

# Geo. E. Fern co.

EXPOSITION SERVICE CONTRACTORS SINCE 1909



2117 BROADWAY  
KANSAS CITY, MISSOURI 64108  
TELEPHONE 816/221-0525  
FAX 816/471-1602

**OFFICES IN MID-AMERICA SERVING CLIENTS ACROSS AMERICA**

## BCMC

**October 31 - November 2, 2001**  
**Kentucky International Convention Center**  
**Louisville, KY**

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 Geo. E. Fern Company forms, you may find forms enclosed for services performed by the Convention 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 George E. Fern Company. Following is general information relative to the above event:

**SHOW MANAGEMENT:** WTCA  
Peggy Pichette  
6300 Enterprise Ln  
Madison, WI 53719  
Phone: 608-274-4849  
Fax: 608-274-3329

**MOVE-IN DATES, DAYS & HOURS:**

*Monday, October 29*  
8:00am - 4:00pm  
*Tuesday, October 30*  
8:00am - 4:00pm

**BOOTH EQUIPMENT:** 10' x 10' Booth with  
Company ID Sign

**SHOW DATES, DAYS & HOURS:**

**Welcome Reception**

*Wednesday, October 31*  
12:15pm - 5:00pm  
*Wednesday, October 31*  
5:00pm - 7:00pm  
*Thursday, November 1*  
10:45am - 5:00pm  
*Friday, November 2*  
10:00am - 2:00pm

**SHOW COLORS:** Booth Drape Blue & Silver  
Aisle Carpet Blue

**DEADLINE TO ORDER SERVICES:** October 15, 2001

**MOVE-OUT DATE, DAYS & HOURS:**

*Friday, November 2*  
2:00pm - 10:00pm

***All Drivers Must Check-in By 7:00 pm***

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (816) 221-0525. We look forward to serving you.

Geo. E. Fern Co.

### WAYS TO ORDER



**BY MAIL:**  
MAIL ORDER FORMS TO:  
GEORGE E. FERN CO.  
2117 Broadway  
Kansas City, Mo. 64108



**BY FAX:**  
SEND ORDER FORMS TO:  
(816) 471-1602  
( CREDIT CARDS ONLY )  
Our FAX line is open 24 hours

Return to:

# Geo. E. Fern co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## PAYMENT FORM

THIS PAYMENT FORM MUST BE COMPLETED AND ACCOMPANY YOUR ORDER!

**DEADLINE**      **October 15, 2001**  
for discount prices:

No checks drawn on a foreign bank will be accepted, nor checks marked "Payable in U.S. Funds". Please issue on a U.S. Bank or as U.S. Money Order or American Express International Money Order. We will also accept American Express, Mastercard, Visa, Discover and Diners Club Card charges. Please write the appropriate charge account number and sign below.

Our **PAYMENT TERMS** require **100% payment** with order for service, tax, and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to the Geo. E. Fern Co. in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. **ALL** orders received after deadline (indicated on each form) will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

### CREDIT CARD INFORMATION

PRINT Cardmember Name \_\_\_\_\_

Charge to:     VISA             DISCOVER CARD             AMERICAN EXPRESS             MASTER CARD             DINERS CLUB

Account Number

Card Holder Signature \_\_\_\_\_ Expiration Date \_\_\_\_\_

Advance charges may be paid by company check but credit card information is required for freight ( if applicable), additional services, or rentals ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Please see Geo. E. Fern Co. service desk personnel prior to opening if you have a problem.

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amount: \_\_\_\_\_

### SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company will pay for items/services on this form, YOU MUST complete "Third Party Payment" information below.

<b>RENTALS:</b>	Display Rental Package Order .....	Sub Total	\$ _____
	Furniture Rental Order .....	Sub Total	\$ _____
	Carpet Rental Order .....	Sub Total	\$ _____
	Custom Furniture Rental Order .....	Sub Total	\$ _____
	Panelboard Rental Order .....	Sub Total	\$ _____
	Sign and Art Work Order .....	Sub Total	\$ _____
	Floral Rental Order .....	Sub Total	\$ _____
	Audio-Visual Equipment Rental Order .....	Sub Total	\$ _____
	Lead Retrieval System .....	Sub Total	\$ _____
<b>SERVICES:</b>	Electrical Service Order (Return Order & Payment to Provider)		
	Plumbing Service Order (Return Order & Payment to Provider)		
	Telephone Service Order (Call <b>Bell South:</b> 800-947-8398 or 502-557-6000)		
	Display Labor Charges (Pay Estimated Cost) .....	Not taxable Total	\$ _____
	In Booth Forklift Charges (Pay Estimated Cost) .....	Not taxable Total	\$ _____
	Hanging Sign Rental Order (Pay Estimated Cost) .....	Not taxable Total	\$ _____
	Cleaning Service Order .....	Not taxable Total	\$ _____
<b>SHIPPING:</b>	Shipping Info and Freight Service Order (Pay Estimated Cost) .....	Not taxable Total	\$ _____
		Sub Total Taxable:	\$ _____
		Total Not Taxable:	\$ _____
		6.0 % Tax:	\$ _____
		<b>GRAND TOTAL:</b>	\$ _____

CREDIT CARD PAYMENT FOR THIS AMOUNT



If you prefer bank wire transfer: Send to Provident Bank, Cincinnati, Ohio, ABA#042000424, Account #0416710. Reference your Company Name/Show and Booth number. Add \$25.00 for processing wire transfer.

### THIRD PARTY PAYMENT

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information above. Advance payment in full must accompany order including estimated labor and drayage charges. Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from 3rd party representative in advance with order or at show site before services can be rendered. We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay, all charges will be paid by the exhibiting company on demand.

\_\_\_\_\_ (Exhibiting Firm) \_\_\_\_\_ (Display House/3rd Party)

By: \_\_\_\_\_ (Authorized Signature) By: \_\_\_\_\_ (Authorized Signature)

\_\_\_\_\_ (Title) \_\_\_\_\_ (Title)

Name of Event **BCMC (#1166)**      **(10/31-11/2/01)**      Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

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

Street City State Zip Code

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

All orders are subject to the terms and conditions as outlined on the payment form.



Return to:



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

# MODULAR RENTAL DISPLAY ORDER FORM

PAGE 2 OF 2

**DEADLINE**      **October 15, 2001**  
for discount prices:

**CANCELLATION:** No refunds on orders cancelled after the deadline.  
**LATE REQUEST:** Request after deadline will be filled as available at the standard rate.

DISPLAY COMPONENTS / ACCESSORIES					
		SHELVES / GONDOLAS			
		<input type="checkbox"/> 1Mx10" straight shelf(4071) \$ 35.00 ea <b>\$ 45.00 ea</b> <input type="checkbox"/> 1Mx10" angled shelf (4072) \$ 35.00 ea <b>\$ 45.00 ea</b> <input type="checkbox"/> One Sided Gondolas (4055) \$ 260.00 ea <b>\$ 338.00 ea</b> <input type="checkbox"/> Two Sided Gondolas (4056) \$ 315.00 ea <b>\$ 410.00 ea</b>	DISCOUNT RATE		
		COUNTERS / SHOWCASES			
		<input type="checkbox"/> 1M x ½M x 30" ht (4041) \$ 285.00 ea <b>\$ 370.00 ea</b> <input type="checkbox"/> 1M x ½M x 43" ht (4043) \$ 315.00 ea <b>\$ 410.00 ea</b> <input type="checkbox"/> 2M x ½M x 30" ht (4042) \$ 490.00 ea <b>\$ 637.00 ea</b> <input type="checkbox"/> 2M x ½M x 43" ht (4044) \$ 515.00 ea <b>\$ 670.00 ea</b> <input type="checkbox"/> Glass Showcases (4080) . \$ 350.00 ea <b>\$ 450.00 ea</b>	DISCOUNT RATE		
		FREESTANDING METER UNITS			
		<input type="checkbox"/> 8' x 1M Freestanding panel \$ 260.00 ea <b>\$ 338.00 ea</b> <input type="checkbox"/> 8' x 1M Freestanding panel w/flower box (4032) ..... \$ 345.00 ea <b>\$ 450.00 ea</b> <input type="checkbox"/> Shelf Cabinet Unit w/30" cabinet (4003) .... \$ 575.00 ea <b>\$ 750.00 ea</b> <input type="checkbox"/> Shelf Cabinet Unit w/43" cabinet (4005) .... \$ 632.50 ea <b>\$ 825.00 ea</b>	DISCOUNT RATE		
		LIGHTS / LITERATURE POCKETS		<b>Indicate Size and Color of Room#4021:</b> <input type="checkbox"/> Room #1 (specify size) ____M x ____M = ____ Total M \$ 200.00/M <b>\$ 260.00 ea</b> <input type="checkbox"/> Room #2 (specify size) ____M x ____M = ____ Total M \$ 200.00/M <b>\$ 260.00 ea</b> <input type="checkbox"/> Locking Door Unit as Panel (White Only)#4022 ..... \$ 260.00 ea <b>\$ 338.00 ea</b> <input type="checkbox"/> White Hardwall ..... Included    Included <input type="checkbox"/> Blue / Gray Velcro - Circle: Blue or Gray ..... Included    Included <input type="checkbox"/> Opt Color Hardwall (per Meter)#4092 - Specify: _____ \$ 57.50 ea <b>\$ 75.00 ea</b> <input type="checkbox"/> Opt Color Velcro (per Meter)#4093 - Specify: _____ \$ 115.00 ea <b>\$ 150.00 ea</b> <input type="checkbox"/> Optional Plexiglass (per Meter)#4096 - Specify: _____ \$ 115.00 ea <b>\$ 150.00 ea</b>	
		<input type="checkbox"/> 150 Watt clamp on Halogen \$ 75.00 ea <b>\$ 97.50 ea</b> <input type="checkbox"/> 75 Watt Gooseneck Light \$ 75.00 ea <b>\$ 97.50 ea</b> <input type="checkbox"/> 3 Light bar (60W ea) ..... \$ 75.00 ea <b>\$ 97.50 ea</b> <input type="checkbox"/> Backlit Light Box (24") . \$ 375.00 ea <b>\$ 487.50 ea</b> <input type="checkbox"/> Pamphlet pocket (5"x9") \$ 17.25 ea <b>\$ 22.50 ea</b> <input type="checkbox"/> Letter pocket (9"x9") ..... \$ 23.00 ea <b>\$ 30.00 ea</b> <input type="checkbox"/> Brochure pocket (9"x11") \$ 28.75 ea <b>\$ 37.50 ea</b>	DISCOUNT RATE		

Logo's and other graphics can be applied to the walls of Rooms, Meter Panels, at competitive prices. We offer full color digital printing and laminating of your artwork or we can create something custom for you.

Please indicate here if you would like us to assist you with logo identification or other customized graphics.

- \* Remember to order the following items, They are **NOT** included in Rental Display package;
- \* Furniture      \* Electrical Service      \* Graphics
- \* Floral          \* Cleaning Service

**Yes, I have completed and enclosed the Payment Form**

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

**Sub Total:** \$ \_\_\_\_\_  
**6.0% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event **BCMC (#1166)**      **(10/31-11/2/01)**      Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

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

Street      City      State      Zip Code

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











Return to:

# Geo. E. Fern Co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## DISPLAY LABOR SERVICE ORDER FORM

(THIS FORM IS NOT FOR UNLOADING AND RELOADING -  
SEE DRAYAGE SERVICE)

**DEADLINE** **October 15, 2001**

for discount prices:

**CANCELLATION:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.  
**LATE REQUEST:** Request received after deadline will be filled as work force is made available. Please direct all onsite inquiries to service desk.

### PLAN A - SUPERVISION BY GEO. E. FERN CO.

To save time and alleviate exhibitor supervision, Plan A (Supervision by Geo. E. Fern Co.) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation/dismantles, and where possible, all work is performed on straight time. Charge for supervised service is 30% (with a minimum of \$48.00 per installation and/or dismantle) of the total labor bill. **Please provide an emergency contact telephone number:** ( \_\_\_\_\_ ) \_\_\_\_\_.

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man
(1017) Labor for Installation		
(1019) Labor for Dismantle		

### PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL

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

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man	Start Time	Start Date	No. Days
(1017) Labor for Installation					
(1019) Labor for Dismantle					

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

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

### RATES: ESTIMATED DISPLAY LABOR COST FOR ADVANCED PAYMENT

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:30 P.M. weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. Minimum charge one (1) hour per man. Straight time rate ... \$48.00 per man hour, overtime rate ... \$96.00 per man hour. For information and cost relative to unloading and reloading please see the Shipping Information and Service Order Form enclosed. This form is not intended for the ordering of unloading/loading services. **SEE DRAYAGE SERVICE FORM.**

#### INSTALLATION

\_\_\_\_\_ # of men x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days = \_\_\_\_\_ Total straight time hours x \$ 48.00 / hr. = \_\_\_\_\_  
\_\_\_\_\_ # of men x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days = \_\_\_\_\_ Total overtime hours x \$ 96.00 / hr. = \_\_\_\_\_  
**Add 30% if supervised by Geo. E. Fern Co. (\$ 48.00 min.) = \_\_\_\_\_**

#### DISMANTLE

\_\_\_\_\_ # of men x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days = \_\_\_\_\_ Total straight time hours x \$ 48.00 / hr. = \_\_\_\_\_  
\_\_\_\_\_ # of men x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days = \_\_\_\_\_ Total overtime hours x \$ 96.00 / hr. = \_\_\_\_\_  
**Add 30% if supervised by Geo. E. Fern Co. (\$ 48.00 min.) = \_\_\_\_\_**

**Yes, I have completed and enclosed the Payment Form**

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



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

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

Name of Event **BCMC (#1166)** **(10/31-11/2/01)** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

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

Street City State Zip Code

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

All orders are subject to the terms and conditions as outlined on the payment form.

Return to:

# Geo. E. Fern co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## FORKLIFT WITH OPERATOR SERVICE ORDER FORM

(THIS FORM IS NOT FOR UNLOADING AND RELOADING -  
SEE DRAYAGE SERVICE)

**DEADLINE**      **October 15, 2001**

for discount prices:

**CANCELLATION:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.  
**LATE REQUEST:** Request received after deadline will be filled as work force is made available. Please direct all onsite inquiries to service desk.

### LABOR WITH FORKLIFT TO RIG IN BOOTH

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost to the exhibitor is billed at hourly increments with a one (1) hour minimum. If additional decorators are required, prevailing decorator labor charges will be assessed. If you have forklift questions, please call the Geo. E. Fern Co. at 816-221-0525. It is important that exhibit representative check in at service desk to pick up labor ordered.

### ORDER FOR FORKLIFT FOR IN-BOOTH WORK

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
(1005) Labor for Installation						
(1007) Labor for Dismantle						

### RATES: ESTIMATED RIGGING LABOR COST FOR ADVANCE PAYMENT

Charges for forklift are based on prevailing rates for labor and materials. All labor before 8:00 A.M. and after 4:30 P.M. weekdays, all day Saturday and Sunday will be charged at the Overtime rate. Forklift and operator is billed at hourly rate with a minimum charge of one (1) hour per man. Straight time rate ... \$ 95.00 per hour per man. Overtime rate ... \$ 143.00 per hour per man. For information and costs related to Labor To Install Displays, Labor To Hang Signs, or Labor For Unloading Services - refer to other forms in this Service Kit.

#### INSTALLATION

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total straight time hours x \$ 95.00 / hr = \_\_\_\_\_

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total overtime hours x \$ 143.00 / hr. = \_\_\_\_\_

**Add 30% if supervised by Geo. E. Fern Co. (\$ 48.00 min.) = \_\_\_\_\_**

#### DISMANTLE

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total straight time hours x \$ 95.00 / hr = \_\_\_\_\_

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total overtime hours x \$ 143.00 / hr = \_\_\_\_\_

**Add 30% if supervised by Geo. E. Fern Co. (\$ 48.00 min.) = \_\_\_\_\_**

**Yes, I have completed and enclosed the Payment Form**

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



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

Name of Event    **BCMC (#1166)**                      **(10/31-11/2/01)**                      Booth# \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # (    ) \_\_\_\_\_

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

Street                      City                      State                      Zip Code

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

All orders are subject to the terms and conditions as outlined on the payment form.

Return to:

# Geo. E. Fern co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## HANGING SIGN SERVICE ORDER FORM

**DEADLINE**      **October 15, 2001**

for discount prices:

**CANCELLATION:** Cancellation of any portion of labor order within 48 hours of start will be charged applicable hourly rate and conditions.

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

### OVERHEAD SIGN INSTALLATION INFORMATION

- All hanging signs must conform to Show Management rules and regulations and facility limitations.
- Height limitation from the floor to the top of sign is 16' above island booths, unless otherwise specified in show rules and regulations.
- Overhead hanging signs should be sent in separate containers and marked "overhead sign".
- Geo. E. Fern Co. will be responsible for pre-assembling all hanging signs.
- All signs must have rigging points, with the exception of cloth banners.
- All signs requiring electricity must have electric ordered in advance on the enclosed Electrical Service Order Form from the official electrical contractor.
- Set up instructions must be provided for signs needing assembly.
- Placement diagram must be submitted with your order. Complete exhibit area layouts showing sign placement and orientation are required.
- All signs are subject to approval.

### OVERHEAD SIGN DESCRIPTION

1. TYPE:       Cloth Banner       Metal or Wood       Other \_\_\_\_\_
2. SHAPE:     Square       Rectangle       Circle       Triangle       Other
3. SIZE:    \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_
4. ELECTRICAL:  NO       YES If yes, order electric on Electrical Service Order Form.
5. Does your sign require assembly?     NO       YES

- \* Send a diagram 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.

### ORDER FOR HIGHLIFT AND CREW

ORDER:	Number of Crew Required	Estimated Hours (one hour increments) Each Crew	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
(1051) Highlift and Crew for Installation						
(1053) Highlift and Crew for Dismantle						

NOTE: HIGHLIFT CREW CONSISTS OF OPERATOR, PLUS TWO DECORATORS.

### RATES: ESTIMATED HIGHLIFT LABOR COST FOR ADVANCE PAYMENT

Charges for sign hanging labor and highlift are based upon prevailing rates for decorator labor and highlift. All decorator labor before 8:00 A.M. and after 4:30 P.M. weekdays all day Saturday, Sunday will be charged at Overtime rate. There is a minimum charge one (1) hour per crew. Straight time rate ... \$ 196.00 per highlift crew, Overtime rate ... \$ 292.00 per highlift crew. If additional decorators are required, prevailing decorator labor charges will be assessed. Please refer to the Display Labor Service Order Form for rate information. For additional information and cost related to Labor To Instal Displays, Labor With Forklift To Rig In Booth, or for Labor For Unloading Services - refer to other forms within this service kit.

#### INSTALLATION

\_\_\_\_\_ # of crews x \_\_\_\_\_ # of hours per crew x \_\_\_\_\_ # of days \_\_\_\_\_ Total straight time hours x \$ 196.00 /hr=\$ \_\_\_\_\_

\_\_\_\_\_ # of crews x \_\_\_\_\_ # of hours per crew x \_\_\_\_\_ # of days \_\_\_\_\_ Total overtime hours x \$ 292.00 / hr. =\$ \_\_\_\_\_

**Add 30% if supervised by Geo. E. Fern Co. (\$ 48.00 min.)**      =\$ \_\_\_\_\_

#### DISMANTLE

\_\_\_\_\_ # of crews x \_\_\_\_\_ # of hours per crew x \_\_\_\_\_ # of days \_\_\_\_\_ Total straight time hours x \$ 196.00 / hr \_\_\_\_\_

\_\_\_\_\_ # of crews x \_\_\_\_\_ # of hours per crew x \_\_\_\_\_ # of days \_\_\_\_\_ Total overtime hours x \$ 292.00 / hr. =\$ \_\_\_\_\_

**Add 30% if supervised by Geo. E. Fern Co. (\$ 48.00 min.)**      =\$ \_\_\_\_\_

Total Sign Hanging Labor      =\$ \_\_\_\_\_

**Yes, I have completed and enclosed the Payment Form**

**Sub Total:**      \$ \_\_\_\_\_

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

**TOTAL:**      \$ \_\_\_\_\_

Name of Event    **BCMC (#1166)**      **(10/31-11/2/01)**      Booth# \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # (    ) \_\_\_\_\_

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

Street      City      State      Zip Code

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

All orders are subject to the terms and conditions as outlined on the payment form.





**ADVANCE WAREHOUSE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

**ADVANCE WAREHOUSE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

TO: \_\_\_\_\_  
(Exhibitor Name)

**c/o Geo. E. Fern Co./CF**  
**3752 Crittenden Drive**  
**Louisville, KY 40209**

**c/o Geo. E. Fern Co./CF**  
**3752 Crittenden Drive**  
**Louisville, KY 40209**

Must Arrive By October 15, 2001

Must Arrive By October 15, 2001

**Show Name: BCMC**  
**Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_\_ pcs.**  
**Carrier \_\_\_\_\_**

**Show Name: BCMC**  
**Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_\_ pcs.**  
**Carrier \_\_\_\_\_**

**ADVANCE WAREHOUSE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

**ADVANCE WAREHOUSE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

TO: \_\_\_\_\_  
(Exhibitor Name)

**c/o Geo. E. Fern Co./CF**  
**3752 Crittenden Drive**  
**Louisville, KY 40209**

**c/o Geo. E. Fern Co./CF**  
**3752 Crittenden Drive**  
**Louisville, KY 40209**

Must Arrive By October 15, 2001

Must Arrive By October 15, 2001

**Show Name: BCMC**  
**Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_\_ pcs.**  
**Carrier \_\_\_\_\_**

**Show Name: BCMC**  
**Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_\_ pcs.**  
**Carrier \_\_\_\_\_**



**DIRECT TO EVENT SITE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

**DIRECT TO EVENT SITE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

TO: \_\_\_\_\_  
(Exhibitor Name)

TO: \_\_\_\_\_  
(Exhibitor Name)

**c/o Geo. E. Fern Co.**  
**KY Intl Convention Ctr**  
221 Fourth Ave - 2nd Street Dock  
Louisville, KY 40202

**c/o Geo. E. Fern Co.**  
**KY Intl Convention Ctr**  
221 Fourth Ave - 2nd Street Dock  
Louisville, KY 40202

Target Arrival **October 29, 2001**

Target Arrival **October 29, 2001**

Show Name: **BCMC**  
Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.  
Carrier \_\_\_\_\_

Show Name: **BCMC**  
Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.  
Carrier \_\_\_\_\_

**DIRECT TO EVENT SITE**  
**EXHIBIT MATERIAL**  
**DO NOT DELAY!**

**DIRECT TO EVENT SITE**  
**EXHIBIT MATERIAL**  
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TO: \_\_\_\_\_  
(Exhibitor Name)

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Carrier \_\_\_\_\_

Show Name: **BCMC**  
Booth No. \_\_\_\_\_ No. \_\_\_\_ of \_\_\_\_ pcs.  
Carrier \_\_\_\_\_

Return to:

# Geo. E. Fern co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## SIGN AND ART WORK ORDER FORM

**DEADLINE**      **October 15, 2001**  
for discount prices:

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

**LATE REQUEST:** Request received after deadline will be filled as available, at the standard rates.

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

### PRESSURE SENSITIVE VINYL SIGNS      FOUR COLOR DIGITAL SIGNS

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

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

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
___	(801)	7" x 11" Card .....	\$ 30.00	..... \$ <b>37.50</b>	\$ _____
___	(803)	11" x 14" Card .....	\$ 36.00	..... \$ <b>45.00</b>	\$ _____
___	(805)	14" x 22" Card .....	\$ 43.50	..... \$ <b>54.50</b>	\$ _____
___	(807)	7" x 44" Card .....	\$ 43.50	..... \$ <b>54.50</b>	\$ _____
___	(811)	14" x 44" Card .....	\$ 66.00	..... \$ <b>82.50</b>	\$ _____
___	(813)	22" x 28" Card .....	\$ 66.00	..... \$ <b>82.50</b>	\$ _____
___	(815)	28" x 44" Card .....	\$ 90.00	..... \$ <b>112.50</b>	\$ _____
___	(819)	24" x 96" Foamcore .....	\$ 192.00	..... \$ <b>240.00</b>	\$ _____
___	(821)	48" x 96" Foamcore .....	\$ 234.00	..... \$ <b>292.50</b>	\$ _____
___	(899)	Vinyl Banner ___ x ___	\$ 4.75/sf..	\$ <b>5.60/sf</b>	\$ _____
___	(827)	Easel back for card signs	\$ 9.00	..... \$ <b>11.25</b>	\$ _____
___	(829)	Words in excess of 10 .....	\$ 1.50	..... \$ <b>1.90</b>	\$ _____
___	(831)	Colored card .....	\$ 6.00	..... \$ <b>7.50</b>	\$ _____
___	(833)	Additional color lettering	\$ 6.00	..... \$ <b>7.50</b>	\$ _____

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
___	(861)	7" x 11" Card .....	\$ 45.00	..... \$ <b>60.00</b>	\$ _____
___	(863)	11" x 14" Card .....	\$ 54.00	..... \$ <b>72.00</b>	\$ _____
___	(865)	14" x 22" Card .....	\$ 62.25	..... \$ <b>87.00</b>	\$ _____
___	(867)	7" x 44" Card .....	\$ 62.25	..... \$ <b>87.00</b>	\$ _____
___	(871)	14" x 44" Card .....	\$ 82.50	..... \$ <b>132.00</b>	\$ _____
___	(873)	22" x 28" Card .....	\$ 82.50	..... \$ <b>132.00</b>	\$ _____
___	(875)	28" x 44" Card .....	\$ 135.00	..... \$ <b>180.00</b>	\$ _____
___	(879)	24" x 96" Foamcore .....	\$ 288.00	..... \$ <b>384.00</b>	\$ _____
___	(881)	48" x 96" Foamcore .....	\$ 351.00	..... \$ <b>468.00</b>	\$ _____
___	(882)	Banner ___ x _____	\$15.00/sf	..... \$ <b>22.50/sf</b>	\$ _____
___	(882)	Sentra ___ x _____	\$16.50/sf	..... \$ <b>24.75/sf</b>	\$ _____

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

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

### PLEASE INDICATE COLOR OF SIGN AND LETTERING:      PLEASE CHECK TYPE OF SIGN DESIRED:

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

Vertical Sign  Horizontal Sign

### INDICATE SIGN COPY

[ ] See Attached

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

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

Name of Event **BCMC (#1166)**      **(10/31-11/2/01)**      Booth# \_\_\_\_\_      Phone ( ) \_\_\_\_\_  
Firm Name \_\_\_\_\_      Fax # ( ) \_\_\_\_\_  
Address \_\_\_\_\_      E-Mail \_\_\_\_\_  
Print/Type Name \_\_\_\_\_      Street \_\_\_\_\_      City \_\_\_\_\_      State \_\_\_\_\_      Zip Code \_\_\_\_\_  
Signature \_\_\_\_\_      Date \_\_\_\_\_

All orders are subject to the terms and conditions as outlined on the payment form.



Return to:

# Geo. E. Fern co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## FLORAL RENTAL ORDER FORM

**DEADLINE**      **October 15, 2001**  
for discount prices:

**CANCELLATION:** Cancellation after deadline will be charged at 75% of prevailing rate.  
**LATE REQUEST:** Request after deadline will be filled as available at the standard rate.  
**COLOR/SIZE:** Choices not indicated will be selected by Geo. E. Fern Co. to coordinate with show colors and size of exhibit.

*Please indicate Selections by Circling*

### POTTED PLANTS - Indicate Color Selection      DISCOUNT      STANDARD      COST

Qty. _____	(1501) Azaleas - Live available in season .....	\$ 25.00 .....	\$ 32.00 _____
Qty. _____	(1503) Chrysanthemums - White / Yellow .....	\$ 20.00 .....	\$ 28.50 _____
Qty. _____	(1505) Ferns - Floor / Hanging .....	\$ 25.00 .....	\$ 32.00 _____

### TROPICAL GREEN PLANTS      DISCOUNT      STANDARD      COST

Qty. _____	(1508) 1-2 Ft. - Slim / Full .....	\$ 20.00 .....	\$ 25.00 _____
Qty. _____	(1507) 3-4 Ft. - Slim / Full .....	\$ 35.00 .....	\$ 40.00 _____
Qty. _____	(1511) 5-6 Ft. - Slim / Full .....	\$ 40.00 .....	\$ 45.00 _____
Qty. _____	(1515) 7-8 Ft. - Slim / Full ..... <b>Subject to availability</b> .....	\$ 75.00 .....	\$100.00 _____

ALL CONTAINERS FOR TROPICAL GREEN PLANTS WILL BE PROVIDED IN A WHITE WICKER OR DARK RATTAN

### FLOWER ARRANGEMENTS - Indicate Color Selection      COST

Qty. \_\_\_\_\_ Fresh Cut Flower Arrangements (1545) Small.....\$40.00, (1546) Medium.....\$67.50, (1548) Large.....\$95.00 .....

Colors: White, Yellow, Rust, Lavender, Blue, Pastels

### CORSAGES - minimum order (6) - indicate type color & # of days      COST

**PLEASE CIRCLE ONE:** (1561) Carnations (1553) Gardenias (1555) Orchids (1557) Sweetheart Roses  
.....**Subject to seasonal availability**

Qty. \_\_\_\_\_ x \_\_\_\_\_ days = \_\_\_\_\_ Color \_\_\_\_\_ from \$ 15.00 ea. .... **\$ 25.00 ea.** \_\_\_\_\_

### BUTTONNIERES - minimum order (6) - indicate type color & # of days      COST

**PLEASE CIRCLE ONE:** (1561) Carnations (1563) Sweetheart Roses

Qty. \_\_\_\_\_ x \_\_\_\_\_ days = \_\_\_\_\_ Color \_\_\_\_\_ \$ 10.00 ea. .... **\$ 13.00 ea.** \_\_\_\_\_

### SPECIAL REQUIRMENTS AND LANDSCAPING - other than items listed above

Prices on bark, moss, fencing, fountains, (1573) hedge plants, (1599) general landscaping are available when submitting "To Scale Layout of Desired". Feel free to phone us to discuss or fax your layout to the number indicated on the letterhead above. If you wish, we can have a representative visit your exhibit space.

**COMPLETE THE FOLLOWING ONLY IF YOU HAVE REQUIREMENTS OTHER THAN THOSE LISTED ABOVE:**

\* (1599) Please have florist come to our Booth No. \_\_\_\_\_ at \_\_\_\_\_ A.M. / P.M. on \_\_\_\_\_ and see our Representative \_\_\_\_\_ for instructions.

Please provide telephone #( ) \_\_\_\_\_ where representative can be reached in advance.

**Yes, I have completed and enclosed the Payment Form**



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

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

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

Name of Event BCMC (#1166)      (10/31-11/2/01)      Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

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

Street City State Zip Code

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

Return to:

# Geo. E. Fern co.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

## PHOTOGRAPHY ORDER FORM

**DEADLINE**      **October 15, 2001**  
for discount prices:

**CANCELLATION:** Cancellation of any portion of photography order after deadline date will be charged at 100% of prevailing rate.  
**LATE REQUEST:** Request received after deadline will be filled as possible.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
_____	(1601) Exhibit photograph, color, 8" x 10", 1 print, booths up to 20' wide .....	\$ 85.00 ea.	\$ _____
_____	(1603) Additional prints from 1 negative (color) .....	\$ 35.00 ea.	\$ _____
_____	(1607) Color Transparency - 4 x 5, booths up to 20' wide.....	\$ 85.00 ea.	\$ _____
_____	(1609) 35 mm slides in color .....	\$ 85.00 ea.	\$ _____
_____	(1605) Negative surrender, color .....	\$ 60.00 ea.	\$ _____
_____	(1611) Exhibit photo, black and white, 8" x 10", 1 print, booths up to 20' wide	\$ 85.00 ea.	\$ _____
_____	(1613) Additional prints from 1 negative (black and white) .....	\$ 25.00 ea.	\$ _____
_____	(1615) Negative surrender, black and white .....	\$ 60.00 ea.	\$ _____
_____	(1617) Additional photographs (different angle).....	\$ 30.00 ea.	\$ _____

(1691) Video taping is also available at a cost of Time & Materials. Please contact our office for current quote.  
Quote per \_\_\_\_\_ Quote: \$ \_\_\_\_\_

***Be sure to complete Instructions portion of this form below.***

### INSTRUCTIONS FOR PHOTOGRAPHER

- \* Please take picture with Booth:       Empty       Staff       Crowd
- \* Please have photographer come to our Booth No. \_\_\_\_\_ at A.M./P.M. on \_\_\_\_\_ (Date)  
and see our representative: \_\_\_\_\_ for instructions.
- \* Please take the above listed photographs at \_\_\_\_\_ A.M./P.M. on \_\_\_\_\_ (Day) \_\_\_\_\_ (Date)

**Photographs will be sent to the addressee below, within 14 days following the event.**

**Yes, I have completed and enclosed the Payment Form**      **Sub Total:** \$ \_\_\_\_\_  
 No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see Geo. E. Fern Co. Service Personnel at the event site prior to opening.      **TOTAL:** \$ \_\_\_\_\_

Name of Event BCMC (#1166)      (10/31-11/2/01)      Booth# \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Fax # (    ) \_\_\_\_\_  
 Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Street      City      State      Zip Code  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

All orders are subject to the terms and conditions as outlined on the payment form.









# **Policy Regarding Official Service Contractor And Regulations For Exhibitor Appointed Independent Display House Contractors To Install and Dismantle Displays**

The Official Service Contractor is appointed to:

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

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

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

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirement:

1. The Exhibitor, in writing, must notify Show Management and Geo. E. Fern Co. of their intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters such as from independent contractors are neither valid nor acceptable.
2. Only the one Exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and Geo. E. Fern Co. with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management, if required.
4. The independent contractor must have all business licences, permits and Workman's Compensation insurance required by the State and City governments and the Convention Center Management prior to commencing work, and shall provide Show Management and Geo. E. Fern Co. with evidence of compliance.
5. The independent contractor must carry a minimum insurance coverage of \$1,000,000.00 in bodily injury insurance, \$500,000.00 in property damage, and \$1,000,000.00 in liability and worker's compensation, and shall provide Show Management and the Geo. E. Fern Company with a certificate of insurance showing coverages and amounts.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractor may NOT SOLICIT business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractor 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, services and storage areas will be under the control of the Geo. E. Fern Co.
11. For services such as electrical, plumbing, telephone floral, booth cleaning and drainage, no contractor or support 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 Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



EXPOSITION SERVICE CONTRACTORS SINCE 1909  
2117 BROADWAY / KANSAS CITY, MO. 64108  
TELEPHONE 816-221-0525 / FAX 816-471-1602

1. It is understood that the George E Fern Company ("Fern") is not an insurer and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its material from the time they leave exhibitor's premise until they are returned following close of show. Fern does not provide insurance coverage and its fees do not include an insurance premium.
2. Fern shall not be liable for damage to uncrated materials, materials improperly packed, or concealed damage. The contents or condition of contents of packages are not known to Fern.
3. Fern shall not be liable for loss, damage, theft or disappearance of materials after same have been delivered to exhibitor's booth.
4. Fern shall not be liable for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Exhibitor recognizes there will be a lapse of time between completion of packing and actual pick-up of materials. Bills of lading covering outgoing shipments, which are furnished to Fern by the exhibitor, will be checked at time of actual pick-up from booth and corrections made if discrepancies occur.
5. Fern shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its control.
6. Fern shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
7. Fern's liability is limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Fern's maximum liability shall be limited to the lesser of \$ .10 per pound per loss or damaged item, \$50 per loss or damaged item or \$1,000 per shipment. This sets forth Fern's sole obligation and liability in the event of a valid claim and shall constitute exhibitor's sole remedy and shall operate as a release by exhibitor of all claims and damages of exhibitor arising out of loss or damage to materials. Fern shall have no other obligation or liability with respect to the materials, whether based on contract, negligence, strict tort, or otherwise.
8. Fern will not be responsible for loss of or damage to empty containers or materials therein during removal, storage or return to booth.
9. Claims for loss or damage must be submitted in writing to Fern prior to the close of the show, otherwise, Fern shall have no liability whatsoever for any loss or damage. No suit or action shall be brought against Fern more than one year after the accrual of the cause of action.
10. Empty container labels will be available at the Fern service desk. Affixing labels is the sole responsibility of the exhibitor or its representative. All previous labels should be removed or obliterated. Fern assumes no responsibility for exhibitor's failure to follow the above procedures; removal of containers with old empty labels or without Fern labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels.
11. At the close of the show, if carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Fern reserves the right to remove, ship and re-route such shipments or ship to the Fern warehouse or other storage area. Exhibitor will be charged accordingly for this service. No liability will be assumed by Fern as the result of such re-routing or handling.
12. Delivery of a shipment to Fern by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth herein.
13. Fern shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
14. Small package shipments received without individual/carrier receipts or freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.



### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. These items are not made to support standing weight. The George E. Fern Company cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see Customer Service Representative at the George E. Fern Company Exhibitor Service Desk.

### **UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE**

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the Stagehand Local Union to provide labor for display set-up and dismantling. Full time employees of exhibiting companies or their representatives, may set their own displays, without assistance from the Stagehand Union if one full-time employee of the exhibiting company can accomplish the task in an hour or less without the use of tools.

### **MATERIAL HANDLING**

Exhibitors may hand deliver their own materials into the exhibit facilities through the front doors; however, the use or rental of dollies, flat trucks or other mechanical equipment is not permitted. The George E. Fern Company must control access to the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the enclosed shipping information and freight service order form.

### **TIPPING**

The George E. Fern Company request that exhibitors do not tip our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the George E. Fern Company Exhibitor Service Desk.

### **INSURING YOUR PRODUCT**

It is understood that the George E. Fern Company is not an insurer, and that insurance, if any, should be obtained by the exhibitor.

# **Rules and Regulation Reminders For Display Vehicles on Show Floor**

1. WTCA has applied for an umbrella vehicle license for everyone displaying vehicles. Exhibitors displaying vehicles on the expo floor **do not** have to apply individually.
2. Every exhibitor with a display vehicle must have a fire extinguisher beside the vehicle in plain site.
3. Display vehicles must have the following procedures once positioned in the booth:
  - a.) Disconnect Battery Cables
  - b.) Tape and lock gas caps
  - c.) Remove keys and secure vehicle.
4. Be sure vehicle has less than  $\frac{1}{4}$  tank of fuel. Propane tanks may not remain inside the building.