

Fern Exposition & Event Services is pleased to learn that your organization will be an exhibitor in the Hampton Roads Industrial & Facility Maintenance Show. As the Official Service Contractor for this exhibit, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately as indicated on the respective letterheads.

Hampton Roads Industrial & Facility Maintenance Show May 18-19, 2011

SHOW MANAGEMENT	Maintenance Shows of America Jennifer Pemberton PO Box 38 East Taunton, MA 02718-0038 Phone 508-824-3340 Fax 508-819-3790 Email – jen@maintenanceshows.com	
SHOW LOCATION	Virginia Beach Convention Center Virginia Beach, VA	
SHOW COLORS	The show colors for this show will be as follows; back drape will consist of 5 panels, of Blue/Green/White/Green/Blue drape; the side drape will be Blue. The exhibit hall is not carpeted.	
BOOTH EQUIPMENT	Each 10' x 10' booth will be equipped with 8' high back drape, 3' high side drape, and one 7" x 44" identification sign.	
EXHIBITOR SET-UP	Tuesday, May 17, 2011 Wednesday, May 18, 2011	Noon - 6:00 P.M. 7:00 A.M - 9:00 A.M.
EXHIBIT HOURS	Wednesday, May 18, 2011 Thursday, May 19, 2011	10:00 A.M. - 3:00 P.M. 10:00 A.M. - 2:00 P.M.
EXHIBITOR MOVE-OUT	Thursday, May 19, 2011	2:00 P.M. - 6:00 P.M.
FREIGHT	Advance warehouse receiving dates Direct to show site Outbound carriers must check in at show site by	April 18 – May 16, 2011 May 17, 2011 ONLY Thu. May 19 at 5:00 P.M.
DISCOUNT PRICES	To qualify for ADVANCE DISCOUNT PRICES , full credit card payment including 5% tax MUST be included with your order and must be RECEIVED BY Monday, May 2, 2011 Allow 5 days for mailing. Orders RECEIVED AFTER Monday, May 2, 2011, orders received WITHOUT credit card information and payment, and orders PLACED AT THE SHOW will be charged at STANDARD LATE ORDER PRICES .	
PAYMENT POLICY	Our CREDIT POLICY requires 100% payment with order for service, tax and anticipated freight. CREDIT CARD information for payment of advance and show site orders must be forwarded to the Fern Exposition & Event Services in order for us to provide any equipment or services. The PAYMENT AUTHORIZATION FORM must accompany your order.	

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information not covered in the Exhibitor Service Kit, please contact our Exhibitor Service Department at (704) 398-7440 or use our FAX number, (704) 398-7444.

We look forward to serving you.
 Fern Exposition & Event Services

SPECIAL BOOTH PACKAGE ORDER FORM

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

COLOR/SIZE SELECTION: Choices not indicated will be selected by Fern Expositions & Event Services to coordinate with show colors and size of exhibit.

SPECIAL BOOTH PACKAGE

The following Deluxe Furnishings Package is available to all "in-line" booth exhibitors at a special reduced rate until the deadline date indicated above.

QUANTITY		DISCOUNT RATE	STANDARD RATE	TOTAL
_____	(0797) Special Booth Package	259.50	336.50	_____
	2 - Armless Side Chair			
	1 - 6'x30"h Table Skirted 3 Sides			
	Circle TABLE Color: Black Blue Gold Gray Green Maroon Red White Teal Plum			
	1 - 9' x 10' Carpet			
	Circle CARPET Color: Red Blue Maroon Grey Plum Black Seafoam Madison			
	1 - Wastebasket With Liner			

TERMS AND CONDITIONS

This package is available singularly or in multiples for all "in-line" booth exhibitors. It is not available to any "bulk" space exhibitors. Full payment must accompany your order and be received prior to the deadline date indicated above.

No substitutions or exchanges of the provided items will be permitted. Additional furnishing and services may be ordered by utilizing the appropriate order forms in this Exhibitor Services Manual. **PLEASE NOTE: This package does not include the initial or daily vacuuming of booth carpet. This service must be ordered and paid for directly to the Convention Center on their enclosed order form.**

Discount pricing of this Deluxe Furnishings Package will be suspended at the deadline date. Orders received after this date will be converted to the Standard Rate applicable for the items included in this package.

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening. Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

5.00 % Tax: \$ _____

Yes, I have completed and enclosed the Payment Authorization form. **TOTAL** \$ _____

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

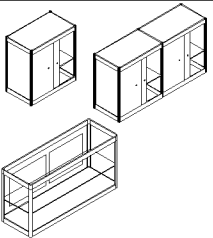




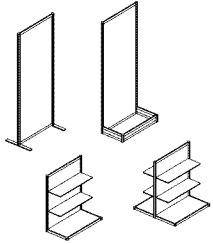
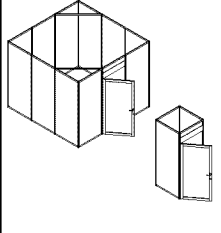
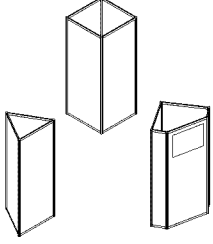
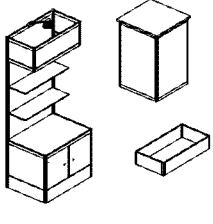
(Must be received in our office by deadline)

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208
TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE: May 2, 2011

CANCELLATION: No refunds on orders cancelled after the deadline

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

Stand-Alone Fixtures and Exhibit Components										
Counters					Accessories					
	Qty.	Description	Discount Rate	Standard Rate			Qty.	Description	Discount Rate	Standard Rate
		1M x 1/2M x 30" ht (4041)	365.00	492.50				1M Straight Shelf	50.00	67.50
		1M x 1/2M x 43" ht (4043)	425.00	575.00				1M Angled Shelf	50.00	67.50
		2M x 1/2M x 30" ht (4042)	605.00	817.50				Halogen Arm Light	100.00	135.00
		2M x 1/2M x 43" ht (4044)	665.00	897.50				Pamphlet pocket (5"x9")	25.00	35.00
		Full view Showcases (4080)	800.00	1,080.00				Letter pocket (9"x9")	32.50	45.00
								Brochure pocket (9"x11")	42.50	57.50
Free Standing Units					Office / Storage Closets					
	Qty.	Description	Discount Rate	Standard Rate	 <p>Room dimensions are limited to 1M and 1/2M increments. All rooms come standard in your choice of White or Black Hardwall or Blue or Gray Velcro. If you desire additional colors, or Plexiglas, you upgrade as indicated below. All door units are 1M wide. All Rooms are rented on a meter basis. To calculate cost, figure the perimeter by adding the length and width and doubling. For example, a 3M x 3M office is calculated as 3M+3M=6M x 2 = 12M. Remember to subtract your door units from your total! Once you have calculated the Room size, multiply by the per meter rate to calculate the total cost. Please provide a sketch or diagram of your booth showing dimensions and location of Room(s) and door units so that all may be installed prior to your arrival.</p>					
		8' x 1M Freestanding panel	275.00	372.50						
		8' x 1M Freestanding panel w/flower box (4032)	395.00	532.50						
		One Sided Gondolas (4055)	365.00	492.50						
		Two Sided Gondolas (4056)	440.00	595.00						
Kiosks & Towers					Indicate Size and Color of Room #4021					
	Qty.	Description	Discount Rate	Standard Rate	<input type="checkbox"/> Room #1 (specify size) _____ M x _____ M = _____ Total M <input type="checkbox"/> Room #2 (specify size) _____ M x _____ M = _____ Total M <input type="checkbox"/> Locking Door Unit as Panel (White Only) #4022..... <input type="checkbox"/> White Hardwall..... <input type="checkbox"/> Blue / Gray Velcro - Circle: Blue or Gray <input type="checkbox"/> Opt Color Hardwall (per Meter) #4092..... <input type="checkbox"/> Opt Color Velcro (per Meter) #4093..... <input type="checkbox"/> Optional Plexiglass (per Meter) #4096.....					
		8' Triangle Kiosk (4033)	600.00	810.00				280.00	377.50	
		8' Square Kiosk (4034)	800.00	1,080.00				280.00	377.50	
		Wire-wall Kiosk (4035)	320.00	432.50				365.00	492.50	
		TV/DVD/VCR Cabinet (4036)	800.00	1,080.00				Included	Included	
		12' Triangle Tower (4037)	725.00	980.00				Included	Included	
		12' Square Towers (4038)	965.00	1,302.50				95.00	127.50	
								160.00	215.00	
								160.00	215.00	
Shelving Units & Pedestals					Custom Exhibit Services					
	Qty.	Description	Discount Rate	Standard Rate	<p>Contact our creative team at George Fern to design an exciting solution to meet your needs. The design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative program solving.</p> <p>We can create a design for you based upon your ideas, whether those ideas are from a photograph, drawn on a CAD or a napkin.</p>					
		Shelf Cabinet Unit w/30" cabinet (4003)	800.00	1,080.00						
		Shelf Cabinet Unit w/43" cabinet (4005)	880.00	1,187.50						
		1/2M x 1M Planter Box (4053)	120.00	162.50						
		1/2M x 30"ht Pedestals (4063)	240.00	325.00						
		1/2M x 43"ht Pedestals (4064)	320.00	432.50						

Logo's and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. We offer full color digital printing and laminating of your artwork, or if you prefer, we can create some custom graphics specifically designed to suit your needs. Please ask a Fern Expositions & Event Services representative for assistance.

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 the Fern Expositions & Event Services Service Personnel at the event site prior to opening. **5.00 % Tax:** \$ _____

Total: \$ _____

Name of Event **Hampton Roads Ind. & Facility Maint. Show (11040-11)** Booth # _____

Firm Name _____ Phone # () _____

Address _____ Street _____ City _____ State _____ Zip Code _____ Fax # () _____

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

FURNITURE RENTAL ORDER FORM

Return To:

GEORGE
fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.
LATE REQUEST: Requests after deadline will be filled as available at the standard rates.
COLOR/SIZE SELECTION: Choices not indicated will be selected by Fern Expositions & Event Services to coordinate with show colors and size of exhibit.

CHAIRS, STOOLS, COFFEE TABLES						DISPLAY TABLES - 30" high x 2' wide								
Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount			
	105	Upholstered Arm Chair	57.25	77.25			223	4'x30"h Table Skirted 3 Sides	82.00	110.75				
	103	Padded Side Chair	47.00	63.50			233	6'x30"h Table Skirted 3 Sides	104.25	140.75				
	101	Armless Side Chair	44.00	59.50			253	8'x30"h Table Skirted 3 Sides	126.25	170.50				
	121	Swivel Desk Chair	67.00	90.50			522	Drape 4th Side of 30"h Table	43.50	58.75				
	131	Stool Padded With Back	47.75	64.50			222	4'x30" Table Not Skirted	31.50	42.50				
ACCESSORIES							232	6'x30" Table Not Skirted	41.50	56.00				
	401	Wastebasket With Liner	14.25	19.25			252	8'x30" Table Not Skirted	45.75	61.75				
	407	Easel, Tripod	24.00	32.50		CHECK SKIRT COLOR (Includes Top Covered with White Plastic)								
	409	Chrome Bag Stand	77.75	105.00		<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)								
	413	Clothes Tree	36.00	48.50		DISPLAY TABLE COUNTERS - 40" high x 2' wide								
	415	Garment Rack - 5' Long	59.50	80.25			229	4'x40"h Counter Skirted 3 Sides	104.25	140.75				
	435	Stanchion, Chrome	23.75	32.00			239	6'x40"h Counter Skirted 3 Sides	123.50	166.75				
	437	Ln/ft Stanchion Chain	2.60	3.51			259	8'x40"h Counter Skirted 3 Sides	148.00	199.75				
SPECIAL BOOTH DRAPING							530	Drape 4th Side of 40"h Table	57.25	77.25				
ft.	507	Ln/ft 30" Skirting	7.25	9.80			228	4'x40"h Table Not Skirted	41.25	55.75				
ft.	509	Ln/ft 40" Skirting	9.60	12.95			238	6'x40"h Table Not Skirted	52.75	71.25				
ft.	541	Special color siderail drapes, 36" high - Price per lineal foot	9.60	12.95			258	8' x 40"h Table Not Skirted	57.25	77.25				
ft.	543	Special color background drapes, 8' high - Price per lineal foot	14.10	19.05		CHECK SKIRT COLOR (Includes Top Covered with White Plastic)								
CHECK SPECIAL DRAPING COLOR						<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)								
ROUND PEDESTAL TABLES						TABLETOP RISERS - 12" wide, Covered White								
	Qty	Discount Rate	Standard Rate	Qty	Discount Rate	Standard Rate	Qty	Discount Rate	Standard Rate		270	4' Undraped Riser w/Cover	18.75	25.25
24" D		67.00 18" h (204)	90.50		75.50 30" h (206)	102.00		85.00 40" h (208)	114.75		272	6' Undraped Riser w/Cover	29.00	39.25
30" D		75.50 18" h (207)	102.00		85.00 30" h (215)	114.75		93.25 40" h (216)	126.00		274	8' Undraped Riser w/Cover	41.50	56.00
36" D		85.00 18" h (209)	114.75		93.25 30" h (224)	126.00		102.50 40" h (225)	138.50					

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

5.00 % Tax: \$ _____

Yes, I have completed and enclosed the Payment Authorization form.

TOTAL \$ _____

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone(____) _____ Fax(____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

CARPET RENTAL ORDER FORM

Return to:

**GEORGE
fern**

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

COLOR/SIZE SELECTION: Choices not indicated will be selected by Fern Expositions & Event Services to coordinate with show colors and size of exhibit.

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. **If complete exhibit area carpet is desired, see selection below.**

CHECK ONE	DISCOUNT RATE	STANDARD RATE	CHECK ONE	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 9 FT x 10 FT (301)	\$ 129.50	\$ 174.75	<input type="checkbox"/> 9 FT x 30 FT (303)	\$ 388.50	\$ 524.50
<input type="checkbox"/> 9 FT x 20 FT (302)	\$ 259.00	\$ 349.75	<input type="checkbox"/> 9 FT x 40 FT (304)	\$ 518.00	\$ 699.25

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

Red (14) Blue (06) Maroon (11) Grey (09) Plum (19) Black (04)
 Seafoam (20) Madison (80)

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Complete Area Size (314) _____ FT x _____ FT = _____ SQ FT @	\$ 2.78/sq. ft.	\$ 3.75/sq. ft.	= \$ _____

CHECK COLOR DESIRED FOR COMPLETE EXHIBIT AREA CARPET:

Red (14) Blue (06) Maroon (11) Grey (09) Plum (19) Black (04)
 Seafoam (20) Madison (80)

CUSTOM DECORATORS PLUSH CARPET

Custom carpet is an upgraded 34 oz. carpet in 12 decorator colors. Swatches will be sent to you upon your request. Order must be received in our office 4 weeks prior to show. Minimum order for custom carpet is 100 sq. ft.

NOTE: Carpet is 10 ft. wide - Minimum Order is 100 sq. ft.

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Custom Carpet Size (328) _____ FT x _____ FT = _____ SQ FT @	\$ 3.18/sq. ft.	\$ 4.29/sq. ft.	= \$ _____

CHECK COLOR DESIRED FOR CUSTOM CARPET:

(Other colors available upon request.)

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

PADDING - PLASTIC COVERING - TAPE

RATES INCLUDE INSTALLATION AND REMOVAL

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Padding Area Size (350) _____ FT x _____ FT = _____ SQ FT @	\$.76/sq. ft.	\$ 1.03/sq. ft.	= \$ _____
<input type="checkbox"/> Plastic Covering Area (360) _____ FT x _____ FT = _____ SQ FT @	\$.14/sq. ft.	\$.19/sq. ft.	= \$ _____
<input type="checkbox"/> Additional Carpet Tape (370) _____ LN FT @	\$ 1.25/ln. ft.	\$ 1.56/ln. ft.	= \$ _____

SEE ENCLOSED CLEANING SERVICE ORDER FORM FOR VACUUMING OF CARPET

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

5.00% Tax: \$ _____

TOTAL \$ _____

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event **Hampton Roads Ind. & Facility Maint. Show (11040-11)** Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208
TELEPHONE 704/398-7440 * FAX 704/398-7444

CUSTOM FURNITURE RENTAL ORDER FORM

DEADLINE for return of this form: **May 2, 2011**

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
Page 2 of Customer Furniture											
	4301	LC-614 Tribeca - Sectional - Black	292.50	380.00		4359	FL-101 Up Light - Floor Lamp - Chro		262.50	341.00	
	4302	LC-615 Tribeca - Corner - Black Mic	337.50	439.00		Page 11					
	4303	LC-616 Tribeca - Bench - Black Micr	337.50	439.00		4360	LC-103 Westchester - Sofa - Coqnac		675.00	878.00	
Page 3						4361	LC-102 Westchester - Loveseat - Cog		592.50	770.00	
4304	LC-803 Malibu - Sofa - Red Leather		787.50	1,024.00		4362	LC-101 Westchester - Club Chair - C		375.00	488.00	
4305	LC-804 Malibu - Chair & a Half - Re		600.00	780.00		4363	LC-705 Westchester - Ottoman - Coqn		225.00	293.00	
4306	LC-805 Malibu - Bench - Red Leather		525.00	683.00		4364	TO-101 Westchester - Coffee Table -		210.00	273.00	
4307	LC-800 Malibu - Sofa - White Leathe		787.50	1,024.00		4365	TO-102 Westchester - End Table - An		225.00	293.00	
4308	LC-801 Malibu - Chair & a Half - Wh		600.00	780.00		4366	TO-401 Hamilton - Coffee Table - Ch		225.00	293.00	
4309	LC-802 Malibu - Bench - White Leath		525.00	683.00		4367	TO-402 Hamilton - End Table - Cherr		217.50	283.00	
Page 4						Page 12					
4310	LC-601 Barcelona - Club Chair - Red		442.50	575.00		4368	SB-201 Lennox - Bar Stool - Mahogan		217.50	283.00	
4311	LC-602 Barcelona - Ottoman - Red Le		225.00	293.00		4369	TB-103 Lennox - Bar Table - Mahogan		262.50	341.00	
4312	LC-603 Barcelona - Club Chair - Whi		442.50	575.00		4370	SB-202 Silk Back - Bar Stool - Blac		202.50	263.00	
4313	LC-604 Barcelona - Ottoman - White		225.00	293.00		4371	TB-206 Silk Back - Bar Table - 30"		210.00	273.00	
4314	LC-605 Barcelona - Club Chair - Bla		442.50	575.00		4372	TB-207 Silk Back - Bar Table - 36"		225.00	293.00	
4315	LC-606 Barcelona - Ottoman - Black		225.00	293.00		Page 13					
4316	LC-613 Paloma - Chair - Charcoal		277.50	361.00		4373	SB-208 Trave - Bar Stool - Red LEat		217.50	283.00	
4317	LC-612 Paloma - Chair - Red		277.50	361.00		4374	TB-100 Trave - Bar Table - Glass/Tr		352.50	458.00	
Page 5						4375	TB-102 Bombe - Bar Table - 2 Tier B		247.50	322.00	
4318	LC-611 Sausalito - Sofa - Black Sue		525.00	683.00		4376	SB-203 Bombe - Bar Stool - Black/Ch		202.50	263.00	
4319	LC-610 Sausalito - Loveseat - Black		487.50	634.00		Page 14					
4320	LC-609 Sausalito - Club Chair - Bla		337.50	439.00		4377	SB-200 Carmel - Bar Stool - Maple/N		202.50	263.00	
4321	TL-102 Sausalito - Table Lamp - Chr		112.50	146.00		4378	TB-101 Carmel - Bar Table - Maple/N		262.50	341.00	
4322	LC-618 Sausalito - Club Chair - Cob		442.50	575.00		4379	BC-121 Carmel - Etageere - Maple/Sil		450.00	585.00	
4323	TO-201 Princeton - Coffee Table - B		225.00	293.00		Page 15					
4324	TO-202 Princeton - End Table - Blac		202.50	263.00		4380	TG-400 Chrome & Glass - Table - 5'		487.50	634.00	
Page 6						4381	TG-403 Chrome & Glass - Table - 42"		375.00	488.00	
4325	LC-403 Cambridge - Sofa - Champagne		592.50	770.00		4382	TG-401 Trestle - Table - 4' x 32" C		337.50	439.00	
4326	LC-402 Cambridge - Love Seat - Cham		517.50	673.00		4383	TG-402 Trestle - Table - 32" Sq. Ch		337.50	439.00	
4327	LC-401 Cambridge - Club Chair - Cha		412.50	536.00		4384	CH-308 Silk Back - Chair - w/Arms		135.00	176.00	
4328	TO-303 Metropolitan - Console Table		262.50	341.00		4385	CH-307 Silk Back - Chair - w/o Arms		127.50	166.00	
4329	TO-302 Metropolitan - End Table - C		210.00	273.00		Page 16					
4330	TO-301 Metropolitan - Coffee Table		225.00	293.00		4386	SB-204 Euro Black - Barstool - Blac		202.50	263.00	
4331	TL-100 Corona - Table Lamp - Brushe		112.50	146.00		4387	CH-301 Euro Black - Chair - Black w		112.50	146.00	
4332	FL-100 Corona - Floor Lamp - Brushe		187.50	244.00		4388	CH-302 Euro Black - Chair - Black w		120.00	156.00	
Page 7						4389	TC-504 Euro Black - Cafe Table - 30		210.00	273.00	
4333	LC-608 Pacificia - Sofa - Plum Velo		652.50	848.00		4390	TC-505 Euro Black - Cafe Table - 36		225.00	293.00	
4334	LC-607 Pacificia - Club Chair - Plu		487.50	634.00		4391	TC-108 Euro Black - Cafe Table - 42		247.50	322.00	
4335	LC-617 Pacificia - Bench - Plum Vel		337.50	439.00		4392	TC-502 Euro Black - Cafe Table - 30		210.00	273.00	
4336	FL-102 Touchier - Floor Lamp - Blac		187.50	244.00		4393	TC-503 Euro Black - Cafe Table - 36		225.00	293.00	
Page 8						4394	TC-107 Euro Black - Cafe Table - 42		247.50	322.00	
4337	LC-706 Kobe - Black Micro Suede		202.50	263.00		4395	TB-204 Euro Black - Bar Table - 30"		210.00	273.00	
4338	LC-707 Kobe - Soft Plum Micro Suede		202.50	263.00		4396	TB-205 Euro Black - Bar Table - 36"		225.00	293.00	
4339	LC-708 Kobe - Citrus Micro Suede		202.50	263.00		Page 17					
4340	LC-709 Kobe - Tangerine Micro Suede		202.50	263.00		4400	CH-309 Euro Maple - Chair - Maple/B		142.50	185.00	
4341	LC-703 Cube - Black Micro Suede		112.50	146.00		4401	TC-102 Euro Maple - Cafe Table - 42		262.50	341.00	
4342	LC-701 Cube - Concentric Print Red		112.50	146.00		4402	CH-311 Park Ave - Cafe Chair - Mapl		187.50	244.00	
4343	LC-704 Cube - Sunflower Fabric		112.50	146.00		4403	SB-209 Park Ave - Barstool - Maple/		202.50	263.00	
4344	LC-702 Cube - Red Micro Suede		112.50	146.00		4404	TC-500 Park Ave - Cafe Table - 30"		202.50	263.00	
Page 9						4405	TC-501 Park Ave - Cafe Table - 36"		210.00	273.00	
4345	LC-303 Princeton - Sofa - Black Lea		592.50	770.00		4406	TB-200 Park Ave - Bar Table - 30" M		210.00	273.00	
4346	LC-302 Princeton - Loveseat - Black		517.50	673.00		4407	TB-201 Park Ave - Bar Table - 36" M		225.00	293.00	
4347	LC-301 Princeton - Club Chair - Bla		412.50	536.00		Page 18					
4348	TO-601 Sterling - Coffee Table - Gl		217.50	283.00		4408	CH-404 Conference - High Back Exec		262.50	341.00	
4349	TO-602 Sterling - End Table - Glass		202.50	263.00		4409	CH-405 Conference - High Back Exec		262.50	341.00	
4350	TL-101 Rialto - Table Lamp - Brushe		97.50	127.00		4410	CH-201 Conference - High Back Exec		247.50	322.00	
4351	TO-501 Hampton - Coffee Table - Map		217.50	283.00		4411	CH-200 Conference - Mid Back Exec -		225.00	293.00	
4352	TO-502 Hampton - End Table - Maple/		202.50	263.00		4412	TC-600 Conference - Table - 6' Mapl		525.00	683.00	
Page 10						4413	TC-601 Conference - Table - 8' Mapl		562.50	731.00	
4353	LC-203 Manhattan - Sofa - Grey Velo		592.50	770.00		4414	TC-312 Conference - Table - 6' Blac		540.00	702.00	
4354	LC-202 Manhattan - Loveseat - Grey		517.50	673.00		4415	TC-300 Conference - Table - 10' Gre		675.00	878.00	
4355	LC-201 Manhattan - Club Chair - Gre		412.50	536.00		4416	TC-301 Conference - Table - 10' Bla		675.00	878.00	
4356	TO-700 Westport - Coffee Table - Ex		187.50	244.00		4417	TC-309 Conference - Table - 6' Blac		525.00	683.00	
4357	TO-701 Westport - End Table - Expre		225.00	293.00		4418	TC-303 Conference - Table - 8' Blac		562.50	731.00	
4358	TO-702 Westport - Console Table - E		210.00	273.00		4419	TC-307 Conference - Table - 6' Maho		525.00	683.00	
						4420	TC-302 Conference - Table - 8' Maho		675.00	878.00	

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

5.00 % Tax: \$ _____

TOTAL \$ _____

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event **Hampton Roads Ind. & Facility Maint. Show (11040-11)** Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208
TELEPHONE 704/398-7440 * FAX 704/398-7444

CUSTOM FURNITURE RENTAL ORDER FORM

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
Page 19											
	4421	CH-102 Conference - Chair - Guest B	247.50	322.00							
	4422	CH-101 Conference - Chair - High Ba	277.50	361.00							
	4423	CH-100 Conference - Chair - Mid Exe	247.50	322.00							
	4424	CH-907 Conference - Chair - Parsons	187.50	244.00							
	4425	CH-202 Conference - Chair - Black S	217.50	283.00							
	4426	CH-203 Conference - Chair - High Ba	247.50	322.00							
	4427	CH-400 Task - Chair - Black/Casters	187.50	244.00							
	4428	CH-401 Task - Chair - Black/Casters	172.50	224.00							
	4429	SD-100 Task - Chair - Black/Casater	217.50	283.00							
	4430	SD-101 Task - Chair - Black/Casters	225.00	293.00							
Page 20											
	4431	DE-131 Desk - Maple 60" x 30" Doubl	577.50	751.00							
	4432	DE-136 Desk - Maple 60" x 30" Singl	577.50	751.00							
	4433	CR-212 Credenza - Maple	562.50	731.00							
	4434	LF-206 Lateral File - Maple 2 Drawe	412.50	536.00							
	4435	DE-206 Desk - Walnut 60" x 30" Doub	540.00	702.00							
	4436	DE-201 Desk - Walnut 72" x 36" Doub	600.00	780.00							
	4437	CR-205 Credenza - Walnut	525.00	683.00							
	4438	DE-102 Desk - Grey 60" x 30" Double	487.50	634.00							
	4439	CR-100 Credenza - Grey	487.50	634.00							
	4440	BC-103 Bookcase - Grey 5 shelves	420.00	546.00							
Page 21											
	4441	DE-300 Desk - Mahogany 72" x 36" Do	637.50	829.00							
	4442	CR-301 Credenza - Mahogany	600.00	780.00							
	4443	CH-908 Chair - High Back Burgundy L	375.00	488.00							
	4444	BC-107 Bookcase - Mahogany 5 shelve	292.50	380.00							
	4445	CH-904 Chair - Guest Burgundy Leath	217.50	283.00							
	4446	CH-905 Chair - Guest w/casters Burg	217.50	283.00							
	4447	LF-204 Lateral File - Walnut 2 Draw	592.50	770.00							
	4448	BC-109 Bookcase - Walnut 5 shelves	412.50	536.00							
	4449	TC-104 Queen Anne - Table - 42" Mah	442.50	575.00							
	4450	CH-900 Queen Anne - Chair - Mahogan	187.50	244.00							
	4451	DE-601 Queen Anne - Writing Desk -	375.00	488.00							
Page 22											
	4452	LF-106 Lateral File - Black 2 Drawe	375.00	488.00							
	4453	VF-202 Vertical File - Black 4 Draw	225.00	293.00							
	4454	VF-203 Vertical File - Grey 4 Drawe	225.00	293.00							
	4455	VF-200 Vertical File - Black 2 Draw	187.50	244.00							
	4456	VF-201 Vertical File - Grey 2 Drawe	187.50	244.00							
	4457	LF-101 Lateral File - Grey 2 Drawer	375.00	488.00							
	4458	AC-111 Refrigerator - 4 cu ft	367.50	478.00							
	4459	AC-112 Bar - Black 2 shelves	337.50	439.00							
	4460	PE-103 Pedestal - Black - 14" x 14"	240.00	312.00							
	4461	PE-102 Pedestal - Black - 14" x 14"	262.50	341.00							
	4462	PE-101 Pedestal - Black - 14" x 14"	292.50	380.00							
	4463	PE-108 Pedestal - Grey - 14" x 14"	240.00	312.00							
	4464	PE-107 Pedestal - Grey - 14" x 14"	262.50	341.00							
	4465	PE-106 Pedestal - Grey - 14" x 14"	292.50	380.00							
	4466	PE-113 Pedestal - White - 14" x 14"	240.00	312.00							
	4467	PE-112 Pedestal - White - 14" x 14"	262.50	341.00							
	4468	PE-111 Pedestal - White - 14" x 14"	292.50	380.00							
	4469	PE-104 Pedestal - Black - 24" x 24"	375.00	488.00							
	4470	PE-109 Pedestal - Grey - 24" x 24"	375.00	488.00							
	4471	PE-114 Pedestal - White - 24" x 24"	375.00	488.00							
	4472	TO-605 Pedestal - Table Black - 24"	292.50	380.00							
	4473	TO-603 Pedestal - Table Black - 24"	240.00	312.00							
	4474	TO-604 Pedestal - Table Black - 30"	262.50	341.00							
Page 23											
	4475	AC-100 Coat Tree - Black	112.50	146.00							
	4476	AC-104 Literature Rack - Black	172.50	224.00							
	4477	PE-100 Storage Pedestal - Black - 2	450.00	585.00							
	4478	PE-105 Storage Pedestal - Grey - 24	450.00	585.00							
	4479	PE-110 Storage Pedestal - White - 2	450.00	585.00							
	4480	TC-700 Computer Counter Walk Up - G	225.00	293.00							
	4481	TC-701 Computer Desk - Graphite	210.00	273.00							

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

5.00 % Tax: \$ _____

TOTAL \$ _____

Yes, I have completed and enclosed the Payment Authorization form.



Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____

Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

PANELBOARD RENTAL ORDER FORM

Return to:



EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED

BULLETIN BOARDS

Quantity	Style	Discount Rate	Standard Rate
_____	(605) 4' x 8' velcro board (Gray Only)	\$ 95.00ea	\$ 118.75 ea

PERFORATED BOARD

Quantity	Style	Discount Rate	Standard Rate
_____	(613) 2' x 8' perf. board panel	\$ 75.00ea	\$ 97.50 ea
_____	(615) 4' x 8' perf. board panel	\$ 90.00ea	\$ 117.00 ea

Perforated board hooks NOT provided.

Perforated board is painted white but may be painted in a solid color of your selection at additional cost ...

_____	(617) Special color for 2' x 8' (per panel add'l)	\$ 50.00ea	\$ 65.00 ea
_____	(619) Special color for 4' x 8' (per panel add'l)	\$ 50.00ea	\$ 65.00 ea

Specify Color _____

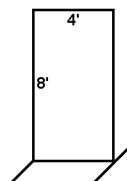
Perforated board hooks NOT provided.

SHELVING (FOR PERFORATED BOARD)

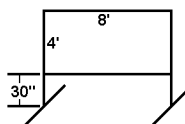
Quantity	Discount Rate	Standard Rate
_____	(631) 4' long x 6" deep - white	\$ 12.00ea \$ 15.50 ea
_____	(635) 8' long x 6" deep - white	\$ 21.00ea \$ 27.50 ea
_____	(637) Special Color (per shelf additional)	\$ 12.00ea \$ 15.50 ea

Specify Color _____

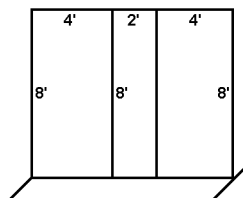
STYLES



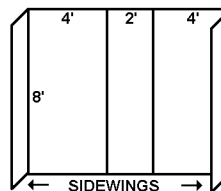
← **STYLE "V"**
Vertical
1 - 4' x 8' or 1 - 2' x 8'



← **STYLE "H"**
Horizontal
1 - 4' x 8' or 1 - 2' x 8'



← **STYLE "B"**
Style B requires
2 - 4' x 8' panels
and 1 - 2' x 8' panel per
10 feet wide backwall.
(Perforated Board Only)



← **STYLE "C"**
Style C requires
2 - 4' x 8' panels and
1 - 2' x 8' panel per
10' backwall. Side wings can
be ordered as either
2 - 4' x 8' panel or
2 - 2' x 8' panels.
(Perforated Board Only)

Please indicate below the desired depth of side wings and be sure to include side wing returns in your order for Style "C".

2' deep 4' deep

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____
5.00 % Tax: \$ _____
TOTAL \$ _____

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ Street City, State Zip Code E-Mail _____

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

SIGN AND ART WORK ORDER FORM

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

CANCELLATION POLICY: No refund on orders cancelled after deadline.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

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

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

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(801)	Sign 7" x 11"	\$ 30.00	\$ 37.50	\$ _____
_____	(803)	Sign 11" x 14"	\$ 36.00	\$ 45.00	\$ _____
_____	(805)	Sign 14" x 22"	\$ 43.50	\$ 54.50	\$ _____
_____	(807)	Sign 7" x 44"	\$ 43.50	\$ 54.50	\$ _____
_____	(811)	Sign 14" x 44"	\$ 66.00	\$ 82.50	\$ _____
_____	(813)	Sign 22" x 28"	\$ 66.00	\$ 82.50	\$ _____
_____	(815)	Sign 28" x 44"	\$ 90.00	\$ 112.50	\$ _____
_____	(819)	Sign 2' x 8' Foamcore	\$ 192.00	\$ 240.00	\$ _____
_____	(821)	Sign 4' x 8' Foamcore	\$ 234.00	\$ 292.50	\$ _____
_____	(823)	Vinyl Banner _____ x _____	\$ 4.75/sf	\$ 5.60 /sf	\$ _____
_____	(827)	Easel Back on Sign	\$ 9.00	\$ 11.25	\$ _____
_____	(829)	Words In Excess of 10	\$ 1.50	\$ 1.90	\$ _____
_____	(831)	Colored Sign Card	\$ 6.00	\$ 7.50	\$ _____
_____	(833)	Addl Color Lettering	\$ 6.00	\$ 7.50	\$ _____

FOUR COLOR DIGITAL SIGNS

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
_____	(861)	Sign 7" x 11" Digital	\$ 45.00	\$ 60.00	\$ _____
_____	(863)	Sign 11" x 14" Digital	\$ 54.00	\$ 72.00	\$ _____
_____	(865)	Sign 14" x 22" Digital	\$ 62.25	\$ 87.00	\$ _____
_____	(867)	Sign 7" x 44" Digital	\$ 62.25	\$ 87.00	\$ _____
_____	(871)	Sign 14" x 44" Digital	\$ 82.50	\$ 132.00	\$ _____
_____	(873)	Sign 22" x 28" Digital	\$ 82.50	\$ 132.00	\$ _____
_____	(875)	Sign 28" x 44" Digital	\$ 135.00	\$ 180.00	\$ _____
_____	(879)	Sign 24" x 96" Digital	\$ 288.00	\$ 384.00	\$ _____
_____	(881)	Sign 48" x 96" Digital	\$ 351.00	\$ 468.00	\$ _____
_____	(882)	Foamcore _____ x _____	\$ 15.00/sf	\$ 22.50/sf	\$ _____
_____	(883)	Sentra _____ x _____	\$ 16.50/sf	\$ 24.75/sf	\$ _____
_____	(885)	SGL Banner _____ x _____	\$ 16.50/sf	\$ 24.75/sf	\$ _____
_____	(887)	DBL Banner _____ x _____	\$ 26.25/sf	\$ 34.00/sf	\$ _____
_____	(890)	Floor Graphic 2'x3'	\$ 42.25	\$ 42.25	\$ _____
_____	(891)	Floor Graphic Custom 2'x3'	\$ 50.60	\$ 50.60	\$ _____

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

COLOR OF BACKGROUND _____

COLOR OF LETTERING _____

PLEASE CHECK TYPE OF SIGN DESIRED

Vertical Sign 

Horizontal Sign 

INDICATE SIGN COPY

[] See Attached

No credit will be given after close of event on items or services ordered but missing from your exhibit space. If you have a problem please see service desk at the event site prior to leaving. Charges listed above include delivery to your booth (not installation or removal). Signs become your property and responsibility once you have received. If you require labor to install and/or remove any signage please request and specify on the enclosed display labor order form.

Sub Total: \$ _____

5.00 % Tax: \$ _____

Yes, I have completed and enclosed the Payment Authorization form.

TOTAL \$ _____

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ Street City, State Zip Code E-Mail _____

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

08-702

CLEANING SERVICE ORDER FORM

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

CANCELLATION POLICY: Cancellation of any portion of cleaning order after deadline will be charged at 25% of order.

LATE REQUEST: Requests received after deadline will be filled as quickly as possible.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from Fern Expositions & Event Services are installed in clean condition. Any cleaning service required within your booth space debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$.21 Per Sq. Ft.

VACUUM / SHAMPOO / MOP

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

Please check preference below:

- (903) VACUUM -- DAILY of carpet, empty wastebaskets before initial opening of exhibit and DAILY thereafter\$.25 Per Sq. Ft. PER DAY
- (901) VACUUM -- ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.....\$.27Per Sq. Ft.
- (905) SHAMPOO -- ONCE before initial opening of exhibit\$.75Per Sq. Ft.
- MOPPING - tile/linoleum/vinyl floor coveringAVAILABLE UPON REQUEST

There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, food sampling, landscape, etc.

PORTER SERVICE

Empty wastebasket, police exhibit space at two hour intervals during show hours.

(915) Periodical porter service\$115.00 PER DAY

Please check preference below:

- DAILY
- ONCE - Specify Day: _____ Date: _____
- OTHER - Specify Day(s) / Date(s) _____

DISPLAY WIPE DOWN

- (911) Display Wipe Down before initial opening (4 Hour minimum per day) \$59.00 per hr. S/T or \$ 88.50 per hr. O/T
- (913) Display Wipe Down daily (4 Hour minimum per day) \$59.00 per hr. S/T or \$ 88.50 per hr. O/T

SPECIAL INSTRUCTIONS / CONCERNS

ESTIMATE CLEANING SERVICES COST FOR ADVANCE PAYMENT

- Exhibit Space: _____ ft. x _____ ft. = _____ sq. ft. (100 sq. ft. minimum) x _____ per sq. ft. x _____ days = \$ _____
- Porter Service: _____ days x \$115.00 per day= \$ _____
- Display Wipe Down: _____ hours (4 Hr. min. per day) x _____ day(s) x [\$ 59.00 hr. S/T or \$ 88.50hr. O/T]. = \$ _____

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 Fern Expositions & Event Services Service Desk Personnel at event site prior to leaving.

Sub Total: \$ _____

% Tax: \$ _____

Yes, I have completed and enclosed the Payment Authorization form.



TOTAL \$ _____

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone(____) _____ Fax(____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

FORKLIFT TO RIG IN BOOTH

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

(THIS FORM IS NOT FOR UNLOADING & RELOADING - PLEASE USE SHIPPING FORM)

PAYMENT POLICY: Payment in full of total estimated labor must accompany order and be received by deadline to be processed. Please complete payment authorization form.

CANCELLATION POLICY: 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: Requests received after deadline will be filled as work force is available. Please direct all onsite inquiries to service desk.

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 labor/carpenter, you will also require a forklift in your booth for installation and removal. A Forklift Crew consists of forklift and operator. If required, a spotter/helper is available at the rate of \$ 35.00 /hr. S.T., \$ 70.00/hr. O.T. The cost to the exhibitor is a minimum of 1.00 hour. If you have questions, please call the Fern Expositions & Event Services at 704-398-7440

ORDER FOR FORKLIFT AND CREW

ORDER:	Number of Crews Required	Estimated Hours (one hour increments) Each Crew	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
Forklift with Operator						
Forklift with Operator						
Spotter / Helper						
Spotter / Helper						

NOTE: Please order display labor/carpenter from the enclosed form.

RATES: Estimated Rigging Labor Cost for Advance Payment

All forks include operator:

Please Circle Fork Size

Forklifts

Straight Time

Over Time

(1005)

4000 lbs.

\$ 134.00 /Hr.

\$ 201.00 /Hr.

Straight time rates prevail from 8:00 A.M. to 4:00 P.M. Monday through Friday. Overtime rates prior to 8:00 A.M. and after 4:00 P.M., Monday through Friday and all day Saturday and Sunday. Starting time can be guaranteed only in those instances where men are requested for the start of the work 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 their representative.

INSTALLATION	
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Straight Time Hours	x \$ <u>134.00</u> /hr. = \$ _____
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Over Time Hours	x \$ <u>201.00</u> /hr. = \$ _____
DISMANTLE	
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Straight Time Hours	x \$ <u>134.00</u> /hr. = \$ _____
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____ Total Over Time Hours	x \$ <u>201.00</u> /hr. = \$ _____
Total Rigging Labor = \$ _____	

*** IMPORTANT NOTICE ***

NOTE: Your company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Fern Expositions & Event Services will NOT be responsible for injury to display personnel and damage or loss of display material. In any case, the liability of Fern Expositions & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1,000.

No credit will be given after billing of these services ordered but not received. If you have a problem, please see Fern Expositions & Event Services Service Desk Personnel at event site prior to opening. Advance payment in full by check, money order or credit card is required for all labor orders.

Sub Total: \$ _____

Yes, I have completed and enclosed the Payment Authorization form.



TOTAL \$ _____

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

11040-11

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DISPLAY FOR PURCHASE ORDER FORM

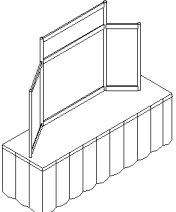
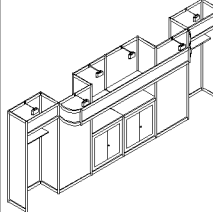
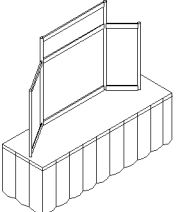
DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

CANCELLATION POLICY: No refunds on orders cancelled after the deadline.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

CHOOSE YOUR EXHIBIT - CHECK ONE

	Table Top Pop-up Displays (4501) 6' Display \$ 1,354.00 (4503) 8' Display \$ 1,858.00 (4505) Detachable header \$ 285.00 Package Includes: - Fabric - Fabric Endcaps - Telescoping Channel Bars - Frame Bag - Fabric Panels - Molded Case on Wheels Shipping and Handling (Circle One) Before Deadline \$ After Deadline \$		10' Portable Pop-up Floor Display (4513) 10' Display \$ 2,998.00 (4517) Detachable header \$ 375.00 Package Includes: - Arc Frame - Telescoping Bars - Fabric Endcaps - Frame Bag - Fabric Panels - Molded Case on Wheels Shipping and Handling (Circle One) Before Deadline \$ After Deadline \$
	Table Top Panel Displays (4507) 4' Panel Display \$ 635.00 (4509) 6' Display \$ 765.00 (4511) Detachable header \$ 175.00 Package Includes: - 4' - 3 Panels - 6' - 4 Panels - Canvas Carrying Bag - Velcro Reversible Fabric - White Sentra Header Shipping and Handling (Circle One) Before Deadline \$ After Deadline \$		20' Portable Pop-up Floor Display (4515) 20' Display \$ 6,100.00 (4519) Detachable header \$ 750.00 Package Includes: - Arc Frame - Telescoping Bars - Fabric Endcaps - Frame Bag - 4 Molded Case on Wheels - Connecting Panels Shipping and Handling (Circle One) Before Deadline \$ After Deadline \$
	Case-To-Table Conversion Kit (4521) Conversion Kit \$ 499.00 Package Includes: - 2 pc Black Countertop (36.25" w x 41.5" h x 17" d) - Shelf Bag - 2 Side Panels - 2 Front Panels - Bracket Bag Shipping and Handling (Circle One) Before Deadline \$ After Deadline \$	Display Panel Color Chart Chalk (white) Silver (light gray) Koala (dark gray) Blaze (red) Windsor (blue) Coal (black) Malibu (beige) Custom Colors Available	

Graphics All graphics should be received in the following formats. If they are not received in one of the formats listed below, there is a \$125 per hour charge (one hour minimum) for computer time to correct the artwork. Please forward your artwork via zip disk, CD, or email in the following formats: (.ai) or Photoshop (.psd), .eps, .tif, .jpeg, or Acrobat (.pdf) at 300dpi resolution or higher. Call if you have other formats. NOTE: All text must be converted to outlines. If text cannot be provided as outlines, all fonts used must be sent with the graphic. All fonts must be in either True Type or MAC Type 1 formats.	Detachable Graphics All are Lexan laminated with Velcro in digital 6-color print. Qty (4533) 22" x 22"..... \$ 110.00 Qty (4535) 27" x 36"..... \$ 235.00 Qty (4537) 18" x 39"..... \$ 190.00 Qty (4539) 33" x 33"..... \$ 250.00 Qty (4541) 36" x 40"..... \$ 365.00 Qty (4543) Full Panel Graphics Table top Pop-up per panel.. \$ 430.00 Qty (4545) Full Panel Graphics Floor pop-up per Panel..... \$ 525.00 Pro-Cut Graphics Pro-Cutting is a process which involves inlaying fabrics and vinyls to create dramatic images. For more information or a price quote, please call the above number. We can create your graphic artwork at an hourly rate of \$125	Accessories Halogen Light Kit Package Includes: * Plastic Case * 2 Halogen Long Stem Lights * Extra Halogen Bulbs * 2 Electrical Ports Qty (4523) Long Stem Halogen Light Kit..... \$ 380.00 Literature Pockets Qty (4527) Lg Brochure Holdes (Holds 8 1/2" x 11").... \$ 28.00 Qty (4529) Sm Brochure Holdes (Holds 4" x 9")..... \$ 12.00 SHIP TO: _____ DEADLINE DATE: _____
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INDICATE YOUR SIGN COPY or SEE SIGN COPY ATTACHED

* Remember to order the following items. They are NOT included in booth package:
 * Furniture * Chairs * Graphics * Tables * Electrical services
 * Floral * Cleaning Service * Carpeting * Drayage Services * Labor to install/remove

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to opening.

Yes, I have completed and enclosed the Payment Authorization form.

Sub Total: \$ _____
 5.00 % Tax: \$ _____
 Shipping and Handling: \$ _____
TOTAL \$ _____

Name of Event **Hampton Roads Ind. & Facility Maint. Show (11040-11)** Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____
 Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

45-701

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

BANNER STAND / TABLE COVER PURCHASES ORDER FORM

DEADLINE for return of this form: May 2, 2011

PAYMENT POLICY: Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

CANCELLATION POLICY: No refunds on orders cancelled after the deadline.

LATE REQUEST: Requests after deadline will be filled as available at the standard rate.

RETRACTABLE BANNER STAND

If you like the ability to change your graphics from show to show, day to day, or hour to hour, then the QuickScreen 3 is the optimal choice! The graphic cassette storage enables you to easily exchange images on-site in just minutes.

Our banner stands are beneficial to suit your marketing needs for any event, such as: Trade Shows, Airports, Museums, Sales Meetings, New Product Demonstrations, Event Presentations, Conferences, Retail/POP, College or Universities and many more.

		Size *	Qty	Discounted Price	Standard Price ²	PRICE
Retractable Banner Stand w/Replaceable Banner Cartridge Includes Graphic and Padded Bag (4601)		33.5" W x 82.5" H		950.00	1,110.00	
Refill Banner Cartridge with Graphic (4603)		33.5" W x 82.5" H		595.00	695.00	
Shipping and Handling(not taxable) (4620)				40.00	100.00	

The unit comes in gray with gray end-caps and front profile. For an additional charge you can have red, blue, green or chrome end-caps and front profile. The unit and pole store in the black padded bag included. * Additional sizes available, please call for details.

TABLE COVERS WITH LOGO

6ft and 8ft table covers are available in a wide variety of fabric colors. You can add a single color logo, multi color logo or company message to any table cover for a professional look.

		Size *	Qty	Discounted Price	Standard Price ²	PRICE
Table Cover with text (1 color)	6ft (4650)			325.00	425.00	
	8ft (4652)					
Table Cover with Logo (1 color)		6ft or 8ft (4654)		Call for Quote	Call for Quote	
Table Cover with Logo (2 or more colors)		6ft or 8ft (4656)		Call for Quote	Call for Quote	
Shipping and Handling(not taxable) (4620)				40.00	100.00	

* Additional sizes available, please call for details.

1 Price if ordered and/or payment are received prior to deadline date. Client to supply artwork in usable form. Graphics assistance available (\$125/hour, 1 hr. minimum)
2 Price if ordered and/or payment are received after deadline date but up to 10 working days prior to Exhibitors move-in. Delivery not guaranteed if ordered after deadline.

<p align="center">Graphics Specification</p> <p>Please forward your artwork via zip disc, CD, or e-mail in the following file formats: Illustrator (.ai) or Photoshop (.psd), .eps, .tif, or Acrobat (.pdf) at 300dpi resolution or higher. Call if you have other file formats.</p> <p><input type="checkbox"/> Yes, I have completed and enclosed the Payment Authorization form.</p>	<p>Sub Total: \$ _____</p> <p>5.00 % Tax: \$ _____</p> <p>Shipping and Handling: \$ _____</p> <p>TOTAL \$ _____</p>
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Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone(____) _____ Fax(____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

Return to:

GEORGE fern

EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

MATERIAL HANDLING SERVICE ORDER FORM

DEADLINE for return of this form: May 2, 2011

*** IMPORTANT ***

Complete the Material Handling Payment computation below based upon your estimated shipment and return this form with your payment and the Payment Authorization Form included with this service kit.

Last date to ship to the WAREHOUSE May 16, 2011
First date to ship to the SITE May 17, 2011

MATERIAL HANDLING INFORMATION

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight tickets required for unloading.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes, and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Loose, uncrated, van, or specialized carrier shipments should be sent **DIRECTLY** to the **CONVENTION FACILITY** to arrive **AFTER 8 AM on the first date to ship to the SITE.**
- Consignment or delivery of a shipment to Fern Expositions & Event Services or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front and reverse of this page.
- Outbound bills of lading must be filled out and turned into the exhibitor service desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with carrier. If designated carrier fails to show in required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

SHIPPING ADDRESSES

<p align="center">ADVANCE WAREHOUSE</p> <p>TO: (NAME OF EXHIBITOR) c/o FERN EXPOSITION & EVENT SERVICES YRC 1313 CAVALIER BLVD CHESAPEAKE, VA 23323</p> <p>FOR: BOOTH NUMBER _____</p>	<p>TO: (NAME OF EXHIBITOR) c/o FERN EXPOSITION & EVENT SERVICES VIRGINIA BEACH CONVENTION CENTER 1000 19TH ST. VA BEACH, VA 23451</p> <p>FOR: BOOTH NUMBER _____</p>
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MATERIAL HANDLING RATE SCHEDULE

Rates below include receipt of your freight on straight time; delivery to the booth; removal, storage, and return of empty crates; and at the end of the show - movement of your freight from the booth to the dock and reloading on trucks. **A 200 lb. minimum per shipment applies.**

CATEGORY	DESCRIPTION	RECEIVED AT	RATE
A	Crated or Skidded Shipments via common carrier to ==>	Advanced Warehouse ==>	\$ 71.00 /cwt
B	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	Advanced Warehouse ==>	\$ 76.00 /cwt
C	Loose or Uncrated Shipments or Shipments requiring Special Handling to ==>	Advanced Warehouse ==>	\$ 96.00 /cwt
D	Crated or Skidded Shipments via common carrier to ==>	Show Site ==>	\$ 66.00 /cwt
E	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	Show Site ==>	\$ 71.00 /cwt
F	Loose or Uncrated Shipments or Shipments requiring Special Handling to ==>	Show Site ==>	\$ 91.00 /cwt
P	Small Package Shipments Not Exceeding 50lbs. Per Shipment via FedEx, UPS, or Overnight Carrier To ==>	Show Site ==>	\$ 35.00 1st ctn. \$ 15.00 ea. add'l ctn.

Add 25% for each handling if your shipment arrives or is shipped before 8:00 A.M. or after 3:00 P.M. Monday through Friday or anytime Saturday or Sunday, or if scheduling necessitates overtime move-in of freight in advance at our warehouse.

MATERIAL HANDLING PAYMENT CALCULATION

RATE CATEGORY	NUMBER of PIECES	WEIGHT (Minimum 200 lbs.)	RATE	TOTAL
Shipment 1	_____	_____	X _____	= \$ _____
Shipment 2	_____	_____	X _____	= \$ _____
Shipment 3	_____	_____	X _____	= \$ _____
Shipment 4	_____	_____	X _____	= \$ _____
Shipment 5	_____	_____	X _____	= \$ _____

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 Fern Expositions & Event Services Service Desk Personnel at the event site prior to leaving.

See reverse for complete freight terms and conditions.

Yes, I have completed and enclosed the Payment Authorization form. TOTAL \$ _____

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ Street _____ City, State _____ Zip Code _____ E-Mail _____

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)

MATERIAL HANDLING TERMS AND CONDITIONS

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00 A.M. - 3:00 P.M. OVERTIME will be charged before 8:00 A.M. and after 3:00 P.M. on weekdays and on Saturday, Sunday, or Holidays.

RATES APPLY to each pound with a 200 lb. minimum and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

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

SPECIAL SERVICES AND RATES - Fern Expositions & Event Services will provide steel banding services at \$1.00 per lin. ft. as well as shrink wrap services for packaging of displays and equipment at \$45.00 per skid-shrink wrap. Please see the Fern Expositions & Event Services Service Desk. Fork lifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved into and out of the exhibit facility for \$100.00 per round trip.

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

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

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

EMPTY CONTAINER STORAGE - Properly labeled empty containers of freight handled by Fern Expositions & Event Services will be removed and returned to the booth; empty labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. **Fern Expositions & Event Services assumes no responsibility** for removal of containers with old empty storage labels and without Fern Expositions & Event Services labels, improper information on empty labels, or valuables stored in containers with empty labels. Handling of empty containers of Freight not brought in by Fern Expositions & Event Services may be available at an additional charge, predicated upon availability of storage space.

OUTBOUND SHIPPING INSTRUCTIONS should be given to Fern Expositions & Event Services at the Convention Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to Fern Expositions & Event Services. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by Fern Expositions & Event Services and shipped with the information available at the time. Fern Expositions & Event Services will not be liable for shipping errors subsequent to the convention unless it has specific written instructions and has failed to honor them. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and be binding and the right is reserved to alter Exhibitor's bill of lading to reflect actual condition, count, and contents found.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by Fern Expositions & Event Services will be the responsibility of the Exhibitor. Fern Expositions & Event Services WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of Fern Expositions & Event Services is limited to \$.10 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles of shipments are in excess of those stated above.

EXHIBIT LOSS OR DISAPPEARANCE - Fern Expositions & Event Services and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by Fern Expositions & Event Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. Fern Expositions & Event Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Fern Expositions & Event Services and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipments that are given to Fern Expositions & Event Services the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. Fern Expositions & Event Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period. Fern Expositions & Event Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to Fern Expositions & Event Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up of shipment.

DISPUTES - In the event of any dispute between an Exhibitor and Fern Expositions & Event Services relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to Fern Expositions & Event Services for any services provided by Fern Expositions & Event Services as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay Fern Expositions & Event Services within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relate(s) for all service, and such Exhibitor shall pursue any claim against Fern Expositions & Event Services independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by Fern Expositions & Event Services has been received.

INSURANCE - Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

EXHIBITS TO BE STORED will be charged at a rate of \$.05 /lb. per month, with a minimum monthly rate of \$30.00 or fraction thereof. No charge for storage will be made for inbound shipments when received .14 days prior to the show.

EXHIBIT MATERIAL RUSH

"FOR ADVANCE WAREHOUSE ONLY"

TO: _____

FERN EXPOSITION & EVENT SERVICES
YRC
1313 CAVALIER BLVD
CHESAPEAKE, VA 23323
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: HAMPTON RDS INDU & FAC MAINTEN

BOOTH NUMBER: _____

MUST RECEIVE BY: May 16, 2011

EXHIBIT MATERIAL RUSH

"FOR ADVANCE WAREHOUSE ONLY"

TO: _____

FERN EXPOSITION & EVENT SERVICES
YRC
1313 CAVALIER BLVD
CHESAPEAKE, VA 23323
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: HAMPTON RDS INDU & FAC MAINTEN

BOOTH NUMBER: _____

MUST RECEIVE BY: May 16, 2011

EXHIBIT MATERIAL RUSH

"FOR ADVANCE WAREHOUSE ONLY"

TO: _____

FERN EXPOSITION & EVENT SERVICES
YRC
1313 CAVALIER BLVD
CHESAPEAKE, VA 23323
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: HAMPTON RDS INDU & FAC MAINTEN

BOOTH NUMBER: _____

MUST RECEIVE BY: May 16, 2011

EXHIBIT MATERIAL RUSH

"FOR ADVANCE WAREHOUSE ONLY"

TO: _____

FERN EXPOSITION & EVENT SERVICES
YRC
1313 CAVALIER BLVD
CHESAPEAKE, VA 23323
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: HAMPTON RDS INDU & FAC MAINTEN

BOOTH NUMBER: _____

MUST RECEIVE BY: May 16, 2011

EXHIBIT MATERIAL RUSH

"FOR SHIPMENTS TO SHOW SITE ONLY"

TO: _____

FERN EXPOSITION & EVENT SERVICES
VIRGINIA BEACH CONVENTION CENTER
1000 19TH ST.
VA BEACH, VA 23451

SHOW NAME: HAMPTON RDS INDU & FAC MAINTEN

BOOTH NUMBER: _____

TARGET DELIVERY FOR: May 17, 2011
(DO NOT DELIVER BEFORE)

EXHIBIT MATERIAL RUSH

"FOR SHIPMENTS TO SHOW SITE ONLY"

TO: _____

FERN EXPOSITION & EVENT SERVICES
VIRGINIA BEACH CONVENTION CENTER
1000 19TH ST.
VA BEACH, VA 23451

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Return to:
 2310 Old Steele Creek Rd
 Charlotte, NC 28208
 P: 704.398.7440
 F: 704.398.7444

Outbound Bill of Lading Request and Carrier Selection

Please complete and return as quickly as possible to help expedite the show move-out process. Every outbound shipment must be properly labeled and requires a Fern Bill of Lading for each destination.

Important Notice: Any shipments left on the show floor without the paperwork completed and submitted to the Fern Exhibitor Service Desk will be returned to warehouse at the exhibitors' expense. In the event of a carrier no-show we will send the shipment via the house carrier or return it to the warehouse at an additional charge and hold the shipment until payment is received.

OUTBOUND BILL OF LADING REQUEST AND CARRIER SELECTION PROCESS:

1. Exhibitor must complete request form and send back to us or return to the Fern Exhibitor Service Desk
2. Fern will create a Bill of Lading and shipping labels that will be printed and delivered to your exhibit or held at the Exhibitor Service Desk
3. Exhibitor must properly pack each shipment and apply labels
4. Exhibitor must return the signed Bill of Lading to Exhibitor Service Desk with complete piece count and estimated weight

EXHIBITOR INFORMATION	
Event/Show:	_____
Booth#:	_____

SHIP TO ADDRESS INFORMATION

Company Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS INFORMATION # of Pieces: Est. Weight: Qty. of Labels:

Company Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

CARRIER SELECTION (Use Check Box to Select Carrier)

- Fern Transportation (House Carrier)
- Outside Carrier Name: _____

You may use another carrier of your choice, however, you will need to schedule the pick up
 Freight carriers must be checked-in by time and location published in the *show Exhibitor Services Manual*

Please complete this section below for Fern Transportation shipments

Level of Service: <input type="checkbox"/> Ground <input type="checkbox"/> Second Day <input type="checkbox"/> Overnight	Special Instructions:
Declared Value \$: <input type="text"/> <small>Note: Declared value constitutes an insurance contract. Additional insurance cost is: \$1.00 per \$100.00.</small>	<input type="text"/>
Cardholder's Name (print): <input type="text"/>	Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC
On-site Payment Approver Name (print): <input type="text"/> Use Credit Card on File	Card Number: <input type="text"/>
Card Holder Address: <input type="text"/> Same as Bill to Address	Expiration: <input type="text"/> Security Code: <input type="text"/>
City: <input type="text"/>	Credit Card/Payment Authorization Signature:
State: <input type="text"/> Zip Code: <input type="text"/>	<input type="text"/>

By signing this Credit Card/Payment Authorization, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual) and the limits of liability (listed below) outlined by Fern Exposition & Event Services.

Shipments moving via Second Day/Next Day: liability will be limited to \$0.50 per pound. Excessive valuation coverage is available at the exhibitor's expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00. Cardholder or On-site Payment Approver signature acknowledges agreement to these terms. Shipments moving via Ground Transportation: Exhibitor agrees (i) Forwarder's liability to Exhibitor shall be limited to \$25.00 per pound per package and shall not exceed \$100,000 under any circumstances; and (ii) Forwarder shall have no liability for special, incidental, PUNITIVE, or consequential damages arising from any loss, damage, mis-delivery, or delay of a shipment HOWEVER CAUSED.

**INDEPENDENT DISPLAY HOUSE
CONTRACTORS**

Return to:



EXPOSITION & EVENT SERVICES

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208

TELEPHONE 704/398-7440 * FAX 704/398-7444

DEADLINE for return of this form: May 2, 2011

**Hampton Roads Ind.& Facility Maint. Show
May 18-19,2011
Virginia Beach Convention Center
Virginia Beach, VA**

INDEPENDENT DISPLAY HOUSE CONTRACTORS

You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit.

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

Exhibitor Name: _____ Booth Number: _____

Exhibitor Contact Name: _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Display House To Be Used: _____

Address: _____

Telephone Number: _____ Fax Number: _____ E-Mail: _____

Display House Contact Name: _____

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

Print or Type Name

Signature Date

(See reverse for policy regarding Independent Display House Contractors)

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

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

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits 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 requirements.

1. The Exhibitor, in writing, must notify Show Management and Fern Expositions & Event Services of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such 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 badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Expositions & Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work, and shall provide Show Management and Fern Expositions & Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Public Liability Insurance and shall provide Show Management and Fern Expositions & Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Expositions & Event Services and the Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractors 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 building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Expositions & Event Services. The independent contractors must coordinate all of their activities with the Fern Expositions & Event Services.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

Return to:

**NO SERVICES REQUIRED
RESPONSE FORM**



DEADLINE for return of this form: May 2, 2011

2310 OLD STEELE CREEK ROAD * CHARLOTTE, NC 28208
TELEPHONE 704/398-7440 * FAX 704/398-7444

Thank You

We have reviewed the attached order forms but DO NOT need services or materials from the Fern Expositions & Event Services for this event. Should our requirements change, we understand that we can order equipment and services at the show, at the prevailing floor order prices.

Our Company Name is _____

Our Booth Number is _____

(Please return this form promptly so that you will not receive follow up communications)

Name of Event Hampton Roads Ind. & Facility Maint. Show (11040-11) Booth Number _____

Firm Name _____ Phone (____) _____ Fax (____) _____

Address _____ E-Mail _____
Street City, State Zip Code

Print/Type Name _____ Signature _____ Date _____

(Must be received in our office by deadline)