



APHL ANNUAL MEETING

Indiana Convention Center
Indianapolis, IN

May 18-20, 2015

NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

Dear Exhibitor:

National Expo has been selected as your official general services contractor for this event. Please review this cover letter for **IMPORTANT INFORMATION & INSTRUCTIONS**.

PROVIDED FURNISHINGS:

EACH 8' X 10' BOOTH SPACE INCLUDES

8' High Blue and White Back Drape

3' Tall Blue and White Side Drape

One (1) 6' X 2' X 30"H Covered Display Table Skirted in a Show Color

Two (2) Folding Chairs

**One (1) 7" x 44" ID Sign with
Company Name and Booth Number**

One (1) Wastebasket

In an effort to better serve our customers, National Expo's products and services are now available for online ordering. Approximately 45 days prior to this event, you will receive an email which will contain instructions on how to utilize our new online ordering system. Access to electrical and internet order forms will also be available online.

If you have any questions, need additional assistance or would like a copy of the service kit emailed to you prior to receiving your ordering instructions, please contact us at customerservice@natlexpo.com or call at (217)636-8178.



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PROVIDED FURNISHINGS—EACH 8' X 10' BOOTH SPACE INCLUDES:

- | | |
|--|--|
| * 8' High Blue and White Back Drape | * One (1) 6' X 2' X 30"H Covered Display Table Skirted in Blue or White |
| * 3' Tall Blue and White Side Drape | * Two (2) Folding Chairs |
| * One (1) 7" x 44" ID Sign with Company Name and Booth Number | * One (1) Wastebasket |

Order forms follow for services being exclusively provided by National Expo: Rental exhibits, supplemental standard furnishing rentals, warehouse and show site material handling, labor, forklift, plant rental and custom signs.

**** See the enclosed Drayage & Material Handling Order Form for instructions and material handling prices for: a) advance to warehouse shipments; and for: b) direct to facility c/o National Expo at Show Site.**

NOTE: DIRECT TO FACILITY exhibit shipments will be REFUSED by the Indiana Convention Center prior to National Expo's acceptance beginning at 10:00 AM on May 18, 2015.

DISCOUNT PRICES/PAYMENT TERMS: - Take advantage of our **SUBSTANTIALLY REDUCED Order Form DISCOUNT PRICES** by providing payment by check, money order or credit card authorization with your National Expo orders a minimum of ten (10) business days prior to exhibitor move-in day (receipt with full payment by May 4, 2015.) Orders received after the discount deadline and orders placed at the show will be charged **STANDARD RATES.**

PLEASE ADVISE YOUR SHOW SITE REPRESENTATIVE THAT ANY ACCOUNT BALANCES MUST BE PAID IN FULL AT THE NATIONAL EXPO SERVICE DESK PRIOR TO INITIAL SHOW OPENING.

Rental Sales Tax— 7%- on all Rental Items (except forklift, labor and material handling). **PLEASE BE SURE TO NOTE AND INCLUDE RENTAL SALES TAX WITH YOUR PAYMENTS.**

ORDERS AND PAYMENTS TO PROVIDERS OTHER THAN NATIONAL EXPO:

The following services are being handled by providers other than National Expo: utilities, telephone, air/drain/water, audio visual rentals. Orders For These Services Must Be Returned Directly To The Address On The Applicable Forms With Separate Payments To Be Made Directly To Each Provider.

**** PLEASE DO NOT SEND ORDER FORMS OR PAYMENTS FOR THE ABOVE OUTSIDE CONTRACTOR SERVICES TO NATIONAL EXPO.****

If you have any requests for items not listed on the enclosed forms, or if you should have any questions, please feel free to contact us.

Sincerely,

National Expo, Inc.



FURNITURE ORDER FORM

Payment must be received by:
May 4, 2015
 For DISCOUNT RATES to apply

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 Indianapolis, IN
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Mail or Fax to: 217-636-8180

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TABLES

Qty	24" Wide Draped Tables	Disc. Price	Stand. Price	Total
	4' long 30" high	\$76.50	\$100.00	
	4' long 42" high	109.70	142.85	
	6' long 30" high 1 provided	90.70	117.70	
	6' long 42" high	122.50	158.90	
	8' long 30" high	109.70	142.85	
	8' long 42" high	141.25	183.30	

Please Indicate Skirt or Additional Drape Color:

- ☐ **Blue** ☐ **Red** ☐ **Silver** ☐ **Burgundy**
☐ **Gold** ☐ **White** ☐ **Black** ☐ **Hunter Green**
☐ **Purple** ☐ **Teal**

Qty	24" Wide Undraped Tables	Disc. Price	Stand. Price	Total
	4' long 30" high	\$37.75	\$48.45	
	4' long 42" high	53.00	68.20	
	6' long 30" high	46.00	58.85	
	6' long 42" high	63.70	78.90	
	8' long 30" high	51.90	67.20	
	8' long 42" high	67.15	88.25	

Tabletop Risers

	4' L x 12" W x 15" H / Skirted	\$37.70	\$45.20	
	6' L x 12" W x 15" H / Skirted	56.45	74.40	
	8' L x 12" W x 15" H / Skirted	71.95	83.75	

CHAIRS

Qty	Chairs	Disc. Price	Stand. Price	Total
	Padded Arm Chair	\$58.85	\$70.60	
	Padded Chair w/out Arms	47.10	58.85	
	Plastic Side Chair	41.20	51.90	
	High Stool w/ Padded Back	62.60	77.00	
	Folding Chair 2 provided	23.55	28.90	

Miscellaneous

Qty	Accessories	Disc. Price	Stand. Price	Total
	Table Skirt / 4th sided (all sizes)	\$53.00	\$53.00	
	Pedestal Table (30"w x 30" h)	81.30	106.00	
	Pedestal Table (30"w x 42" h)	81.30	106.00	
	Waste Basket 1 provided	11.75	14.45	
	Bag Rack	52.45	64.20	
	Easel	17.65	23.50	
	Table Plastic (per linear ft.)	2.35	2.35	

Additional Drape

	Running ft. of 8' High Drape	\$10.75	\$13.10	
	Running ft. of 3' High Drape	8.30	10.70	

FURNITURE ORDER TOTAL \$_____

***Add Tax on Order Summary Page

IMPORTANT INFORMATION

All materials are on a rental basis and remain the property of National Expo.

National Expo, Inc. is not liable for injuries or falls caused by the improper use of the rental furniture.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____



CARPET ORDER FORM

Payment must be received by
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STANDARD CARPET Blue Aisle Carpet Provided

Qty	10' Wide Booth Carpet	Disc. Price	Stand. Price	Total
	10' x 10' Carpet	\$120.00	\$160.00	
	10' x 20' Carpet	240.00	320.00	
	10' x 30' Carpet	360.00	480.00	
	10' X 40' Carpet	480.00	640.00	
	Visqueen (per sq. foot)	.86	1.85	
	Carpet tape (per linear foot)	1.60	1.90	

CARPET PADDING

Qty	3/8" Foam Pad	Disc. Price	Stand. Price	Total
	10' x 10' Pad	\$104.00	\$130.00	
	10' x 20' Pad	208.00	260.00	
	10' x 30' Pad	312.00	390.00	
	10' x 40' Pad	416.00	520.00	
	3/8" Foam Pad (per sq. foot)	1.04	1.30	

CUSTOM CARPET

Qty	34 oz. Custom Carpet	Disc. Price	Stand. Price	Total
	Cherry Red (per sq. foot)	\$3.00	\$4.00	
	Black (per sq. foot)	3.00	4.00	
	Charcoal (per sq. foot)	3.00	4.00	
	Colony Blue (per sq. foot)	3.00	4.00	
	French Beige (per sq. foot)	3.00	4.00	
	Emerald (per sq. foot)	3.00	4.00	
	Grey Pearl (per sq. foot)	3.00	4.00	

Custom Carpet price includes cutting, taping of all edges and visqueen covering.

• There will be a 100% charge for custom carpet orders cancelled less than 10 days before show move in.

• Custom Carpet orders placed after the deadline date are subject to availability.

CARPET ORDER TOTAL \$ _____

*****Add tax on Order Summary Page**

IMPORTANT INFORMATION!

For carpet cleaning please see Cleaning form in service kit.

All materials are on a rental basis and remain the property of National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE, UNLESS OTHERWISE NOTED.

Please Indicate Carpet Color

- ☐ Blue ☐ Red ☐ Burgundy ☐ Charcoal
☐ Black ☐ Purple ☐ Hunter Green ☐ Teal

SPECIAL CUT CARPET

Qty	Special Cut Carpet	Disc. Price	Stand. Price	Total
	10' X 10' SPECIAL CUT	\$209.00	\$242.00	
	10' X 20' SPECIAL CUT	418.00	484.00	
	10' X 30' SPECIAL CUT	627.00	726.00	
	10' X 40' SPECIAL CUT	836.00	968.00	
	Special cut (per sq. foot)	2.09	2.42	

Special cut carpet price includes: cutting, taping of seams, complete taping of all edges and protective visqueen covering.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____



MODULAR DISPLAY UNITS

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☐ MDU #1 10x10



Discount Rate
\$682.00
Standard Rate
\$773.00

This basic MDU accommodates a 10' wide booth and comes with standard white PVC panels and a 3 meter Plexi header with the company name.

☐ MDU #2 10x10



Discount Rate
\$1030.00
Standard Rate
\$1224.00

This basic MDU w/ counter accommodates a 10' wide booth and comes with standard white PVC panels, 3 meter counter with storage and a 3 meter header with company name.

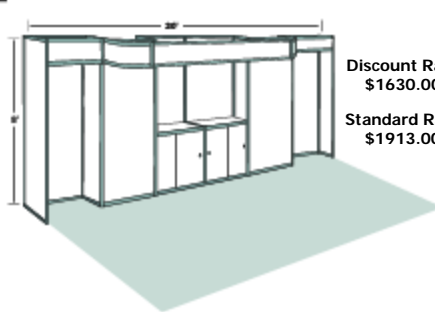
☐ MDU #3 10x10



Discount Rate
\$853.00
Standard Rate
\$1030.00

This Custom MDU accommodates a 10' wide booth and comes with standard white PVC panels, and 2 meter Plexi header w/ company name.

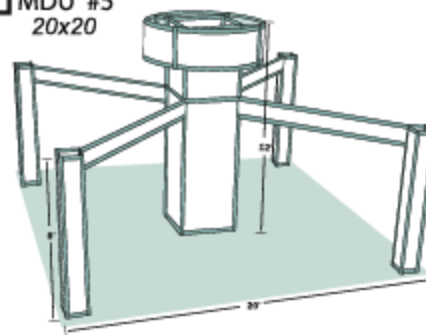
☐ MDU #4 10x20



Discount Rate
\$1630.00
Standard Rate
\$1913.00

This 20' wide MDU w/ counters comes standard with white PVC panels, 2 meter counter w/ storage and a 3 meter header with company name.

☐ MDU #5
20x20



Discount Rate
\$2000.00
Standard Rate
\$2325.00

This 20' x 20' Custom MDU towers above the show floor at 12' tall and comes with white PVC panels, 4 towers w/ connecting headers and 4 PVC curved headers with company name.

ENTER HEADER COPY HERE:

Header Is Included With Black Block Letters.

Please Contact our Customer Service Department for special requests.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

Panel Colors— White PVC Included / Color Panels Available: Please contact Customer Service Department for available colors. A 25% charge will be applied to all color changes.

Any special graphic request will be quoted through our sign and graphics shop.

IMPORTANT INFORMATION!

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ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

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MDU ACCESSORIES

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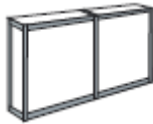
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COUNTERS

\$323.75



\$647.35



\$323.75



Counters measures 1/2 meter deep by 42" high and comes standard with white panels. Interior shelves are available. Please see display shelves.

DISPLAY SHELF

(interior counter shelves only)

\$80.25 EACH



1 METER WHITE ONLY

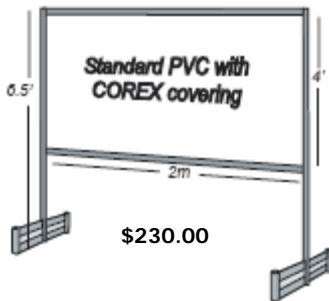
BROCHURE RACKS

\$26.75



PLEXIGLASS, VELCRO BACK

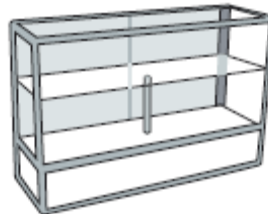
MESSAGE BOARD



\$230.00

48" X 96" Push Pin ready

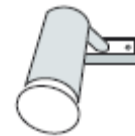
DISPLAY CASE



\$508.25

60" L x 20" D x 42" H Includes fluorescent lighting , glass shelf, top, front and sides.

SWIVEL FLOOD LIGHT



\$27.50

WITH 75W BULBS

REMEMBER: Payment is due at time of order.

- Order at least two weeks in advance to save time and money. *Orders received after the discount deadline will be subject to an additional 30% charge.*
- **Electrical, cleaning, audio visual and floral are not included.**
Must be ordered from the appropriate forms included with the online service kit. The prices of the MDU includes install, dismantle, and header.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

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INSTALL/DISMANTLE LABOR

Payment must be received by:
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LABOR RATES

	Exhibitor Supervision Per Person/Per Hour Discount Price	Exhibitor Supervision Per Person/Per Hour Standard Price	National Supervision Per Person/Per Hour Discount Price	National Supervision Per Person/Per Hour Standard Price	Labor Hours—One hour Minimum
Straight Time	\$54.00	\$64.85	\$81.00	\$97.25	Monday through Friday 8:00am to 4:30pm
Overtime	\$81.00	\$97.28	\$121.50	\$145.88	Monday through Friday before 8:00am, after 4:30pm and all day Saturday
Double Time	\$108.00	\$129.70	\$162.00	\$194.50	All day Sunday And Holidays

SUPERVISION

***** Please Check Box That Applies*****

☐ **EXHIBITOR SUPERVISION:** All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day. Twenty-four (24) hour notice is required for cancellations of labor services. If such notice is not provided, and laborers ordered are not picked up, Exhibitor will be charge a one hour minimum per laborer ordered. Exhibitor **MUST** check in at the **National Expo Service Desk** to pick up labor ordered, and check out labor at National Expo's Service desk upon completion of work.

☐ **NATIONAL EXPO SUPERVISION:** All labor performed under the direct supervision of National Expo. In order to perform the labor without exhibitor's representative present, National Expo must have detailed set-up instructions with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. Please see the Drayage and Material Handling Form included with the Service Kit.

Schedule for Labor	Number of Workers	Date Required	Time	Approx. Hours
Installation:				
Dismantling:				

Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs are approximate.

Exhibitor must check in at the National Expo Service desk to pick up laborers. Exhibitor must also check out the laborers upon completion of work.

If Exhibitor fails to pick up their scheduled labor, a "No Show Fee" of one hour per laborer will apply.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

National Expo supervised jobs will be completed at our discretion prior to show opening and before the Exhibit hall must be cleared.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CUSTOM CLEANING



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SHOW MANAGEMENT PROVIDES VACUUMING OF AISLES NIGHTLY

- Carpet installed show ready.
- Additional cleaning can be ordered below.
- Charges based on entire square footage of booth space.

CARPET CLEANING

Vacuum booth and empty wastebasket **ONCE** prior to initial show opening.

Discount rate: \$.31/sq.ft. Standard rate: \$.35/sq.ft.

Vacuum booth and empty wastebasket once prior to show opening and **DAILY** thereafter.

Discount rate: \$.27/sq.ft. Standard rate: \$.32/sq.ft.

Booth size:

____ ft. X ____ ft. = ____ sq.ft. X \$____(rate) X ____ days = \$ _____ TOTAL

EXHIBIT CLEANING

Clean and dust display background and furnishing **ONCE** prior to initial show opening.

Discount rate: \$.21/sq.ft. Standard rate: \$.23/sq.ft.

Clean and dust display background and furnishings once prior to show opening and **DAILY** thereafter.

Discount rate: \$.18/sq.ft. Standard rate: \$.21/sq.ft.

Booth size:

____ ft. X ____ ft. = ____ sq.ft. X \$____(rate) X ____ days = \$ _____ TOTAL

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

Transfer all totals to Order Summary Page.

Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form.

FLORAL ORDER FORM



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- Prices shown are for **RENTAL**, delivery and arrangement in booth, and removal at close of show.
- Order prior to discount deadline date to ensure availability.
- Every effort will be made to fill orders placed at the National Expo Service Desk during move-in hours, however a 24 hour minimum must be allowed for delivery.
- No credits or refunds on floral orders.

DESCRIPTION:	DISC. PRICE	STANDARD PRICE	X	QTY.	TOTAL
TABLE TOP PLANT	38.25	47.35	X	_____	= _____
FLOWERING TABLE PLANT	44.95	56.20	X	_____	= _____
2' TO 3' PLANT	44.95	56.20	X	_____	= _____
3' TO 4' PLANT	50.55	62.85	X	_____	= _____
5' TO 7' PLANT	56.20	69.85	X	_____	= _____

SPECIAL ORDERS:

Flowering or ornamental trees and tropical or exotic arrangements **MAY BE** available.
Please call or email: customerservice@natlexp.com and specify your request to receive a quote.

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____
Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Authorized by (please print): _____
Signature: _____ Title: _____

IMPORTANT INFORMATION!

Not all types of plants are available at all times. We reserve the right to make substitutions.

Items missing from booth at end of show will be billed at full purchase price.

Transfer all totals to Order Summary Page.

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SIGNS & BANNERS

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CHOOSE YOUR SIZE

QTY	STANDARD SIZE	Discount Rate	Standard Rate	TOTAL
	7" X 44" Showcard	\$15.75	\$19.75	
	11" X 14"	\$33.75	\$42.00	
	14" X 22"	\$52.50	\$66.75	
	22" X 28"	\$70.50	\$87.50	
	28" X 44"	\$104.00	\$130.00	
	2'x8' vinyl banner	\$117.75	\$147.00	
	3'x10' vinyl banner	\$189.00	\$236.25	

Signs produced in black vinyl (10 Word Max)
or digitally from your provided disk. Foam core unless
otherwise specified.

ADDITIONAL SERVICES

QTY	Additional Service	Discount Rate	Standard Rate	TOTAL
	Color Vinyl	\$11.50	\$23.00	
	Cardboard Easel Back	\$9.50	\$19.00	
	Velcro (per ft)	\$6.50	\$8.00	
	Logo Sign	Quoted on Request		
	Other Banners	Quoted on Request		
	Over 10 Words	\$.10 per	\$.12 per	

STYLE AND COLOR

- ☐ Vertical
- ☐ Horizontal
- ☐ Use National Expo's judgement for sign layout

Background Color: _____

Lettering Color: _____

Advanced orders will save you time and money. If you have any questions or need assistance with any items not listed, please call National Expo's Customer Service Department.

ENTER SIGN COPY BELOW

IMPORTANT INFORMATION!

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

NO REFUNDS WILL APPLY TO CANCELLATIONS MADE AFTER SIGNS HAVE BEEN PRODUCED.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

HANGING SIGNS



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**ALL HANGING SIGNS MUST HAVE ADVANCED APPROVAL OF
SHOW MANAGEMENT AND MUST COMPLY WITH SHOW POLICIES.**

INSTRUCTIONS:

- *National Expo is responsible for supervision, installation and removal of all hanging signs.
- *All hanging signs must conform to Show Management rules and regulations and facility limitations.
- *Detailed diagram must be forwarded to our office with this completed form prior to the show.
- *Set up instructions must be provided for signs needing assembly.
- *All signs must have approved rigging points with the exception of cloth and vinyl banners. National Expo reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- *Materials used for hanging signs will be charged accordingly.
- *All signs requiring electrical must be in working order and in accordance with the National Electrical Code. **Place electrical order on the appropriate form.**
- *A 20% surcharge will be added to orders received after the above deadline date.**

RATES: SCISSOR LIFT/SNORKEL LIFT AND MINIMUM CREW (ONE HOUR MINIMUM)

STRAIGHT TIME: 8:00AM—4:30PM MONDAY THRU FRIDAY (EXCEPT HOLIDAYS)..... \$235.95 PER HOUR
OVERTIME: ALL OTHER TIMES..... \$353.93 PER HOUR

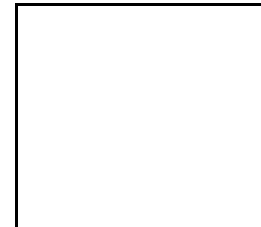
SIGN SPECIFICATIONS:

Weight: _____ lbs Height: _____ Length: _____ Hanging Points: _____

SIGN DESCRIPTION: (check all that apply)

- ☐ Fabric ☐ Vinyl ☐ Rectangle ☐ Square ☐ Triangle ☐ Circle
☐ Other _____ (describe)

AISLE #



AISLE #

SIGN LOCATION:

Distance from floor to the bottom of sign _____ Feet
Distance from front of booth _____ Feet
Distance from left side of booth _____ Feet
Distance from right side of booth _____ Feet

FRONT OF SHOW

Schedule for Rigging	Date required	Time	Approx. Hours	Approx. Total
Installation				
Dismantle				

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

Transfer all totals to Order Summary Page.

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FORKLIFT ORDER FORM

Payment must be received by:
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May 18-20, 2015

Mail or Fax to: 217-636-8180

NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

FORKLIFT ORDER FORM — BOOTH WORK ONLY

Forklifts with operators and helpers are available to assist you with your setup, unskidding and spotting of machinery once it has been delivered to your booth. Rates below do not include Material Handling fees. Please see Drayage/Material Handling form for applicable rates.

	Up to 5,000 lbs Capacity Per Hour — Per Person DISCOUNT PRICE	Helper (to spot machinery) Per Hour — Per Person DISCOUNT PRICE	Up to 5,000 lbs Capacity Per Hour — Per Person STANDARD PRICE	Helper (to spot machinery) Per Hour — Per Person STANDARD PRICE	Labor Hours One Hour Minimum
STRAIGHT TIME	\$112.50	\$58.60	\$134.85	\$70.35	Monday through Friday 8:00 am to 4:30pm
OVERTIME	\$168.75	\$87.90	\$202.30	\$105.53	Mon.— Fri. before 8:00 am, after 4:30 pm and all day Sat.
DOUBLE TIME	\$225.00	\$117.20	\$269.70	\$140.70	All day Sunday and Holidays

Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs are approximate.

Exhibitor must check-in at the National Expo Service to pick up forklift labor. Exhibitor must also check-out the forklift labor upon completion of work. All work to be done under the supervision of the Exhibitor.

If Exhibitor fails to pick up their scheduled labor, a "No show fee" of one hour will apply.

- Forklifts need to be ordered in advance for more than 5,000 lbs. capacity. Please call National Expo, Inc. for availability and quote.
- If cage is required, please contact National Expo, Inc. for availability. \$42.00 per hour

	Number of Forklifts w/ Operators	Weight of Heaviest Piece	# of Helpers	Date	Time	Approx. Hours
SET—UP						
DISMANTLE						

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

All materials are on a rental basis and remain the property of National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED A ONE HOUR MINIMUM.



DRAYAGE & MATERIAL HANDLING

Payment must be received by:

May 4, 2015

For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

APHL ANNUAL MEETING

Indiana Convention Center

Indianapolis, IN

May 18-20, 2015

NATIONAL EXPO, INC • 601 Pin Oak Lane • Athens, IL • 62613 • 217-636-8178

DRAYAGE AND SHIPPING INFORMATION

ALL SHIPMENT MUST BE MARKED PREPAID ONLY - COLLECT SHIPMENTS WILL BE REFUSED

ADVANCE SHIPPING WAREHOUSE ADDRESS

(SHIPMENT UP TO 30 DAYS PRIOR TO EVENT)

To: (Name of Exhibitor and Booth Number)

For: **Show Name (APHL)**

C/O National Expo, Inc.
2363 E. Perry Road, Suite 101
Plainfield, IN 46168

***ADVANCE SHIPMENT MUST BE RECEIVED BEFORE 4:30 PM ON
MAY 15, 2015. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE
ASSESSED A SPECIAL HANDLING FEE.**

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (Name of Exhibitor and Booth Name)

For: **Show Name (APHL)**

C/O National Expo, Inc. / Indiana Convention Center
100 South Capitol Avenue, Hall C
Indianapolis, IN 46225

***SHIPMENTS DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR
TO 10:00 AM ON MAY 18, 2015. ANY SHIPMENT ARRIVING
BEFORE THIS DATE WILL BE REFUSED.**

ADVANCE SHIPMENT

Rates Include:

- Unloading of exhibitor materials
- Storage at National Expo's warehouse for up to 30 days
- Unloading onto trucks and delivery to show site
- Unloading material and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at the close of show.
- Reload materials onto outbound transportation

Advantage:

- 30 day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advanced notification in the event of visible damage to materials

SHOW SITE SHIPMENT

MUST ARRIVE on: **May 18-20 ONLY**

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storage and returning at the close of show.
- Reloading material onto outbound transportation

Important Factors:

- Materials must be received on designated date(s) only
- Limited control of delivery time schedule
- Unloading will occur on a "first come first served" basis as unloading areas become available

INBOUND SHIPPING INFORMATION

☐ Warehouse ☐ Show Site

SHIPPED VIA: _____ Tracking # _____ Date Shipped _____
Arrival Date: _____ Total # of Pieces _____ Total Weight _____ lbs.

OUTBOUND SHIPPING INSTRUCTIONS

Ship to: _____
Attention: _____ Street Address: _____
City, State and Zip: _____ Phone #: _____

NUMBER OF OUTBOUND PIECES

****ALL SHIPMENTS MUST BE PICKED UP BY 8:00 PM ON MAY 20 OR THEY WILL BE RE-ROUTED****

Crates: _____ Display Cases: _____ Cartons: _____ Skids: _____ TOTAL # OF PIECES _____

OUTBOUND CARRIER

_____ Designated Carrier for **Air and Ground - ABF**

_____ Other Air Carrier (NAME) _____ (see note)

_____ Other Motor Freight (NAME) _____

_____ Van Line (NAME) _____

Note: If you are using a carrier other than ABF, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. National Expo will load out shipment when your carrier arrives. National Expo will not be responsible for any items left unattended on the show floor. Please read second page of Drayage & Material Handling Form for all rules and regulations. National Expo will not handle any outbound UPS shipment without arrangements being made with the National Expo Service Desk.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

ALL SHIPMENTS MUST BE CONSIGNED TO NATIONAL EXPO

ALL SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED!

PLEASE SEE FOLLOWING PAGE FOR ADDT'L INFORMATION.



DRAYAGE/MATERIAL HANDLING RATE SCHEDULE

Payment must be received by:

May 4, 2015

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Mail or Fax to: 217-636-8180

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DRAYAGE / MATERIAL HANDLING RATE SCHEDULE (Please read carefully)

<ul style="list-style-type: none"> All shipments received at the warehouse after May 15, 2015 are subject to late charges. Direct shipments will be accepted during exhibitor move-in hours only. <u>Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment.</u> Shipments must be sent prepaid. Collect shipments will be refused. 	
<p><u>ADVANCED SHIPMENTS TO WAREHOUSE</u></p> <p>Receive shipments and store up to 30 days in advance and deliver to booth, remove and store materials labeled empty (empty labels available at National Expo's service desk), return materials to booth at close of show and load on outbound carrier.</p>	\$77.25/cwt (\$154.50 min.)
<p><u>DIRECT SHOW SITE SHIPMENTS</u></p> <p>Receive shipments at show site during published exhibitor move-in hours, deliver to booth, remove and store materials labeled empty (empty labels available at National Expo's service desk), return materials to booth at close of show and load on outbound carrier.</p>	\$75.25/cwt (\$150.50 min.)
<p><u>SPECIAL MATERIAL HANDLING CHARGES (SHOW SITE DELIVERY ONLY)</u></p> <p>This applies to loose, uncrated or unskidded materials, cases or boxes and unskidded machinery. This also includes shipments that require special handling (such as blanket wrapped and ground unloading).</p> <p>NO LOOSE, UNCRATED OR UNSKIDDED MATERIALS WILL BE ACCEPTED AT ADVANCED WAREHOUSE.</p> <p>Any special request must be directed to National Expo's Customer Service department.</p>	Add'l 35%
<p><u>SMALL PACKAGES (SHOW SITE DELIVERY ONLY)</u></p> <p>A \$30.00 flat fee will apply to receiving and delivering of envelopes and single small packages under 20lbs.</p>	\$30.00
<p><u>LATE SHIPMENTS</u></p> <p>All shipments received at the warehouse AFTER the above deadline date, add an additional charge.</p> <p>All shipment arriving before the schedule show site move-in times, add an additional charge.</p> <p>Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)</p>	Add'l 35%
<u>MISCELLANEOUS MATERIAL HANDLING NEEDS</u>	PRICING
Packing Tape	\$10.50 per roll
On-site Container Storage (for items not handled as drayage)	\$25.00 per piece
Shrink Wrap Labor (includes labor and shrink wrap)	\$74.90 per skid
Shrink Wrap	\$37.45 per roll
Banding (this includes labor and banding material)	\$90.95 per skid
Accessible Storage initial set-up rate	\$134.00 per skid
Accessible Rates: There is a 1/2 hour labor charge (minimum) each time the storage is accessed. The charge will be applied at the corresponding rate for the time it is accessed.	1/2 hour minimum

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION

ALL SHIPMENTS MUST BE CONSIGNED TO NATIONAL EXPO

ALL SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED!

200 LB MINIMUM WILL APPLY TO ALL SHIPMENTS

PLEASE BE SURE TO READ THE MATERIAL HANDLING LIMITS OF LIABILITIES PAGE



LIMITS OF LIABILITY FOR MATERIAL HANDLING

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For DISCOUNT RATES to apply

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Indiana Convention Center

Indianapolis, IN

May 18-20, 2015

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Limits of Liability for Material Handling

1. National Expo and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
 2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by National Expo or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of the materials from the booth for the loading onto a carrier. It is understood that during such time the shipment(s) will be left in the booth unattended. Therefore, it is agreed that National Expo and its subcontractors are not responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to National Expo or its subcontractors by exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
 3. National Expo and its subcontractors shall not be responsible for loss, delay or damage due to strike, lockouts, or work stoppage of any kind.
 4. National Expo and its subcontractor shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or causes beyond their control.
 5. It is understood that National Expo and its subcontractor are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by National Expo hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the exhibitor's property. It is further understood and agreed that National Expo and its subcontractors do not provide for full liability should loss or damage occur.
 6. It is agreed that if National Expo or its subcontractor should be found liable for loss or damage to exhibitor equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by National Expo, its subcontractor or their employees.
 7. National Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenue or for any collateral costs that may result from any loss or damage to exhibitor's materials, which may make it impossible or impractical to exhibit same.
 8. Claims for loss or damage must be submitted to National Expo by the close of the show. No suit or action shall be brought against National Expo or its subcontractors more than one year after the cause of action.
 9. The exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its material, that National Expo and its subcontractors will provide these services as exhibitor's agent and not as bailee or shipper. If any employee of National Expo or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that National Expo or its subcontractors will do so as the exhibitors agent, and the exhibitor accepts the responsibility thereof.
 10. National Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or specific unit counts on receipts or freight bills, such as FedEx or UPS Package. Such shipments will be delivered to booth without guarantee of piece count or condition.
 11. Empty container labels will be available at the National Expo service center. Affixing the labels is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and National Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
 12. In order to expedite removal of materials from the show site, National Expo shall have the authority to change designated carrier, if such carriers do not pick up in time. Where no disposition is made by the exhibitor, materials will be shipped collect to the permanent address of the exhibitor. National Expo assumes no liability as a result of such re-routing or handling.
 13. The exhibitor agrees, in the event of a dispute with National Expo or its subcontractor relative to any loss or damage to any materials or equipment, that the exhibitor will not withhold payment in any amount due to National Expo for material handling services or any other service provided by National Expo or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay National Expo prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against National Expo or its subcontractor shall be pursued independently by the exhibitor as a completely separate transaction to be resolved on its own merits.
- **The consignment or delivery of a shipment to National Expo or its subcontractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in sections 1 through 13 above.**
 - **National Expo and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.**
 - **Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can usually be done by riders to existing policies.**
 - **Contact your insurance representative. Be sure your insurance is in effect in transit to and from the show, during storage and at show site.**



EAC AUTHORIZATION

Payment must be received by:

May 4, 2015

For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

APHL ANNUAL MEETING

Indiana Convention Center

Indianapolis, IN

May 18-20, 2015

NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

Notice of Intent to Use Exhibitor Appointed Independent Contractor

In the event an Exhibitor plans to utilize a firm other than National Expo, Inc., the EXHIBITOR must complete and return this form.

Please read, complete and submit this authorization form with required documentation for each contractor to National Expo, Inc. if hiring a service contractor other than the official contractor selected by show.

Should an exhibitor wish to employ the service of a contractor other than the Official Show Contractor, the following conditions MUST be met:

- The Exhibitor must inform National Expo, Inc. of the name and address of the contractor and the work to be performed by the completing the Authorization below. The Authorization must be received by the National Expo office no later than 10 prior to the show. **If notification is not received 10 days prior to the show, National Expo's labor must be used for all work and the exhibitor-appointed contractor will be permitted to supervise only.**
- The contractor hired by the exhibitor must:
 1. Provide no later than 10 days prior to the show a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any occurrence; and \$1,000,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming National Expo, Inc. as additional insured.
 2. Agree to abide by a rules and regulations of the show.
 3. Agree to abide by all union rules and regulations.
 4. Wear identification badges at all time. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit related equipment.
 5. The "Non Official" contractor will be responsible for all reasonable costs related to its operation, including overtime pay to stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the "Non Official" contractor to remove from the floor all tape installed and any bulk trash from the booth floor, and any bulk trash from the exhibit hall (such as skids or crates) or be billed accordingly by National Expo, Inc.

Exhibiting Company	
Booth No.	Telephone No. ()
Exhibitor Contact (Please Print)	
Exhibiting Firm Officer's Signature	
"Non Official" Contractor/Display House	
Contractor Contact Name	
Contractor Telephone No. ()	

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

All materials are on a rental basis and remain the property of National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.



THIRD PARTY PAYMENT AUTHORIZATION

Payment must be received by:

May 4, 2015

For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

APHL ANNUAL MEETING

Indiana Convention Center

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FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

It is understood that the exhibiting firm is ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the service manual. In the event that the named third party does not discharge payment, charges will revert back to the exhibiting company. The exhibiting company must provide credit card information on Payment Authorization Form to be put on file with National Expo. All invoices are due and payable upon receipt, by either party. The items checked below are to be paid by the third party.

ALL SERVICES
RENTAL FURNITURE/CARPET/SIGNS
MATERIAL HANDLING/IN & OUT

I&D LABOR/SUPERVISION
BOOTH CLEANING

THIRD PARTY AGENT INFORMATION

☐ American Express

☐ Mastercard

☐ Visa

Card Number: _____ Expiration Date: _____

Print Cardholder Name: _____
Exactly as it appears on card

Authorized Signature: _____

Cardholder Billing Address: _____
Street

City State Zip

Third Party Company Name: _____

Address (if different from above): _____
Street City State Zip

Phone: _____ Fax: _____

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

Exhibiting company must provide credit card information on Payment Authorization Form to be filed with National Expo.

In addition to a \$35 invoicing fee, a finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.

ORDER FORM SUMMARY



Payment must be received by:
May 4, 2015
For DISCOUNT RATES to apply

APHL ANNUAL MEETING

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TAXABLE ITEMS

Furniture	\$ _____
Carpet	\$ _____
Floral	\$ _____
Custom Signs	\$ _____
MDU/MDU Access.	\$ _____
Subtotal	\$ _____
Plus 7% tax	\$ _____
Taxable total	\$ _____

NON-TAXABLE ITEMS

Material Handling	\$ _____
Display Labor	\$ _____
Forklift	\$ _____
Hanging Sign	\$ _____
Custom Cleaning	\$ _____
Non-taxable total	\$ _____

Non-taxable total	\$ _____
Taxable total	\$ _____
GRAND TOTAL	\$ _____

**Please remit the following order forms directly to appropriate vendor:
Electrical, Telephone, Cable TV, Fiber Optic, Compressed Air/Gas**

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____
Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Authorized by (please print): _____
Signature: _____ Title: _____

IMPORTANT INFORMATION!

If you are tax exempt, you must include a copy of your exemption certificate.
No adjustments will be made after close of show.

Be sure to include Payment Authorization Form with your order.

All orders must be received with payment by discount deadline date to receive the discount price. Orders received after the discount date will be processed at standard rates. Orders received without payment will not be processed.

Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form.



PAYMENT AUTHORIZATION

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May 4, 2015
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Indianapolis, IN
May 18-20, 2015

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PAYMENT POLICY

Advance payment in full must accompany all orders. Orders received on or before deadline will be processed at **DISCOUNT PRICE**. Orders received after the deadline date and at Show Site will be processed at the **STANDARD PRICE**. Payment may be made by company check, credit card or money order. Purchase orders are not considered advance payment. There will be a \$35 charge for all NSF checks.

All accounts must be settled at National Expo Service desk prior to show closing. Your show site representative must be aware of this policy and have means of payment, unless credit card authorization has previously been provided. **NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

CREDIT CARD INFORMATION TO BE PUT ON FILE

☐ American Express

☐ Mastercard

☐ Visa

Card Number: _____ Expiration Date: _____

Print Cardholder Name: _____
Exactly as it appears on card

Cardholder Billing Address: _____
Street

City State Zip

FORM OF PAYMENT

☐ Use above credit card for all
Charges incurred and any Show
Site orders

Authorized Signature

☐ Company Check # _____

Please make checks payable to:
National Expo, Inc.

Our Fed ID #: 20-2854408

IMPORTANT INFORMATION!

In addition to a \$35 invoicing fee, a finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

Signature denotes acceptance of payment terms as set forth by National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Name (please print): _____



2015 Electrical Service Order

FAX with complete credit card information or purchase order to **317-262-3419**

OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department

100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 92.00	\$ 131.00	\$
10 amp (1100 watts)		\$ 119.00	\$ 168.00	\$
15 amp (1650 watts)		\$ 146.00	\$207.00	\$
20 amp (2200 watts)		\$159.00	\$225.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 46.00	\$ 65.50	\$
	10A	\$ 59.50	\$ 84.00	\$
	15A	\$ 73.00	\$ 103.50	\$
	20A	\$ 78.00	\$ 112.50	\$

Labor Charge for Requested Placement

Location of ANY electrical (per hour) \$ 91.00 \$

**NOTE: For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE

Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$288.00	\$460.00	\$
30 amp		\$350.00	\$559.00	\$
40 amp		\$399.00	\$638.00	\$
60 amp		\$505.00	\$808.00	\$
100 amp		\$800.00	\$1280.00	\$
200 amp		\$1513.00	\$2421.00	\$

208 VOLTS / 3 PHASE

20 amp		\$357.00	\$571.00	\$
30 amp		\$450.00	\$719.00	\$
40 amp		\$545.00	\$872.00	\$
60 amp		\$688.00	\$1100.00	\$
100 amp		\$1122.00	\$1795.00	\$
200 amp		\$2000.00	\$3200.00	\$

Standard USA voltages are available (call 317-262-3467 for pricing)
208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

		\$	\$	\$
		\$	\$	\$

All other voltages are special order and require 30 day notice prior to show setup

RENTAL ITEMS

Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 24.92	\$ 41.50	\$
Extension Cord		\$ 24.92	\$ 41.50	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 141.10	\$199.23	\$
TOTAL ELECTRIC ORDER (U.S. FUNDS)				\$

NO REFUNDS AFTER INSTALLATION OF SERVICE.

CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____) (Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/15 – subject to change without notice.

ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS**, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **"House electricians" may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS**, if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — NO REFUND.
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____											Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft



INTERNET - NETWORK SERVICE CONTRACT

Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 014 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 014 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

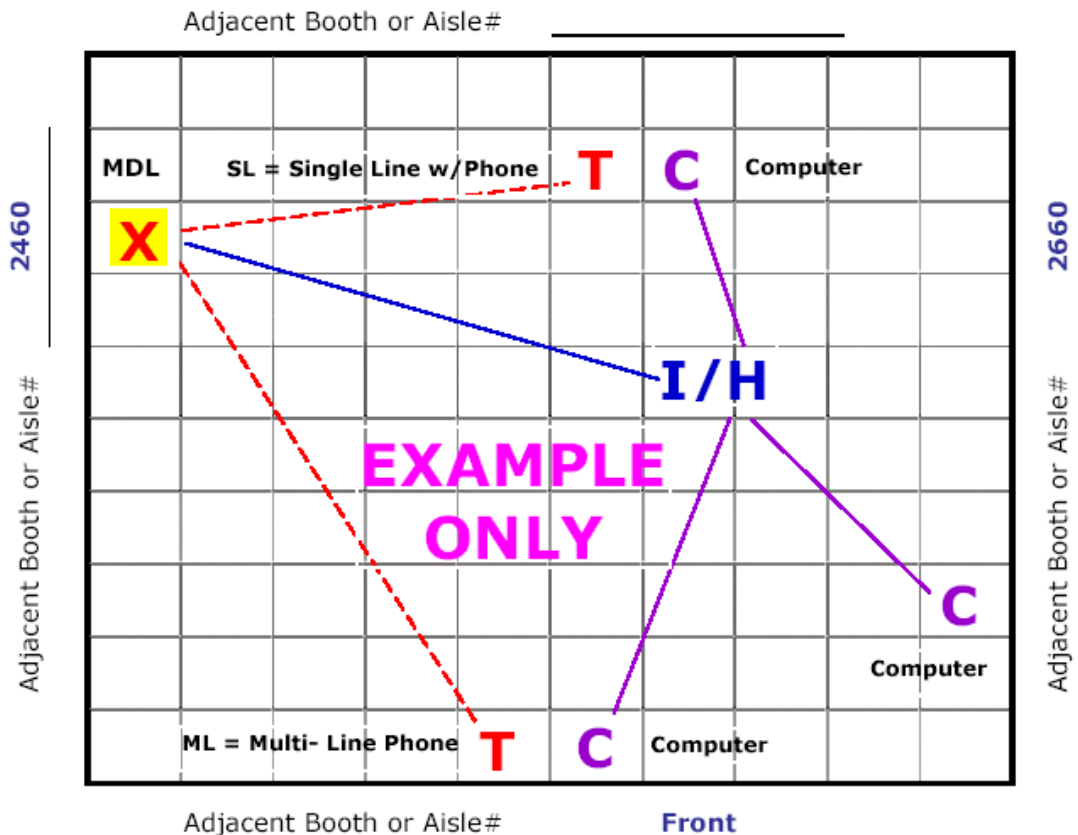
Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN
 Show: A B C E X A M P L E S H O W

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 014 - XXX - XXXX

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



2015 Telephone Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium – Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES				
SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL	QTY
DIGITAL Telephone ¹ VOIP Service with Unlimited Local Calling	\$271.00	\$376.00	\$	
ANALOG Service with Unlimited Local Calling(CREDIT CARD MACHINE, FAX, modem)	\$271.00	\$376.00	\$	
Unlimited Domestic Long Distance per Phone	\$50.00	\$50.00	\$	
Dry Pair ²	\$258.00	\$344.00	\$	
Additional Services: (ISDN,T1 Extension, Dark Fiber)	Call for Quote		\$	
TOTAL (U.S. FUNDS)			\$	

Event
Name _____

Event
Date _____ Booth/
Room# _____

Exhibitor
Firm
Name _____

Exhibitor
Contact
Name _____

Street
Address _____

City/
Province _____

State, ZIP,
Country _____

Phone
No. _____ Fax
No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check# _____
 Payable to **Capital Improvement Board**. Mail to address at the top of the form.
 No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
 PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
 (Must be valid one month after event)

 AUTHORIZED BY (PRINTED NAME)

 AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/15 – subject to change without notice.

INTERNET ACCESS: Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see www.icclos.com for additional information.

¹ No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of \$250.00 will be billed.

² Dry pairs may require additional time and material charges.

DIALING "9" IS REQUIRED TO GET AN OUTSIDE LINE

NO REFUNDS AFTER INSTALLATION OF SERVICE
Cancellations must be received prior to set-up of event in order to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

TELEPHONE RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
7. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
8. **UNLESS OTHERWISE DIRECTED**, ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
9. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
10. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed after processing.



FLOOR PLAN – TELEPHONE LINES

Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

2015 Gas / Water / Drain / Compressed Air Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.

CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to ½" Max.		\$ 245.00	\$ 392.00	\$
Each add'l conn.		\$ 140.00	\$ 224.00	\$

COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet

First – Up to ½" Max.		\$ 245.00	\$ 343.00	\$
Each add'l conn.		\$ 171.00	\$ 239.00	\$

WATER (continuous) Outlet ½". Minimum pressure 45 PSI – maximum pressure 60 PSI

First Connection		\$ 196.00	\$ 274.00	\$
Each add'l conn.		\$ 135.00	\$ 189.00	\$

DRAINAGE

First Connection		\$ 127.00	\$ 203.00	\$
Each add'l conn.		\$ 67.00	\$ 107.00	\$

UTILITY SERVICE SUB-TOTAL \$

RENTAL ITEMS (includes 7% Indiana Sales Tax)

Water Heater (electrical hook-up must be ordered with water heater)		\$ 88.81	\$ 175.48	\$
Sink (sink hook-up must be ordered with water connection and drain connection)		\$ 43.99	\$ 61.60	\$

****Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).**

Labor Charge for Requested Placement Location of ANY Connection (per hour)	\$91.00	\$
--	---------	----

****NOTE:** For requested placement – attach diagram with location measurements and direction orientation.

One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.

_____ gallons of water \$ _____

TOTAL SERVICE ORDER (U.S. DOLLARS) \$ _____

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

EXPIRATION DATE ____ / ____ SECURITY CODE (____)
(MUST BE VALID ONE MONTH AFTER EVENT)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/15 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.
Cancellations must be received prior to set-up of event to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCLOS RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
9. **The ICCLOS WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
10. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
11. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
12. **UNLESS OTHERWISE DIRECTED**, ICCLOS plumbers are authorized to cut floor coverings to permit installation of service.
13. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
14. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order forms must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS:** After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than \$15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



2015 Cable Television Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to 317-262-3419
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium– Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

PAYMENT MUST ACCOMPANY ORDER

BASIC CABLE TELEVISION SERVICE / LOCAL HD PROGRAMMING charges include the cost of a single cable connection and a temporary line to your booth. All facility equipment and cables must remain at the close of the event or the Exhibitor will be billed for their replacement. To receive HD programming, you, the Exhibitor, must provide your own HD receiver capable of receiving Off-Air programming (an RF cable connection).

QTY	ADVANCE RATE	STANDARD RATE	TOTAL
	\$ 260.00	\$ 370.00	\$

ORDERS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO CONNECTION WILL NOT BE CONSIDERED.

SPECIAL CABLE TELEVISION SERVICE

Special Cable service and/or placement requires additional labor of \$38.51/hr and a four (4) hour minimum.	TOTAL
	\$
SERVICE TOTAL (U.S. FUNDS)	\$

SPECIAL INSTRUCTIONS:

Service installed to the rear center of the booth. If other than a standard booth, please attach a drawing.

____ Island Booth ____ Standard Booth ____ Two Story Booth

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____
 Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
 PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____ __)
 (Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/15

NO REFUNDS AFTER INSTALLATION OF SERVICE.

CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

ICCLOS POLICIES & CONDITIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.** Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance Orders will receive priority service.
2. **UNDER NO CIRCUMSTANCES** will there be sharing of services between exhibitors.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes. ICCLOS reserves the right to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of exhibitor material are subject to removal or relocation in the event ICCLOS staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of the first event day.
9. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the exhibitor and will remain the property of ICCLOS.
10. **REQUESTS for "Special Service"** (see form) must be received by the ICCLOS 30 days prior to scheduled exhibitor arrival and move-in.
11. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
12. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
13. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by exhibitor **PRIOR** to close of event.
14. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
15. **REFUNDS:** **NO REFUNDS** after installation of service.
16. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
17. **NON-SUFFICIENT FUND CHECKS (NSF):** service charge of \$30.00 on NSF checks. **NO** checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
18. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

Utility Department
317-262-3467
utilities@icclos.com

2015 Broadcast Video Service Order

FAX with complete credit card information or purchase order to 317-262-3419

OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium – Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.icclos.com>

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

This form should be used for rebroadcasting video and audio signals between two points within the building (i.e. overflow areas,) or to a point outside the facility (i.e. conference meetings, special speakers, etc.).

VIDEO (including 2 Audio Connections)

From Point A

(location) _____

To Point B

(location) _____

QTY	Analog (Per Day)	Digital (Per Day)	TOTAL
	\$1,050.00	\$1,470.00	\$
Miscellaneous Service --- Call for Rates (317-262-3467)			
			\$
			\$
SERVICE SUB-TOTAL			\$
One-time \$200.00 connect and test fee added to the <u>per day</u> charge for <u>in-house</u> video only.			\$
SERVICE TOTAL (U.S. DOLLARS)			\$

SPECIAL INSTRUCTIONS:

Event Name _____

Event Date _____ Booth/ Room# _____

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Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

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