 (80) <input type="checkbox"/> white (16)			
		•One (1) 10' x 10' carpet			
		Carpet Color: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		•One (1) wastebasket with liner			

☐ 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 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.**

Tax 6.000% \$ \_\_\_\_\_

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

*All order cancellations made after deadline will be charged at 50% of the 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 on the Terms & Conditions in the Exhibitor Services Manual.*

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

**special booth package**

030619-81605





3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

[Click here](#) to view the brochure

**Deadline to Order:**  
**September 26, 2019**

### FABRIC BACKWALLS

QTY	ITEM #	DESCRIPTION	PURCHASE PRICE	AMOUNT
_____	4502	10' Pop-up • 118"w x 89"h x 23.5"d • Frame with Dye Graphic, (2) Lights and Wheeled Bag	\$ 2,099.00	\$ _____
_____	4504	10' Backlit Pop-up • 117"w x 89"h x 23.5"d • Frame with Backlit Dye Graphic, Lights and (5) Soft-Sided Bags	\$ 3,300.00	\$ _____
_____	4506	10' Pop-up w/ Media Mount • 117"w x 89"h x 23.5"d • Frame with Dye Graphic, (1) Light and (1) Hard Case • Accessory: (1) Monitor Bracket (VESA 400x400 Max) <i>Note: Frame can support a maximum 30lbs load</i>	\$ 3,354.00	\$ _____

### FABRIC HANGING SIGNS

QTY	ITEM #	DESCRIPTION	PURCHASE PRICE	AMOUNT
_____	4508	Ring Hanging Sign • 16' x 48"h • Single Sided Graphic • Includes frame and hanging cables packed into a nylon bag	\$ 3,742.00	\$ _____
_____	4512	Square Hanging Sign • 10'l x 48"h • Single Sided Graphic • Includes frame and hanging cables packed into a nylon bag	\$ 2,326.00	\$ _____
_____	4514	Rectangular Hanging Sign • 12'l x 6'w x 36"h • Includes frame and hanging cables packed into a nylon bag • 117"w x 89"h x 23.5"d	\$ 2,635.00	\$ _____

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

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

Sub Total	\$ _____
Tax 6.000%	\$ _____
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 # \_\_\_\_\_

**fabric portable structures & hanging signs (for purchase)**

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

[Click here](#) to view the brochure

**Deadline to Order:**  
<Enter Date>

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	PURCHASE PRICE	AMOUNT
_____	4516	6' Table Throw (fits 72" x 30" x 30" table) • Full color images are printed on all visible sides	\$ 456.00	\$ _____
_____	4518	8' Table Throw (fits 96" x 30" x 30" table) • Full color images are printed on all visible sides	\$ 513.00	\$ _____
_____	4522	Table Top Display • Single sided • Includes frame, graphic cover and hard shipping case <i>Does not include table</i>	\$ 1,835.00	\$ _____
_____	4524	Vinyl Banner Stand • 33"w x 80"h • Single Sided Graphic	\$ 319.00	\$ _____
_____	4526	Mesh Literature Rack • Includes hard shipping case	\$ 383.00	\$ _____

portable structure accessories (for purchase)

<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 6.000%	\$ _____
	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 # \_\_\_\_\_

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 12, 2019**

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

Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

### 10' x 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4024	Premium Package (select Exhibit options below)	\$ 7,760.20	\$ 10,476.10	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the <a href="#">Graphic Submission Guidelines</a> or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4010	Standard Package (select Exhibit options below)	\$ 6,002.30	\$ 8,065.90	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

### 20' x 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4026	Enhanced Package (select Exhibit options below)	\$ 15,066.90	\$ 20,340.40	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the <a href="#">Graphic Submission Guidelines</a> or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4012	Standard Package (select Exhibit options below)	\$ 10,438.40	\$ 14,091.70	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

<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 6.000%	\$ _____
	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.  
All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

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

Form #

exhibit rental

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 12, 2019**

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

Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

### TABLETOP EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4014	Premium Package (select Exhibit options below)	\$ 1,572.60	\$ 2,122.60	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Table 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 (80) <input type="checkbox"/> white (16)			
		Please refer to the <a href="#">Graphic Submission Guidelines</a> or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4002	Standard Package (select Exhibit options below)	\$ 1,013.30	\$ 1,368.10	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Table 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 (80) <input type="checkbox"/> white (16)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

### 10' x 10' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4016	Premium Package (select Exhibit options below)	\$ 3,451.10	\$ 4,658.80	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the <a href="#">Graphic Submission Guidelines</a> or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4004	Standard Package (select Exhibit options below)	\$ 1,435.10	\$ 2,279.40	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

☐ 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 6.000%	\$ _____
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.*

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

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

Form #

exhibit rental

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 12, 2019**

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

Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

### 10' x 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4018	Premium Package (select Exhibit options below)	\$ 3,402.20	\$ 4,593.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the <a href="#">Graphic Submission Guidelines</a> or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4006	Standard Package (select Exhibit options below)	\$ 2,237.20	\$ 3,020.20	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

### 10' X 10' INLINE EXHIBIT WITH PEDESTAL

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4020	Premium Package (select Exhibit options below)	\$ 4,116.80	\$ 5,634.80	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the <a href="#">Graphic Submission Guidelines</a> or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4008	Standard Package (select Exhibit options below)	\$ 2,994.50	\$ 4,042.80	\$ _____
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

☐ 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 6.000%	\$ _____
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.*

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

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

Form #

exhibit rental

041615-115515



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 12, 2019**

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

Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

### COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	4041	1 M x $\frac{1}{2}$ M x 30"h, locking	\$ 391.30	\$ 528.60	\$ _____
_____	4043	1 M x $\frac{1}{2}$ M x 40"h, locking	\$ 456.80	\$ 616.60	\$ _____
_____	4042	2 M x $\frac{1}{2}$ M x 30"h, locking	\$ 652.60	\$ 880.80	\$ _____
_____	4044	2 M x $\frac{1}{2}$ M x 40"h, locking	\$ 717.70	\$ 968.90	\$ _____
_____	4080	Full View Showcase, locking	\$ 884.10	\$ 1,162.60	\$ _____

### FREESTANDING UNITS

_____	4031	8' x 1 M Freestanding Panel	\$ 293.80	\$ 396.40	\$ _____
_____	4055	One Sided Gondola w/2 shelves	\$ 378.60	\$ 510.70	\$ _____
_____	4056	Two Sided Gondola w/4 shelves	\$ 456.80	\$ 616.60	\$ _____

### KIOSKS & TOWERS

_____	4033	8' Triangle Kiosk	\$ 645.80	\$ 846.60	\$ _____
_____	4034	8' Square Kiosk	\$ 884.10	\$ 1,162.60	\$ _____
_____	4035	Wire-wall Kiosk	\$ 346.00	\$ 466.70	\$ _____
_____	4036	Media Cabinet	\$ 884.10	\$ 1,162.60	\$ _____
_____	4037	12' Triangle Tower	\$ 783.10	\$ 1,056.80	\$ _____
_____	4038	12' Square Tower	\$ 1,037.20	\$ 1,400.40	\$ _____

### SHELVING UNITS & PEDESTALS

_____	4003	Shelf Cabinet Unit w/30" cabinet, locking	\$ 848.40	\$ 1,162.60	\$ _____
_____	4005	Shelf Cabinet Unit w/40" cabinet, locking	\$ 946.20	\$ 1,277.00	\$ _____
_____	4053	$\frac{1}{2}$ M x 1 M Planter Box	\$ 130.70	\$ 176.20	\$ _____
_____	4063	$\frac{1}{2}$ M x 30" h Pedestal	\$ 261.30	\$ 352.10	\$ _____
_____	4064	$\frac{1}{2}$ M x 40" h Pedestal	\$ 346.00	\$ 466.70	\$ _____

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

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Sub Total

\$ \_\_\_\_\_

Tax 6.000%

\$ \_\_\_\_\_

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.*

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

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

Form #

**exhibit rental (components)**

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 12, 2019**

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

Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	4071	1 M Straight Shelf	\$ 51.10	\$ 69.00	\$ _____
_____	4072	1 M Angled Shelf	\$ 51.10	\$ 69.00	\$ _____
_____	4082	Halogen Arm Light	\$ 104.70	\$ 140.90	\$ _____
_____	4073	Pamphlet Pocket (5" x 9")	\$ 25.90	\$ 35.20	\$ _____
_____	4074	Letter Pocket (9" x 9")	\$ 31.50	\$ 42.30	\$ _____
_____	4075	Brochure Pocket (9" x 11")	\$ 33.30	\$ 45.00	\$ _____

### OFFICE / STORAGE CLOSETS

Office and meeting room structures are available in a Hardwall, Velcro or Smoked Plexiglas. Please contact Fern for a quote.

In addition, logo's and other graphics can be applied to the walls of rooms, meter panels and other accessory items at competitive prices. We offer full color digital printing and laminating of your artwork or if you prefer, we can create custom graphics specifically to suit your needs. Please ask a Fern representative for assistance.

Sub Total	\$ _____
Tax 6.000%	\$ _____
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.*

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

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

Form #

**exhibit rental (accessories & office/storage closet)**

030619-73433





3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky  
04-01727-19

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

**Discount Deadline:**  
**September 26, 2019**

### CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	110	Sled Base Armless Side Chair	\$ 45.10	\$ 56.40	\$ _____
___	103	Upholstered Armless Chair	\$ 50.10	\$ 62.70	\$ _____
___	105	Upholstered Arm Chair	\$ 56.40	\$ 70.50	\$ _____
___	121	Swivel Desk Chair	\$ 70.90	\$ 88.80	\$ _____
___	131	Stool - Padded with Back	\$ 46.70	\$ 58.60	\$ _____

### PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
		24" Diameter **CANNOT BE SKIRTED**			
___	204	18"h Pedestal Table	\$ 67.10	\$ 84.20	\$ _____
___	206	30"h Pedestal Table	\$ 75.80	\$ 94.60	\$ _____
___	208	40"h Pedestal Table	\$ 85.20	\$ 106.40	\$ _____
		30" Diameter **CANNOT BE SKIRTED**			
___	207	18"h Pedestal Table	\$ 77.30	\$ 96.80	\$ _____
___	215	30"h Pedestal Table	\$ 85.20	\$ 106.40	\$ _____
___	216	40"h Pedestal Table	\$ 96.40	\$ 120.00	\$ _____
		36" Diameter **CANNOT BE SKIRTED**			
___	209	18"h Pedestal Table	\$ 85.20	\$ 106.40	\$ _____
___	224	30"h Pedestal Table	\$ 96.40	\$ 120.00	\$ _____
___	225	40"h Pedestal Table	\$ 102.80	\$ 128.50	\$ _____

☐ 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 6.000%

\$ \_\_\_\_\_

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 # \_\_\_\_\_

Custom

standard furniture rental (chairs & pedestal tables)

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

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

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

**Discount Deadline:**  
**September 26, 2019**

### 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)	\$ 81.20	\$ 101.80	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 103.50	\$ 129.80	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 125.40	\$ 156.70	\$ _____
_____	222	4'x30" h table not skirted	\$ 30.60	\$ 38.20	\$ _____
_____	232	6'x30" h table not skirted	\$ 40.50	\$ 50.60	\$ _____
_____	252	8'x30" h table not skirted	\$ 45.10	\$ 56.40	\$ _____
Table 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)					

### 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)	\$ 103.50	\$ 129.80	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 125.40	\$ 156.70	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 147.40	\$ 184.50	\$ _____
_____	228	4'x40" h table not skirted	\$ 40.50	\$ 50.60	\$ _____
_____	238	6'x40" h table not skirted	\$ 51.90	\$ 64.70	\$ _____
_____	258	8'x40" h table not skirted	\$ 56.90	\$ 71.20	\$ _____
Table 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)					

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 20.50	\$ 25.80	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 31.80	\$ 39.70	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 41.90	\$ 52.30	\$ _____
<input type="checkbox"/> 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.					Tax 6.000% \$ _____
					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 # \_\_\_\_\_

Custom

standard furniture rental (tables & table risers)

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
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email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

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

**Discount Deadline:**  
**September 26, 2019**

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	401	Wastebasket with Liner	\$ 13.70	\$ 17.30	\$ _____
_____	407	Easel, Tripod	\$ 23.20	\$ 29.20	\$ _____
_____	430	Tensa Stanchion	\$ 64.70	\$ 87.20	\$ _____
_____	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 55.50	\$ 74.90	\$ _____
_____	479	2-Arm Bag Stand	\$ 80.10	\$ 108.10	\$ _____
_____	413	Chrome Clothes Tree	\$ 28.90	\$ 35.70	\$ _____
_____	475	2'x8' Grid Panel	\$ 90.20	\$ 121.80	\$ _____
_____	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 14.20	\$ 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	\$ 18.20	\$ 23.90	\$ _____
_____	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)	\$ 7.70	\$ 9.40	\$ _____
_____	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)	\$ 10.20	\$ 12.60	\$ _____
_____	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)	\$ 8.50	\$ 10.50	\$ _____
_____	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)	\$ 13.70	\$ 17.30	\$ _____

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

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Sub Total

\$ \_\_\_\_\_

Tax 6.000%

\$ \_\_\_\_\_

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 # \_\_\_\_\_

Custom

accessories

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
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email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 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 34 oz. carpet in 12 decorator colors. Custom Plush carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet specifically cut to your exact measurements. Order must be received by Discount Deadline in order to ensure availability of color selection.

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

#### Custom Plush Carpet Package includes carpet and padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 312.90	\$ 391.00	\$
<input type="checkbox"/>	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 625.80	\$ 782.40	\$
<input type="checkbox"/>	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 938.60	\$ 1,173.40	\$
<input type="checkbox"/>	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,251.40	\$ 1,564.70	\$

### 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	\$ 235.40	\$ 294.10	\$
<input type="checkbox"/>	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 470.30	\$ 587.90	\$
<input type="checkbox"/>	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 705.70	\$ 881.80	\$
<input type="checkbox"/>	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 940.60	\$ 1,175.60	\$

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
	328	Custom Plush Carpet	____ ft. x ____ ft. = ____ sq. ft.	\$ 3.65	\$ 4.85	\$
	350	Padded Area Size	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.82	\$ 1.03	\$
	360	Plastic Covering	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.18	\$ 0.24	\$

- ☐ 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 6.000%	\$
Grand Total	\$

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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 # \_\_\_\_\_

Custom

custom plush carpet rental

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

[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	\$ 224.60	\$ 280.60	\$
<input type="checkbox"/>	310	10 ft. x 20 ft. Standard Carpet & Padding	\$ 448.80	\$ 561.20	\$
<input type="checkbox"/>	311	10 ft. x 30 ft. Standard Carpet & Padding	\$ 673.30	\$ 841.60	\$
<input type="checkbox"/>	312	10 ft. x 40 ft. Standard Carpet & Padding	\$ 897.70	\$ 1,122.20	\$

### 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	\$ 152.50	\$ 190.20	\$
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 304.80	\$ 380.30	\$
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 457.10	\$ 570.70	\$
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 609.60	\$ 760.90	\$

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
	314	Standard Carpet	____ ft. x ____ ft. = ____ sq. ft.	\$ 3.40	\$ 4.25	\$
	350	Padded Area Size	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.82	\$ 1.03	\$
	360	Plastic Covering	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.18	\$ 0.24	\$

- ☐ 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 6.000%	\$
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 # \_\_\_\_\_

Custom

standard carpet rental

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 26, 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.	\$ 4.15	\$ _____

Select Color:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Blackwood (BC)     | <input type="checkbox"/> Brazilian Walnut (BW) | <input type="checkbox"/> Barnwood (BA)    |
| <input type="checkbox"/> Rustic Cherry (RC) | <input type="checkbox"/> Dark Maple (DM)       | <input type="checkbox"/> Light Maple (LM) |
| <input type="checkbox"/> Onyx (ON)          | <input type="checkbox"/> Concrete (CO)         | <input type="checkbox"/> Snow (SN)        |
| <input type="checkbox"/> Checkerboard (CK)  | <input type="checkbox"/> Silverwood (SW)       |   |

ITEM #	DESCRIPTION	RATE	AMOUNT
381	Vinyl Floor Padding _____ ft. x _____ ft. = _____ sq. ft.	\$ 1.95	\$ _____

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

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Sub Total	\$ _____
Tax 6.000%	\$ _____
Grand Total	\$ _____

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

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

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

FALSE

premium vinyl flooring

030619-73433



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
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email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6200	Blanc Sofa	\$ 844.00	\$ 1,266.00	\$	Page 3
	6201	Blanc Loveseat	\$ 810.00	\$ 1,215.00	\$	
	6202	Blanc Chair	\$ 668.50	\$ 1,003.00	\$	
	6203	Blanc Bench Ottoman	\$ 398.50	\$ 598.00	\$	
	6204	Blanc Cube	\$ 135.00	\$ 202.50	\$	
	6205	Whisper White Leather Sofa	\$ 810.00	\$ 1,215.00	\$	
	6206	Whisper White Leather Loveseat	\$ 776.50	\$ 1,165.00	\$	
	6207	Whisper White Leather Chair	\$ 634.50	\$ 952.00	\$	Page 4
	6208	Whisper White Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6209	Whisper White Leather Square Ottoman	\$ 351.00	\$ 526.50	\$	
	6210	Whisper White Leather Round Ottoman	\$ 351.00	\$ 526.50	\$	
	6211	Function White Leather Armless Chair	\$ 425.50	\$ 638.50	\$	
	6212	Function White Leather Corner	\$ 459.00	\$ 688.50	\$	
	6213	Continental White Leather Curved Loveseat	\$ 837.00	\$ 1,255.50	\$	
	6214	Continental White Leather Reverse Loveseat	\$ 810.00	\$ 1,215.00	\$	
	6215	Continental White Leather Wedge Ottoman	\$ 351.00	\$ 526.50	\$	
	6216	Continental White Leather Curved Bench	\$ 418.50	\$ 628.00	\$	
	6217	Continental White Leather Half Moon Ottoman	\$ 351.00	\$ 526.50	\$	
	6218	Sophistication White Leather Sofa	\$ 837.00	\$ 1,255.50	\$	
	6219	Sophistication White Leather Loveseat	\$ 560.50	\$ 841.00	\$	Page 6
	6220	Sophistication White Leather Chair	\$ 418.50	\$ 628.00	\$	
	6221	Sophistication White Leather Corner	\$ 418.50	\$ 628.00	\$	
	6222	Sophistication White Leather Ottoman	\$ 317.50	\$ 476.50	\$	
	6223	Boca Black Leather Corner	\$ 425.50	\$ 638.50	\$	
	6224	Boca Black Leather Armless	\$ 459.00	\$ 688.50	\$	
	6225	Metro Black Leather Sofa	\$ 695.50	\$ 1,043.50	\$	
	6226	Metro Black Leather Loveseat	\$ 661.50	\$ 992.50	\$	
	6227	Metro Black Leather Chair	\$ 520.00	\$ 780.00	\$	
	6228	Metro Black Leather Square Ottoman	\$ 351.00	\$ 526.50	\$	
	6229	Metro Black Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
<input type="checkbox"/>	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 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.				Tax 6.000%	\$	
				Grand Total	\$	

*Cancellation after deadline date will be charged at 75% 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 # \_\_\_\_\_





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## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6230	Suave Midnight Sofa	\$ 601.00	\$ 901.50	\$	Page 7
	6231	Suave Midnight Loveseat	\$ 526.50	\$ 790.00	\$	
	6232	Suave Midnight Chair	\$ 391.50	\$ 587.50	\$	
	6233	Grammercy Charcoal Leather Sofa	\$ 776.50	\$ 1,165.00	\$	
	6234	Grammercy Charcoal Leather Loveseat	\$ 668.50	\$ 1,003.00	\$	
	6235	Grammercy Charcoal Leather Chair	\$ 425.50	\$ 638.50	\$	
	6236	Grammercy Charcoal Leather Corner	\$ 493.00	\$ 739.50	\$	
	6237	Parma Brown Leather Sofa	\$ 695.50	\$ 1,043.50	\$	Page 8
	6238	Parma Brown Leather Loveseat	\$ 661.50	\$ 992.50	\$	
	6239	Parma Brown Leather Chair	\$ 520.00	\$ 780.00	\$	
	6240	Parma Brown Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6241	Montana Mocha Sofa	\$ 648.00	\$ 972.00	\$	
	6242	Montana Mocha Loveseat	\$ 567.00	\$ 850.50	\$	
	6243	Montana Mocha Chair	\$ 439.00	\$ 658.50	\$	
	6244	Madison Sofa	\$ 810.00	\$ 1,215.00	\$	Page 9
	6245	Madison Chair	\$ 466.00	\$ 699.00	\$	
	6246	Madison Sky Bench	\$ 331.00	\$ 496.50	\$	
	6247	Madison Ottoman - Willow	\$ 202.50	\$ 304.00	\$	
	6248	Madison Ottoman - Sand Dollar	\$ 202.50	\$ 304.00	\$	
	6249	Madison Ottoman - Apricot	\$ 202.50	\$ 304.00	\$	
	6250	Madison Ottoman - Sunflower	\$ 202.50	\$ 304.00	\$	
	6251	Chandler Red Leather Sofa	\$ 695.50	\$ 1,043.50	\$	Page 10
	6252	Chandler Red Leather Loveseat	\$ 661.50	\$ 992.50	\$	
	6253	Chandler Red Leather Chair	\$ 520.00	\$ 780.00	\$	
	6254	Chandler Red Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6255	Evoke Sofa	\$ 1,053.00	\$ 1,579.50	\$	
	6256	Evoke Chair	\$ 560.50	\$ 841.00	\$	
	6257	Evoke Cocktail Table	\$ 351.00	\$ 526.50	\$	

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October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6258	Evoke End Table	\$ 317.50	\$ 476.50	\$	Page 11
	6259	Evoke Cube	\$ 216.00	\$ 324.00	\$	
	6260	Midnight Stage Chair	\$ 250.00	\$ 375.00	\$	
	6261	Chamois Stage Chair	\$ 250.00	\$ 375.00	\$	
	6262	Buckskin Stage Chair	\$ 250.00	\$ 375.00	\$	
	6263	Empire Chair Black Leather	\$ 459.00	\$ 688.50	\$	
	6264	Empire Chair White Leather	\$ 459.00	\$ 688.50	\$	
	6265	Ibiza Black Leather Chair	\$ 634.50	\$ 952.00	\$	
	6266	Ibiza White Leather Chair	\$ 634.50	\$ 952.00	\$	
	6267	Tulip Black Fabric Chair	\$ 277.00	\$ 415.50	\$	
	6268	Monarch Chair - Bright White	\$ 526.50	\$ 790.00	\$	Page 12
	6269	Continental White Leather Curved Bench	\$ 418.50	\$ 628.00	\$	
	6270	Metro Black Leather Square Ottoman	\$ 351.00	\$ 526.50	\$	
	6271	Whisper White Leather Square Ottoman	\$ 351.00	\$ 526.50	\$	
	6272	Grammercy Charcoal Leather Square Ottoman	\$ 351.00	\$ 526.50	\$	
	6273	Metro Black Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6274	Whisper White Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6275	Chandler Red Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6276	Grammercy Charcoal Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6277	Parma Brown Leather Bench Ottoman	\$ 351.00	\$ 526.50	\$	
	6278	Essentials White Leather Storage Ottoman	\$ 493.00	\$ 739.50	\$	Page 13
	6279	Grammercy Charcoal Leather Round Ottoman	\$ 351.00	\$ 526.50	\$	
	6280	Whisper White Leather Round Ottoman	\$ 351.00	\$ 526.50	\$	
	6281	Grammercy Charcoal 1/4 Round Ottoman	\$ 209.50	\$ 314.50	\$	
	6282	Whisper White 1/4 Round Ottoman	\$ 209.50	\$ 314.50	\$	
	6283	Madison Sky Bench	\$ 331.00	\$ 496.50	\$	
	6284	Madison Ottoman - Willow	\$ 202.50	\$ 304.00	\$	
	6285	Madison Ottoman - Sand Dollar	\$ 202.50	\$ 304.00	\$	
	6286	Madison Ottoman - Apricot	\$ 202.50	\$ 304.00	\$	

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6287	Madison Ottoman - Sunflower	\$ 202.50	\$ 304.00	\$	Page 13 (con't)
	6288	Essentials White Banquette (2 pcs)	\$ 1,053.00	\$ 1,579.50	\$	
	6289	Whisper White Tufted Leather Banquette (2 pcs)	\$ 1,053.00	\$ 1,579.50	\$	
	6290	Grammercy Charcoal Leather Banquette (2 pcs)	\$ 1,053.00	\$ 1,579.50	\$	
	6291	Essentials White Leather Turning Bed	\$ 1,262.50	\$ 1,894.00	\$	
	6292	Regency Orange Cube	\$ 135.00	\$ 202.50	\$	Page 14
	6293	Regency Teal Cube	\$ 135.00	\$ 202.50	\$	
	6294	Regency Ruby Cube	\$ 135.00	\$ 202.50	\$	
	6295	Regency Camel Cube	\$ 135.00	\$ 202.50	\$	
	6296	Regency Apple Cube	\$ 135.00	\$ 202.50	\$	
	6297	Regency Fuchsia Cube	\$ 135.00	\$ 202.50	\$	
	6298	Blanc Cube	\$ 135.00	\$ 202.50	\$	
	6299	Cube Ottoman - White	\$ 135.00	\$ 202.50	\$	
	6300	Cube Ottoman - Black	\$ 135.00	\$ 202.50	\$	
	6301	Cube Ottoman - Red	\$ 135.00	\$ 202.50	\$	
	6302	Cube Ottoman - Green	\$ 135.00	\$ 202.50	\$	Page 15
	6303	Cube Ottoman - Blue	\$ 135.00	\$ 202.50	\$	
	6304	Cube Ottoman - Purple	\$ 135.00	\$ 202.50	\$	
	6305	Essentials Turning Bed w/Charging Station Insert	\$ 1,404.00	\$ 2,106.00	\$	
	6306	Boca Bright White Corner - Charged	\$ 526.50	\$ 790.00	\$	
	6307	Boca Bright White Armless - Charged	\$ 486.00	\$ 729.00	\$	
	6308	Aspen Bar Table - Charged	\$ 823.50	\$ 1,235.50	\$	
	6309	Aspen Cocktail Table - Charged	\$ 459.00	\$ 688.50	\$	
	6310	White Conference Table - Charged	\$ 1,107.00	\$ 1,660.50	\$	
	6311	Patrice Tablet Chair	\$ 506.50	\$ 760.00	\$	
	6312	Lincoln Bench - Charged	\$ 776.50	\$ 1,165.00	\$	
	6313	Tribeca End Table	\$ 243.00	\$ 364.50	\$	
	6314	Tribeca Console Table	\$ 270.00	\$ 405.00	\$	
	6315	Tribeca Cocktail Table	\$ 256.50	\$ 385.00	\$	

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Sub Total	\$
Tax 6.000%	\$
Grand Total	\$

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6316	Harmony End Table	\$ 243.00	\$ 364.50	\$	Page 15 (con't)
	6317	Harmony Console Table	\$ 270.00	\$ 405.00	\$	
	6318	Harmony Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6319	Novel End Table	\$ 317.50	\$ 476.50	\$	
	6320	Novel Cocktail Table	\$ 351.00	\$ 526.50	\$	
	6321	Aria Red End Table	\$ 243.00	\$ 364.50	\$	Page 16
	6322	Aria Red Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6323	Aria Green End Table	\$ 243.00	\$ 364.50	\$	
	6324	Aria Green Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6325	Aria Blue End Table	\$ 243.00	\$ 364.50	\$	
	6326	Aria Blue Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6327	Aria Purple End Table	\$ 243.00	\$ 364.50	\$	
	6328	Aria Purple Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6329	Aria White End Table	\$ 243.00	\$ 364.50	\$	
	6330	Aria White Console Table	\$ 270.00	\$ 405.00	\$	
	6331	Aria White Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6332	Aria Charcoal End Table	\$ 243.00	\$ 364.50	\$	
	6333	Aria Charcoal Console Table	\$ 270.00	\$ 405.00	\$	
	6334	Aria Charcoal Cocktail Table	\$ 256.50	\$ 385.00	\$	
	6335	Fuze End Table	\$ 263.50	\$ 395.50	\$	
	6336	Fuze Cocktail Table	\$ 304.00	\$ 456.00	\$	
	6337	Fuze Console Table	\$ 331.00	\$ 496.50	\$	
	6338	London End Table	\$ 263.50	\$ 395.50	\$	
	6339	London Console Table	\$ 331.00	\$ 496.50	\$	
	6340	London Cocktail Table	\$ 304.00	\$ 456.00	\$	
	6341	Brooklyn II Square End Table	\$ 223.00	\$ 334.50	\$	
	6342	Brooklyn II Round End Table	\$ 223.00	\$ 334.50	\$	
	6343	Brooklyn II Rect Cocktail Table	\$ 250.00	\$ 375.00	\$	
	6344	Brooklyn II Round Cocktail Table	\$ 250.00	\$ 375.00	\$	

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Sub Total	\$
Tax 6.000%	\$
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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6345	Vivid End Table	\$ 243.00	\$ 364.50	\$
	6346	Vivid Console Table	\$ 270.00	\$ 405.00	\$
	6347	Vivid Cocktail Table	\$ 256.50	\$ 385.00	\$
	6348	Club End Table w/ Built-in LED Lighting	\$ 317.50	\$ 476.50	\$
	6349	Club Cocktail Table w/ Built-in LED Lighting	\$ 351.00	\$ 526.50	\$
	6350	Rose Table	\$ 277.00	\$ 415.50	\$
	6351	Zanzibar Table	\$ 277.00	\$ 415.50	\$
	6352	Cube, Black 24" End Table	\$ 250.00	\$ 375.00	\$
	6353	Cube, White 24" End Table	\$ 250.00	\$ 375.00	\$
	6354	Cube, Black 24" Cocktail Table	\$ 243.00	\$ 364.50	\$
	6355	Cube, White 24" Cocktail Table	\$ 243.00	\$ 364.50	\$
	6356	Phoebe Table - Yellow	\$ 162.00	\$ 243.00	\$
	6357	Phoebe Table - Lime Green	\$ 162.00	\$ 243.00	\$
	6358	Phoebe Table - Rose	\$ 162.00	\$ 243.00	\$
	6359	Phoebe Table - Gold	\$ 162.00	\$ 243.00	\$
	6360	Phoebe Table - Teal	\$ 162.00	\$ 243.00	\$
	6361	Hylton Tablet Table	\$ 216.00	\$ 324.00	\$
	6362	VIP Frosted Plexi Glow Bar 6'	\$ 918.00	\$ 1,377.00	\$
	6363	VIP Frosted Plexi Glow Bar 4'	\$ 776.50	\$ 1,165.00	\$
	6364	Black Bar - 2 Shelf	\$ 418.50	\$ 628.00	\$
	6365	White Bar - 2 Shelf	\$ 418.50	\$ 628.00	\$
	6366	Blox Bar Back	\$ 526.50	\$ 790.00	\$
	6367	Piazza Bar Back - Black	\$ 493.00	\$ 739.50	\$
	6368	Piazza Bar Back - White	\$ 493.00	\$ 739.50	\$
	6369	Vienna Stool - Gray	\$ 256.50	\$ 385.00	\$
	6370	Vienna Stool - Orange	\$ 256.50	\$ 385.00	\$
	6371	Vienna Stool - Teal	\$ 256.50	\$ 385.00	\$
	6372	Criss Cross Bar Stool - Espresso	\$ 229.50	\$ 344.50	\$
	6373	Criss Cross Bar Stool - White	\$ 229.50	\$ 344.50	\$

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Page 18

Page 19

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6374	Escape Bar Stool - Natural Maple	\$ 196.00	\$ 294.00	\$	Page 19 (con't)
	6375	Silk Back Bar Stool - Black	\$ 216.00	\$ 324.00	\$	
	6376	Silk Back Bar Stool - White	\$ 216.00	\$ 324.00	\$	
	6377	Silk Back Bar Stool - Blue	\$ 216.00	\$ 324.00	\$	
	6378	Silk Back Bar Stool - Green	\$ 216.00	\$ 324.00	\$	
	6379	Silk Back Bar Stool - Purple	\$ 216.00	\$ 324.00	\$	
	6380	Silk Back Bar Stool - Red	\$ 216.00	\$ 324.00	\$	
	6381	Euro Bar Stool - Black	\$ 216.00	\$ 324.00	\$	
	6382	Hourglass Bar Stool - Black	\$ 236.50	\$ 355.00	\$	
	6383	Hourglass Bar Stool - White	\$ 236.50	\$ 355.00	\$	
	6384	Equino Bar Stool - Black	\$ 236.50	\$ 355.00	\$	Page 20
	6385	Equino Bar Stool - White	\$ 236.50	\$ 355.00	\$	
	6386	Nexus Stool	\$ 201.50	\$ 302.50	\$	
	6387	Clara Stool	\$ 229.50	\$ 344.50	\$	
	6388	Marcus Bar Stool - Gunmetal	\$ 175.50	\$ 263.50	\$	
	6389	Regal Stool - Brown Leather	\$ 236.50	\$ 355.00	\$	
	6390	Caprice Bar Stool - Black	\$ 236.50	\$ 355.00	\$	
	6391	Sonic Bar Stool - Black	\$ 196.00	\$ 294.00	\$	
	6392	Vienna Chair - Gray	\$ 162.00	\$ 243.00	\$	
	6393	Vienna Chair - Orange	\$ 162.00	\$ 243.00	\$	Page 21
	6394	Vienna Chair - Teal	\$ 162.00	\$ 243.00	\$	
	6395	Silk Back Armless Chair - Black	\$ 135.00	\$ 202.50	\$	
	6396	Silk Back Armless Chair - White	\$ 135.00	\$ 202.50	\$	
	6397	Silk Back Armless Chair - Blue	\$ 135.00	\$ 202.50	\$	
	6398	Silk Back Armless Chair - Green	\$ 135.00	\$ 202.50	\$	
	6399	Silk Back Armless Chair - Purple	\$ 135.00	\$ 202.50	\$	
	6400	Silk Back Armless Chair - Red	\$ 135.00	\$ 202.50	\$	
	6401	Nexus Chair	\$ 162.00	\$ 243.00	\$	
	6402	Clara Chair	\$ 155.50	\$ 233.50	\$	

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6403	Leslie Chair - White	\$ 121.50	\$ 182.50	\$	Page 21 (cont)
	6404	Criss Cross Chair - Espresso	\$ 155.50	\$ 233.50	\$	
	6405	Criss Cross Chair - White	\$ 155.50	\$ 233.50	\$	
	6406	Elio Chair	\$ 135.00	\$ 202.50	\$	
	6407	Caprice Chair - Black	\$ 135.00	\$ 202.50	\$	
	6408	Comet Stack Arm Chair - Black	\$ 189.00	\$ 283.50	\$	
	6409	Comet Stack Armless Chair - Black	\$ 175.50	\$ 263.50	\$	
	6410	Regal Dining Chair - Brown	\$ 196.00	\$ 294.00	\$	
	6411	Sonic Chair - Black	\$ 135.00	\$ 202.50	\$	
	6412	Escape Chair - Natural Maple	\$ 135.00	\$ 202.50	\$	Page 22
	6413	Euro Bar Table Black/Black 30" Round	\$ 243.00	\$ 364.50	\$	
	6414	Euro Bar Table Black/Black 36" Round	\$ 250.00	\$ 375.00	\$	
	6415	Silk Bar Table Black/Chrome 30" Round	\$ 243.00	\$ 364.50	\$	
	6416	Silk Bar Table Black/Chrome 36" Round	\$ 250.00	\$ 375.00	\$	
	6417	City Bar Table Maple/Black 30" Round	\$ 243.00	\$ 364.50	\$	
	6418	City Bar Table Maple/Black 36" Round	\$ 250.00	\$ 375.00	\$	
	6419	Park Ave Bar Table Maple/Chrome 30" Round	\$ 243.00	\$ 364.50	\$	
	6420	Park Ave Bar Table Maple/Chrome 36" Round	\$ 250.00	\$ 375.00	\$	
	6421	Summit Bar Table White/Black 30" Round	\$ 243.00	\$ 364.50	\$	
	6422	Summit Bar Table White/Black 36" Round	\$ 250.00	\$ 375.00	\$	
	6423	Blanco Bar Table White/Chrome 30" Round	\$ 243.00	\$ 364.50	\$	Page 22
	6424	Blanco Bar Table White/Chrome 36" Round	\$ 250.00	\$ 375.00	\$	
	6425	Fuze Bar Table	\$ 283.50	\$ 425.50	\$	
	6426	Blanco Bar Table - White/Chrome 24" Square	\$ 243.00	\$ 364.50	\$	
	6427	Blanco Rectangle Bar Table - White/Chrome	\$ 385.00	\$ 577.50	\$	
	6428	Spectrum Bar Table Red	\$ 270.00	\$ 405.00	\$	
	6429	Spectrum Bar Table Blue	\$ 270.00	\$ 405.00	\$	
	6430	Spectrum Bar Table Purple	\$ 270.00	\$ 405.00	\$	
	6431	Spectrum Bar Table Green	\$ 270.00	\$ 405.00	\$	

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6432	Chardonnay Glass & Chrome Bar Table	\$ 351.00	\$ 526.50	\$	Page 23 (cont)
	6433	Zinc Bar Table	\$ 371.50	\$ 557.50	\$	
	6434	Aspen Bar Table	\$ 702.00	\$ 1,053.00	\$	
	6435	Euro Café Table Black/Black 30" Round	\$ 243.00	\$ 364.50	\$	Page 24
	6436	Euro Café Table Black/Black 36" Round	\$ 250.00	\$ 375.00	\$	
	6437	Silk Café Table Black/Chrome 30" Round	\$ 243.00	\$ 364.50	\$	
	6438	Silk Café Table Black/Chrome 36" Round	\$ 250.00	\$ 375.00	\$	
	6439	Park Ave Café Table Maple/Chrome 30" Round	\$ 243.00	\$ 364.50	\$	
	6440	Park Ave Café Table Maple/Chrome 36" Round	\$ 250.00	\$ 375.00	\$	
	6441	City Café Table Maple/Black 30" Round	\$ 243.00	\$ 364.50	\$	
	6442	City Café Table Maple/Black 36" Round	\$ 250.00	\$ 375.00	\$	
	6443	Summit Café Table White/Black 30" Round	\$ 243.00	\$ 364.50	\$	
	6444	Summit Café Table White/Black 36" Round	\$ 250.00	\$ 375.00	\$	
	6445	Blanco Café Table White/Chrome 30" Round	\$ 243.00	\$ 364.50	\$	Page 25
	6446	Blanco Café Table White/Chrome 36" Round	\$ 250.00	\$ 375.00	\$	
	6447	Fuze Café Table	\$ 277.00	\$ 415.50	\$	
	6448	Blanco Café Table White/Chrome 24" Square	\$ 243.00	\$ 364.50	\$	
	6449	Blanco Café Table White/Chrome Rectangle	\$ 385.00	\$ 577.50	\$	
	6450	Spectrum Café Table Red	\$ 263.50	\$ 395.50	\$	
	6451	Spectrum Café Table Blue	\$ 263.50	\$ 395.50	\$	
	6452	Spectrum Café Table Purple	\$ 263.50	\$ 395.50	\$	
	6453	Spectrum Café Table Green	\$ 263.50	\$ 395.50	\$	
	6454	Aspen Dining Table	\$ 594.00	\$ 891.00	\$	Page 26
	6455	Brio Dining Table	\$ 810.00	\$ 1,215.00	\$	
	6456	Tamiri Black Leather High Back Chair	\$ 317.50	\$ 476.50	\$	
	6457	Tamiri Black Leather Mid Back Chair	\$ 270.00	\$ 405.00	\$	
	6458	Tamiri Black Leather Guest Chair	\$ 250.00	\$ 375.00	\$	
	6459	Accord Black Leather High Back	\$ 391.50	\$ 587.50	\$	
	6460	Accord White Leather High Back	\$ 391.50	\$ 587.50	\$	

☐ 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	\$
Tax 6.000%	\$
Grand Total	\$

*Cancellation after deadline date will be charged at 75% 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 #** \_\_\_\_\_



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6461	Goal Black Task Chair With Arms	\$ 202.50	\$ 304.00		Page 26 (con't)
	6462	Goal Black Task Chair Armless	\$ 189.00	\$ 283.50		
	6463	Enterprise High Back Black Fabric Conference Chair	\$ 277.00	\$ 415.50		Page 27
	6464	Enterprise Mid Back Black Fabric Conference Chair	\$ 250.00	\$ 375.00		
	6465	Enterprise Guest Black Fabric Conference Chair	\$ 229.50	\$ 344.50	\$	
	6466	Goal Black Drafting Stool - Arms	\$ 216.00	\$ 324.00	\$	
	6467	Goal Black Drafting Stool - Armless	\$ 202.50	\$ 304.00	\$	
	6468	42" Round Conference Table - Black	\$ 344.50	\$ 517.00	\$	
	6469	42" Round Conference Table - Mahogany	\$ 344.50	\$ 517.00	\$	
	6470	Conference Rectangle Table 6' - Black	\$ 587.50	\$ 881.50	\$	
	6471	Conference Rectangle Table 6' - Mahogany	\$ 587.50	\$ 881.50	\$	
	6472	Conference Rectangle Table 6' - Maple	\$ 587.50	\$ 881.50	\$	
	6473	Conference Rectangle Table 6' - White	\$ 621.00	\$ 931.50	\$	Page 28
	6474	Conference Rectangle Table 8' - Black	\$ 634.50	\$ 952.00	\$	
	6475	Conference Rectangle Table 8' - Mahogany	\$ 634.50	\$ 952.00	\$	
	6476	Conference Rectangle Table 8' - Maple	\$ 634.50	\$ 952.00	\$	
	6477	Conference Rectangle Table 8' - White	\$ 668.50	\$ 1,003.00	\$	
	6478	Computer Kiosk - Black	\$ 513.00	\$ 769.50	\$	
	6479	Computer Kiosk - White	\$ 513.00	\$ 769.50	\$	
	6480	Computer Counter	\$ 250.00	\$ 375.00	\$	
	6481	Computer Desk	\$ 236.50	\$ 355.00	\$	
	6482	5 Shelf Bookcase - Black	\$ 493.00	\$ 739.50	\$	
	6483	5 Shelf Bookcase - Mahogany	\$ 493.00	\$ 739.50	\$	Page 28
	6484	Black Credenza	\$ 459.00	\$ 688.50	\$	
	6485	Black Double Pedestal Desk	\$ 526.50	\$ 790.00	\$	
	6486	Genoa Storage Credenza - Mahogany - 2 Drawer	\$ 459.00	\$ 688.50	\$	
	6487	Genoa Kneespace Storage Credenza - Mahogany	\$ 425.50	\$ 638.50	\$	
	6488	Genoa Exec. Desk - Mahogany - Double Pedestal	\$ 547.00	\$ 820.50	\$	

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

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Sub Total \$

Tax 6.000% \$

Grand Total \$

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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



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04-01727-19

**Discount Deadline:**  
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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6489	Vivid Café - Square Table Glass	\$ 425.50	\$ 638.50	\$	Page 29
	6490	Vivid Café - Rectangle Table Glass	\$ 493.00	\$ 739.50	\$	
	6491	Brooklyn II Rect Dining Table	\$ 513.00	\$ 769.50	\$	
	6492	Brooklyn II Round Dining Table	\$ 398.50	\$ 598.00	\$	
	6493	Aspen Dining Table	\$ 594.00	\$ 891.00	\$	
	6494	Brio Dining Table	\$ 810.00	\$ 1,215.00	\$	
	6495	2 Drawer Vertical File - Letter Size Black	\$ 169.00	\$ 253.50	\$	Page 30
	6496	2 Drawer Vertical File - Legal Size Black	\$ 216.00	\$ 324.00	\$	
	6497	4 Drawer Vertical File - Letter Size Black	\$ 223.00	\$ 334.50	\$	
	6498	4 Drawer Vertical File - Legal Size Black	\$ 250.00	\$ 375.00	\$	
	6499	2 Drawer Lateral File - Black	\$ 223.00	\$ 334.50	\$	
	6500	2 Drawer Lateral File - Black	\$ 263.50	\$ 395.50	\$	
	6501	4 Drawer Lateral File - Black	\$ 283.50	\$ 425.50	\$	Page 31
	6502	Storage Cabinet - Black	\$ 283.50	\$ 425.50	\$	
	6503	Display Pedestal 14" x 42" Black	\$ 337.50	\$ 506.50	\$	
	6504	Display Pedestal 24" x 42" Black	\$ 412.00	\$ 618.00	\$	
	6505	Display Pedestal 18" x 42" Black	\$ 378.00	\$ 567.00	\$	
	6506	Display Pedestal 14" x 42" White	\$ 337.50	\$ 506.50	\$	
	6507	Display Pedestal 14" x 36" Black	\$ 290.50	\$ 436.00	\$	
	6508	Display Pedestal 24" x 36" Black	\$ 412.00	\$ 618.00	\$	
	6509	Display Pedestal 14" x 36" White	\$ 290.50	\$ 436.00	\$	
	6510	Display Pedestal 24" x 36" White	\$ 412.00	\$ 618.00	\$	
	6511	Display Pedestal 14" x 30" Black	\$ 263.50	\$ 395.50	\$	
	6512	Display Pedestal 24" x 30" Black	\$ 391.50	\$ 587.50	\$	
	6513	Display Pedestal 18" x 30" Black	\$ 277.00	\$ 415.50	\$	
	6514	Display Pedestal 14" x 30" White	\$ 263.50	\$ 395.50	\$	
	6515	Locking Pedestal Black	\$ 513.00	\$ 769.50	\$	
	6516	Locking Pedestal White	\$ 513.00	\$ 769.50	\$	
	6517	Fuze Pedestal	\$ 283.50	\$ 425.50	\$	
	6518	London Pedestal	\$ 283.50	\$ 425.50	\$	

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

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Sub Total \$

Tax 6.000% \$

Grand Total \$

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.*

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



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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6519	Stanchion Chrome	\$ 74.50	\$ 112.00	\$	
	6520	Stanchion Rope - Red Velour	\$ 40.50	\$ 61.00	\$	
	6521	Literature Stand - Black	\$ 189.00	\$ 283.50	\$	
	6522	Literature Stand - Aluminum	\$ 189.00	\$ 283.50	\$	
	6523	Literature Rack - Black Metal	\$ 196.00	\$ 294.00	\$	
	6524	Compact Refrigerator White - 4.0 Cu Ft	\$ 351.00	\$ 526.50	\$	
	6525	iPad® Stand Black	\$ 216.00	\$ 324.00	\$	
	6526	iPad® Stand Silver	\$ 216.00	\$ 324.00	\$	
	6527	Brushed Steel Table Lamp - White	\$ 121.50	\$ 182.50	\$	
	6528	Brushed Steel Floor Lamp - White	\$ 175.50	\$ 263.50	\$	
	6529	Brushed Nickel Table Lamp - White	\$ 121.50	\$ 182.50	\$	
	6530	Brushed Nickel Floor Lamp - White	\$ 175.50	\$ 263.50	\$	
	6531	Rubbed Bronze Table Lamp - White	\$ 121.50	\$ 182.50	\$	
	6532	Rubbed Bronze Floor Lamp - White	\$ 175.50	\$ 263.50	\$	
	6533	Brushed Steel Table Lamp - Red	\$ 121.50	\$ 182.50	\$	
	6534	Brushed Steel Floor Lamp - Red	\$ 175.50	\$ 263.50	\$	
	6535	Neutrino Steel Floor Lamp - Steel	\$ 175.50	\$ 263.50	\$	

Page 32

Page 33

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

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Sub Total \$  
Tax 6.000% \$  
Grand Total \$

Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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



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## GIE+EXPO

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Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

### FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

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

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	861	7" x 11" Digital	\$ 58.90	\$ 88.00	\$ _____
___	863	11" x 14" Digital	\$ 65.20	\$ 98.00	\$ _____
___	865	14" x 22" Digital	\$ 78.50	\$ 117.60	\$ _____
___	867	7" x 44" Digital	\$ 78.50	\$ 117.60	\$ _____
___	871	14" x 44" Digital	\$ 111.10	\$ 165.70	\$ _____
___	873	22" x 28" Digital	\$ 117.60	\$ 176.30	\$ _____
___	875	28" x 44" Digital	\$ 136.90	\$ 205.60	\$ _____
___	879	24" x 96" Digital	\$ 344.70	\$ 516.90	\$ _____
___	881	48" x 96" Digital	\$ 751.50	\$ 1,127.30	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$ 21.70	\$ 32.50	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$ 23.50	\$ 35.30	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	Call for Quote	Call for Quote	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	Call for Quote	Call for Quote	\$ _____

Sign Copy: \_\_\_\_\_

Color of Background: \_\_\_\_\_

Color of Lettering: \_\_\_\_\_

Sign Orientation: ☐ Vertical ☐ Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
<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 6.000%	\$ _____
	Grand Total	\$ _____

*No refund on orders cancelled after the deadline date.*

*Requests made after the deadline will be filled, as available, at the standard rate.*

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

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

Custom

graphics

030619-73433



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## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Discount Deadline:**  
**September 26, 2019**

### BULLETIN BOARDS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	603	4' x 8' Horizontal Velcro Board (gray only)	\$ 117.60	\$ 152.60	\$ _____

### PERFORATED BOARD

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	4094	1m x 8' Vertical Perforated board panel (38 1/2" x 91 1/4")	\$ 323.20	\$ 436.00	\$ _____

Perforated 1/8" board hooks are NOT provided  
Standard perforated board is white.

☐ 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 6.000%	\$ _____
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 # \_\_\_\_\_

Custom

panelboard rental

030619-73433



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Louisville, KY 40209  
Phone: 502.367.0254  
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email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky  
04-01727-19

**Discount Deadline:**  
**September 26, 2019**

### SPECIAL EXHIBIT AREA LIGHTING

#### FLOOR SUPPORTED LIGHTING FIXTURES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1360	150 Watt Flood - mounted on a 8' ht standard Does not include electrical power	\$ 76.50	\$ 99.00	\$ _____
_____	1361	300 Watt Flood - mounted on a 8' ht standard Does not include electrical power	\$ 103.75	\$ 135.00	\$ _____

#### CEILING MOUNTED LIGHTING FIXTURES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1365	1000 Watt Ceiling Mounted* Par Can Fixture Does not include electrical power and labor	\$ 476.50	\$ 595.25	\$ _____

\*Important Note: The facility is responsible for running electrical power to your specified location. Please request your order for electrical power need by completing the Electrical Order Form from the facility. Provide as much as detail as is possible relative to exact location in which you desire outlet to be placed.

\*\*Please include the Booth Layout form showing locations and vantage point of lighting and item(s) which will require lighting. This information is vital to achieving a smooth installation as well as possibly enabling us to perform services at the lower hourly rate of straight time. Additional fees may apply if all information is not sent in by the deadline. Please request your order for electrical power needs by completing the Electrical Order Form from the facility.

☐ 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	\$ _____
Tax 6.000%	\$ _____
Grand Total	\$ _____

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*All orders are subject to the terms and conditions as outlined on the Payment Terms & Conditions Form (TC-03) in the Exhibitor Service Manual.*

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

exhibit lighting

030619-81605





3752 Crittenden Drive  
Louisville, KY 40209  
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email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 26, 2019**

### BOOTH LAYOUT

This grid must be attached to the following order forms to ensure proper placement of items in your booth.

To use this grid: Use bold lines to indicate the outline of your booth. Indicate the scale of the grid (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. Mark the adjacent booth numbers or aisle numbers.

- ☐ Electrical (for Non-Standard Distribution) & phone line placement
- ☐ Hanging Signs
- ☐ Show Cases
- ☐ Panelboard
- ☐ Special Colored Drape
- ☐ Standard Exhibit System
- ☐ Hardwall Exhibit System (including Gridwall and Slatwall)
- ☐ Installation & Dismantling Labor

Scale: \_\_\_\_\_  
(i.e., 1 square = 1 foot)

Back of booth (indicate adjacent booth or aisle number) \_\_\_\_\_

Indicate adjacent booth or  
aisle number \_\_\_\_\_

Indicate adjacent booth or  
aisle number \_\_\_\_\_

Front of booth (indicate adjacent booth or aisle number) \_\_\_\_\_

- ☐ 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.**

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

**booth layout**

030619-73433



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## GIE+EXPO

October 16 - 18, 2019

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04-01727-19

**Discount Deadline:**  
**September 26, 2019**

### 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.	\$	0.30 (Per Day)
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$	0.33
<input type="checkbox"/>	931	DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.	\$	0.28
<input type="checkbox"/>	905	Shampoo - ONCE before initial opening of exhibit.	\$	0.41
<input type="checkbox"/>	909	Mopping - tile / linoleum / floor covering	\$	0.54

#### PORTER SERVICE

Price is per day

Porter Service includes emptying wastebaskets and policing exhibit space at two hour intervals during show hours. These services are offered on a daily basis.

\$ 134.90

#### DISPLAY WIPE DOWN

<input type="checkbox"/>	911	Display wipe down before initial opening (4 hr minimum)
	\$ 77.25	per hr ST      \$ 154.50 per hr OT
<input type="checkbox"/>	913	Display wipe down daily (4 hr minimum)
	\$ 77.25	per hr ST      \$ 154.50 per hr OT

Please indicate any special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### ESTIMATED CLEANING SERVICE COST

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

Porter Service: \$ 134.90 X \_\_\_\_\_ days = \$ \_\_\_\_\_

Display Wipe Down: \_\_\_\_\_ hrs. (4 hr. minimum per day) X \_\_\_\_\_ days X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

<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 6.000%	\$
	Grand Total	\$

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

*Requests made after the deadline will be filled as work force is available.*

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

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

Custom

cleaning services

030619-73433



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email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 26, 2019**

### 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: \_\_\_\_\_

**30%** charge for Fern Supervised services with a minimum of **\$ 50.00**

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

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

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

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

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

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

#### Estimated Display Labor Cost for Advanced Payment

Installation:

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

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

Plan A - Add **30%** for Fern Exposition Supervision \$ \_\_\_\_\_

Dismantle:

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

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

Plan A - Add **30%** for Fern Supervision \$ \_\_\_\_\_

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

- ☐ Yes, I have completed and included the Payment Authorization Form.  
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Sub Total	\$
Tax 6.000%	\$
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 # \_\_\_\_\_

Form #

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, Sunday and holidays will be charged at over 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.

display labor service

030619-80940



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## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 26, 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	\$	221.75
Over Time	\$	299.75

#### 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, Sunday and holidays.*

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

<input type="checkbox"/> 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.	Tax 6.000%	\$ _____
	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.*

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

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

Form #

forklift to rig in booth

030619-80940



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 26, 2019**

### SIGN HANGING LABOR

#### Plan A (Supervised by Fern Exposition & Event Services)

☐ 1051 High Lift and Crew for Installation # of Crews Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

☐ 1053 High Lift and Crew for Dismantle # of Crews Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

**30%** charge for Fern Supervised services with a minimum of **\$ 50.00**

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

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

☐ 1051 High Lift and Crew for Installation # of Crews Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

☐ 1053 High Lift and Crew for Dismantle # of Crews Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

#### Estimated High Lift Labor Cost for Advanced Payment

Installation:

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

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

Plan A - Add **30%** for Fern Exposition Supervision \$ \_\_\_\_\_

Dismantle:

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

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

Plan A - Add **30%** for Fern Exposition Supervision \$ \_\_\_\_\_

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

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

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

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

Tax 6.000% \_\_\_\_\_

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

*Cancellation of any portion within 48 hours of labor start time, exhibitor will be charged one hour minimum per man of applicable hourly rate*

*Requests made after the deadline will be filled as work force is available.*

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

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

Form #

*Straight time will be charged 8:00AM-4:30PM, Monday thru Friday. Over time will be charged 6:00AM-8:00AM and 4:30PM to Midnight, Monday thru Friday; 6:00AM to Midnight on Saturday, Sunday and holidays. Minimum charge one (1) hour per crew.*

*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.*

**sign hanging services**

030619-80940



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 26, 2019**

### SIGN HANGING INFORMATION & DIAGRAM

This completed form must accompany your Sign Hanging order form.

#### Sign Hanging Regulations

- All ceiling rigging must conform to Show Management Rules and Regulations.
- All overhead hanging must be installed and removed by Fern. Fern can assemble your hanging sign. Please complete Display Labor form enclosed in this Exhibitor Service Manual.
- Set up instructions must be provided for signs needing assembly.
- Hanging or anchor points must be prefabricated and ready to use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse (labels included in this ESM). This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Fern cannot guarantee the hanging of your sign.
- Electrical Signs must be in working order and in accordance with the National Electric Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed Facility Electrical Service Order Form.
- Height limitation from the floor to the bottom of the sign is 16' unless otherwise specified in show rules and regulations.
- Additional charges will apply for rental materials used (i.e., cables, clamps, rods, wires) to hang your sign.

#### Sign Description & Placement

For signs other than banners, please include blueprint or drawings with detailed information so anchor points can be determined.

Type: ☐ Cloth Banner ☐ Metal or Wood ☐ Other \_\_\_\_\_

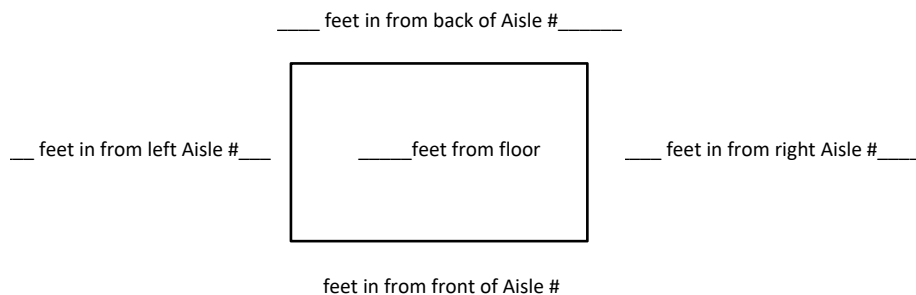
Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Other \_\_\_\_\_

Size & Weight: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Does your sign require electricity? ☐ Yes ☐ No

Does your sign require assembly? ☐ Yes ☐ No

Use the diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to support beams may require your sign to be moved from your specified location.



☐ 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.**

*Cancellation of any portion within 48 hours of labor start time, exhibitor will be charged one hour minimum per lift of applicable hourly 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 # \_\_\_\_\_

sign hanging information & diagram

030619-80940



3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

**Deadline to Return this Form:**  
**September 12, 2019**

You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

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

Name of Display House: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Display House Contact Name: \_\_\_\_\_

**I have notified our Independent Display House Contractor of the Rules and Regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, Fern Expositions and Event Services, by the deadline date shown above.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**independent display house contractors**

030619-80940





3752 Crittenden Drive  
Louisville, KY 40209  
Phone: 502.367.0254  
Fax: 502.368.0284  
email: louisville@fernexpo.com

## GIE+EXPO

October 16 - 18, 2019

Kentucky Exposition Center, Louisville, Kentucky

04-01727-19

### Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- d. See that the proper type and limits and insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show service, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor,
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

# ELECTRICITY & OTHER SERVICES

- ❖ KEC Method of Payment Form – *To Be Completed with KEC services forms*
- ❖ KEC Electrical Services – *September 25, 2019 discount deadline*
- ❖ KEC Outlet & Distribution Location Grid
- ❖ KEC Compressed Air, Water, Drainage Service – *September 25, 2019 discount deadline*
- ❖ KEC Labor & Equipment – *September 25, 2019 discount deadline*
- ❖ KEC Booth/Exhibit Cleaning – *September 25, 2019 discount deadline*
- ❖ KEC Internet, Network & Voice Services Order Form
- ❖ C&H Audio Visual Services
- ❖ Floral Exhibits – *September 26, 2019 deadline*
- ❖ Security Order form

Kentucky Exposition Center

# METHOD OF PAYMENT FORM

Online Ordering Now Available at

[www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted online or over the phone.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

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

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

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

City/State/Zip: \_\_\_\_\_

Phone (required): \_\_\_\_\_ Email(required): \_\_\_\_\_

Please remit this form to the address below.

Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

☐ WIRE TRANSFER

Wire info: 042 000314  
Swift# FTBC US 3C

☐ ACH TRANSFERCHECK

Kentucky State Fair Board  
Fifth Third Bank  
ABA# 083 002342  
ACCT: 00082195031

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

For information regarding payment procedures, please call **(502) 367-5227**.



Kentucky Exposition Center  
**INDOOR ELECTRIC SERVICE ORDER FORM**

**Discount Deadline:**  
**September 25, 2019**

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted online or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.  
Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions**

Event Name: GIE+EXPO Event Date(s): October 16-18, 2019  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Conditions & Regulations**

1. Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky Exposition Center (KEC) for a service order shall remain KEC's property and shall be removed only by KEC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KEC electrician. However, a KEC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KEC electricians are authorized to cut floor coverings to permit installation of service.
11. Claims will not be considered unless filed prior to the end of the event.
12. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.

**Standard Electrical Service**

208/120 Volt AC single phase or three phase

480/277 Volt AC single phase or three phase

480 Volt AC single phase or three phase

**Electrician Labor**

- A one-hour minimum charge will apply.
- Straight time Monday-Friday (7:30am-4:00pm)
- Overtime All other hours Monday-Friday and weekends
- Double time Holidays

If you prefer to pay by check complete service order form and submit to address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

Electric Service				
Qty	Description	Discount	Regular	Cost
120 Volts				
	20 amp	\$125.00	\$180.00	\$
	20 amp GFI	\$125.00	\$210.00	\$
	30 amp	\$150.00	\$225.00	\$
208 Volts Single Phase				
	30 amp	\$275.00	\$465.00	\$
	60 amp	\$460.00	\$690.00	\$
	100 amp	\$670.00	\$915.00	\$
208 Volts Three Phase				
	30 amp	\$350.00	\$550.00	\$
	60 amp	\$555.00	\$860.00	\$
	100 amp	\$850.00	\$1,245.00	\$
	200 amp	\$1,525.00	\$2,295.00	\$
480 Volts Single Phase				
	30 amp	\$300.00	\$405.00	\$
	60 amp	\$750.00	\$950.00	\$
	100 amp	\$1,100.00	\$1,300.00	\$
480 Volts Three Phase				
	30 amp	\$550.00	\$800.00	\$
	60 amp	\$600.00	\$800.00	\$
	100 amp	\$850.00	\$1,055.00	\$
Electrician Labor				
#Hrs	Straight	Overtime	Double	Cost
	\$70.00	\$115.00	\$140.00	\$
Extension Cord Rental				
Qty	Size	Discount	Regular	Cost
	25 ft.	\$25.00	\$40.00	\$
6% Sales Tax (for extension cord rental only)				\$
Total				\$



KENTUCKY EXPOSITION CENTER

## OUTLET & DISTRIBUTION LOCATION GRID

Please email completed form to [arcustomerservice@ksfb.ky.gov](mailto:arcustomerservice@ksfb.ky.gov).

COMPANY NAME \_\_\_\_\_

SHOW NAME \_\_\_\_\_

BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

1. Either write the measurements or use the boxes as the scale for outlet locations.  
Each square = \_\_\_\_\_ feet.
2. Mark the adjoining booth # or aisle for orientation.

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE


ADJACENT BOOTH # \_\_\_\_\_ OR AISLE

ADJACENT BOOTH # \_\_\_\_\_ OR AISLE



Kentucky Exposition Center

**COMPRESSED AIR – WATER – DRAINAGE  
SERVICE ORDER FORM****Discount Deadline:  
September 25, 2019**Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)Credit card information will **ONLY** be accepted online or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.

Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions**.

Event Name: GIE+EXPO Event Date(s): October 16-18, 2019  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

COMPRESSED AIR: 125 PSI	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for each line run from main line to booth	\$180.00	\$280.00	_____
_____ Each additional connection within booth	\$140.00	\$185.00	_____
_____ Additional charges for compressor rental ( <i>When applicable.</i> <i>Contact KEC Service Desk for details.</i> ) plus KY sales tax			_____

Circle size of connections required – 1/4" 1/2" 3/4"

Circle location of connection(s) – Left Rear Right

CFM Required \_\_\_\_\_ PSI Required \_\_\_\_\_

**NOTE:** Pressure may vary. No guarantee can be made of minimum or maximum pressure.

If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Service is only available in South Wings A, B and C. For service in North Wing, please call for quote.

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for first connection	\$175.00	\$250.00	_____
_____ Each additional connection	\$ 115.00	\$ 165.00	_____
_____ Fill up only (each time)	\$135.00	\$140.00	_____

**NOTE:** Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

DRAINAGE:	Discount Order Rate	Regular Order Rate	TOTAL
_____ Service Charge for first connection	\$135.00	\$215.00	_____
_____ Each additional connection	\$ 80.00	\$ 125.00	_____
_____ Additional charges for water pump ( <i>When applicable.</i> <i>Contact KEC Service Desk for details.</i> ) plus KY sales tax			_____

**NOTE:** Service is only available in the North Wing, South Wings A, B and C, West Wing and Pavilion.

PLUMBER:	Discount Order Rate	Discount Overtime Rate	Regular Order Rate	Regular Overtime Rate	TOTAL
	\$70.00	\$105.00	\$115.00	\$172.50	_____

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

All work performed on equipment by KEC service personnel including repairs, tracing malfunctions, etc., will be charged at prevailing rates in one-hour increments (minimum charge of one hour). Orders received less than 36 hours prior to the show may not be installed in time for opening. **Prices are subject to change without notice.** If you prefer to pay by check complete a service order form and submit to the address below.

Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233



Kentucky Exposition Center  
**LABOR AND EQUIPMENT  
SERVICE ORDER FORM**

**Discount Deadline:  
September 25, 2019**

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted online or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.  
Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions**.

Event Name: GIE+EXPO Event Date(s): October 16-18, 2019  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Labor and equipment services for lessee/exhibitors of the Kentucky Exposition Center shall be charged at the following rates:

Date Needed	Number Needed	Work Required	Hours Worked	Discount Rate	Discount Overtime Rate	Regular Rate	Regular Overtime R
		Bobcat or 6,000-8,000lb Forklift with Operator		\$110.00	\$165.00	\$160.00	\$240.00
		Payloader or JLG Hy-Lift with Operator		\$200.00	\$300.00	\$300.00	\$450.00
		Scissor Lift with Operator		\$180.00	\$270.00	\$270.00	\$405.00
		Banding per Skid/Item		\$ 75.00	\$105.00	\$ 75.00	\$105.00
		Shrink Wrap per Skid/Item		\$ 60.00	\$ 90.00	\$ 60.00	\$ 90.00

☐ **Mobile Spotter Fee** – Assistance with clearing aisles and moving rolling equipment. **\$110.00 Flat Fee**

Starting Time \_\_\_\_\_ Work Accepted by \_\_\_\_\_

Stopping Time \_\_\_\_\_ Date \_\_\_\_\_ Total \_\_\_\_\_

**All charges are based on a one-hour minimum. Prices are subject to change without notice.**

Straight time is Monday through Friday, 7:30am-4:00pm.

Overtime is all other hours including weekends. Holidays are double time.

If you prefer to pay by check complete a service order form and submit to the address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

For information regarding services and payment procedures, please call **(502) 367-5321**. Revised 3/27/2018





Kentucky Exposition Center  
**BOOTH AND EXHIBIT CLEANING  
SERVICE ORDER FORM**

**Discount Deadline:  
September 25, 2019**

Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information will **ONLY** be accepted online or over the phone.

Discount orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.  
Any order made online or postmarked after the designated discount date will be charged the regular rate – **no exceptions**.

Event Name: GIE+EXPO Event Date(s): October 16-18, 2019  
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip : \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

	RATE PER GROSS*			
	SQUARE FT. CLEANED	NUMBER OF TIMES	DISCOUNT SQUARE FT.	REGULAR SQUARE FT. TOTAL AMOUNT
<b>CARPET CLEANING</b> – Minimum \$25.00**				
_____ Vacuum once before initial opening	_____	_____	.25¢	.35¢ _____
_____ Vacuum once before initial opening and daily thereafter	_____	_____	.25¢	.35¢ _____
<b>DISPLAY CLEANING</b> – Minimum \$25.00				
_____ Clean and dust display and furnishings before initial opening	_____	_____	.25¢	.35¢ _____
_____ Clean and dust display and furnishings before initial opening and daily thereafter	_____	_____	.25¢	.35¢ _____

\* All rates are based on Gross Booth Area. **Prices are subject to change without notice.**

\*\* There will be an additional charge for cleaning carpets that are subject to excessive wear and tear such as wood, metal shavings, food sampling, landscaping, etc.

If you prefer to pay by check complete a service order form and submit to the address below.

**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

For information regarding services and payment procedures, please call **(502) 367-5321**.

Revised 3/272018



# INTERNET, NETWORK and VOICE SERVICES ORDER FORM

Kentucky  
Exposition Center  
937 Phillips Lane  
Louisville, KY 40209  
kyexpo.org



## Online Ordering Now Available at [www.kyexpo.org/facilityservices.html](http://www.kyexpo.org/facilityservices.html)

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 367-5275**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
<b>Routers Prohibited</b>			
Broadband Internet Service (1.5 Mbps)	\$650	\$900	\$ _____
Broadband Internet Service (up to 10 Mbps)	\$900	\$1,150	\$ _____
Additional devices for Broadband Service, per device up to 4	\$140	\$200	\$ _____
<b>Routers Supported</b>			
Dedicated 3Mbps	\$3,000	\$4,300	\$ _____
Dedicated 6Mbps	\$4,900	\$6,900	\$ _____
Dedicated 10Mbps	\$6,700	\$9,400	\$ _____
Upgrade to 29 Public Static IP Addresses	Call	Call	\$ _____
<b>Equipment &amp; Labor</b>			
Switch Rental – up to 24 ports	\$150	\$200	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor work (Fee per Hour)	\$90	\$110	\$ _____
Fiber Optic Dry Pair	\$800	\$800	\$ _____
VLAN Setup & Configuration	\$2,500	\$2,500	\$ _____
Internal Networking Room-to-Room, per connection	\$250	\$350	\$ _____
Change/Move Fee (Moving connection once installed)	\$100	\$150	\$ _____
<b>Voice Services</b>			
Single Line	\$200	\$300	\$ _____
Speaker Phone w/PolyCom Unit	\$300	\$425	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$300	\$350	\$ _____
ISDN Lines, 3rd Party Circuits	Call	Call	\$ _____
Special Quote - Please attach a Statement of Work	Call	Call	\$ _____
<b>Wi-Fi</b>			
1.5 Mbs to 3 Mbps			
24 hours	\$14.95	\$14.95	\$ _____
3 Days	\$44.95	\$44.95	\$ _____
5 Days	\$75	\$75	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
<b>GRAND TOTAL</b>			\$ _____

All work performed on equipment by KEC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.  
**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**

**FOR DISCOUNT PRICE, ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO EVENT SHOW DATE**

Qty	Flat Panel Displays, Screens & Accessories:	DISCOUNT RATE	STANDARD RATE	Extended Totals
	19" Flat Panel Display NO Speakers	\$ 75.00	\$ 93.75	\$
	23" Flat Panel Display NO Speakers	\$ 100.00	\$ 125.00	\$
	32" Flat Panel Display	\$ 200.00	\$ 250.00	\$
	42" Flat Panel Display	\$ 300.00	\$ 375.00	\$
	50" Flat Panel Display	\$ 500.00	\$ 625.00	\$
	70" Flat Panel Display	\$ 700.00	\$ 875.00	\$
	Dual Post Stand for Flat Panel Display	\$ 150.00	\$ 187.50	\$
	Shelf for Dual Post Stand	\$ 35.00	\$ 50.00	\$
	Tripod Screen (6'X6') or (8'X8') w/ skirt (Please Circle One)	\$ 75.00	\$ 93.75	\$
<b>Computers</b>				
	Laptop computer - 15" Display i7-8550U, 8GB DDR, 256GB SSD / 320GB HD / WIN 7 PRO / OFFICE 2010	\$ 200.00	\$ 250.00	\$
<b>Projectors</b>				
	4200 Lumen HD Projector	\$ 300.00	\$ 375.00	\$
<b>Miscellaneous A/V</b>				
	DVD or Blu-Ray Player (Please Circle One)	\$ 50.00	\$ 62.50	\$
	Wireless Presenter Remote for PC/Laptop	\$ 40.00	\$ 50.00	\$
	Standing Lectern	\$ 150.00	\$ 187.50	\$
	36" Rolling AV Cart w/skirt	\$ 40.00	\$ 50.00	\$
	48" Rolling AV Cart w/skirt	\$ 50.00	\$ 62.50	\$
	Flipchart w/markers	\$ 60.00	\$ 75.00	\$
	"A" Frame Easel	\$ 20.00	\$ 25.00	\$
<b>Audio Equipment</b>				
	Small PA System (2-8" Speakers on stands+wired mic)	\$ 275.00	\$ 343.75	\$
	Larger PA System (2-12" Speakers on stands+ wired mic)	\$ 380.00	\$ 475.00	\$
	Wired handheld microphone	\$ 60.00	\$ 75.00	\$
	Wireless microphone (lavaliere or handheld)	\$ 200.00	\$ 250.00	\$
	Powered 8" Speaker on stand	\$ 110.00	\$ 137.50	\$
	CD Player	\$ 50.00	\$ 62.50	\$

**Email orders to Corey Smith @ [corey.smith@chavs.net](mailto:corey.smith@chavs.net)**
**For any questions please call 502-637-4595**

Ordered By: _____	Equipment Total	\$ _____
Company: _____	Sales Tax (6% of Equip. Total)	\$ _____
Address: _____	Labor (20% of Equip. Total)	\$ _____
City/State/Zip: _____	<b>Total Due **</b>	<b>\$ _____</b>

**\*\*Payment in full is required to reserve equipment.**  
**When your order is processed, you will receive an email with payment instructions**

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

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

\*Signature: \_\_\_\_\_

\* With execution of this document the Customer hereby authorizes C&H Audio Visual Services, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the the Audio/Visual Terms and Conditions (see below).

Email Invoice to: \_\_\_\_\_

Booth Name &amp; # \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Additional Info: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS OF RENTAL OR SALE

**HOURS OF OPERATION:** Our AV office hours are 8am - 5pm Monday through Friday with emergency hotline available. Our offices are closed New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

**24-HOUR SERVICE:** A technician is on call 24-hours to serve our customers. Our on-call AV Emergency Technicians can be accessed by calling our offices at 502-637-4595 and following the prompts for audio visual related emergencies. Services required on short notice may be subject to minimum labor charges and equipment substitution based on availability.

**LABOR POLICY:** Overtime (1.5x) rates are charged Monday through Friday before 8am and after 5pm, weekends, and holidays. Hourly Rate Daily Scale: After 10 hours worked, hourly rates increase (1.5x). After 12 hours worked, hourly rates increase (2.0x). Day rates are billed at a 10 hour rate. After 10 hours worked in one day, labor rates are calculated hourly at an increased rate (1.5x). After 12 hours worked, the hourly rate increases (2.0x). Labor is calculated in hour and half-hour increments only. Weekend labor requests are subject to a 4 hour minimum call.

**PRICING:** Quoted rates may not include tax or variable expenses such as shipping, delivery or labor charges. The customer agrees to pay Smart City for the total charges.

**PAYMENT:** All orders are to be paid in ADVANCE. If not paid within these terms, customer agrees that the invoice shall be subject to interest from the due date: and if not paid, customer agrees to pay all of C&H's cost of collection, including attorney's fees. Acceptable forms of payment are company check, ACH, Wire Transfer, MasterCard, Visa or American Express. The customer agrees to pay a service charge of \$50.00 applied to each returned check accepted for payment by Smart City.

EXCEPT AS EXPRESSLY PROVIDED, THERE IS NO WARRANTY OF GUARANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; OR ANY OTHER KIND, EXPRESSED OR IMPLIED, WITH RESPECT TO THE SERVICES PERFORMED OR EQUIPMENT PROVIDED BY C&H AUDIO VISUAL SERVICES, INC.

## RENTAL TERMS AND CONDITIONS

**RESPONSIBILITY:** The customer accepts full financial responsibility for rental items and accessory items from the time of receipt or delivery until the time of return to C&H personnel. The customer has inspected and has found all equipment delivered under this agreement to be in good condition and working order. The customer agrees to return said equipment to C&H in the same good conditional and working order as upon delivery. Customer agrees to immediately notify C&H of any and all problems or concerns; or will accept all financial responsibility for the equipment in their possession. C&H will use reasonable efforts to assist Customer in complying with its corporate policies as furnished to C&H; provided, that C&H will not be held liable to the Customer or any other party for failure to adhere to the Customer's corporate policies, except due to C&H's willful misconduct or gross negligence.

**CHARGES:** The customer agrees to pay all rental charges for the equipment delivered at the daily rates set forth in the agreement for each day or partial day until the equipment is returned to C&H.

**CANCELLATIONS:** Exhibitor orders cancelled upon delivery will be charged 100% of the rental charge for C&H's equipment, sublet items, applicable delivery and labor charges. In the event that the rental includes labor and is cancelled upon delivery or day of delivery, C&H will invoice customer for all labor charges ordered. Credit will not be given for service(s) installed but not used.

**DELIVERY:** Delivery and pick up service is available. The delivery charge is based upon dollar amount of rental and delivery site. Customer pick-up rental orders may be picked up after 3 pm on the day prior to usage date and need to be returned before 10am on the day following to avoid any additional rental charges. Any deviation must be pre-authorized.

**DEPOSITS:** A security or damage deposit may be required. Deposits may be applied to invoice, refunded upon return or applied to late return charges, loss or damage.

**CUSTOMER SERVICE ISSUES:** Service claims must be reported to C&H representative. Service claims will not be considered unless filed in writing by customer prior to close of show.

## SALE TERMS AND CONDITIONS

**TITLE:** Title to goods or materials covered by this agreement remains with C&H until the full purchase price is paid.

**PAYMENT:** Some items require a 100% pre payment or a deposit of up to 50% of the purchase price. Orders for items not normally stocked will require full pre-payment and are non-refundable after the date the item is ordered. Any deviation must be pre authorized.

**RETURNS:** Sold merchandise may not be returned without prior authorization and is subject to C&H's inspection. All original packaging is required. Return freight charges must be prepaid. A minimum handling or restocking fee of 10% will be charged on all returned goods unless the return is due to the error of C&H. Credit may also be subject to factory approval and the credit shall be the lower of the purchase price or C&H's selling price at the time of return.

**SHORTAGES:** Shortages and/or claims must be made within seven (7) days of receipt.



October 16-18, 2019

Kentucky Expo Cener  
Louisville, KY

Email order to:  
order@floralexhibits.com

Contact us for complimentary  
pre-show design consultation:  
info@floralexhibits.com

All prices include delivery, instal-  
lation, servicing and dismantle at  
the end of the show.  
Orders without payment will not  
be processed.  
Cancellations may be made prior  
to the pre-show deadline. No  
refunds will be made after that  
date.  
Product availability is subject to  
season and geographic location.  
All materials, containers and  
plants are available on a rental  
basis.  
Damaged or missing items  
are the responsibility of the  
exhibitor and must be reported  
during the run of the show  
to allow for replacement.  
Additional charges may apply.  
No refunds will be given after the  
close of the show.



Floral Exhibits, Ltd.  
2555 S Leavitt St  
Chicago, IL 60608

Phone / 773.277.1888  
Fax / 773.277.1919  
www.floralexhibits.com

## INDOOR EXHIBITOR Floral & Plant Rental Form

ADVANCE ORDER DEADLINE / SEPTEMBER 25, 2019



EXHIBITOR /	BOOTH NUMBER /		
BILL TO /	EMAIL /		
ADDRESS /	CITY /	STATE /	ZIP /
PHONE /	FAX /	PO # /	
COMPANY REPRESENTATIVE /	DATE ORDERED /		

COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE		
Booth Contact /	Contact Phone /	Available Time/Date /

QTY	TROPICAL PLANTS Please specify quantity, heights & variety	Containers for plants: Black _____ White _____	PRICE	TOTAL
	Small Potted Ferns		\$30.00	
	Large Potted Ferns		\$35.00	
	Hanging Plants		\$35.00	
	2' Plants		\$39.00	
	3' Plants		\$43.00	
	4' Plants		\$53.00	
	5' Plants		\$63.00	
	6'-7' Plants		\$73.00	
	8'-9' Plants		\$95.00	

	OUTDOOR PLANTS	
	2' Evergreens	\$48.50
	3'-4' Evergreens	\$58.50
	5'-6' Evergreens	\$98.50
	7'-8' Evergreens	\$155.00

	BLOOMING PLANTS & ACCESSORIES	
	Potted Mums (Yellow, White, & Lavender)	\$24.00
	Potted Azaleas (Red, Pink, & White)	\$35.00
	Bromeliads	\$33.00
	Bubble Bowls (Great for business cards & promotional items!)	\$35.00
	Bark Nuggets (2 cu. ft. bags)	\$15.00

	FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL (Please indicate desired colors)	
	Single Stem Phalaenopsis Orchid Plant (Fuchsia or White) Long Lasting!	\$95.00
	Double Stem Potted Orchid Plant (Fuchsia or White) Long Lasting!	\$135.00
	Small Arrangement (12"x12")	\$75.00
	Medium Arrangement (18"x14")	\$90.00
	Large Arrangement (24"x18")	\$105.00
	Custom Arrangement (Call for Quote)	

SUBTOTAL \_\_\_\_\_  
Tax (6.0%) \_\_\_\_\_  
TOTAL \_\_\_\_\_

### PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name /

Card # /

Exp. Date / CVV Code /

Signature /

PLEASE RETAIN A COPY FOR YOUR RECORDS



# FloralExhibits

## PLANT RENTALS



2-3 ft. Croton



2-3 ft. Neanthe Bella



2-3 ft. Arboricola



2-3 ft. Spathiphyllum



3 ft. Janet Craig



3 ft. Limelight



3 ft. Roebelenii



3-4 ft. Dracaena Marginata

Contact us to place an order.

[info@floralexhibits.com](mailto:info@floralexhibits.com) | 773.277.1888 | [www.floralexhibits.com](http://www.floralexhibits.com)



# FloralExhibits

PLANT RENTALS



4-5 ft. Schefflera



5-6 ft. Dracaena Marginata



6-7 ft. Ficus Tree



4-6 ft. Areca Palm



4-6 ft. Cataractarum Palm



4-6 ft. Majesty Palm

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com



# FloralExhibits

## FLORAL ARRANGEMENTS



Small Fern



Large Fern



Ivy (Hanging Plant)



Bromeliads



Potted Mums



Potted Azaleas



Potted Begonias



Single Stem Orchid  
Double Stem Orchid

Contact us to place an order.

[info@floralexhibits.com](mailto:info@floralexhibits.com) | 773.277.1888 | [www.floralexhibits.com](http://www.floralexhibits.com)



# FloralExhibits

## FLORAL ARRANGEMENTS



Extra Small 01



Extra Small 02



Extra Small 03



Extra Small 04



Small 01



Small 02



Small 03



Small 04



Medium 01



Medium 02



Medium 03



Medium 04



Large 01



Large 02



Large 03



Large 04

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com



# FloralExhibits

## SPECIALTY PLANT RENTALS

\$55



2-3 ft. ZZ

\$95



2-3 ft. Globe Eugenia

\$95



2-3 ft. Square Eugenia

\$95



6 ft. Bird of Paradise

\$145



4-5 ft. Cone Eugenia

\$145



6 ft. Single Ball Eugenia

\$195



6 ft. Cone Eugenia

\$195



6 ft. Spiral Eugenia

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

# FloralExhibits

## CUSTOM PLANTER RENTALS

\$145



20" x 20" x 37"

Tall Black Modern Planter

\$145



20" x 20" x 37"

Tall Charcoal Modern Planter

\$145



20" x 20" x 37"

Tall White Modern Planter

\$85



20" x 20"

Cube Planter  
(Paintable)

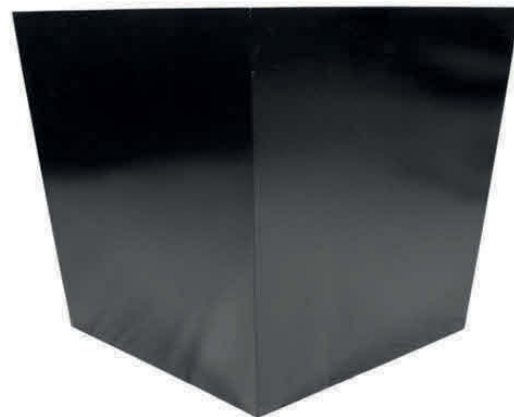
\$250



48" x 18" x 24"

Large Rectangular Planter  
(Paintable)

\$275



36" x 36"

Large Square Planter

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

# PROMOTIONAL ORDER FORMS & INFO

- ❖ Equip Magazine Info/Advertising Order Form – May 17, 2019 *deadline*
- ❖ Press Conference Reservation Form – August 23, 2019 *deadline*
- ❖ Show Directory Ad Form – August 31, 2019 *deadline*
- ❖ Lead Retrieval Order Forms – August 16, 2019 *Early Bird*, September 2, 2019 *Advanced deadlines*

Note: These are companies with innovative products that GIE+EXPO and Hardscape North America have partnered with to help you to bring more traffic and leads to your booth



Your guide to the national outdoor living and equipment show.

**GIE+EXPO™**

# equip

## Media Kit

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**The mission of GIE+EXPO's magazine, *equip*, is to inform and to build excitement for attendees—past, present, and future—on the latest business and technological trends and advancements in the outdoor power industry.**

The bi-annual magazine serves as a year-round resource and point of connection for the greater outdoor power equipment community inclusive of lawn and garden, light construction, landscaping, and UTV's. It provides a GIE+EXPO preview and wrap-up, with practical, tactical, take-home lessons cultivated from exhibitors, speakers and colleagues—encouraging them to return year after year.







# Audience: Lawn and Landscape Professionals, Dealers, and Contractors

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The magazine will primarily target lawn and landscape professionals, dealers, retailers, and contractors who have attended or will attend GIE+EXPO.





## Distribution:

40,000 printed

35,000 distributed in advance to past GIE+EXPO attendees and registrants

5,000 distributed on site

150,000 distributed digitally

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## Advertising:

Full-page: \$6,000

Spread: \$10,000

**Premium Positions — Cover 2 and Cover 4: \$7,000**

**Center Spread: \$11,500**

### Join the Founder's Society for \$5,000

Join the Founder's Society and be a part of the premiere issue of *equip*. For your investment, you'll receive:

- On-site signage at the 2019 GIE+EXPO
- Special listing in a far-forward page of *equip*
- Inclusion in digital marketing to 150,000 past and future attendees of GIE+EXPO

*\*all prices are NET*

---

## Guidelines:

### Dimensions - Full Page:

**Trim Size:** 7.75" x 10.5"

**Bleeds:** .125"

**Size with Bleeds:** 8" x 10.75"

### Deadlines:

**Space Deadline:** May 17, 2019

**Material Deadline:** June 1, 2019

**Publication Date:** August 2019



To advertise in *equip magazine*, please contact Mike Thomas.

mike@gie-expo.com | 571-332-9333

# Press Conference Reservation Form

**Deadline: August 23, 2019**

**Please send to:** GIE+EXPO / PO Box 139 / New Albany, IN 47151

**Or email it to:** [press@gie-expo.com](mailto:press@gie-expo.com)

**Questions:** 502-562-1969

Each exhibiting company has the opportunity to hold a press conference in Room C112, which is adjacent to the Press Center, or in your indoor or outdoor booth. The fee for a 20-minute press conference (in any location) is \$250. Because we expect high demand, sessions will be limited to 20 minutes. Once confirmed, we will provide payment information

To avoid time conflicts, the schedule will be coordinated through the Press Office, with only one exhibit holding a press conference at a time. They will be scheduled on a first-come, first-served basis **Indicate your preferences of time and date by numbering 1, 2 and 3 at the right of the preferred time.**

By September 15 confirmations of press conferences and a list of pre-registered press will be emailed to you. In late September, we will send the schedule to the media, but you will also want to issue invitations. It is recommended that you follow up with media a week prior to the show.

## Wednesday, October 16

*(Press Center or Indoor Booth)*

11:30 - 11:50 am \_\_\_\_\_  
12:00 - 12:20 pm \_\_\_\_\_  
12:30 - 12:50 pm \_\_\_\_\_  
1:00 - 1:20 pm \_\_\_\_\_  
1:30 - 1:50 pm \_\_\_\_\_  
2:00 - 2:20 pm \_\_\_\_\_  
2:30 - 2:50 pm \_\_\_\_\_  
3:00 - 3:20 pm \_\_\_\_\_  
3:30 - 3:50 pm \_\_\_\_\_  
4:00 - 4:20 pm \_\_\_\_\_  
4:30 - 4:50 pm \_\_\_\_\_  
5:00 - 5:20 pm \_\_\_\_\_  
5:30 - 5:50 pm \_\_\_\_\_  
6:00 - 6:20 pm \_\_\_\_\_  
6:30 - 7:00 pm \_\_\_\_\_

## Thursday, October 17

9:30 - 9:50 am \_\_\_\_\_  
10:00 - 10:20 a.m \_\_\_\_\_  
10:30 - 10:50 am \_\_\_\_\_  
11:00 - 11:20 am \_\_\_\_\_  
11:30 - 11:50 am \_\_\_\_\_  
12:00 - 12:20 pm \_\_\_\_\_  
12:30 - 12:50 pm \_\_\_\_\_  
1:00 - 1:20 pm \_\_\_\_\_  
1:30 - 1:50 pm \_\_\_\_\_  
2:00 - 2:20 pm \_\_\_\_\_  
2:30 - 2:50 pm \_\_\_\_\_  
3:00 - 3:20 pm \_\_\_\_\_  
3:30 - 3:50 pm \_\_\_\_\_  
4:00 - 4:20 pm \_\_\_\_\_  
4:30 - 5:00 pm \_\_\_\_\_

## Friday, October 18

9:00 - 9:20 am \_\_\_\_\_  
9:30 - 9:50 am \_\_\_\_\_  
10:00 - 10:20 am \_\_\_\_\_  
10:30 - 10:50 am \_\_\_\_\_

### Preferred Location

\_\_\_\_\_ Rm C112 (adjacent to  
Press Center)  
\_\_\_\_\_ Indoor Booth  
\_\_\_\_\_ Outdoor Booth (not  
available Wednesday)

The \$250 fee applies  
to all locations.

*Please print all information below.*

Subject of press conference (Specifics can be added in early September, if necessary) \_\_\_\_\_

\_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Contact Name & Email Address for confirmation prior to the show \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Booth No. \_\_\_\_\_

Onsite Contact Name & Cell Number \_\_\_\_\_



**GIE+EXPO**



**HARDSCAPE**  
North America  
an icpi event

The Official Show Directory makes it easy for your exhibit to stand out from the other 600+ exhibitors.



### Directory Includes

- Indoor & demo area maps
- Show and event schedule
- Exhibitor listing and product cross reference
- New and featured products



### Distribution

- At badge pickup
- Emailed in digital format pre-show to 40,000+ contractors and 10,000+ retailers
- Many attendees use the directory all year long as an industry guide



### Advertiser Opportunities

- Full and ½ Page Advertising (rates on back)
- Featured product section, includes a photo or logo and 50-word description for your featured product listing
- Premium exhibitor listing with bold blue font



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

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

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

Website: \_\_\_\_\_

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

Bill To Address: \_\_\_\_\_

Randall-Reilly contact: \_\_\_\_\_

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

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

Terms: Net 30



## Details

✓ **Show Dates:**  
October 16-18th, 2019

✓ **Orders Due:**  
August 31, 2019

✓ **Materials Due:**  
September 6, 2019

### 50 word description of your featured product

Email product photo and/or logo with a 50 word product description to [production@totallandscapecare.com](mailto:production@totallandscapecare.com)

## Advertising Options

Order by July 15 & receive a 15% discount!

		Cost before July 15th	
<input type="checkbox"/> <b>2-Page Spread</b>	16" w x 10.75" h + .125" bleed	<b>\$5,095.75 net</b>	<b>\$5,995 net</b>
<input type="checkbox"/> <b>Full Page</b>	8" w x 10.75" h + .125" bleed	<b>\$3,055.75 net</b>	<b>\$3,595 net</b>
<input type="checkbox"/> <b>Half Page</b>	7.5" w x 5" h no bleeds	<b>\$2,035.75 net</b>	<b>\$2,395 net</b>
<input type="checkbox"/> <b>Featured Product Section - Advertisers Only</b>			

For additional information,  
contact Jordan Arsenault at 205-248-1085  
or [jordanarsenault@randallreilly.com](mailto:jordanarsenault@randallreilly.com).

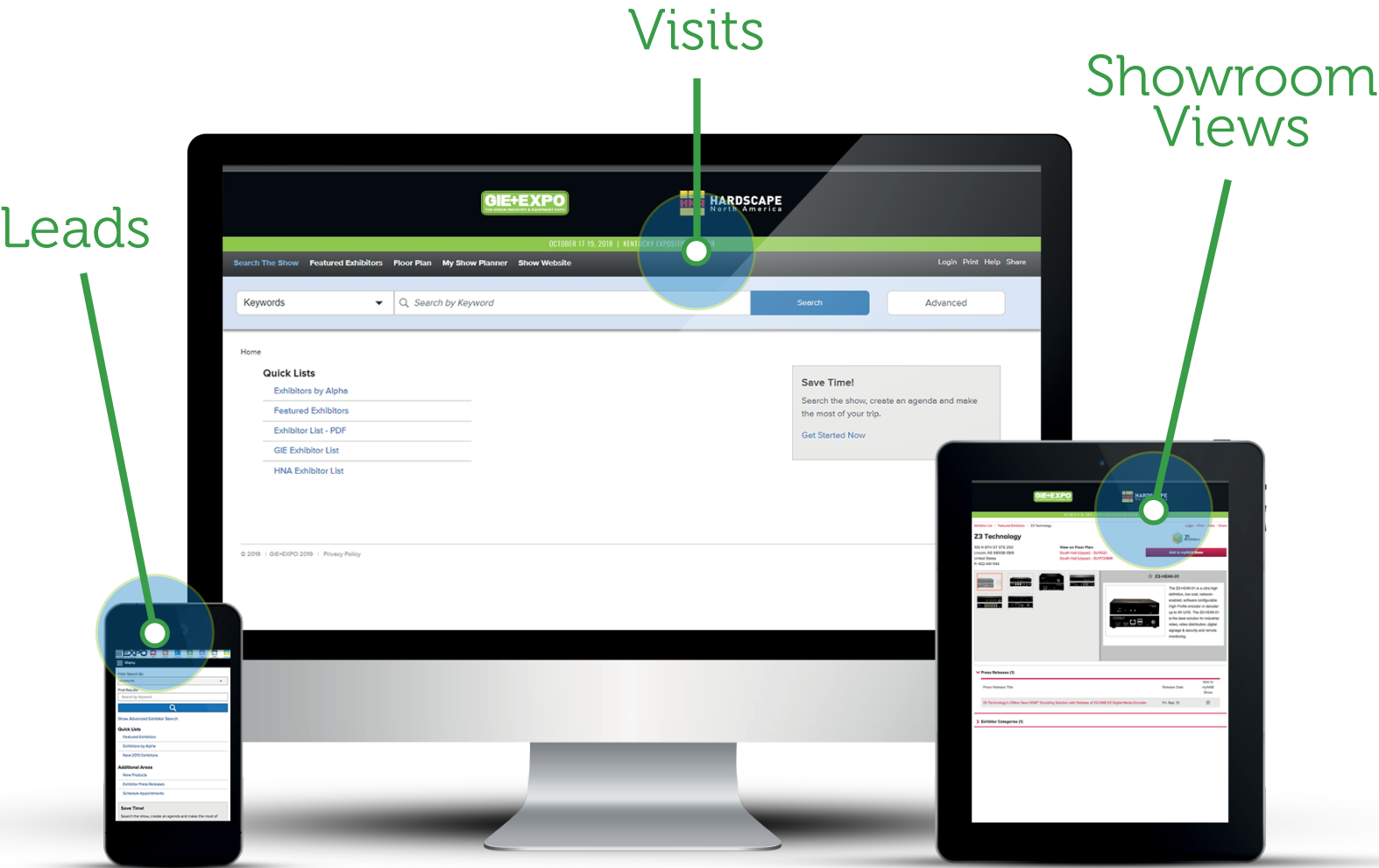


# GIE+EXPO 2019

DIGITAL PACKAGES & SPONSORSHIPS

GIE+EXPO™

- ✓ ONLINE DIRECTORY
- ✓ INTERACTIVE FLOOR PLAN
- ✓ SHOW PLANNER



2019 Digital Marketing Opportunities



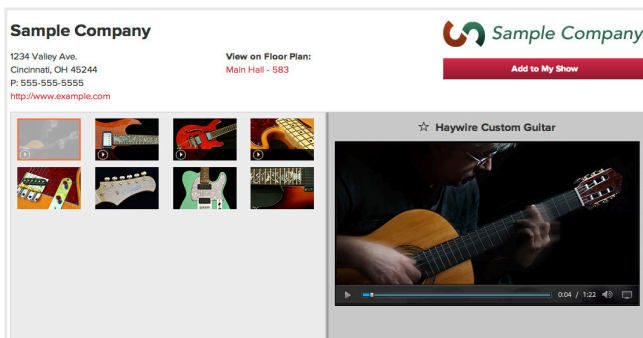
# Get Noticed at GIE+EXPO 2019

The GIE+EXPO 2019 website houses the official exhibitor directory, floor plan, and show planner attendees use to find new products and services while planning their visit to the show. It is the only complete resource for exhibitor information that is updated in real time before, during, and after the show. Upgrade your listing to make sure attendees can find your company information and booth at the show.

## Visibility + Content = **Lead Generation.**

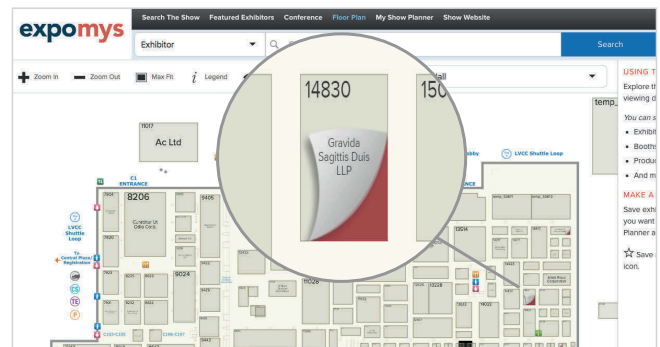
### Upload Content

Choose between the complimentary basic listing and uploading your logo, product images, videos, and more.



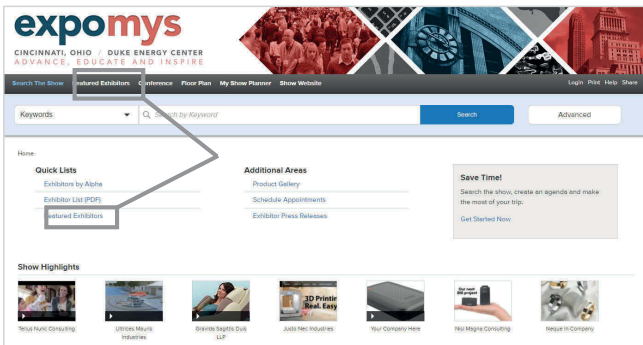
### Make Your Booth Stand Out

Adding a bright red corner peel to your booth will make it easy for visitors to find you at the Show.



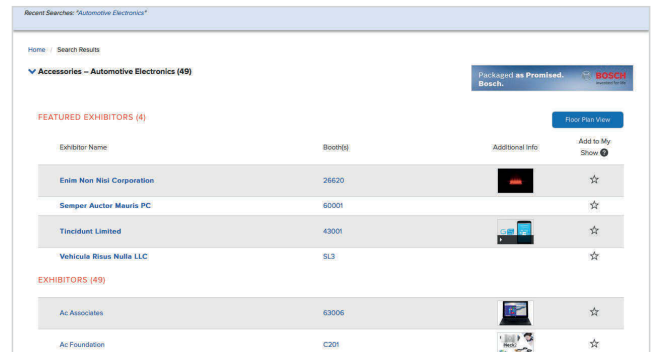
### Be a Featured Exhibitor

A select number of exhibitors will be featured in an exclusive list on this year's event website.



### Get Priority Placement

Like Google AdWords, when users search for your company's keywords or categories you can show up at the top of search results.



### More Impressions

Upgrade your listing today and get more traffic on the online directory and floor plan.

**BASIC**

**ENHANCED 5X**

**EXCLUSIVE 10X**

To Purchase, Contact:

**Stephen Folkert** – Exhibitor Engagement Manager

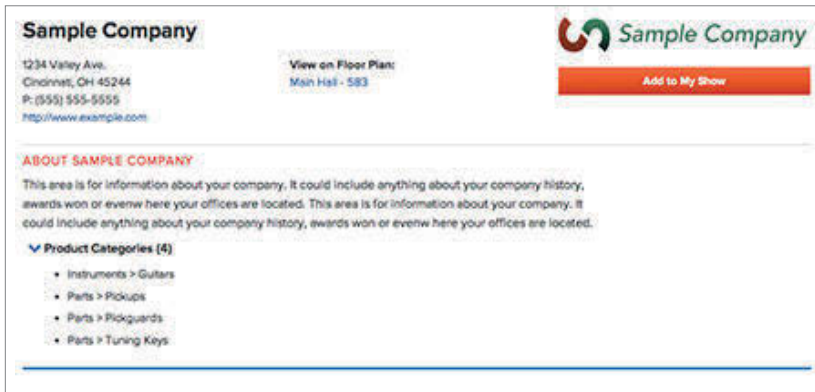
513.338.2192 | [SFolkert@MapYourShow.com](mailto:SFolkert@MapYourShow.com)

**GIE+EXPO™**

# Listing Options

Each exhibitor at this year's GIE+EXPO 2019 show receives a complimentary basic listing. Choose one of the enhanced listing options below in order to upload your logo, product images, videos, and more for attendees to get a preview of what you're bringing to this year's show.

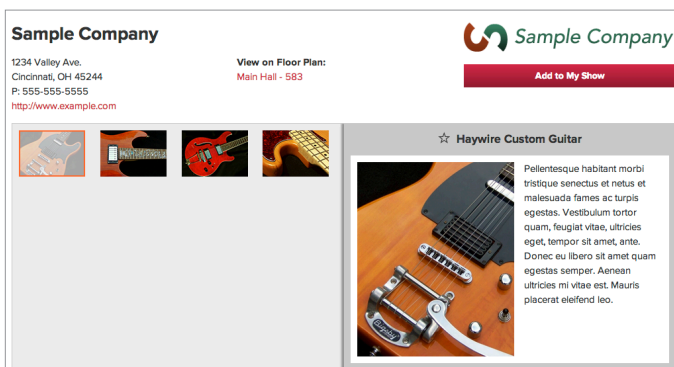
## Gold Package: ~~\$500~~ \$395



- Includes the Basic Listing
- **Company Logo and Press Releases**
- Access to Online Leads

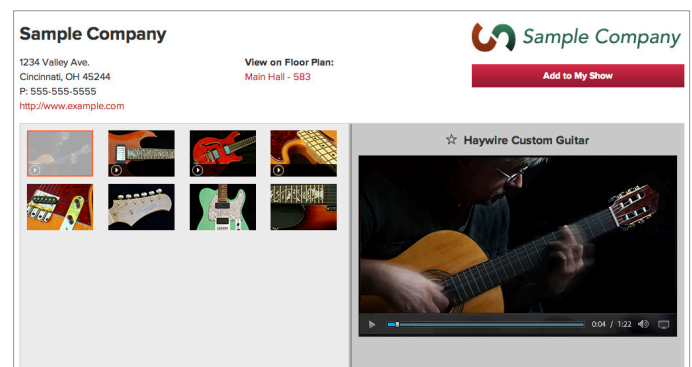
## ENHANCED LISTINGS

### Platinum Package: ~~\$1,000~~ \$795



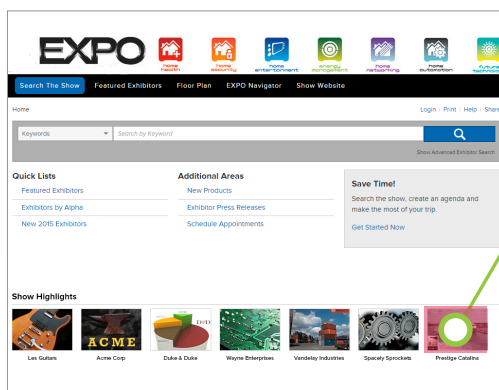
- Includes the Gold Package
- **4 product images with text descriptions**

### Diamond Package: ~~\$2,000~~ \$1,495



- Includes the Platinum Package
- **4 video panels** (for a total of 8 display panels)
- Online booth is highlighted with a corner peel
- Priority placement at the top of all online searches
- Inclusion in the Featured Exhibitor Search

# Additional Opportunities

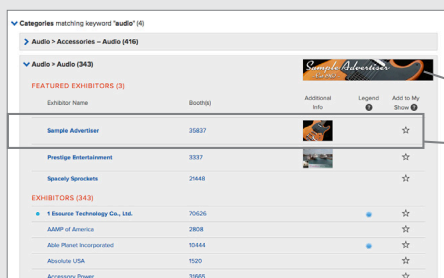


## Show Highlights Sponsorship: +\$500

- Requires the Diamond Package
- **Showcase your product image or video on the Directory Home Page**
- Live link directs attendees to your company's listing
- Limited to the first 21 exhibitors

## EXCLUSIVE SPONSORSHIPS

*\*All sponsorships require the Diamond Package*



## Product Category Sponsorship

- 320x50 pixel image (640x100 pixel image required for upload)
- Guaranteed #1 listing in the category

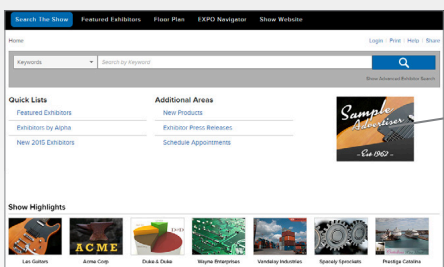
**+\$250/each**



## Hall Sponsorship

- 728x90 pixel image on the online hall (1456x180 pixel image required for upload)

**+\$1,500**



## Directory Sponsorship

- 180x150 pixel image on the online directory home page (360x300 pixel image required for upload)

**+\$2,500**

To Purchase, Contact:

**Stephen Folkert** – Exhibitor Engagement Manager

513.338.2192 | SFolkert@MapYourShow.com

**GIE+EXPO™**

# ORDER FORM

for GIE+EXPO 2019 digital  
marketing packages and sponsorships

Confirmation (including remittance information) will be sent upon receipt of Order Form.  
All signed agreements will be considered firm, and no cancellations are accepted.

Name \_\_\_\_\_

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

*This insertion order serves as your commitment to purchase a digital sponsorship provided by Map Your Show (MYS) for GIE+EXPO 2019. Upon receipt of this signed contract, MYS will, if necessary, issue an invoice for these services and provide the opportunity to immediately activate your online advertising content. Once your package has been activated, your sponsorship CANNOT be canceled and you are due the amount indicated on this insertion order. The payment terms on all MYS invoices are Net 30 Days. If an invoice becomes past due to the point that it becomes necessary to pursue collection efforts, all active web-related content will be suspended and the gross invoice amount is due & payable.*

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

## Packages & Sponsorships:

- Gold Package ☐ ~~\$500~~ \$395
- Platinum Package ☐ ~~\$1,000~~ \$795
- Diamond Package ☐ ~~\$2,000~~ \$1,495
- Show Highlights Sponsorship ☐ +\$500
- Product Category Sponsorship ☐ +\$250
- Hall Sponsorship ☐ +\$1,500
- Directory Sponsorship ☐ +\$2,500

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GIE+EXPO™**

ORDER TOTAL	
-------------	--

Please email completed forms to: [SFolkert@mapyourshow.com](mailto:SFolkert@mapyourshow.com) / for help, call: 513.338.2192.

# The Easy Way to Collect Leads and Boost ROI



## CompuLEAD® App and Tablet

Develop high-quality sales leads and close more sales.

- Download app on your own phone or rent a tablet
- Capture leads at your booth, networking dinners or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available



## atEvent—Global Lead Retrieval Solution

A global lead retrieval solution you can use at all your events.

- Download app on your own phone or rent a tablet
- Drive prospect nurturing and sales conversions
- Transfer leads automatically to your CRM or Marketing Automation systems
- Obtain interaction history across all your events
- Scan badges and business cards



Products run on Apple and Android devices with current operating systems

## Quick Comparison

	CompuLEAD	atEvent
Scan badges to collect lead data	✓	✓
Qualify and survey leads	✓	✓
View/edit leads from the device	✓	✓
Add notes to a lead	✓	✓
Real-time access to leads online	✓	✓
Use on multiple devices	✓	--
Send marketing materials to leads	✓	--
Transfer activations among devices	✓	--
Wireless printer option	✓	--
Auto Transfer leads into your CRM	--	✓
Scan business cards	--	✓
GDPR ready	✓	✓

*"This is best lead retrieval app I have ever used! It's so simple. After my booth staff downloaded it onto their own phones, they were up and running in no time. We will definitely use the CompuLEAD app again next year."*

**– T. Jacobson**

## International Exhibitors Have a limited data plan?

You can use the CompuLEAD App in 'Airplane Mode' and sync your leads at the end of the day to avoid using up your data. (Wi-Fi enabled devices only)

Order Online: [compusystems.com/order](http://compusystems.com/order)

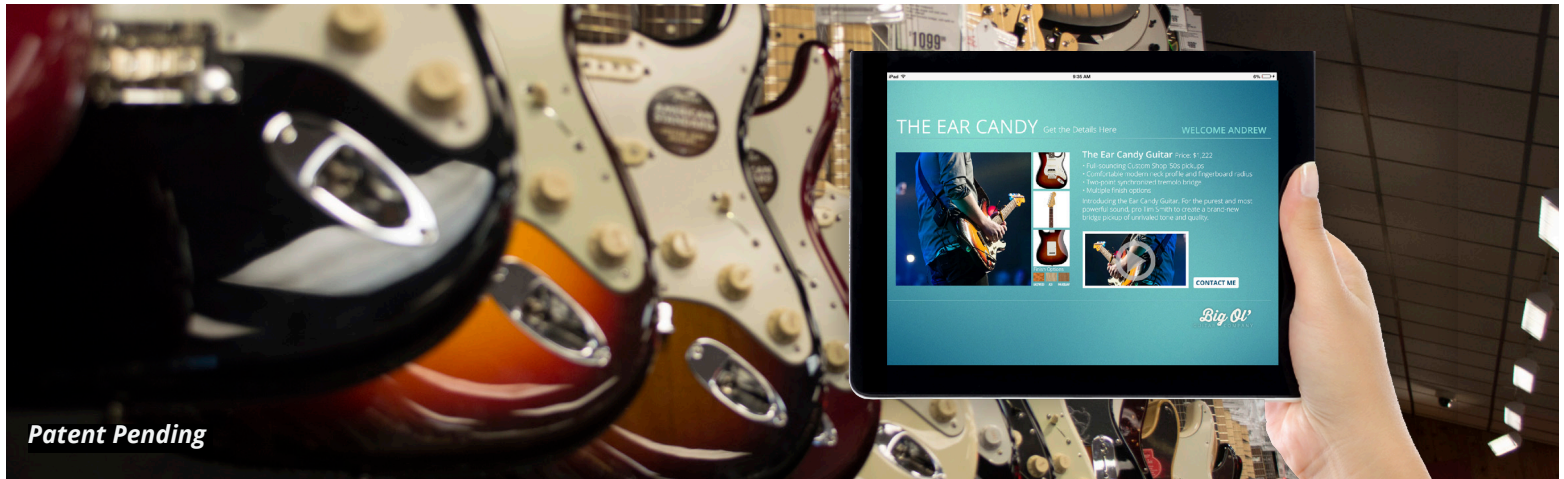
## Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565

Email: [exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com)







## Introducing Showcase XD

An easy-to-use iPad catalog app designed to enhance your trade show booth product displays! Showcase XD is a better way to engage attendees at booth of any size and includes the following game-changing features:

### Skip the Printer

Save money. No more printing and shipping brochures that land in the trash

### Automated follow up:

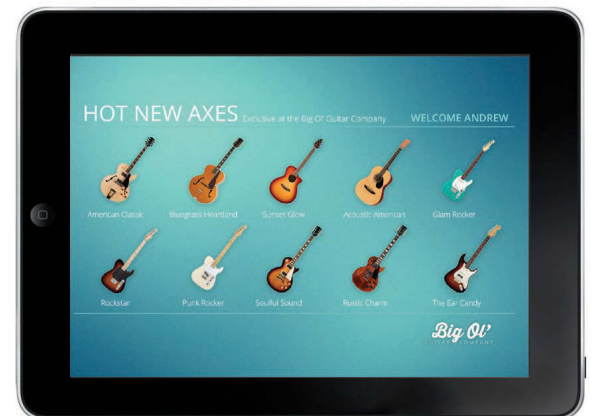
Sends the attendee a summary of their experience and links to products they were interested in

### Powerful Insight:

- Scan a badge or enter the attendee's email
- Tracks the attendee's interests
- Data can also be imported to CRM, ASM or email marketing platforms

### Packed with Benefits:

- Easy to use and setup
- Pays for itself in printing and shipping costs
- Badge Scanning capability
- Personalization
- iPad and stand rentals available
- Core features work without WiFi
- Powerful insight and analytics
- Can be used for multiple shows



Order Online: [compusystems.com/order](http://compusystems.com/order)

### Questions?

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Email: [exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com)







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