



Dear Exhibitor:

AISTech 2015 will be held at the Cleveland Convention Center in Cleveland, Oh., USA, 4-7 May 2015, with the Exposition being held 4-6 May. This Service Kit contains all pertinent information for setting up and dismantling your booth.

Fern Exposition & Event Services is the official general contractor for the Exposition. Please contact Phyllis Smith at +1.614.253.1500.

Please direct service requests to the corresponding vendor. For example, utility requests should be directed to the Cleveland Convention Center, general contracting services to Fern Exposition & Event Services, lead retrieval services to Convention Data Services, etc.

When necessary, exhibitors will be provided with an 8-foot-high drape in blue/white and 36-inch side rails in blue. An exhibitor ID sign is also included.

AIST would like to take this opportunity to thank you for exhibiting at AISTech 2015. We are looking forward to a beneficial and successful show this year and are pleased that you will be joining us.

If you have any questions or concerns, please let us know.

Sincerely,

Show Management

[sales@aist.org](mailto:sales@aist.org)

[Bill Albaugh](#)

General Manager — Sales

+1.724.814.3010

[Geraldine Kane](#)

Senior Sales Representative

+1.724.814.3022

[Beth Kirschner](#)

Sales Representative

+1.724.814.3030

[Rebecca Smith](#)

Inside Sales Representative

+1.724.814.3060

[Doreen Cary](#)

Sales Administrator

+1.724.814.3018



### EXHIBITOR SET-UP

Friday, 1 May 2015	8 a.m.–5 p.m.
Saturday, 2 May 2015	8 a.m.–5 p.m.
Sunday, 3 May 2015	8 a.m.–4 p.m.

All exhibits must be completed by 4 p.m. on Sunday, 3 May 2015 for inspection.

### EXHIBIT HOURS

Monday, 4 May 2015	9 a.m.–6 p.m.
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AIST Welcome Reception in the Exhibit Hall from 5 to 6 p.m.

Tuesday, 5 May 2015	9:30 a.m.–6 p.m.
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AIST Reception in the Exhibit Hall from 5 to 6 p.m. All full conference, student, exhibitors and Tuesday one-day registrants will receive a \$5 lunch voucher to be used in the Exhibit Hall.

Wednesday, 6 May 2015	11 a.m.–3 p.m.
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All full conference, student, exhibitors and Wednesday one-day registrants will receive a ticket for a complimentary lunch in the Exhibit Hall.

AIST Feature Drawings:

- Vehicle Giveaway Feature Drawing 11:45 am in Exhibit Hall – must be present at final drawing to win.
- All other Feature Drawings will be announced at 2:30 pm in Exhibit Hall.

### EXHIBITOR DISMANTLING

Wednesday, 6 May 2015	3–10 p.m.
Thursday, 7 May 2015	8 a.m.–6 p.m.

**The removal of all exhibit materials must be completed by  
Thursday, 7 May 2015 at 6 p.m.**



### WARNING: Unauthorized Service Providers

As an exhibitor, you may be contacted by Unauthorized Service Providers — for hotel/housing, audiovisual, carpet, exhibitor directory listing, etc. — who claim to be affiliated with AIST. These solicitations may appear to provide cost savings; however, the rates listed could be misleading and, in some cases, the vendor may not be a credible supplier.

AISTech Show Management is committed to providing quality services to ensure your show experience is positive. Authorized service providers for AISTech 2015 are listed below. Should you be contacted by a provider who is not listed below or have any questions, please contact Show Management (listed below).

## OFFICIAL SHOW CONTRACTORS

### Convention Center

Cleveland Convention Center  
1 St. Clair Ave. NE  
Cleveland, OH 44114 USA  
Phone: +1.216.928.1600  
Email: [meetings@clevelandconventions.com](mailto:meetings@clevelandconventions.com)  
Web: [clevelandconventions.com](http://clevelandconventions.com)

### General Contractor

Fern Exposition & Event Services  
1500 Old Leonard Ave.  
Columbus, OH 43219 USA  
Phone: +1.614.253.1500  
Fax: +1.614.253.9101  
Contact: Phyllis Smith  
Email: [psmith@fernexpo.com](mailto:psmith@fernexpo.com)

### Lead Retrieval

Registration Badge Reader (Rental)  
Convention Data Services Inc.  
Dept. 210, 107 Waterhouse Road  
Bourne, MA 02532 USA  
Phone: +1.800.746.9734  
Fax: +1.508.759.4238  
Email: [xpressleadpro@cdsreg.com](mailto:xpressleadpro@cdsreg.com)

### Audiovisual Services

CCR Solutions Inc.  
100A Belfield Road  
Toronto, ON M9W 1G1  
Canada  
Phone: +1.416.675.2480 x266  
Mobile: +1.416.886.7391  
Contact: Madalena Morais  
Email: [madalenam@ccrsolutions.com](mailto:madalenam@ccrsolutions.com)

### Housing Agency

Passkey  
Housing will open 1 December 2014.  
Visit [AISTech.org](http://AISTech.org) to reserve your room(s).

### International Freight

1. Rogers Worldwide  
1500 E Higgins Road, Suite 106  
Elk Grove Village, IL 60007 USA  
Contact: Sherri Pele  
Phone: +1.702.642.3575  
Fax: +1.847.806.6204  
Email: [import@rerogers.com](mailto:import@rerogers.com)
2. Fern Transportation  
Phone: +1.800.774.1251  
Contact: Al Bumgarner  
Email: [abumgarner@fernexpo.com](mailto:abumgarner@fernexpo.com)

### Florist

Fern Exposition & Event Services  
1500 Old Leonard Ave.  
Columbus, OH 43219 USA  
Phone: +1.614.253.1500  
Fax: +1.614.253.9101  
Contact: Phyllis Smith  
Email: [psmith@fernexpo.com](mailto:psmith@fernexpo.com)

### Catering Services

Levy Restaurants  
Cleveland Convention Center  
1 St. Clair Ave. NE  
Cleveland, OH 44114 USA  
Phone: +1.216.928.1518  
Contact: Rosemary Macey  
Email: [rmacey@Levyrestuarants.com](mailto:rmacey@Levyrestuarants.com)

### Photography Service

Cody York Photography  
Phone: +1.440.391.8510  
Email: [cyorkphotography@gmail.com](mailto:cyorkphotography@gmail.com)  
All orders must be placed by 1 May 2015.

If you have any questions, please phone, fax, email or write to:

### Association for Iron & Steel Technology

186 Thorn Hill Road  
Warrendale, PA 15086 USA  
Phone +1.724.814.3000  
Fax +1.724.814.3005

### SHOW MANAGEMENT

[sales@aist.org](mailto:sales@aist.org)

#### Bill Albaugh

General Manager — Sales  
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#### Beth Kirschner

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#### Doreen Cary

Sales Administrator  
+1.724.814.3018

**If you would like to use a contractor other than the Official Show Contractors listed above, please refer to the guidelines for Independent Contractors within this kit.**



## CLOSING HOUR OF SHOW

The show will officially close at 3 p.m. on Wednesday, 6 May 2015. No dismantling before this time is permitted. Any exhibitor dismantling before this time will not receive a post-show attendee list. All exhibit material must be removed from the Convention Center by 6 p.m. on Thursday, 7 May 2015.

## CRATES

The carpet in aiseways will be lifted beginning at 3:30 p.m. on Wednesday, 6 May 2015, and all crates will be returned after this task is complete. All packing must be done in your booth and not in the aisle. Aisles must be clear for outgoing shipments at all times.

## SMALL EQUIPMENT

Please ensure that your small equipment is carefully checked and not left exposed. Exhibitors are responsible for their own material. Any loss of material is the exhibitor's responsibility. Do not rely on other person(s) to guard your material.

## SERVICE DESKS

Service desks will be maintained throughout the period of dismantling by the Convention Center and the Fern Exposition & Event Services.

## DISPLAY LABOR

Labor to dismantle and repack your booth must be ordered direct from Fern Exposition. If you have special heavy equipment, please secure your labor for this type of work from Fern Exposition & Event Services. Please order the number and kind of labor required, as orders will be filled in rotation.

## SHIPPING INSTRUCTIONS

ALL outbound freight must have a Fern Exposition & Event Services bill of lading with shipping labels, including UPS and FedEx. Please go to the Fern Exposition & Event Services service desk to pick up your outbound bill of lading and shipping labels.

Do not leave any equipment or merchandise in the booth after it has been crated for shipment without putting a tag on each package with proper shipping instructions. If the shipment is for a local transfer company or manufacturing company pickup, indicate this on each package so there will be no mistake.

## EXHIBIT SPACE

EXHIBITORS will be held responsible for any damage done to the Convention Center floor, such as drilling holes to hold down machinery, or damage to the Convention Center walls. All damages to the floors or walls will be repaired at the expense of the exhibitor(s) through arrangements with the Convention Center management.

## FURNITURE REMOVAL

Be sure that all papers or articles in the table drawers, on the tables or in the show cases are removed. If the exhibitor has their own furniture, it should be tied together to make sure it is not picked up in error.

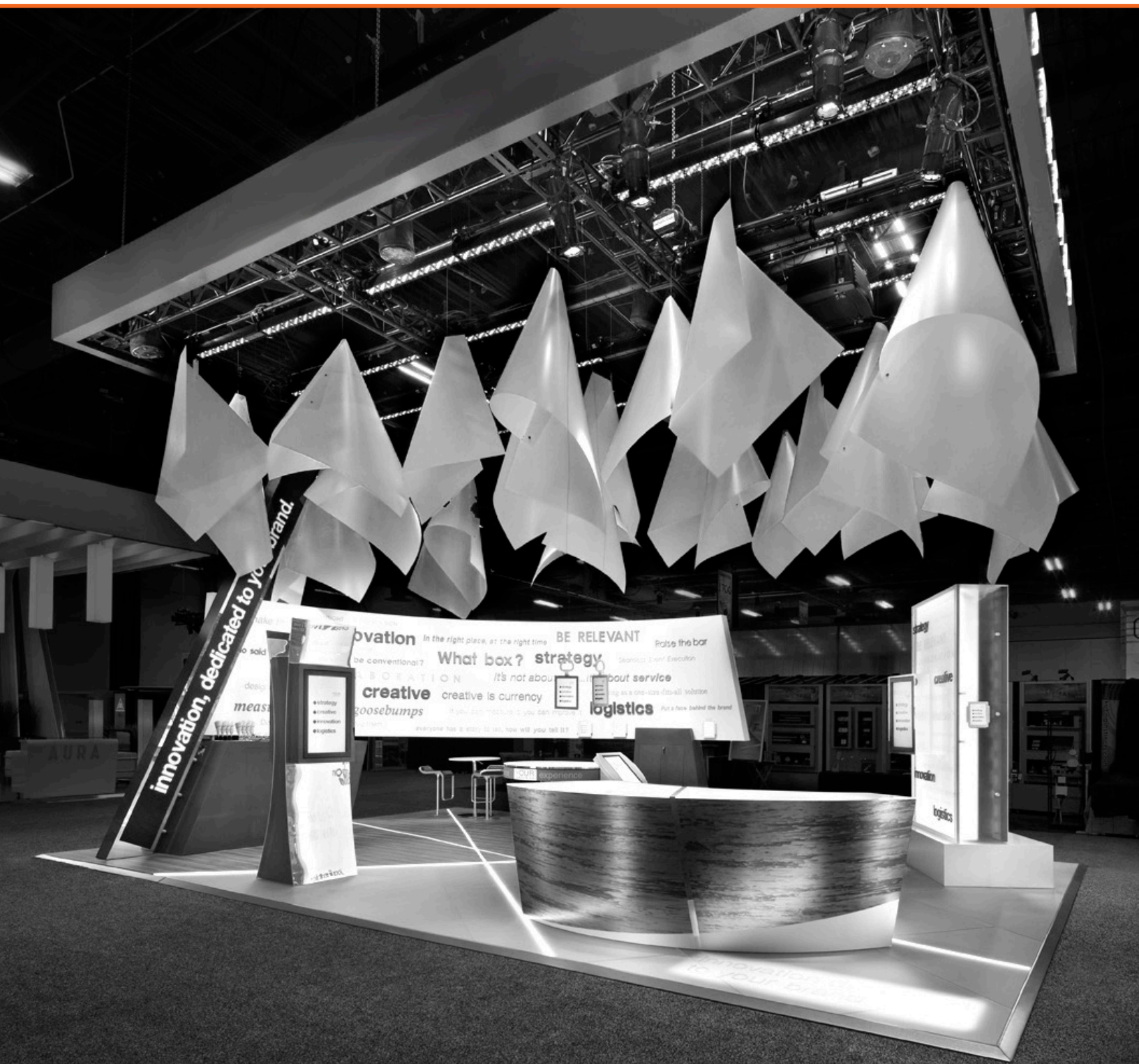
## SPECIAL WORK

All invoices should be reviewed and paid in full prior to the closing of the conference. If you have ordered furnishings, labor, material handling or shipping please go to the Fern Exposition desk. If you have ordered utilities such as Electricity, please go to the Cleveland Convention Center service desk. No changes or credits will be issued by the suppliers after the close of the show.

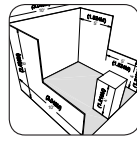
**WE CAUTION YOU ONCE AGAIN TO QUICKLY PACK YOUR SMALL ITEMS. WE KNOW THEY ARE VALUABLE AND MANY OF THEM CANNOT BE REPLACED. THEY MAY GET LOST IN THE SHUFFLE IF THEY ARE NOT WELL GUARDED.**



# Guidelines for Display Rules & Regulations 2014 Update

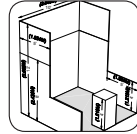


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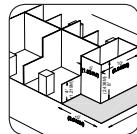
Linear Booth and Corner Booth

4



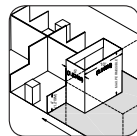
Perimeter Booth

5



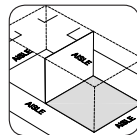
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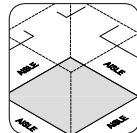
Peninsula Booth

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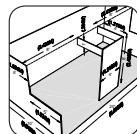
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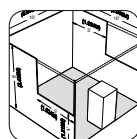
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## Guidelines for Display Rules and Regulations 2014 Update

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

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

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

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

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

# Linear Booth

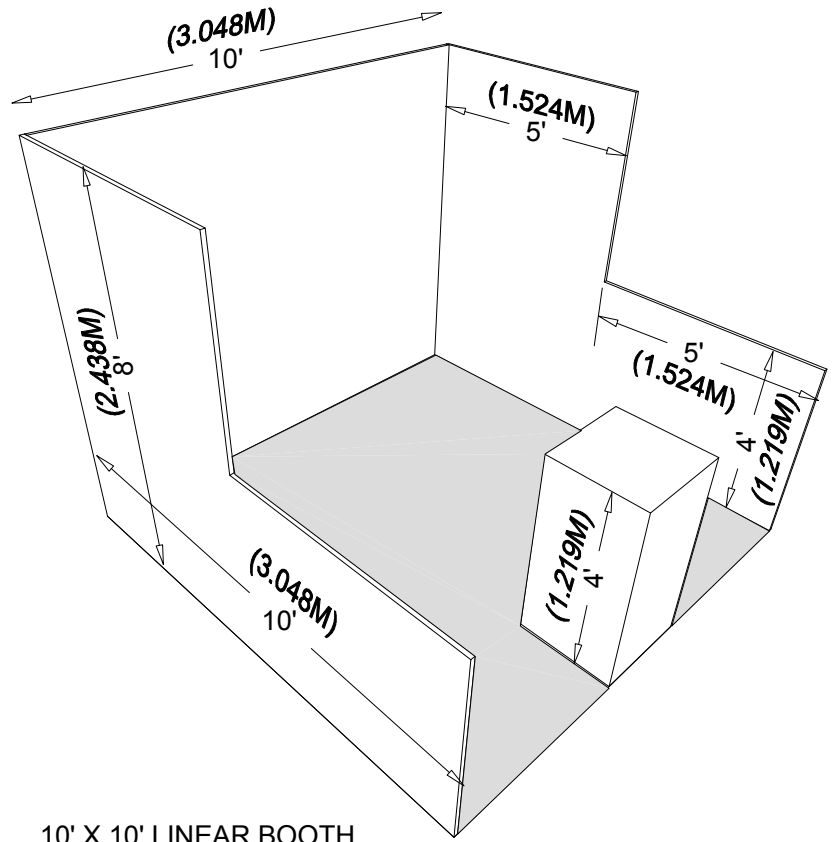
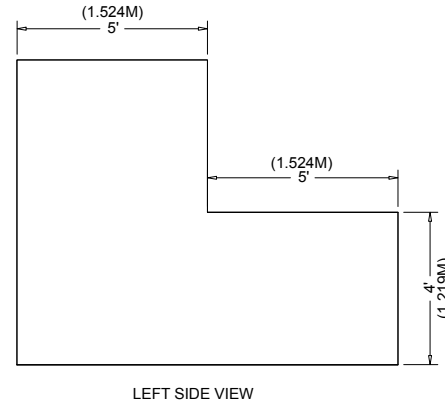
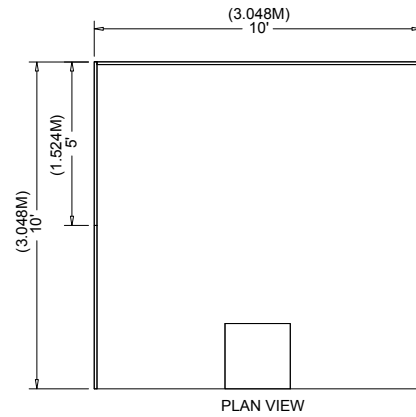
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

## Dimensions

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

## Use of Space

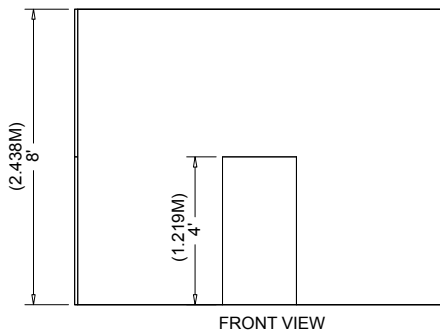
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m)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



10' X 10' LINEAR BOOTH

# Corner Booth

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



FRONT VIEW

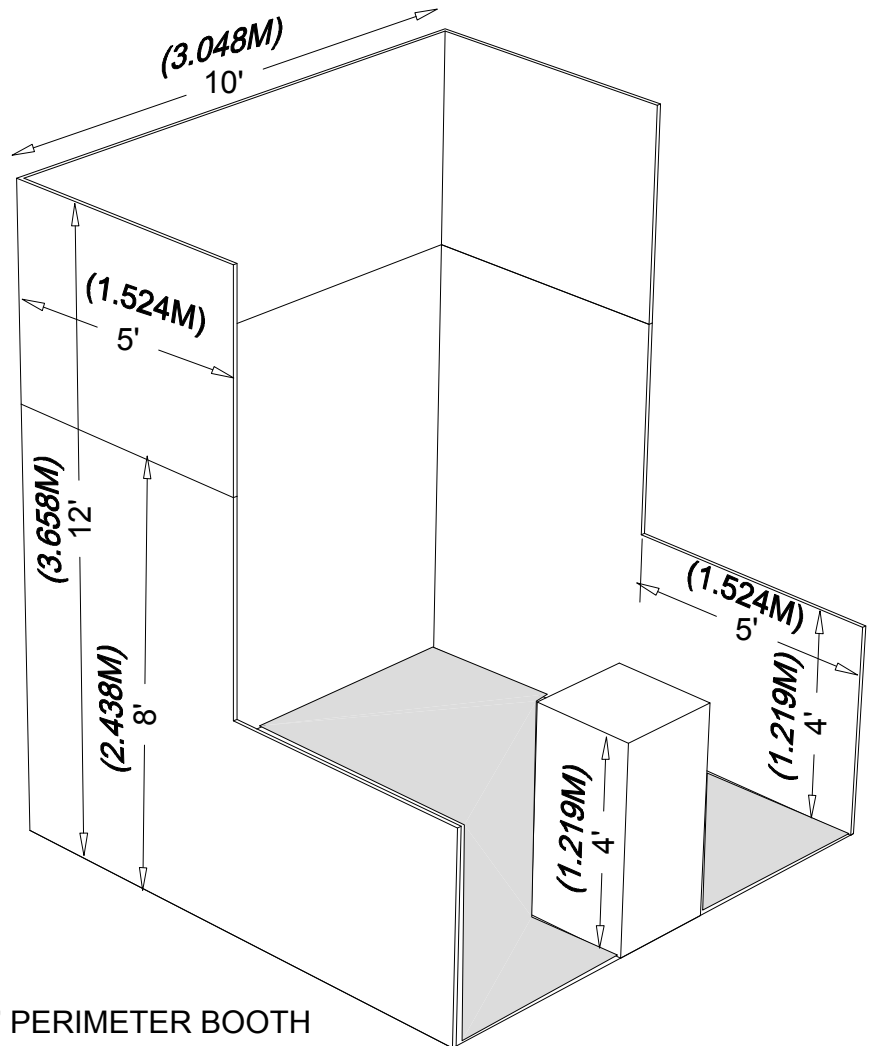
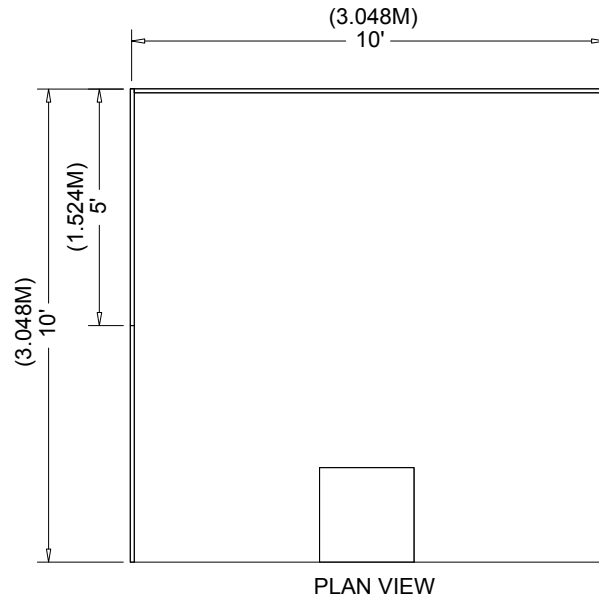
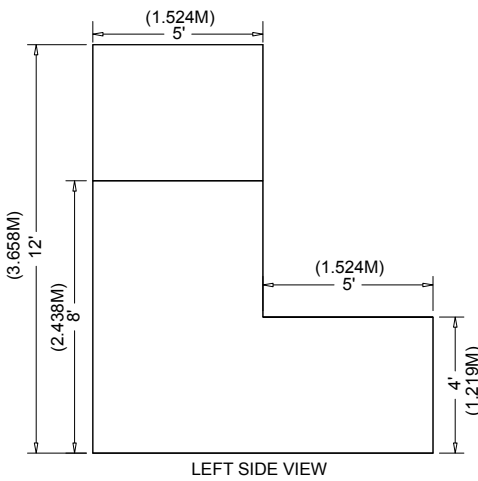
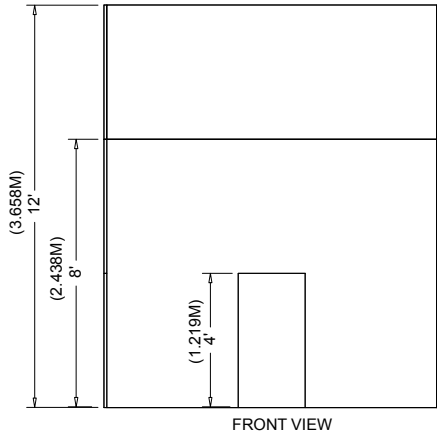


# Perimeter Booth

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

## Dimensions and Use of Space

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

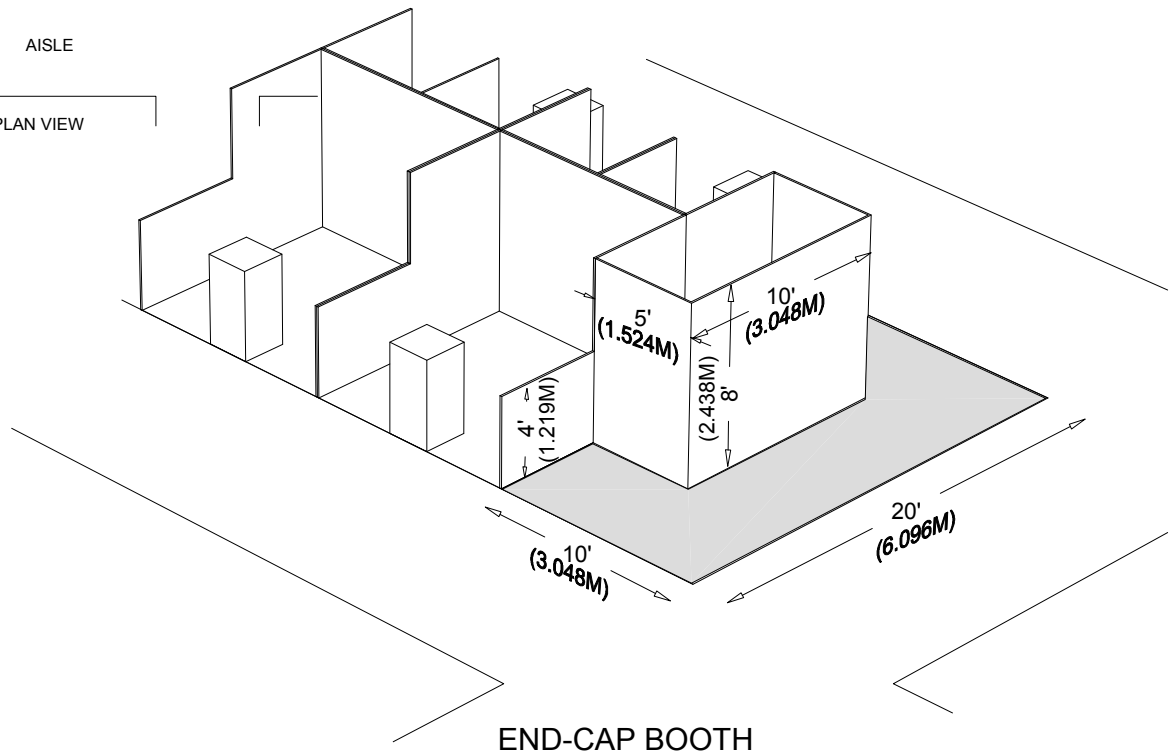
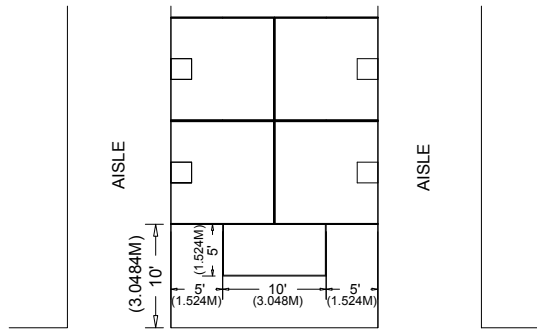
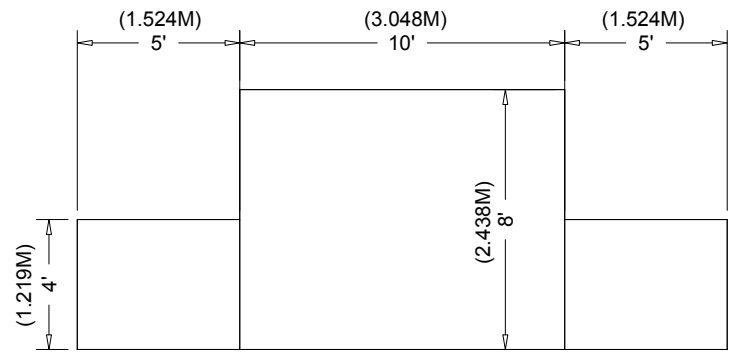
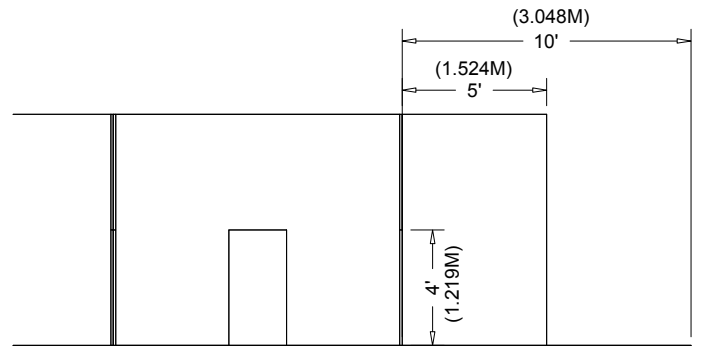


# End-cap Booth

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

## Dimensions

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

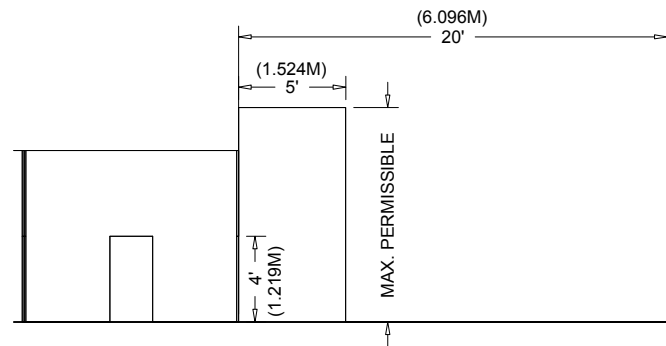
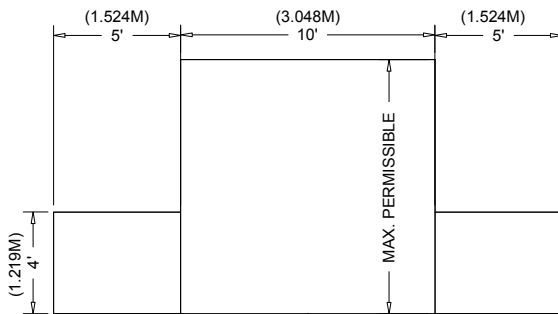
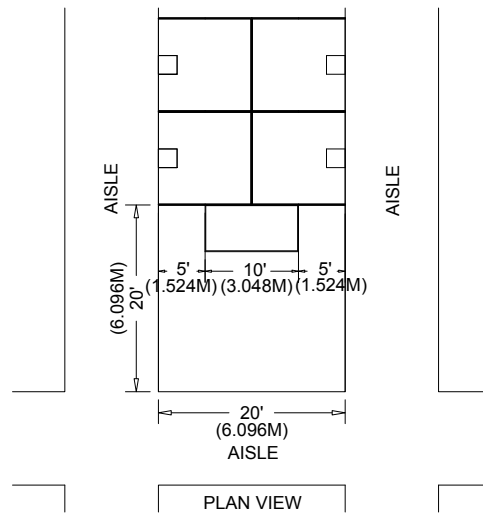


# Peninsula Booth

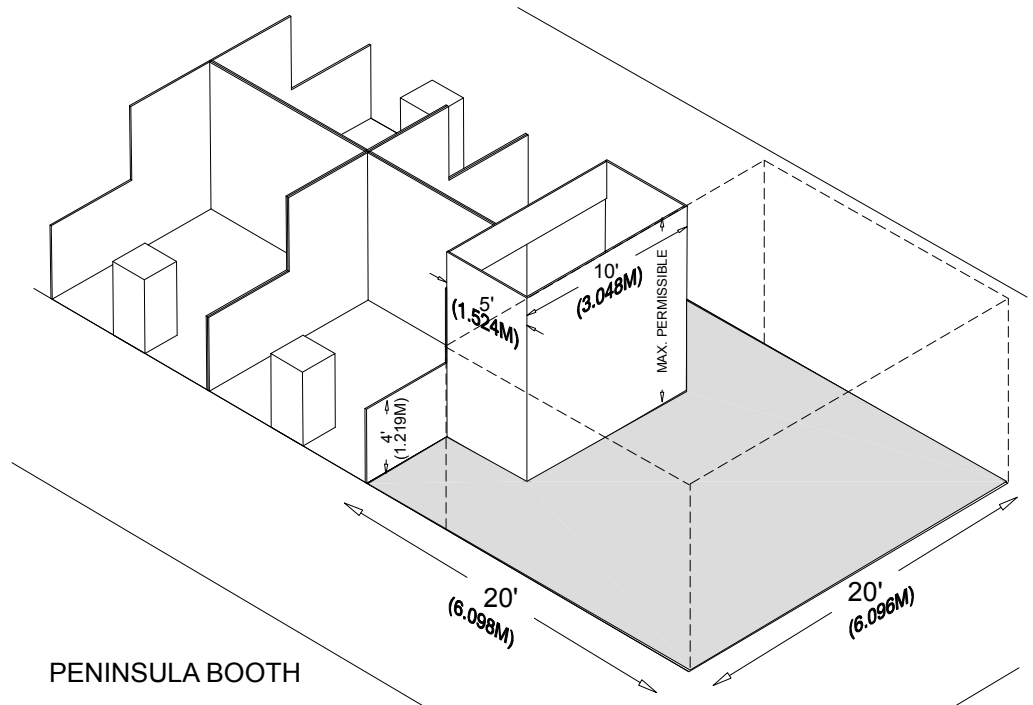
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

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

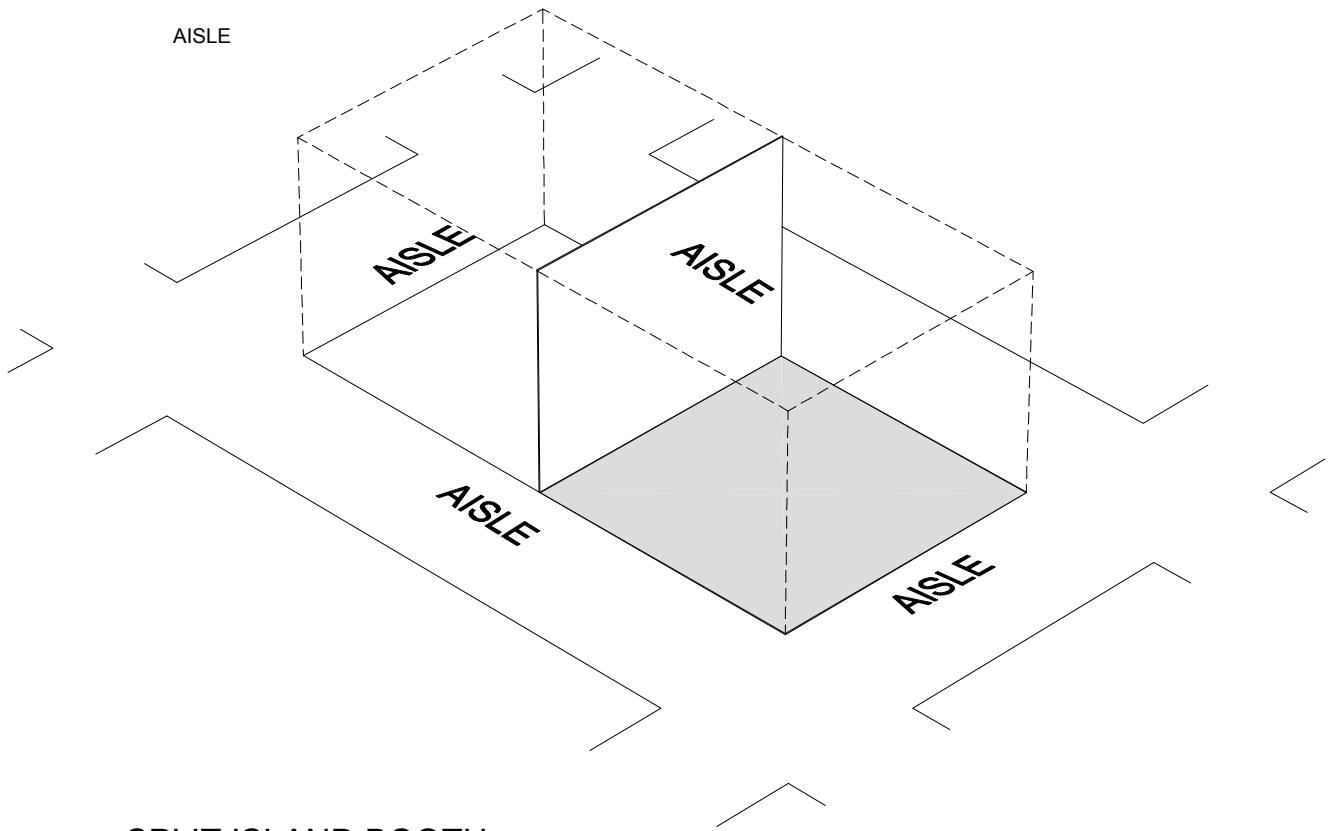
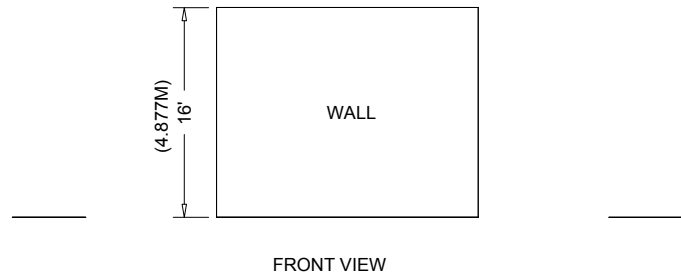
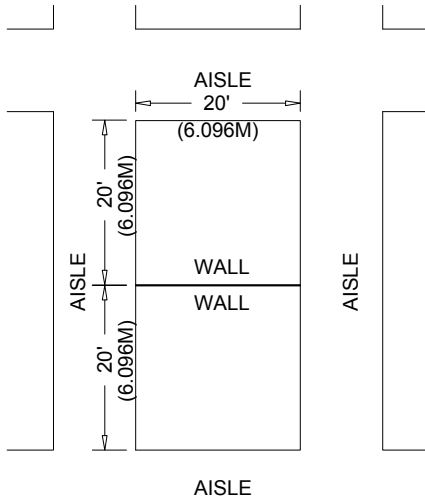
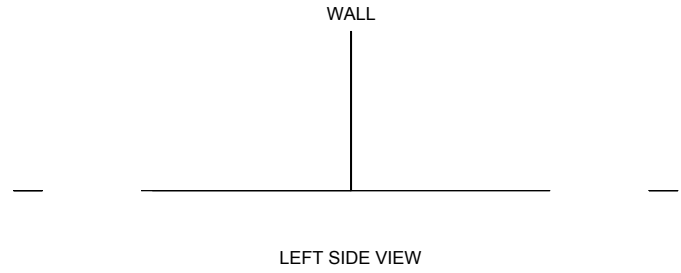


FRONT VIEW



# Split Island Booth

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



SPLIT ISLAND BOOTH

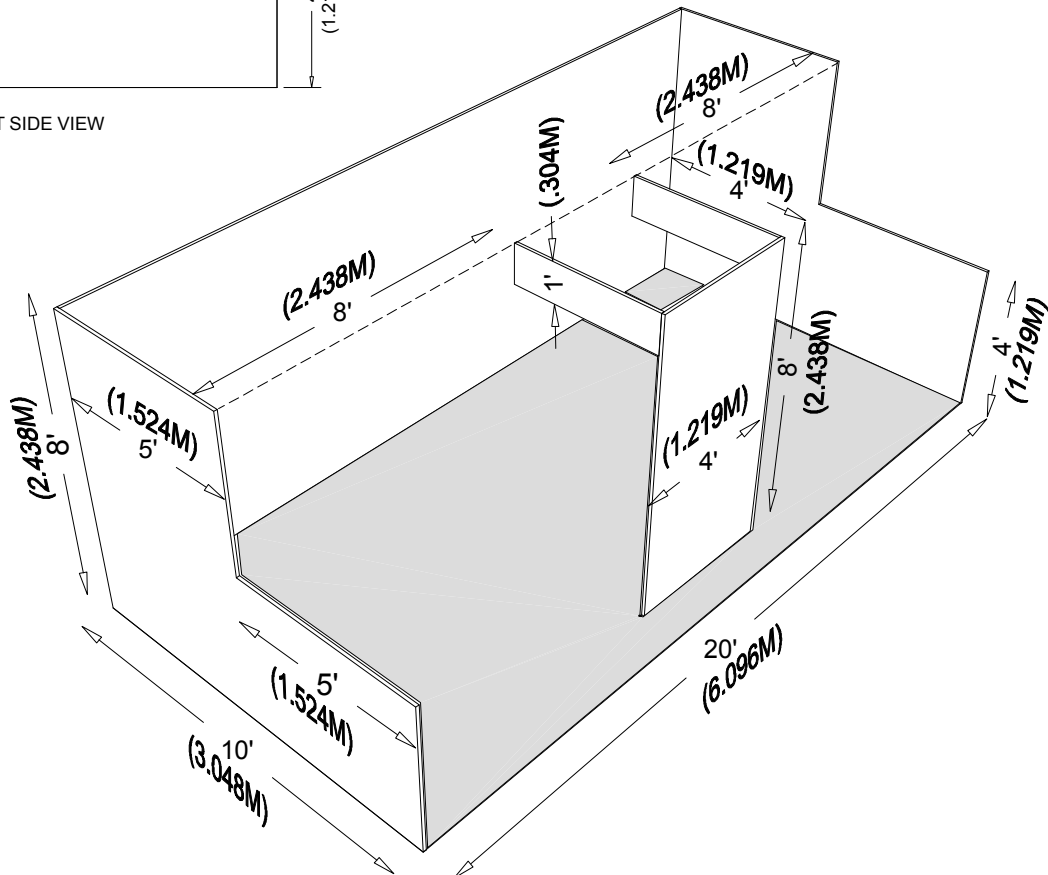
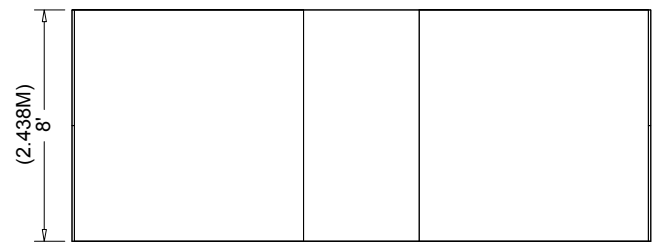
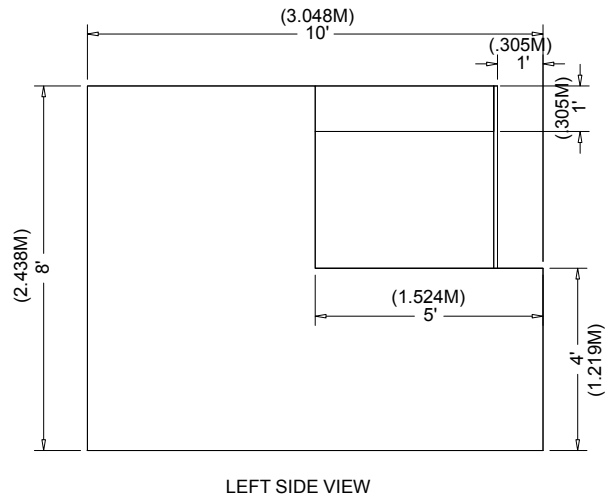
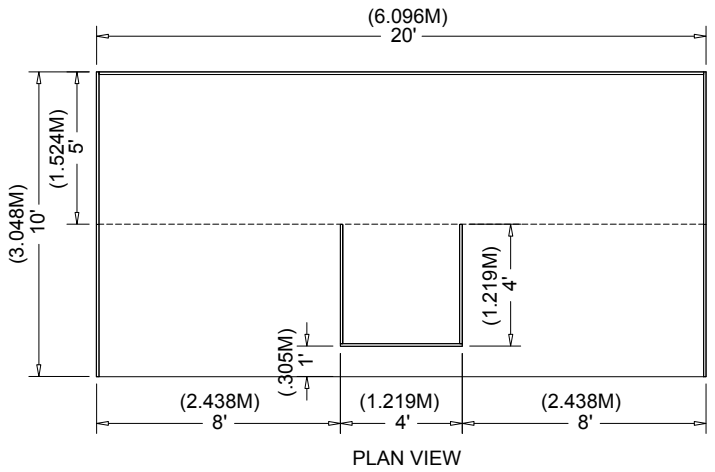


# Extended Header Booth 20ft (6.10m) or Longer

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

## Dimensions and Use of Space

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



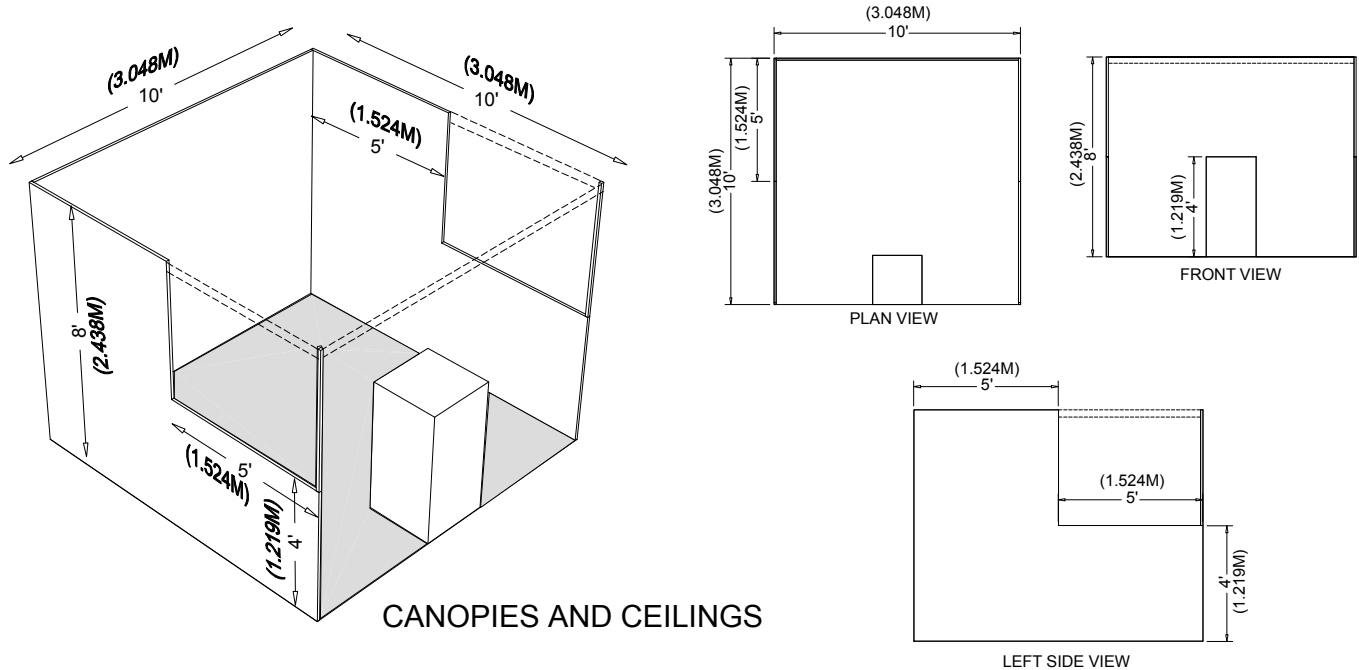
10' X 20' EXTENDED HEADER BOOTH

## Other Important Considerations

### Canopies and Ceilings

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

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



### Hanging Signs & Graphics

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

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

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

### Towers

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

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

### Multi-story Exhibit

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

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

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

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

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

## Structural Integrity

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

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

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

## Flammable and Toxic Materials

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

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

## Storage

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



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

### Electrical

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

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

### Lighting

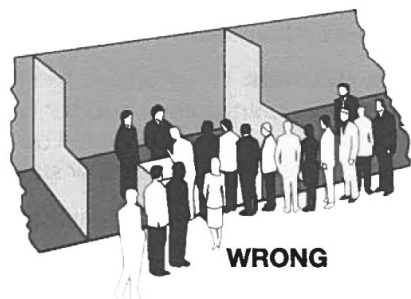
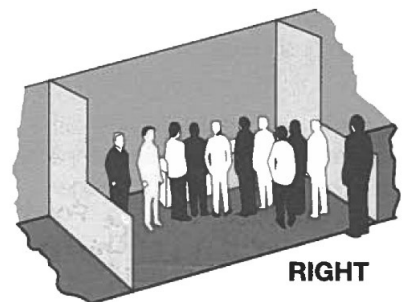
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

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

### Demonstrations

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

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



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

### **Sound/Music**

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

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

### **Vehicles**

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

## Advisory Notes To Exhibition Organizers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Exhibitions and Events Mean Business  
[www.iaee.com](http://www.iaee.com)

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

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



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
**April 03, 2015**

### Booth Equipment

8' high blue & white back drapery  
 3' high blue & white side drapery  
 ID sign with company name & booth number

### Hall Flooring

The exhibit hall aisles will be carpeted in black. The booth space flooring is not covered. Please refer to the premium vinyl flooring or carpet order form.

° †

A/V services are handled through CCR, please refer to their forms.

### Sign Hanging, Cleaning, & Utilities

Sign hanging, cleaning, and utilities services are handled exclusively through the Cleveland Convention Center. Please refer to their forms.

### Advance Warehouse Shipments

Must Arrive Between:

**Monday, March 16, 2015 -**  
**Friday, April 24, 2015**  
**Receiving Hours M-F**  
**9:00 AM to 3:00 PM EST**

### Show Site Shipments

Cannot Arrive Before:  
 Thursday, April 30, 2015

### Move-in Dates & Times

**Bulk Space Move-in**  
 Friday, May 01, 2015 8:00 AM - 5:00 PM  
**All Exhibitor Move-in**  
 Saturday, May 02, 2015 8:00 AM - 5:00 PM  
 Sunday, May 03, 2015 8:00 AM - 4:00 PM

### Show Dates & Times

Monday, May 04, 2015 9:00 AM - 6:00 PM  
 Tuesday, May 05, 2015 9:30 AM - 6:00 PM  
 Wednesday, May 06, 2015 11:00 AM - 3:00 PM

### Move-out Dates & Times

Wednesday, May 06, 2015 3:00 PM - 10:00 PM  
 Thursday, May 07, 2015 8:00 AM - 6:00 PM

Carriers must be checked in at event site for move-out by:

Wednesday, May 06, 2015 7:00 PM  
 Thursday, May 07, 2015 2:00 PM

### About this Exhibitor Kit

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the Fern Exposition & Event Services Forms, you may find forms enclosed for services performed by the facility or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may not be provided by Fern Exposition & Event Services.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

### Ways to order:

#### ONLINE\*

Login & Place Orders:  
[oe.fernexpo.com](http://oe.fernexpo.com)

#### FAX\*

Send completed forms to:  
 Fax: 614.253.9101

#### MAIL

Send completed forms to:  
 Fern Expo  
 1500 Old Leonard Avenue  
 Columbus, OH 43219

\*Credit Card Transactions Only

show information

012615-80737



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

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02-00682-15

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show information

012615-80737



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## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
**April 3, 2015**

### SHOW SERVICES & EQUIPMENT ORDERED

Booth Package Rental	\$ _____
Exhibit Display Rental	\$ _____
Premium Furniture Rental	\$ _____
Furniture Rental	\$ _____
Flooring Rental	\$ _____
Panelboard Rental	\$ _____
Graphics	\$ _____
Plants & Floral	\$ _____
Display Labor Services‡	\$ _____
In Booth Forklift Services‡	\$ _____
Material Handling‡*	\$ _____
Fern Transportation**	\$ _____

<b>Sub Total:</b>	\$ _____
Sub Total Taxable	\$ _____
Sub Total Non Taxable	\$ _____
Sales Tax 8.000%	\$ _____
<b>Grand Total:</b>	<b>\$ _____</b>

\* Non taxable

‡ Pay Estimated Cost

### CREDIT CARD INFORMATION

**Card Type:**  VISA  MC  AMEX  DISC

**Card Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_ / \_\_\_\_\_

**Card Holder's Name:** \_\_\_\_\_

**Card Holder's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Cardholder's Signature:** X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the **Payment Terms & Conditions Form (TC-03)** in this Exhibitor Kit.

### CHECK INFORMATION:

Checks must be in U.S. funds drawn on a U.S. bank.

**Check #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

### BANK WIRE INFORMATION

Send to: BMO Harris Bank, Chicago IL USA, Routing #071000288, WCP/Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #4394136, SWIFT code - HATRUS44. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

\*\* Credit Card payment only is accepted for Fern Transportation services.

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

### EXHIBITOR INFORMATION

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

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**payment authorization**

012615-82130





1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
**April 03, 2015**

### EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

### Services to be provided by Third Party:

Booth Package Rental	\$
Exhibit Display Rental	\$
Premium Furniture Rental	\$
Furniture Rental	\$
Flooring Rental	\$
Panelboard Rental	\$
Graphics	\$
Plants & Floral	\$
Display Labor Services‡	\$
In Booth Forklift Services‡	\$
Material Handling‡*	\$
Fern Transportation**	\$

Sales Tax 8.000% \$  
 Grand Total \$

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

### THIRD PARTY CREDIT CARD INFORMATION

Card Type:  VISA  MC  AMEX  DISC

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ / \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cardholder's Signature: X

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

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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\* Non taxable

‡ Pay Estimated Cost

\*\* Credit Card payment only is accepted for Fern Transportation services.

### THIRD PARTY PAYOR INFORMATION

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**third party payment authorization**



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### FERN EXPOSITION & EVENT SERVICES TERMS AND CONDITIONS

**PAYMENT TERMS:** Our terms require 100% payment with order for rentals, services, tax and anticipated freight. The Payment Authorization form with your credit card information for payment of advance and show site orders must be forwarded to Fern in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before the deadline date to qualify for the discounted rates. PLEASE NOTE THAT PO'S ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after deadline (indicated on each form) or on show site will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

**TERMS:** due upon receipt. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day, annual interest rate of 21%. You will be responsible for all fees connected with the collection of your accounts. Credit card information is required for all material handling, freight services (if applicable), additional services or rentals ordered on site which will be invoiced to your credit card. Advance charges may be paid by company check but credit card information is still required to cover any unanticipated charges incurred. Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received.

**SALES TAX RATES:** Tax rates are subject to change based on changing tax laws. The exhibitor is responsible for the sales tax rate at time services are rendered.

**THIRD PARTY BILLING:** The exhibiting firm is primarily responsible for the payment of charges. In the event the exhibiting firm has arranged for an exhibit house or other party to handle the exhibitor display and be billed for all services, the exhibiting company will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the exhibitor agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the exhibiting firm on demand, including any and all fees connected with the collection of this account.

**RE-ROUTED FREIGHT:** If exhibitor's requested carrier fails to pick-up shipment, Fern reserves the right to re-route/re-consign freight to carrier of Fern's choice. Any freight left or abandoned on the show floor will be returned to warehouse and/or consigned to carrier of Fern's choice at exhibitor's expense. Additional COD charge will apply. Fern reserves the right to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

**BOOTH SHIPMENT/PROPERTY RESPONSIBILITY:** Fern is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Exhibitors must insure themselves against loss or theft.

**NONNEGOTIABLE STRAIGHT BILL OF LADING:** RECEIVED, subject to the classification and tariffs in effect on the date of the issue of this Bill of Lading the property described above, in apparent good order, except as noted (contents and condition of contents of package unknown), marked, consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by shipper and accepted for himself and his assigns.



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02-00682-15

### LIMITS OF LIABILITY

#### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become part of the agreement between FERN and you, the EXHIBITOR (the "Agreement"). Acceptance of said terms and conditions will be construed when any order for service or rental equipment is placed by EXHIBITOR with FERN or when EXHIBITOR'S materials are delivered to FERN'S warehouse or to a show site for which FERN is the official contractor.

**1. DEFINITIONS:** For purpose of this contract, "FERN" means Fern Exposition and Event Services, and their respective employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors FERN may appoint, The term "EXHIBITOR" means the EXHIBITOR, it's employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

**2. FERN'S RESPONSIBILITIES:** FERN shall be responsible only for those services which it directly provides. FERN assumes no responsibility for any persons, parties or other contracting firms not under FERN'S direct supervision and control. FERN'S performance hereunder is subject to, and FERN shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond FERN'S reasonable control, nor for ordinary wear and tear in the handling of materials. FERN will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and EXHIBITOR accepts responsibility thereof.

**3. PACKAGING AND CRATES:** FERN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, FERN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

**4. STORAGE:** FERN assumes no liability for loss or damage to crates or containers or the contents therein while containers are in storage.

- **Empty Storage:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the EXHIBITOR or its representatives. All previous labels should be removed or obliterated. FERN assumes no responsibility for EXHIBITOR's failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of EMPTY containers only and FERN shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.

- **Accessible Storage:** FERN shall have no liability for loss or damage to EXHIBITOR'S materials while in accessible storage. It is understood that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

- **Cold Storage:** Goods requiring cold storage are stored at EXHIBITOR'S own risk. FERN shall not be liable or responsible for items in cold storage.

**5. INBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. FERN will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S booth at the show site. FERN shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and FERN'S receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

**6. OUTBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. FERN will not be responsible or liable for loading onto a carrier, and during such time the materials before same have been picked up for reloading at the conclusion of the event. FERN recommends that the EXHIBITOR engage security services from the facility or show management. All Material Handling Forms submitted to FERN by EXHIBITOR will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FERN and the actual count of such items at the booth at the time of pick-up. FERN retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**7. DELIVERY TO THE CARRIER FOR RELOADING:** FERN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper or agent for transportation after the conclusion of the show. FERN loads materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FERN assumes no responsibility or liability for loss, damage, theft or disappearance of EXHIBITOR'S materials that is caused by, arises out of or related to improperly loaded materials.



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**8. DESIGNATED CARRIERS:** In order to expedite removal of materials from show site as required by show management and/or the facility, FERN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions, and/or consigned to carrier of Fern's choice and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FERN be responsible for any loss resulting from such rerouting designation.

**9. INSURANCE:** It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third-party insurance provider. EXHIBITOR agrees to provide FERN with a release of subrogation to the extent of any insurance settlement received.

**10. CLAIMS FOR LOSS:** EXHIBITOR agrees that in order to have a valid claim, notice of loss or damage to materials must be given to FERN or its agent within 24 hours of occurrence of the incident or prior to show close/removal, whichever is later. All claims, must be submitted in writing within 60 days of the Close of the show and include facts sufficient to identify the materials, asserting liability for alleged loss or damage and documentation of a specified or determinable amount of money. All claims reported after 60 days will be rejected. In no event shall suit or action be brought against FERN more than one (1) year after the date of loss or damage occurred. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim. (a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and FERN relative to any loss, damage or claim, EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due FERN for its services as an offset against the amount of any alleged loss or damage. Any claims against FERN shall be considered separate transactions and shall be resolved on their own merits. (b) **MAXIMUM RECOVERY.** If found liable for any loss, FERN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.10 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD) per shipment, whichever is less. (c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FERN'S liability shall be limited to any loss or damage which results solely from FERN'S gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FERN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FERN or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FERN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

**11. DECLARED VALUE:** Declarations of declared value are between the EXHIBITOR and the selected carrier ONLY and are in no way an extension of FERN'S maximum liability stated herein. FERN will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, FERN will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

**12. JURISDICTION:** This contract shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts having jurisdiction over Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of the Agreement.

**13. INDEMNIFICATION:** EXHIBITOR agrees to indemnify, defend and forever hold harmless FERN and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following: EXHIBITOR'S negligent supervision of any labor secured through FERN or the negligent supervision of such labor by any of the EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC.

- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of the EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of FERN'S equipment.
- EXHIBITOR'S violation of federal, state, county or local ordinances.
- EXHIBITOR'S violation of show regulation and/or rules as published and set forth by the facility and/or show management.
- **WAIVER AND RELEASE.** EXHIBITOR, as a material part of the consideration to FERN for material handling services, waives and releases all claims against FERN with respect to all matters for which FERN disclaimed liability pursuant to the provisions of this Agreement.



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### FERN TRANSPORTATION SERVICES

#### MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Fern Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Fern.

**1. DEFINITIONS:** In this Contract, "Fern" means Fern Exposition & Event Services, and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Fern. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Fern. "Property" is all objects of any type received from the Shipper for transport by Fern as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Fern's services, which the parties have specified in this Contract, Fern and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Fern for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Fern under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FERN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Fern shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Fern. Fern shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Fern. Fern shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Fern. Fern shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Fern makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Fern shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

**5. PERISHABLE GOODS:** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Fern and before the trailer is received by Fern. Fern is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Fern. When a loaded trailer is received, Fern will verify that the thermostatic controls are set to maintain trailer temperature as requested. Fern is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Fern. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.



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**6. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Fern is unable to deliver a shipment because of fault or mistake of Fern, Fern's liability shall then become that of a warehouseman. (a) Fern shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice. (b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Fern's option, in any location that provides reasonable protection against loss or damage. Fern may place the shipment in public storage at the owner's expense and without liability to Fern. (c) If Fern does not receive disposition instructions within 48 hours of the time of Fern's attempted first notification, Fern will attempt to issue a second and final confirmed notification. Such notice shall advise that if Fern does not receive disposition instructions within 10 days of that notification, Fern may offer the shipment for sale at a public auction and Fern has the right to offer the shipment for sale. The amount of sale will be applied to Fern's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership. (d) Where Fern has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Fern, at its option, to sell the property under such circumstances and in such manner as may be authorized by law. (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Fern may dispose of property to the best advantage. When Fern is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Fern's liability for the shipment shall terminate after unloading or delivery.

**7. INSURANCE:** Fern IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Fern provides no insurance for Shipper or its property.

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Fern does not pay replacement or restoration cost of any property. **FERN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00 (USD) PER POUND (SHIPMENTS MOVING VIA GROUND) AND \$.50 (USD) PER POUND (SHIPMENTS MOVING VIA SECOND/NEXT DAY AIR) AND SHALL NOT EXCEED \$100.00 PER PIECE OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD): (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Fern for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **FERN'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Fern shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FERN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**



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**9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:** (a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Fern relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Fern unless Shipper's account is current. (b) Shipper understands and acknowledges that Fern does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Fern persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation. (c) Shipper shall defend and indemnify Fern, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Fern.

**10. CLAIMS:** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Fern no later than two (2) years and one (1) day from the day when written notice is given by Fern to the claimant that Fern has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Fern Transportation: 645 Linn Street, Cincinnati, OH 45203, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Fern within 15 calendar days of the receipt of the property, it is agreed between Fern and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

**11. CHOICE OF FORUM / ARBITRATION:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF OHIO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN CINCINNATI, OHIO. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. MISCELLANEOUS:** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Fern pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Fern to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

### BILL OF LADING LISTED TERMS

**SHIPMENTS MOVING VIA NEXT DAY/SECOND DAY:** Liability will be limited to \$0.50 per pound and shall not exceed \$100.00 per piece under any circumstances.

**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 shipment HOWEVER CAUSED.

**DECLARED VALUE:** Available at the exhibitor's expense at the rate of \$4.25 per \$100.00 of value declared. Minimum charge of \$100.00.

**RE-ROUTED FREIGHT:** If exhibitor's requested carrier fails to pick-up shipment Fern reserves the right to re-route/re-consign freight to carrier of Fern's choice. Any freight left or abandoned on the show floor will be returned to warehouse and/or consigned to carrier of Fern's choice at exhibitor's expense. Additional COD charges will apply. Fern reserves the right to use any payment method on file (including credit cards). All Shipping charges and weights are estimates until the shipment is delivered.

Fern is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipment when we remove from exhibit hall. Exhibitors must insure themselves against loss or theft.







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**Discount Deadline:**  
**April 03, 2015**

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

### PACKAGE 1 - 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4024	Enhanced Package (select Exhibit options below)	\$ 6,337.50	\$ 8,555.00	\$ _____
_____	4010	Standard Package (select Exhibit options below)	\$ 4,290.00	\$ 5,792.50	\$ _____

Panel Color:  black PVC (04)  white PVC (16)  blue velcro (55)  gray velcro (56)

Standard Carpet:  black (04)  blue (06)  blue-jay (81)  cayenne (82)  gray (09)  maroon (11)  red (14)  seafoam (20)  plum (19)  madison (80)

Enhanced Carpet:  berry (51)  blue mist (68)  burgundy (48)  charcoal (66)  cherry red (46)  colony blue (62)  
 ebony (47)  emerald (67)  french beige (65)  gray pearl (64)  mocha (61)  white (63)

Header Sign Copy: \_\_\_\_\_ Sign Lettering Color:  black  blue  red

### PACKAGE 2 - 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4026	Enhanced Package (select Exhibit options below)	\$ 12,347.50	\$ 16,670.00	\$ _____
_____	4012	Standard Package (select Exhibit options below)	\$ 8,800.00	\$ 11,880.00	\$ _____

Panel Color:  black PVC (04)  white PVC (16)  blue velcro (55)  gray velcro (56)

Standard Carpet:  black (04)  blue (06)  blue-jay (81)  cayenne (82)  gray (09)  maroon (11)  red (14)  seafoam (20)  plum (19)  madison (80)

Enhanced Carpet:  berry (51)  blue mist (68)  burgundy (48)  charcoal (66)  cherry red (46)  colony blue (62)  
 ebony (47)  emerald (67)  french beige (65)  gray pearl (64)  mocha (61)  white (63)

Header Sign Copy: \_\_\_\_\_ Sign Lettering Color:  black  blue  red

### PACKAGE 3 - TABLETOP EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4014	Enhanced Package (select Exhibit options below)	\$ 1,290.00	\$ 1,742.50	\$ _____
_____	4002	Standard Package (select Exhibit options below)	\$ 910.00	\$ 1,227.50	\$ _____

Table Skirt Color:  black (04)  blue (06)  gold (08)  gray (09)  green (10)  
 maroon (11)  plum (19)  red (14)  teal (80)  white (16)

Panel Color:  black PVC (04)  white PVC (16)  blue velcro (55)  gray velcro (56)

Standard Carpet:  black (04)  blue (06)  blue-jay (81)  cayenne (82)  gray (09)  maroon (11)  red (14)  seafoam (20)  plum (19)  madison (80)

Enhanced Carpet:  berry (51)  blue mist (68)  burgundy (48)  charcoal (66)  cherry red (46)  colony blue (62)  
 ebony (47)  emerald (67)  french beige (65)  gray pearl (64)  mocha (61)  white (63)

Header Sign Copy: \_\_\_\_\_ Sign Lettering Color:  black  blue  red

Remember to order the following items as desired. They are **NOT** included in the display package.

~ Furniture ~ Electrical Service ~ Custom Lighting ~ Floral ~ Cleaning Service ~

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

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

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

Tax 8.000% \$ \_\_\_\_\_

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

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

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

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

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



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**Discount Deadline:**  
**April 03, 2015**

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

### PACKAGE 4 - 10' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4016	Enhanced Package (select Exhibit options below)	\$ 2,790.00	\$ 3,767.50	\$ _____
_____	4004	Standard Package (select Exhibit options below)	\$ 1,595.00	\$ 2,152.50	\$ _____

Panel Color:  black PVC (04)  white PVC (16)  blue velcro (55)  gray velcro (56)

Standard Carpet:  black (04)  blue (06)  blue-jay (81)  cayenne (82)  gray (09)  maroon (11)  red (14)  seafoam (20)  plum (19)  madison (80)

Enhanced Carpet:  berry (51)  blue mist (68)  burgundy (48)  charcoal (66)  cherry red (46)  colony blue (62)  
 ebony (47)  emerald (67)  french beige (65)  gray pearl (64)  mocha (61)  white (63)

Header Sign Copy: \_\_\_\_\_ Sign Lettering Color:  black  blue  red

### PACKAGE 5 - 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4018	Enhanced Package (select Exhibit options below)	\$ 2,787.50	\$ 3,762.50	\$ _____
_____	4006	Standard Package (select Exhibit options below)	\$ 1,980.00	\$ 2,672.50	\$ _____

Panel Color:  black PVC (04)  white PVC (16)  blue velcro (55)  gray velcro (56)

Standard Carpet:  black (04)  blue (06)  blue-jay (81)  cayenne (82)  gray (09)  maroon (11)  red (14)  seafoam (20)  plum (19)  madison (80)

Enhanced Carpet:  berry (51)  blue mist (68)  burgundy (48)  charcoal (66)  cherry red (46)  colony blue (62)  
 ebony (47)  emerald (67)  french beige (65)  gray pearl (64)  mocha (61)  white (63)

Header Sign Copy: \_\_\_\_\_ Sign Lettering Color:  black  blue  red

### PACKAGE 6 - 10' CURVED EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4020	Enhanced Package (select Exhibit options below)	\$ 3,330.00	\$ 4,495.00	\$ _____
_____	4008	Standard Package (select Exhibit options below)	\$ 1,925.00	\$ 2,600.00	\$ _____

Panel Color:  black PVC (04)  white PVC (16)  blue velcro (55)  gray velcro (56)

Standard Carpet:  black (04)  blue (06)  blue-jay (81)  cayenne (82)  gray (09)  maroon (11)  red (14)  seafoam (20)  plum (19)  madison (80)

Enhanced Carpet:  berry (51)  blue mist (68)  burgundy (48)  charcoal (66)  cherry red (46)  colony blue (62)  
 ebony (47)  emerald (67)  french beige (65)  gray pearl (64)  mocha (61)  white (63)

Header Sign Copy: \_\_\_\_\_ Sign Lettering Color:  black  blue  red

Remember to order the following items as desired. They are **NOT** included in the display package.

~ Furniture ~ Electrical Service ~ Custom Lighting ~ Floral ~ Cleaning Service ~

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

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

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Tax 8.000% \$ \_\_\_\_\_

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

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



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
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### COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4041	1 M x 1/2 M x 30"h	\$ 330.00	\$ 445.00	\$ _____
___	4043	1 M x 1/2 M x 43"h	\$ 385.00	\$ 520.00	\$ _____
___	4042	2 M x 1/2 M x 30"h	\$ 550.00	\$ 742.50	\$ _____
___	4044	2 M x 1/2 M x 43"h	\$ 605.00	\$ 817.50	\$ _____
___	4080	Full View Showcase	\$ 725.00	\$ 980.00	\$ _____

### FREESTANDING UNITS

___	4031	8' x 1 M Freestanding Panel	\$ 330.00	\$ 445.00	\$ _____
___	4055	One Sided Gondola	\$ 330.00	\$ 445.00	\$ _____
___	4056	Two Sided Gondola	\$ 400.00	\$ 540.00	\$ _____

### KIOSKS & TOWERS

___	4033	8' Triangle Kiosk	\$ 545.00	\$ 735.00	\$ _____
___	4034	8' Square Kiosk	\$ 725.00	\$ 980.00	\$ _____
___	4035	Wire-wall Kiosk	\$ 290.00	\$ 392.50	\$ _____
___	4036	TV/DVD/VCR Cabinet	\$ 725.00	\$ 980.00	\$ _____
___	4037	12' Triangle Tower	\$ 660.00	\$ 890.00	\$ _____
___	4038	12' Square Tower	\$ 875.00	\$ 1,182.50	\$ _____

### SHELVING UNITS & PEDESTALS

___	4003	Shelf Cabinet Unit w/30" cabinet	\$ 725.00	\$ 980.00	\$ _____
___	4005	Shelf Cabinet Unit w/43" cabinet	\$ 725.00	\$ 980.00	\$ _____
___	4053	1/2 M x 1 M Planter Box	\$ 110.00	\$ 147.50	\$ _____
___	4063	1/2 M x 30" h Pedestal	\$ 220.00	\$ 297.50	\$ _____
___	4064	1/2 M x 43" h Pedestal	\$ 290.00	\$ 392.50	\$ _____

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### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4071	1 M Straight Shelf	\$ 45.00	\$ 60.00	\$ _____
___	4072	1 M Angled Shelf	\$ 45.00	\$ 60.00	\$ _____
___	4082	Halogen Arm Light	\$ 90.00	\$ 122.50	\$ _____
___	4073	Pamphlet Pocket (5" x 9")	\$ 22.50	\$ 30.00	\$ _____
___	4074	Letter Pocket (9" x 9")	\$ 30.00	\$ 40.00	\$ _____
___	4075	Brochure Pocket (9" x 11")	\$ 37.50	\$ 50.00	\$ _____

### OFFICE / STORAGE CLOSETS

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

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

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6200	Whisper Sofa - White Leather	\$ 1,006.25	\$ 1,509.50	\$ _____
	6201	Whisper Loveseat - White Leather	\$ 962.50	\$ 1,443.75	\$ _____
	6202	Whisper Chair - White Leather	\$ 787.50	\$ 1,181.25	\$ _____
	6203	Whisper Bench Ottoman - White Leather	\$ 437.50	\$ 656.25	\$ _____
	6204	Whisper Square Ottoman - White Leather	\$ 437.50	\$ 656.25	\$ _____
	6205	Whisper Round Ottoman - White Leather	\$ 437.50	\$ 656.25	\$ _____
	6206	Function Armless Chair - White Leather	\$ 525.00	\$ 787.50	\$ _____
	6207	Function Corner - White Leather	\$ 568.75	\$ 853.25	\$ _____
	6208	Continental Curved Loveseat - White Leather	\$ 1,041.25	\$ 1,562.00	\$ _____
	6209	Continental Reverse Curved Loveseat - White Leather	\$ 1,006.25	\$ 1,509.50	\$ _____
	6210	Continental Wedge Ottoman - White Leather	\$ 437.50	\$ 656.25	\$ _____
	6211	Continental Curved Bench - White Leather	\$ 516.25	\$ 774.50	\$ _____
	6212	Continental Half Moon Ottoman - White Leather	\$ 437.50	\$ 656.25	\$ _____
	6213	Sophistication Sofa - White Leather	\$ 1,041.25	\$ 1,562.00	\$ _____
	6214	Sophistication Loveseat - White Leather	\$ 691.25	\$ 1,037.00	\$ _____
	6215	Sophistication Chair - White Leather	\$ 516.25	\$ 774.50	\$ _____
	6216	Sophistication Corner - White Leather	\$ 516.25	\$ 774.50	\$ _____
	6217	Sophistication Ottoman - White Leather	\$ 393.75	\$ 590.75	\$ _____
	6218	Boca Corner - White Leather	\$ 610.75	\$ 916.25	\$ _____
	6219	Boca Corner - Black Leather	\$ 610.75	\$ 916.25	\$ _____
	6220	Boca Armless - White Leather	\$ 568.75	\$ 853.25	\$ _____
	6221	Boca Armless - Black Leather	\$ 568.75	\$ 853.25	\$ _____
	6222	Metro Sofa - Black Leather	\$ 866.25	\$ 1,299.50	\$ _____
	6223	Metro Loveseat - Black Leather	\$ 822.50	\$ 1,233.75	\$ _____
	6224	Metro Chair - Black Leather	\$ 647.50	\$ 971.25	\$ _____
	6225	Metro Square Ottoman - Black Leather	\$ 437.50	\$ 656.25	\$ _____
	6226	Metro Bench Ottoman - Black Leather	\$ 437.50	\$ 656.25	\$ _____
	6227	Suave Midnight Sofa - Black Suede	\$ 743.75	\$ 1,115.50	\$ _____
	6228	Suave Midnight Loveseat - Black Suede	\$ 656.25	\$ 984.50	\$ _____

Page 2

Page 3

Page 4

Page 5

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

**premium furniture rental**



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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT	
	6229	Suave Midnight Chair - Black Suede	\$ 481.25	\$ 722.00	\$ _____	Page 5 (cont)
	6230	Grammercy Sofa - Charcoal Leather	\$ 962.50	\$ 1,443.75	\$ _____	
	6231	Grammercy Loveseat - Charcoal Leather	\$ 831.25	\$ 1,247.00	\$ _____	
	6232	Grammercy Chair - Charcoal Leather	\$ 525.00	\$ 787.50	\$ _____	Page 6
	6233	Parma Sofa - Brown Leather	\$ 866.25	\$ 1,299.50	\$ _____	
	6234	Parma Loveseat - Brown Leather	\$ 822.50	\$ 1,233.75	\$ _____	
	6235	Parma Chair - Brown Leather	\$ 647.50	\$ 971.25	\$ _____	
	6236	Parma Bench Ottoman - Brown Leather	\$ 437.50	\$ 656.25	\$ _____	
	6237	Montana Mocha Sofa - Mocha Tan Fabric	\$ 805.00	\$ 1,207.50	\$ _____	Page 7
	6238	Montana Mocha Loveseat - Mocha Tan Fabric	\$ 700.00	\$ 1,050.00	\$ _____	
	6239	Montana Mocha Chair - Mocha Tan Fabric	\$ 542.50	\$ 813.75	\$ _____	
	6240	Chandler Sofa - Red Leather	\$ 866.25	\$ 1,299.50	\$ _____	
	6241	Chandler Loveseat - Red Leather	\$ 822.50	\$ 1,233.75	\$ _____	
	6242	Chandler Chair - Red Leather	\$ 647.50	\$ 971.25	\$ _____	Page 8
	6243	Chandler Bench Ottoman - Red Leather	\$ 437.50	\$ 656.25	\$ _____	
	6244	Imperial Sofa - Purple Microfiber	\$ 743.75	\$ 1,115.75	\$ _____	
	6245	Imperial Chair - Purple Microfiber	\$ 437.50	\$ 656.25	\$ _____	
	6246	Imperial Bench Ottoman - Purple Microfiber	\$ 341.25	\$ 512.00	\$ _____	
	6247	Tangerine Sofa - Orange Microfiber	\$ 743.75	\$ 1,115.75	\$ _____	Page 9
	6248	Tangerine Chair - Orange Microfiber	\$ 525.00	\$ 787.50	\$ _____	
	6249	Tangerine Bench Ottoman - Orange Microfiber	\$ 341.25	\$ 512.00	\$ _____	
	6250	Evoke Sofa - Coffee Resin Frame with Tan Cushions	\$ 1,312.50	\$ 1,968.75	\$ _____	
	6251	Evoke Chair - Coffee Resin Frame with Tan Cushions	\$ 691.25	\$ 1,037.00	\$ _____	
	6252	Evoke Cocktail Table - Coffee Resin Frame	\$ 437.50	\$ 656.25	\$ _____	Page 9
	6253	Evoke End Table - Coffee Resin Frame	\$ 393.75	\$ 590.75	\$ _____	
	6254	Evoke Cube - Coffee Resin Frame	\$ 262.50	\$ 393.75	\$ _____	
	6255	Midnight Stage Chair - Black Microfiber	\$ 306.25	\$ 459.50	\$ _____	
	6256	Chamois Stage Chair - Beige Microfiber	\$ 306.25	\$ 459.50	\$ _____	
	6257	Buckskin Stage Chair - Tan Microfiber	\$ 306.25	\$ 459.50	\$ _____	

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

premium furniture rental



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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	6258	Empire Chair - Black Leather	\$ 568.75	\$ 853.25	\$ _____
_____	6259	Empire Chair - White Leather	\$ 568.75	\$ 853.25	\$ _____
_____	6260	Ibizia Chair - Black Leather	\$ 787.50	\$ 1,181.25	\$ _____
_____	6261	Ibizia Chair - White Leather	\$ 787.50	\$ 1,181.25	\$ _____
_____	6262	Tulip Chair - Black Fabric/Tilt Back/Caster Feet	\$ 341.25	\$ 512.00	\$ _____
_____	6263	Grammercy Square Ottoman - Charcoal Leather	\$ 437.50	\$ 656.25	\$ _____
_____	6264	Grammercy Bench Ottoman - Charcoal Leather	\$ 437.50	\$ 656.25	\$ _____
_____	6265	Hayden Bench - Black Wood	\$ 218.75	\$ 328.25	\$ _____
_____	6266	Essentials Storage Ottoman - White Leather w/Lock	\$ 612.50	\$ 918.75	\$ _____
_____	6270	Whisper 1/4 Round Ottoman - White Leather	\$ 253.75	\$ 380.75	\$ _____
_____	6271	Grammercy 1/4 Round Ottoman - Charcoal Leather	\$ 253.75	\$ 380.75	\$ _____
_____	6272	Grammercy Round Ottoman - Charcoal Leather	\$ 437.50	\$ 656.25	\$ _____
_____	6267	Essentials Banquette - White Leather	\$ 1,312.50	\$ 1,968.75	\$ _____
_____	6268	Whisper Banquette - White Leather	\$ 1,312.50	\$ 1,968.75	\$ _____
_____	6269	Grammercy Banquette - Charcoal Leather	\$ 1,312.50	\$ 1,968.75	\$ _____
_____	6273	Essentials Turning Bed - White Leather	\$ 1,566.25	\$ 2,349.50	\$ _____
_____	6515	Essentials Turning Bed with Charging Insert - White Leather	\$ 1,750.00	\$ 2,625.00	\$ _____
_____	6274	Regency 18" Cube Ottoman - Orange Fabric	\$ 166.25	\$ 249.50	\$ _____
_____	6275	Regency 18" Cube Ottoman - Teal Fabric	\$ 166.25	\$ 249.50	\$ _____
_____	6276	Regency 18" Cube Ottoman - Ruby Fabric	\$ 166.25	\$ 249.50	\$ _____
_____	6277	Regency 18" Cube Ottoman - Camel Fabric	\$ 166.25	\$ 249.50	\$ _____
_____	6278	Regency 18" Cube Ottoman - Apple Fabric	\$ 166.25	\$ 249.50	\$ _____
_____	6279	Regency 18" Cube Ottoman - Fuschia Fabric	\$ 166.25	\$ 249.50	\$ _____
_____	6280	18" Cube Ottoman - White Leather	\$ 166.25	\$ 249.50	\$ _____
_____	6281	18" Cube Ottoman - Black Leather	\$ 166.25	\$ 249.50	\$ _____
_____	6282	18" Cube Ottoman - Red Vinyl	\$ 166.25	\$ 249.50	\$ _____
_____	6283	18" Cube Ottoman - Green Vinyl	\$ 166.25	\$ 249.50	\$ _____
_____	6284	18" Cube Ottoman - Blue Vinyl	\$ 166.25	\$ 249.50	\$ _____
_____	6285	18" Cube Ottoman - Purple Vinyl	\$ 166.25	\$ 249.50	\$ _____

Page 9 (cont)

Page 10

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
___	6286	Princeton End Table - Clear Glass/Black	\$ 288.75	\$ 433.25	\$ _____
___	6287	Princeton Cocktail Table - Clear Glass/Black	\$ 297.50	\$ 446.25	\$ _____
___	6288	Tribeca End Table - Black Wood	\$ 297.50	\$ 446.25	\$ _____
___	6289	Tribeca Cocktail Table - Black Wood	\$ 315.00	\$ 472.50	\$ _____
___	6290	Tribeca Sofa Table - Black Wood	\$ 332.50	\$ 498.75	\$ _____
___	6291	Harmony End Table - Espresso Wood	\$ 297.50	\$ 446.25	\$ _____
___	6292	Harmony Cocktail Table - Espresso Wood	\$ 315.00	\$ 472.50	\$ _____
___	6293	Harmony Sofa Table - Espresso Wood	\$ 332.50	\$ 498.75	\$ _____
___	6294	Aria End Table - Red/Brushed Steel	\$ 297.50	\$ 446.25	\$ _____
___	6295	Aria Cocktail Table - Red/Brushed Steel	\$ 315.00	\$ 472.50	\$ _____
___	6296	Aria End Table - Green/Brushed Steel	\$ 297.50	\$ 446.25	\$ _____
___	6297	Aria Cocktail Table - Green/Brushed Steel	\$ 315.00	\$ 472.50	\$ _____
___	6298	Aria End Table - Blue/Brushed Steel	\$ 297.50	\$ 446.25	\$ _____
___	6299	Aria Cocktail Table - Blue/Brushed Steel	\$ 315.00	\$ 472.50	\$ _____
___	6300	Aria End Table - Purple/Brushed Steel	\$ 297.50	\$ 446.25	\$ _____
___	6301	Aria Cocktail Table - Purple/Brushed Steel	\$ 315.00	\$ 472.50	\$ _____
___	6302	Aria End Table - White/Brushed Steel	\$ 297.50	\$ 446.25	\$ _____
___	6303	Aria Cocktail Table - White/Brushed Steel	\$ 315.00	\$ 472.50	\$ _____
___	6304	Aria Sofa Table - White/Brushed Steel	\$ 332.50	\$ 498.75	\$ _____
___	6305	Aria End Table - Grey/Brushed Steel	\$ 297.50	\$ 446.25	\$ _____
___	6306	Aria Cocktail Table - Grey/Brushed Steel	\$ 315.00	\$ 472.50	\$ _____
___	6307	Aria Sofa Table - White/Brushed Steel	\$ 332.50	\$ 498.75	\$ _____
___	6308	Novel End Table - Satin Steel	\$ 437.50	\$ 656.25	\$ _____
___	6309	Novel Cocktail Table - Satin Steel	\$ 393.75	\$ 590.75	\$ _____
___	6310	Reno End Table - Glass/Chrome	\$ 271.25	\$ 407.00	\$ _____
___	6311	Reno Cocktail Table - Glass/Chrome	\$ 306.25	\$ 459.50	\$ _____
___	6312	Reno Sofa Table - Glass/Chrome	\$ 341.25	\$ 512.00	\$ _____
___	6313	Vivid End Table - Smoked Powder Coat Finish	\$ 297.50	\$ 446.25	\$ _____
___	6314	Vivid Cocktail Table - Smoked Powder Coat Finish	\$ 315.00	\$ 472.50	\$ _____

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Page 13

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

#REF!

**premium furniture rental**

012615-124034





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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6315	Vivid Sofa Table - Smoked Powder Coat Finish	\$ 332.50	\$ 498.75	\$ _____
	6316	Club Cocktail Table - Includes built-in wireless LED lighting	\$ 437.50	\$ 656.25	\$ _____
	6317	Club End Table - Includes built-in wireless LED lighting	\$ 393.75	\$ 590.75	\$ _____
	6318	Rose Table	\$ 341.25	\$ 512.00	\$ _____
	6319	Zanzibar Table	\$ 341.25	\$ 512.00	\$ _____
	6320	Cube End Table (24"Square x 21"H) - Black	\$ 306.25	\$ 459.50	\$ _____
	6321	Cube End Table (24"Square x 21"H) - White	\$ 306.25	\$ 459.50	\$ _____
	6322	Cube Cocktail Table (30"Square x 16"H) - Black	\$ 306.25	\$ 459.50	\$ _____
	6323	Cube Cocktail Table (30"Square x 16"H) - White	\$ 306.25	\$ 459.50	\$ _____
	6324	Cube Cocktail Table (24"Square x 16"H) - Black	\$ 297.50	\$ 446.25	\$ _____
	6325	Cube Cocktail Table (24"Square x 16"H) - White	\$ 297.50	\$ 446.25	\$ _____
	6326	Phoebe Table (17"Round x 22"H) - Yellow	\$ 201.25	\$ 302.00	\$ _____
	6327	Phoebe Table (17"Round x 22"H) - Lime Green	\$ 201.25	\$ 302.00	\$ _____
	6328	Phoebe Table (17"Round x 22"H) - Rose	\$ 201.25	\$ 302.00	\$ _____
	6329	Phoebe Table (17"Round x 22"H) - Gold	\$ 201.25	\$ 302.00	\$ _____
	6330	Phoebe Table (17"Round x 22"H) - Teal	\$ 201.25	\$ 302.00	\$ _____
	6331	Hylton Tablet Table - White/Brushed Steel	\$ 262.50	\$ 393.75	\$ _____
	6332	Manhattan Bar - Black/Chrome	\$ 1,137.50	\$ 1,706.25	\$ _____
	6333	VIP Glow Bar 6' - Frosted Plexi with built in wireless LED kit	\$ 1,137.50	\$ 1,706.25	\$ _____
	6334	VIP Glow Bar 4' - Frosted Plexi with built in wireless LED kit	\$ 962.50	\$ 1,443.75	\$ _____
	6335	Bar with 2 shelves - White	\$ 516.25	\$ 774.50	\$ _____
	6336	Bar with 2 shelves - Black	\$ 516.25	\$ 774.50	\$ _____
	6337	Shanti Bar Back - White	\$ 612.50	\$ 918.75	\$ _____
	6338	Shanti Bar Back - Espresso	\$ 612.50	\$ 918.75	\$ _____
	6339	Park Avenue Bar Stool - Maple/Chrome	\$ 262.50	\$ 393.75	\$ _____
	6340	Criss Cross Bar Stool - White Leather	\$ 280.00	\$ 420.00	\$ _____
	6341	Criss Cross Bar Stool - Espresso Leather	\$ 280.00	\$ 420.00	\$ _____
	6342	Escape Stool - Natural Maple	\$ 236.25	\$ 354.50	\$ _____
	6343	Silk Back Bar Stool - White	\$ 262.50	\$ 393.75	\$ _____

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02-00682-15

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6344	Silk Back Bar Stool - Black	\$ 262.50	\$ 393.75	\$ _____
	6345	Silk Back Bar Stool - Red	\$ 262.50	\$ 393.75	\$ _____
	6346	Silk Back Bar Stool - Green	\$ 262.50	\$ 393.75	\$ _____
	6347	Silk Back Bar Stool - Blue	\$ 262.50	\$ 393.75	\$ _____
	6348	Silk Back Bar Stool - Purple	\$ 262.50	\$ 393.75	\$ _____
	6349	Euro Bar Stool - Black	\$ 262.50	\$ 393.75	\$ _____
	6350	Hourglass Bar Stool - White	\$ 288.75	\$ 433.25	\$ _____
	6351	Hourglass Bar Stool - Black	\$ 288.75	\$ 433.25	\$ _____
	6352	Vienna Stool - Teal Acrylic	\$ 315.00	\$ 472.50	\$ _____
	6353	Vienna Stool - Orange Acrylic	\$ 315.00	\$ 472.50	\$ _____
	6354	Vienna Stool - Smoke Acrylic	\$ 315.00	\$ 472.50	\$ _____
	6355	Equino Stool - White	\$ 288.75	\$ 433.25	\$ _____
	6356	Equino Stool - Black	\$ 288.75	\$ 433.25	\$ _____
	6357	Caprice Stool - Black Fabric	\$ 288.75	\$ 433.25	\$ _____
	6358	Sonic Stool - Black	\$ 236.25	\$ 354.50	\$ _____
	6359	Marcus Bar Stool - Metal	\$ 218.75	\$ 328.25	\$ _____
	6360	Regal Stool - Brown Leather	\$ 288.75	\$ 433.25	\$ _____
	6361	Silk Chair Armless - Black	\$ 166.25	\$ 249.50	\$ _____
	6362	Silk Chair Armless - White	\$ 166.25	\$ 249.50	\$ _____
	6363	Silk Chair Armless - Red	\$ 166.25	\$ 249.50	\$ _____
	6364	Silk Chair Armless - Green	\$ 166.25	\$ 249.50	\$ _____
	6365	Silk Chair Armless - Blue	\$ 166.25	\$ 249.50	\$ _____
	6366	Silk Chair Armless - Purple	\$ 166.25	\$ 249.50	\$ _____
	6373	Escape Chair - Natural Maples	\$ 166.25	\$ 249.50	\$ _____
	6374	Park Avenue Chair - Maple	\$ 236.25	\$ 354.50	\$ _____
	6375	Vienna Chair - Orange Acrylic	\$ 201.25	\$ 302.00	\$ _____
	6376	Vienna Chair - Teal Acrylic	\$ 201.25	\$ 302.00	\$ _____
	6377	Vienna Chair - Smoke Acrylic	\$ 201.25	\$ 302.00	\$ _____
	6378	Leslie Chair - White	\$ 148.75	\$ 223.25	\$ _____

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	6379	Criss Cross Chair - White Leather	\$ 192.50	\$ 288.75	\$ _____
_____	6380	Criss Cross Chair - Espresso Leather	\$ 192.50	\$ 288.75	\$ _____
_____	6381	Sonic Chair - Black	\$ 166.25	\$ 249.50	\$ _____
_____	6382	Caprice Chair - Black	\$ 166.25	\$ 249.50	\$ _____
_____	6383	Comet Chair w/Arms - Black	\$ 227.50	\$ 341.25	\$ _____
_____	6384	Comet Chair Armless - Black	\$ 218.75	\$ 328.25	\$ _____
_____	6385	Trend Chair - Black	\$ 218.75	\$ 328.25	\$ _____
_____	6386	Trend Chair - White	\$ 218.75	\$ 328.25	\$ _____
_____	6387	Trend Chair - Lime	\$ 218.75	\$ 328.25	\$ _____
_____	6388	Trend Chair - Orange	\$ 218.75	\$ 328.25	\$ _____
_____	6389	Trend Chair - Natural	\$ 218.75	\$ 328.25	\$ _____
_____	6390	Elio Chair	\$ 166.25	\$ 249.50	\$ _____
_____	6391	Regal Dining Chair - Brown Leather	\$ 236.25	\$ 354.50	\$ _____
_____	6392	Euro Bar Table (30"Round x 42"H) - Black/Black	\$ 297.50	\$ 446.25	\$ _____
_____	6393	Euro Bar Table (36"Round x 42"H) - Black/Black	\$ 306.25	\$ 459.50	\$ _____
_____	6394	Silk Bar Table (30"Round x 42"H) - Black/Chrome	\$ 297.50	\$ 446.25	\$ _____
_____	6395	Silk Bar Table (36"Round x 42"H) - Black/Chrome	\$ 306.25	\$ 459.50	\$ _____
_____	6396	Park Ave Bar Table (30"Round x 42"H) - Maple/Chrome	\$ 297.50	\$ 446.25	\$ _____
_____	6397	Park Ave Bar Table (36"Round x 42"H) - Maple/Chrome	\$ 306.25	\$ 459.50	\$ _____
_____	6398	Chardonnay Bar Table (31"Round x 42"H) - Glass/Chrome	\$ 437.50	\$ 656.25	\$ _____
_____	6399	Aspen Pub Table (72"L x 26"D x 42"H) - White/Brushed Steel	\$ 1,216.25	\$ 1,824.50	\$ _____
_____	6400	Blanco Bar Table (30"Round x 42"H) - White/Chrome	\$ 297.50	\$ 446.25	\$ _____
_____	6401	Blanco Bar Table (36"Round x 42"H) - White/Chrome	\$ 306.25	\$ 459.50	\$ _____
_____	6402	Blanco Square Bar Table (24"Square x 42"H) - White/Chrome	\$ 297.50	\$ 446.25	\$ _____
_____	6403	Blanco Rectangle Bar Table (72"L x 24"D x 42"H) - White/Chrome	\$ 472.50	\$ 708.75	\$ _____
_____	6404	City Bar Table (30"Round x 42"H) - Maple/Black	\$ 297.50	\$ 446.25	\$ _____
_____	6405	City Bar Table (36"Round x 42"H) - Maple/Black	\$ 306.25	\$ 459.50	\$ _____
_____	6406	Summit Bar Table (30"Round x 42"H) - White/Black	\$ 297.50	\$ 446.25	\$ _____
_____	6407	Summit Bar Table (36"Round x 42"H) - White/Black	\$ 306.25	\$ 459.50	\$ _____

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**premium furniture rental**

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	6408	Spectrum Bar Table (24"Square x 42"H) - Red/Chrome	\$ 332.50	\$ 498.75	\$ _____
	6409	Spectrum Bar Table (24"Square x 42"H) - Green/Chrome	\$ 332.50	\$ 498.75	\$ _____
	6410	Spectrum Bar Table (24"Square x 42"H) - Blue/Chrome	\$ 332.50	\$ 498.75	\$ _____
	6411	Spectrum Bar Table (24"Square x 42"H) - Purple/Chrome	\$ 332.50	\$ 498.75	\$ _____
	6412	Euro Café Table (30"Round x 29"H) - Black/Black	\$ 297.50	\$ 446.25	\$ _____
	6413	Euro Café Table (36"Round x 29"H) - Black/Black	\$ 306.25	\$ 459.50	\$ _____
	6414	Silk Café Table (30"Round x 29"H) - Black/Chrome	\$ 297.50	\$ 446.25	\$ _____
	6415	Silk Café Table (36"Round x 29"H) - Black/Chrome	\$ 306.25	\$ 459.50	\$ _____
	6416	Park Ave Café Table (30"Round x 29"H) - Maple/Chrome	\$ 297.50	\$ 446.25	\$ _____
	6417	Park Ave Café Table (36"Round x 29"H) - Maple/Chrome	\$ 306.25	\$ 459.50	\$ _____
	6418	City Café Table (30"Round x 29"H) - Maple/Black	\$ 297.50	\$ 446.25	\$ _____
	6419	City Café Table (36"Round x 29"H) - Maple/Black	\$ 306.25	\$ 459.50	\$ _____
	6420	Summit Café Table (30"Round x 29"H) - White/Black	\$ 297.50	\$ 446.25	\$ _____
	6421	Summit Café Table (36"Round x 29"H) - White/Black	\$ 306.25	\$ 459.50	\$ _____
	6422	Blanco Square Cafe Table (24"Square x 29"H) - White/Chrome	\$ 297.50	\$ 446.25	\$ _____
	6423	Blanco Rectangle Cafe Table (72"L x 24"D x 42"H) - White/Chrome	\$ 472.50	\$ 708.75	\$ _____
	6424	Blanco Café Table (30"Round x 29"H) - White/Chrome	\$ 297.50	\$ 446.25	\$ _____
	6425	Blanco Café Table (36"Round x 29"H) - White/Chrome	\$ 306.25	\$ 459.50	\$ _____
	6426	Spectrum Café Table (24"Square x 29"H) - Red/Chrome	\$ 323.75	\$ 485.75	\$ _____
	6427	Spectrum Café Table (24"Square x 29"H) - Green/Chrome	\$ 323.75	\$ 485.75	\$ _____
	6428	Spectrum Café Table (24"Square x 29"H) - Blue/Chrome	\$ 323.75	\$ 485.75	\$ _____
	6429	Spectrum Café Table (24"Square x 29"H) - Purple/Chrome	\$ 323.75	\$ 485.75	\$ _____
	6430	Tamiri High Back Chair - Black Leather	\$ 393.75	\$ 590.75	\$ _____
	6431	Tamiri Mid Back Chair - Black Leather	\$ 332.50	\$ 498.75	\$ _____
	6432	Tamiri Guest Chair - Black Leather	\$ 306.25	\$ 459.50	\$ _____
	6433	Accord Chair - White	\$ 481.25	\$ 722.00	\$ _____
	6434	Accord Chair - Black	\$ 481.25	\$ 722.00	\$ _____
	6435	Goal Task Chair - Black	\$ 245.00	\$ 367.50	\$ _____
	6436	Goal Task Chair Armless - Black	\$ 227.50	\$ 341.25	\$ _____

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QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	6436	Goal Task Chair Armless - Black	\$ 227.50	\$ 341.25	\$ _____
_____	6437	Enterprise High Back Conference Chair - Black Fabric	\$ 341.25	\$ 512.00	\$ _____
_____	6438	Enterprise Mid Back Conference Chair - Black Fabric	\$ 306.25	\$ 459.50	\$ _____
_____	6439	Enterprise Guest Chair - Black Fabric	\$ 280.00	\$ 420.00	\$ _____
_____	6440	Goal Drafting Stool - Black	\$ 262.50	\$ 393.75	\$ _____
_____	6441	Goal Drafting Stool Armless - Black	\$ 245.00	\$ 367.50	\$ _____
_____	6442	Conference Table Rectangle 6' - Maple	\$ 726.25	\$ 1,089.50	\$ _____
_____	6443	Conference Table Rectangle 6' - Black	\$ 726.25	\$ 1,089.50	\$ _____
_____	6444	Conference Table Rectangle 6' - Mahogany	\$ 726.25	\$ 1,089.50	\$ _____
_____	6445	Conference Table Rectangle 8' - Maple	\$ 787.50	\$ 1,181.25	\$ _____
_____	6446	Conference Table Rectangle 8' - Black	\$ 787.50	\$ 1,181.25	\$ _____
_____	6447	Conference Table Rectangle 8' - Mahogany	\$ 787.50	\$ 1,181.25	\$ _____
_____	6448	Conference Table Racetrack 8' - Black	\$ 787.50	\$ 1,181.25	\$ _____
_____	6449	Conference Table Racetrack 8' - Mahogany	\$ 787.50	\$ 1,181.25	\$ _____
_____	6450	Conference Table Racetrack 6' - Black	\$ 726.25	\$ 1,089.50	\$ _____
_____	6451	Conference Table Racetrack 6' - Mahogany	\$ 726.25	\$ 1,089.50	\$ _____
_____	6452	Conference Table Round (42"Round x 29"H) - Mahogany	\$ 691.25	\$ 1,037.00	\$ _____
_____	6453	Chrome & Glass Table Rectangle (60"L x 36"D x 29"H)	\$ 691.25	\$ 1,037.00	\$ _____
_____	6454	Chrome & Glass Table Round (42"Round x 29"H)	\$ 516.25	\$ 774.50	\$ _____
_____	6455	Chrome & Glass Table Square (32"L x 32"D x 29"H)	\$ 481.25	\$ 722.00	\$ _____
_____	6456	Chrome & Glass Trestle Table (48"L x 32"D x 29"H)	\$ 665.00	\$ 997.50	\$ _____
_____	6457	Computer Kiosk - Black	\$ 638.75	\$ 958.25	\$ _____
_____	6458	Computer Kiosk - White	\$ 638.75	\$ 958.25	\$ _____
_____	6459	Computer Counter - Graphite	\$ 306.25	\$ 459.50	\$ _____
_____	6460	Computer Desk - Graphite	\$ 288.75	\$ 433.25	\$ _____
_____	6461	5 Shelf Bookcase - Mahogany	\$ 612.50	\$ 918.75	\$ _____
_____	6462	5 Shelf Bookcase - Black	\$ 612.50	\$ 918.75	\$ _____
_____	6463	Credenza - Black	\$ 656.25	\$ 984.50	\$ _____
_____	6464	Double Pedestal - Black	\$ 656.25	\$ 948.50	\$ _____

Page 20 (cont)

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Page 22

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_____	6465	Credenza - Maple	\$ 831.25	\$ 1,247.00	_____
_____	6466	Desk - Maple	\$ 787.50	\$ 1,181.25	_____
_____	6467	Lateral File - Maple	\$ 551.25	\$ 827.00	_____
_____	6468	Genoa Storage Credenza - Mahogany	\$ 568.75	\$ 853.25	_____
_____	6469	Genoa Kneespace Credenza - Mahogany	\$ 525.00	\$ 787.50	\$ _____
_____	6470	Genoa Executive Desk - Mahogany	\$ 612.50	\$ 918.75	\$ _____
_____	6471	Presidential Kneespace Credenza - Mahogany	\$ 691.25	\$ 1,037.00	\$ _____
_____	6472	Presidential Executive Desk - Mahogany	\$ 866.25	\$ 1,299.50	\$ _____
_____	6473	Presidential File Cabinet - Mahogany	\$ 542.50	\$ 813.75	\$ _____
_____	6474	Hayden Table (78"L x 36"D x 30"H) - Black Wood	\$ 700.00	\$ 1,050.00	\$ _____
_____	6475	Vivid Square Café Table (42"L x 42"D x 30"H) - Smoked Powder Coat	\$ 525.00	\$ 787.50	\$ _____
_____	6476	Vivid Rectangle Café Table (60"L x 36"D x 30"H) - Smoked Powde	\$ 612.50	\$ 918.75	\$ _____
_____	6477	2-Drawer File - Black Letter	\$ 210.00	\$ 315.00	\$ _____
_____	6478	2-Drawer File - Black Legal	\$ 262.50	\$ 393.75	\$ _____
_____	6479	4-Drawer File - Black Letter	\$ 271.25	\$ 407.00	\$ _____
_____	6480	4-Drawer File - Black Legal	\$ 306.25	\$ 459.50	\$ _____
_____	6481	2-Drawer Lateral File - (36"L x 18"D x 27"H) - Black	\$ 271.25	\$ 407.00	\$ _____
_____	6482	2-Drawer Lateral File - (36"L x 20"D x 29"H) - Black	\$ 323.75	\$ 485.75	\$ _____
_____	6483	4-Drawer Lateral File - Black	\$ 350.00	\$ 525.00	\$ _____
_____	6484	Storage Cabinet - Black	\$ 350.00	\$ 525.00	\$ _____
_____	6485	Display Pedestal (14"W x 14"D x 42"H) - Black	\$ 420.00	\$ 630.00	\$ _____
_____	6486	Display Pedestal (24"W x 24"D x 42"H) - Black	\$ 507.50	\$ 761.25	\$ _____
_____	6487	Display Pedestal (18"W x 18"D x 42"H) - Black	\$ 463.75	\$ 695.75	\$ _____
_____	6488	Display Pedestal (14"W x 14"D x 42"H) - White	\$ 420.00	\$ 630.00	\$ _____
_____	6489	Display Pedestal (14"W x 14"D x 36"H) - Black	\$ 358.75	\$ 538.25	\$ _____
_____	6490	Display Pedestal (24"W x 24"D x 36"H) - Black	\$ 507.50	\$ 761.25	\$ _____
_____	6491	Display Pedestal (14"W x 14"D x 36"H) - White	\$ 358.75	\$ 538.25	\$ _____
_____	6492	Display Pedestal (24"W x 24"D x 36"H) - White	\$ 507.50	\$ 761.25	\$ _____

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Page 25

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_____	6493	Display Pedestal (14"W x 14"D x 30"H) - Black	\$ 323.75	\$ 485.75	\$ _____
_____	6494	Display Pedestal (24"W x 24"D x 30"H) - Black	\$ 481.25	\$ 722.00	\$ _____
_____	6495	Display Pedestal (18"W x 18"D x 30"H) - Black	\$ 341.25	\$ 512.00	\$ _____
_____	6496	Display Pedestal (14"W x 14"D x 30"H) - White	\$ 323.75	\$ 485.75	\$ _____
_____	6497	Locking Pedestal - Black	\$ 638.75	\$ 958.25	\$ _____
_____	6498	Locking Pedestal - White	\$ 638.75	\$ 958.25	\$ _____
_____	6499	Stanchion - Chrome	\$ 87.50	\$ 131.25	\$ _____
_____	6500	Stanchion Rope - Red Velour	\$ 43.75	\$ 65.75	\$ _____
_____	6501	Literature Stand - Black	\$ 227.50	\$ 341.25	\$ _____
_____	6502	Literature Stand - Aluminum	\$ 227.50	\$ 341.25	\$ _____
_____	6503	Literature Rack - Black Metal	\$ 236.25	\$ 354.50	\$ _____
_____	6504	Refrigerator Compact - White	\$ 437.50	\$ 656.25	\$ _____
_____	6505	Plexi Display Unit	\$ 525.00	\$ 787.50	\$ _____
_____	6516	iPad® Stand - Black	\$ 262.50	\$ 393.75	\$ _____
_____	6517	iPad® Stand - Silver	\$ 262.50	\$ 393.75	\$ _____
_____	6506	Brushed Steel Table Lamp	\$ 148.75	\$ 223.25	\$ _____
_____	6507	Brushed Steel Floor Lamp	\$ 218.75	\$ 328.25	\$ _____
_____	6508	Brushed Nickel Table Lamp	\$ 148.75	\$ 223.25	\$ _____
_____	6509	Brushed Nickel Floor Lamp	\$ 218.75	\$ 328.25	\$ _____
_____	6510	Rubbed Bronze Table Lamp	\$ 148.75	\$ 223.25	\$ _____
_____	6511	Rubbed Bronze Floor Lamp	\$ 218.75	\$ 328.25	\$ _____
_____	6512	Brushed Steel Table Lamp	\$ 148.75	\$ 223.25	\$ _____
_____	6513	Brushed Steel Floor Lamp	\$ 218.75	\$ 328.25	\$ _____
_____	6514	Neutrino Floor Lamp	\$ 218.75	\$ 328.25	\$ _____

Page 25 (con't)

Page 26

Page 27

**premium furniture rental**

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

Sub Total \$ \_\_\_\_\_  
 Tax 8.000% \$ \_\_\_\_\_  
 Grand Total \$ \_\_\_\_\_

*Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.  
 Requests made after the deadline will be filled, as available, at the standard rate.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

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



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
**April 03, 2015**

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

### CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	101	Armless Side Chair	\$ 43.25	\$ 65.00	\$ _____
___	103	Upholstered Armless Chair	\$ 50.25	\$ 75.50	\$ _____
___	105	Upholstered Arm Chair	\$ 60.25	\$ 90.50	\$ _____
___	121	Swivel Desk Chair	\$ 68.25	\$ 102.50	\$ _____
___	131	Stool - Padded with Back	\$ 68.25	\$ 102.50	\$ _____

### PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	204	24" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 56.50	\$ 84.75	\$ _____
___	206	30"h Pedestal Table	\$ 62.75	\$ 94.25	\$ _____
___	208	40"h Pedestal Table	\$ 73.25	\$ 110.00	\$ _____
___	207	30" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 62.75	\$ 94.25	\$ _____
___	215	30"h Pedestal Table	\$ 68.25	\$ 102.50	\$ _____
___	216	40"h Pedestal Table	\$ 82.50	\$ 123.75	\$ _____
___	209	36" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 67.75	\$ 101.75	\$ _____
___	224	30"h Pedestal Table	\$ 75.00	\$ 112.50	\$ _____
___	225	40"h Pedestal Table	\$ 89.00	\$ 133.50	\$ _____

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Sub Total	\$ _____
Tax 8.000%	\$ _____
Grand Total	\$ _____

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

**standard furniture rental (chairs & pedestal tables)**





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

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

### DISPLAY TABLES - 30" high X 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 94.50	\$ 141.75	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 115.25	\$ 173.00	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 137.00	\$ 205.50	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 43.50	\$ 65.25	\$ _____
_____	222	4'x30" h table not skirted	\$ 34.00	\$ 51.00	\$ _____
_____	232	6'x30" h table not skirted	\$ 47.75	\$ 71.75	\$ _____
_____	252	8'x30" h table not skirted	\$ 61.25	\$ 92.00	\$ _____

Table Skirt Color:  black (04)  blue (06)  gold (08)  gray (09)  green (10)  
 maroon (11)  plum (19)  red (14)  teal (18)  white (16)

### DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 111.25	\$ 167.00	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 137.25	\$ 206.00	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 162.25	\$ 243.50	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 60.00	\$ 90.00	\$ _____
_____	228	4'x40" h table not skirted	\$ 51.75	\$ 77.75	\$ _____
_____	238	6'x40" h table not skirted	\$ 56.50	\$ 84.75	\$ _____
_____	258	8'x40" h table not skirted	\$ 68.25	\$ 102.50	\$ _____

Table Skirt Color:  black (04)  blue (06)  gold (08)  gray (09)  green (10)  
 maroon (11)  plum (19)  red (14)  teal (18)  white (16)

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 39.25	\$ 59.00	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 56.50	\$ 84.75	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 73.50	\$ 110.25	\$ _____

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

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Sub Total	\$ _____
Tax 8.000%	\$ _____
Grand Total	\$ _____

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

**standard furniture rental (tables & table risers)**

012615-124034



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**Discount Deadline:**  
**April 03, 2015**

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

### ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 19.50	\$ 29.25	\$ _____
___	407	Easel, Tripod	\$ 43.50	\$ 65.25	\$ _____
___	430	Tensa Stanchion	\$ 69.50	\$ 104.25	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 51.00	\$ 76.50	\$ _____
___	479	2-Arm Bag Stand	\$ 87.00	\$ 130.50	\$ _____
___	480	4-Arm Bag Stand	\$ 113.00	\$ 169.50	\$ _____
___	413	Chrome Clothes Tree	\$ 69.50	\$ 104.25	\$ _____
___	475	2'x8' Grid Panel	\$ 78.50	\$ 117.75	\$ _____
___	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 10.25	\$ 15.50	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 9.25	\$ 14.00	\$ _____

### CUSTOM BOOTH DRAPING and SKIRTING

[Click here](#) to view skirting and drape colors

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	505	Vinyl Table Cover	\$ 22.25	\$ 33.50	\$ _____
___	507	30" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 7.25	\$ 11.00	\$ _____
___	509	40" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 8.50	\$ 12.75	\$ _____
___	541	Custom Color Side rail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 9.25	\$ 14.00	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 14.50	\$ 21.75	\$ _____

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

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

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Tax 8.000% \$ \_\_\_\_\_

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

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



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02-00682-15

**Deadline to Return this Form:**  
**April 03, 2015**

### PREMIUM VINYL FLOORING

Orders received after the deadline date will not be honored.  
 100 sq. ft. minimum order required.

FernFlex is a PVC encapsulated fiberglass floor which has superior strength and stability. FernFlex is a 125 gauge thick product which has a 10 mil wear layer and can be used inside or outside. If running electrical, AV cords, etc. under the flooring, it is highly suggested to order vinyl floor padding.

ITEM #	DESCRIPTION	RATE	AMOUNT
380	Premium Vinyl Flooring _____ ft. x _____ ft. = _____ sq. ft.	\$ 3.70	\$ _____
381	Vinyl Floor Padding _____ ft. x _____ ft. = _____ sq. ft.	\$ 1.75	\$ _____

Please select color below:



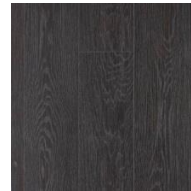
Barnwood (BA)



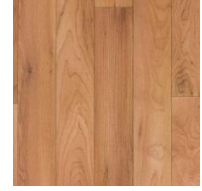
Rustic Cherry (RC)



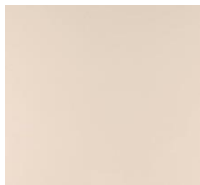
Brazilian Walnut (BW)



Blackwood (BC)



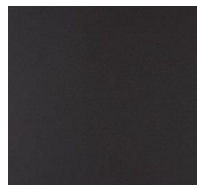
Dark Maple (DM)



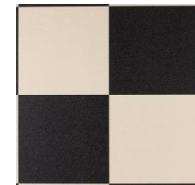
Ecru (EC)



Slate Gray (SG)



Onyx (ON)



Checkerboard (CK)

Yes, I have completed and included the Payment Authorization Form.  
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Sub Total	\$ _____
Tax 8.000%	\$ _____
Grand Total	\$ _____

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



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## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
**April 03, 2015**

[Click here](#) to view carpet color samples

### CUSTOM PLUSH CARPET (requires a minimum order of 100 sq. ft.)

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

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

### CUSTOM PLUSH CARPET PACKAGE

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 396.75	\$ 595.25	\$ _____
___	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 793.50	\$ 1,190.50	\$ _____
___	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,190.25	\$ 1,785.75	\$ _____
___	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,587.00	\$ 2,381.00	\$ _____

### CUSTOM PLUSH CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 330.50	\$ 495.75	\$ _____
___	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 661.00	\$ 991.50	\$ _____
___	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 991.50	\$ 1,487.25	\$ _____
___	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,322.00	\$ 1,983.00	\$ _____

### COMPLETE AREA (requires a minimum order of 100 sq. ft.)

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	328	Custom Plush Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 4.21	\$ 6.32	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 1.16	\$ 1.74	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.63	\$ 0.94	\$ _____

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

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

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Tax 8.000% \$ \_\_\_\_\_

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

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

custom plush carpet rental



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**Discount Deadline:**  
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[Click here](#) to view carpet color samples

### STANDARD CARPET

- Black (04)       Blue (06)       Blue-Jay (81)       Cayenne (82)       Gray (09)  
 Madison (80)       Maroon (11)       Plum (19)       Red (14)       Seafoam (20)

Standard carpet is a 13 oz. carpet available in 10 colors in 9 ft. width. Standard carpet price includes rental, installation, removal and front edge taping only. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

### STANDARD CARPET PACKAGE

Standard Carpet Package includes carpet & padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	309	9 ft. x 10 ft. Standard Carpet & Padding	\$ 218.75	\$ 328.25	\$ _____
___	310	9 ft. x 20 ft. Standard Carpet & Padding	\$ 437.50	\$ 656.50	\$ _____
___	311	9 ft. x 30 ft. Standard Carpet & Padding	\$ 656.25	\$ 984.75	\$ _____
___	312	9 ft. x 40 ft. Standard Carpet & Padding	\$ 875.00	\$ 1,313.00	\$ _____

### STANDARD CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	301	9 ft. x 10 ft. Standard Carpet	\$ 138.50	\$ 207.75	\$ _____
___	302	9 ft. x 20 ft. Standard Carpet	\$ 276.50	\$ 414.75	\$ _____
___	303	9 ft. x 30 ft. Standard Carpet	\$ 414.50	\$ 621.75	\$ _____
___	304	9 ft. x 40 ft. Standard Carpet	\$ 552.75	\$ 829.25	\$ _____

### COMPLETE AREA (requires a minimum order of 100 sq. ft.)

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	314	Standard Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 4.89	\$ 7.33	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 1.16	\$ 1.74	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.63	\$ 0.94	\$ _____

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

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

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Tax 8.000% \$ \_\_\_\_\_

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

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



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02-00682-15

**Discount Deadline:**  
**April 03, 2015**

[Click here](#) to view the Panelboard Brochure

### BULLETIN BOARDS

QTY	ITEM #	DESCRIPTION	STYLE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	603	4' x 8' Velcro Board (gray only)	Horizontal	\$ 141.50	\$ 212.25	\$ _____

### PERFORATED BOARD

QTY	ITEM #	DESCRIPTION	STYLE (Please circle selection)	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	613	2' x 8' Perforated board panel	V / H	\$ 94.50	\$ 141.75	\$ _____
_____	615	4' x 8' Perforated board panel	V / H	\$ 117.75	\$ 176.75	\$ _____
_____	622	10' Back Wall		\$ 228.00	\$ 342.00	\$ _____
_____	624	10' Back wall with two (2) 2'x8' side wings		\$ 463.00	\$ 694.50	\$ _____
_____	626	10' Back wall with two (2) 4'x8' side wings		\$ 338.00	\$ 507.00	\$ _____

Perforated board hooks are NOT provided

Standard perforated board is white. Other colors are available upon request at additional cost.

_____	617	Special color for 2' x 8' (per panel)		\$ 55.25	\$ 83.00	\$ _____
_____	619	Special color for 4' x 8' (per panel)		\$ 70.50	\$ 105.75	\$ _____

Please specify color \_\_\_\_\_

### SHELVING (for Perforated Board)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	631	4' long x 6" deep - white	\$ 16.25	\$ 24.50	\$ _____
_____	635	8' long x 6" deep - white	\$ 27.75	\$ 41.75	\$ _____
_____	637	Special color (per shelf)	\$ 16.25	\$ 24.50	\$ _____

Please specify color \_\_\_\_\_

- Style "V" (Vertical)
- Style "H" (Horizontal)

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### FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

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

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	861	7" x 11" Digital	\$ 36.00	\$ 54.00	\$ _____
___	863	11" x 14" Digital	\$ 85.25	\$ 128.00	\$ _____
___	865	14" x 22" Digital	\$ 98.00	\$ 147.00	\$ _____
___	867	7" x 44" Digital	\$ 98.00	\$ 147.00	\$ _____
___	871	14" x 44" Digital	\$ 120.75	\$ 181.25	\$ _____
___	873	22" x 28" Digital	\$ 120.75	\$ 181.25	\$ _____
___	875	28" x 44" Digital	\$ 226.25	\$ 339.50	\$ _____
___	879	24" x 96" Digital	\$ 448.50	\$ 672.75	\$ _____
___	881	48" x 96" Digital	\$ 904.25	\$ 1,356.50	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$28.25/sq ft	\$42.50/sq ft	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$31.25/sq ft	\$47.00/sq ft	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$28.50/sq ft	\$42.75/sq ft	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$49.50/sq ft	\$74.25/sq ft	\$ _____

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

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

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

Sign Orientation:  Vertical  Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
<b>If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.</b>	Tax 8.000%	\$ _____
	Grand Total	\$ _____

*No refund on orders cancelled after the deadline date.  
 Requests made after the deadline will be filled, as available, at the standard rate.  
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

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



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Discount Deadline:**  
**April 03, 2015**

### FLORAL and PLANTS

Charges listed include delivery to your booth, rental (not sale) during the event and removal. All floral is provided on a 7 day or less rental basis. Any floral missing at time of pick-up will be invoiced at prevailing replacement cost in addition to rental rates.

#### POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 49.00	\$ 71.00	\$ _____
___	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 32.75	\$ 47.50	\$ _____
___	1505	Ferns - Select type: Floor / Hanging	\$ 49.00	\$ 71.00	\$ _____
___	1549	Ivy	\$ 49.00	\$ 71.00	\$ _____
___	1506	Seasonal Flowering Plants Please specify: _____	\$ 41.00	\$ 59.50	\$ _____

#### TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1507	3 FT - Select type: Slim / Full	\$ 32.75	\$ 47.50	\$ _____
___	1509	4 FT - Select type: Slim / Full	\$ 41.00	\$ 59.50	\$ _____
___	1511	5 FT - Select type: Slim / Full	\$ 49.00	\$ 71.00	\$ _____
___	1513	6 FT - Select type: Slim / Full	\$ 57.52	\$ 83.50	\$ _____
___	1515	7 FT - Select type: Slim / Full	\$ 65.50	\$ 95.00	\$ _____

#### FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1545	Small - Color _____	\$ 50.00	\$ 72.50	\$ _____
___	1546	Medium - Color _____	\$ 75.00	\$ 108.75	\$ _____
___	1548	Large - Color _____	\$ 100.00	\$ 145.00	\$ _____

#### FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1521	Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant	\$ 114.50	\$ 166.00	\$ _____
___	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 115.50	\$ 225.50	\$ _____

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

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

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

Tax 8.000% \$ \_\_\_\_\_

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

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

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

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

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

**floral & plant rental**

012615-124034





1500 Old Leonard Avenue  
Columbus, OH 43219  
Phone: 614.253.1500  
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email: columbus@fernexpo.com

## **AISTech 2015 - The Iron & Steel Technology Conference and Exposition**

May 04 - 06, 2015

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02-00682-15

### **Privately Operated Vehicles (POV's)**

Exhibitors and show management are permitted to loading/unloading their materials from their vehicles within the designated POV area, designated by the CCC, under the following guidelines:

- The vehicle or trailer storage/cargo area is no longer than 12' in length and/or does not utilize dock height space.
- For vehicles less than 12' in length and/or not utilizing dock height space, hand carrying items and the use of two-wheel dollies is permitted.
- The use of motorized material handling equipment is prohibited.
- Vehicles to be loaded/unloaded should remain in the loading dock and should not be driven onto the exhibit floor unless prior approval has been given through the Event Manager. If show management and/or exhibitors require assistance or the use of dock height loading/unloading or requires motorized lift equipment, this work is to be performed by the FERN personnel.
- Third party vendors will be allowed to perform their own loading/unloading from the designated POV area without the use of motorized lift equipment or motorized material handling equipment.

### **Exhibitor and Show Management Work Rights**

Exhibitors and Show Management, using their own full time staff, may perform the following work in their booth of any size:

- Setting up and dismantling of exhibits or displays owned by the exhibitor or show management with the use of hand tools – power or otherwise.
- Assembling and disassembling their own products, materials, machinery or equipment.
- Installing of exhibitor owned signs, graphics, props, or decorative items not flown, rigged or attached to any CCC structure.
- Setting up of exhibitor drapery including the skirting of tables.
- Delivering, setting up, plugging in, interconnecting and operating show management or exhibitor electrical equipment, computers, audio-visual devices and other equipment.
- Exhibitors/show management are allowed to self-unload Privately Operated Vehicles(POV's) under 12' in length and not utilizing dock height space in designated area(s) within the loading dock, using full-time employees and non-motorized lift or material handling equipment.

### **Labor – Outline of Jurisdictions**

Union labor is intended to maintain consistent levels of quality service for events within the CCC.

Listed below are the labor unions that perform work within the CCC and the services they provide through FERN.

- There is no requirement for stand by labor and union personnel are not permitted to approach exhibitors/show management regarding work rules or jurisdictional items. All concerns regarding these topics are to be directed to FERN or Event Manager.

### **Teamsters Local 407**

- Teamsters perform all loading/unloading of show management/exhibitor materials consigned to FERN and/or exhibitor when conducted in the CCC dock area for shipments requiring motorized equipment or use of dock height space.
- Load/unload and deliver all exhibitor material requiring a forklift to exhibitor's booth.
- Operate forklifts when necessary to perform such work inside booth area.



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### **Labor – Outline of Jurisdictions (continued)**

#### ***Decorators' Union 48U***

- Perform the unloading/reloading of FERN's decorator equipment, including the use of forklifts in the performance of such work as well as the installation and removal of all exposition equipment owned or leased by FERN including displays, fixtures utilized by show management or exhibitors inclusive of service contractor owned staging.
- May perform the installation or removal of exhibitor owned displays located within the Ballroom when exhibitor's require 4 hours or less of contiguous labor to perform such work.

#### ***Carpenters' Indiana/Kentucky/Ohio Regional Council of Carpenter's Union***

- Perform the installation and dismantling of exhibits/displays.
- Perform the crating and uncrating of exhibits/displays.

#### ***Stagehands' Union Local 27***

- Unloading, and load out of staging and theatrical gear that is owned or leased by anyone other than FERN shall be performed by union stagehands.
- Stagehands' union personnel perform work associated with the installation/removal of the following: A/V equipment; theatrical equipment (lighting/sound); props and scenery
- Meeting room presenters may load, unload and operate personal sized hand carry A/V equipment.
- Installation and removal of such gear (listed above) requiring rigging and attachment to convention center will require use of in house preferred A/V contractor. All Exhibitor Freight inclusive of A/V Equipment requiring forklifts or Jacks will be performed by Teamsters.

#### ***Electrical Union Local 38***

- Electrical work within the convention center is an exclusive service provided by the convention center's electrical contractor.
- Perform distribution of power.
- Provide labor for electrical connections when signage rigged/hung overhead requires power.



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02-00682-15

**Deadline to Return this Form:**  
**April 03, 2015**

### INSTALLATION & DISMANTLE LABOR SERVICES

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

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

**35%** charge for Fern Supervised services with a minimum of **\$ 90.00**

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

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

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

1001 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

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

1003 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_

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

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

Installation Labor Rate		
Straight Time	\$	90.00
Over Time	\$	135.00
Double Time	\$	180.00

*Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 AM and after 4:00 PM weekdays and all hours Saturday will be charged at over time rate. Sundays and holidays will be charged at double time rate. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour.*

### Estimated Display Labor Cost for Advanced Payment

Installation:

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

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

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

Plan A - Add **35%** for Fern Exposition Supervision \$ \_\_\_\_\_

Dismantle:

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

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

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

Plan A - Add **35%** for Fern Exposition Supervision \$ \_\_\_\_\_

*For information and cost relative to unloading and reloading, please see the Material Handling & Freight Service Order form enclosed.*

*Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000. It is important that exhibit representative check in at the Fern Exhibitor Service Center to pick up labor ordered. Exhibit representative must also check the labor back in at the Fern Exhibitor Service Center upon completion of work. All work is to be done under supervision of the exhibitor or its representative.*

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

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

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

Sub Total	\$	_____
Tax 8.000%	\$	_____
Grand Total	\$	_____

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

*Requests received after deadline date will be filled as work force is available.*

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

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



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## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Deadline to Return this Form:**  
**April 3, 2015**

### FORKLIFT TO RIG IN BOOTH

#### 4000 lb forklift

1005 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

1007 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

#### 6000 lb forklift

1006 Labor for Installation # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

1008 Labor for Dismantle # of Laborers Req: \_\_\_\_\_ Est. Hours: \_\_\_\_\_  
 Start time\*: \_\_\_\_\_ End Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

4000 lb forklift		
Straight Time	\$	186.50
Over Time	\$	279.75
Double Time	\$	373.00
6000 lb forklift		
Straight Time	\$	207.00
Over Time	\$	310.50
Double Time	\$	414.00

### Estimated Rigging Labor Cost for Advanced Payment

Installation:

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

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

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Dismantle:

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

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

**Double time** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ \$ \_\_\_\_\_  
# of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

*If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. Straight time rates prevail from 8:00AM to 4:00PM Monday through Friday. Over time rates prevail prior to 8:00AM and after 4:00PM Monday through Friday, and all day Saturday. All hours on Sunday and holidays will be charged Double Time rates*

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

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
<b>If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.</b>	Tax 8.000%	\$ _____
	Grand Total	\$ _____

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

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

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



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## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Deadline to Return this Form:**  
**April 03, 2015**

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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

**independent display house contractors**



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## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

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

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

The Official Service Contractor is appointed to:

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

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

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

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

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



# WE'RE IN THE ZONE

Fern Transportation has teamed up with national freight carriers to offer a special rate for shipping your exhibit to and from the show site. We specialize in timely loading and unloading of freight, as well as transportation and storage of materials. We excel at providing superior transportation solutions for all your tradeshow needs.

Fern Transportation services **TEN SHIPPING ZONES NATIONWIDE** by offering competitive rates to every tradeshow market in the North America.



### **Latest Technology**

Our cutting-edge freight management technology lets you take control of your shipments by providing instant online quotes, shipping status and e-mail confirmations.



### **Reliable Service**

We offer 24/7 tracking and tracing service for all shipments and provide competitive rates for domestic and international shipping.



### **Comprehensive Solution**

Our Transportation Services include Next Day, Second Day, Ground, Air Ride Trailers, Caravan Service, Truckload, Van line & International Shipping.

Take advantage of our unparalleled combination of price, value, and service by contacting us today. Call **(800) 774-1251** or **Click Here** for a free quote.



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May 04 - 06, 2015

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02-00682-15

**This form is not subject  
to a deadline date**

### FERN TRANSPORTATION

Fern Exposition and Event Services offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

*Note: If Fern Transportation is not your freight carrier, please do not return this form.*

#### SERVICE SELECTION (select the following)

<b>Level of Service:</b>	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
<b>Special Handling:</b>	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
<b>Declared Value:</b>	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00		

**For a quote, please contact Fern Transportation at: Toll Free: 800.513.1209 / Local: 513.297.2374 / Fax: 513.297.2377**

**SHIPMENT BEING SENT TO (please check one):**  Advance Warehouse  Show Site

**PICK UP ADDRESS**                      **PICK-UP DATE:** \_\_\_\_\_                      **FACILITY HOURS:** \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

#### BILL TO ADDRESS

Company Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

#### EXHIBITOR SHIPMENT AUTHORIZATION

<b>Signature X</b>
<b>Printed Name</b>
<b>Emergency/Mobile Phone #</b>

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

#### PACKAGE DIMENSIONS

Pkg #1 Dimensions:	Est. Wt.:
Pkg #2 Dimensions:	Est. Wt.:
Pkg #3 Dimensions:	Est. Wt.:
Pkg #4 Dimensions:	Est. Wt.:
Pkg #5 Dimensions:	Est. Wt.:
<b>Total Estimated Weight:</b>	

#### SPECIAL INSTRUCTIONS

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

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

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

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

**inbound exhibit transportation**





1500 Old Leonard Avenue  
Columbus, OH 43219  
Phone: 614.253.1500  
Fax: 614.253.9101  
email: columbus@fernexpo.com

## **AISTech 2015 - The Iron & Steel Technology Conference and Exposition**

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

### **Privately Operated Vehicles (POV's)**

Exhibitors and show management are permitted to loading/unloading their materials from their vehicles within the designated POV area, designated by the CCC, under the following guidelines:

- The vehicle or trailer storage/cargo area is no longer than 12' in length and/or does not utilize dock height space.
- For vehicles less than 12' in length and/or not utilizing dock height space, hand carrying items and the use of two-wheel dollies is permitted.
- The use of motorized material handling equipment is prohibited.
- Vehicles to be loaded/unloaded should remain in the loading dock and should not be driven onto the exhibit floor unless prior approval has been given through the Event Manager. If show management and/or exhibitors require assistance or the use of dock height loading/unloading or requires motorized lift equipment, this work is to be performed by the FERN personnel.
- Third party vendors will be allowed to perform their own loading/unloading from the designated POV area without the use of motorized lift equipment or motorized material handling equipment.

**privately owned vehicles (POV) - cleveland convention center**



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Deadline to Return this Form:**  
**April 03, 2015**

### MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

**A 200 lb. minimum charge per shipment applies.**

#### ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
A	Crated or skidded shipment via common carrier	\$ 0.89	\$ 178.00
B	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 1.10	\$ 220.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 1.33	\$ 266.00
L	Shipment received late to warehouse	\$ 1.55	\$ 310.00

#### DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 0.93	\$ 186.00
E	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 1.16	\$ 232.00
F	Loose or uncrated shipment or shipment requiring special handling	\$ 1.40	\$ 280.00
M	Shipment received early to event site	\$ 1.63	\$ 326.00
		First Package	Each Additional
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$ 45.00	\$ 20.00

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND  
 SUBMIT WITH PAYMENT BY DEADLINE DATE.

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

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

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

**material handling**

013015-142254



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

**Deadline to Return this Form:**  
**April 03, 2015**

### MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.
3. Complete terms and conditions are outlined in the Terms & Conditions.

### SHIPPING ADDRESSES

#### ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition

YRC

6707 Bessemer Ave

Cleveland, OH 44127

**AISTech 2015 - The Iron & Steel** (Booth #)  
**Technology Conference and Exposition**

Shipments must arrive between:

**Monday, March 16, 2015 - Friday, April 24, 2015**  
**Receiving Hours 9:00 am to 3:00 pm M-F**

#### DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

**(Exhibiting Company Name)**

c/o Fern Exposition

CCC - Hall A, B, C Docks

1139 W. 3rd St

Cleveland, OH 44114

**AISTech 2015 - The Iron & Steel Technology** (Booth #)  
**Conference and Exposition**

Shipments cannot arrive before:

**Thursday, April 30, 2015**

### ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum.

	Category	# of pieces	Weight (200 lb Min.)	Rate	Estimated Total
Shipment 1	_____	_____	_____ X _____	= \$ _____	
Shipment 2	_____	_____	_____ X _____	= \$ _____	
Shipment 3	_____	_____	_____ X _____	= \$ _____	
Shipment 4	_____	_____	_____ X _____	= \$ _____	
Shipment 5	_____	_____	_____ X _____	= \$ _____	

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

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

Sub Total	\$ _____
Tax 8.000%	\$ _____
<b>Grand Total</b>	<b>\$ _____</b>

All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.

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

material handling payment calculation

012715-91556



1500 Old Leonard Avenue  
Columbus, OH 43219  
Phone: 614.253.1500  
Fax: 614.253.9101  
email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:00pm. Freight handled on OVERTIME, before 8:00am and after 4:00pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight 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 Exposition & Event Services will provide steel banding services at \$2.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$82.50 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$225.00 per round trip.**

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & 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 Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service 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 Exposition and 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 Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a co-ordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

**EXHIBITS TO BE STORED will be charged at a rate of \$0.05/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 39 days prior to the show.**

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

material handling terms & conditions

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern Exposition & Event Services**

**YRC**

**6707 Bessemer Ave**

**Cleveland, OH 44127**

**AISTech 2015 - The Iron & Steel  
Technology Conference and  
Exposition**

Booth Number: \_\_\_\_\_

**Must Arrive Between:**

**Monday, March 16, 2015 - Friday, April 24, 2015**

**Receiving Hours: 9:00 AM - 3:00 PM M-F**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**ADVANCE WAREHOUSE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern Exposition & Event Services**

**YRC**

**6707 Bessemer Ave**

**Cleveland, OH 44127**

**AISTech 2015 - The Iron & Steel  
Technology Conference and  
Exposition**

Booth Number: \_\_\_\_\_

**Must Arrive Between:**

**Monday, March 16, 2015 - Friday, April 24, 2015**

**Receiving Hours: 9:00 AM - 3:00 PM M-F**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern Exposition & Event Services**

**CCC - Hall A, B, C Docks**

**1139 W. 3rd St**

**Cleveland, OH 44114**

**AISTech 2015 - The Iron & Steel  
Technology Conference and  
Exposition**

Booth Number: \_\_\_\_\_

**Cannot Arrive Before:  
Thursday, April 30, 2015**

**fern**

**EXHIBIT MATERIAL**

***RUSH***

**EVENT SITE**

To: \_\_\_\_\_

(Exhibiting Company Name)

**c/o Fern Exposition & Event Services**

**CCC - Hall A, B, C Docks**

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**fern**



1500 Old Leonard Avenue  
 Columbus, OH 43219  
 Phone: 614.253.1500  
 Fax: 614.253.9101  
 email: columbus@fernexpo.com

## AISTech 2015 - The Iron & Steel Technology Conference and Exposition

May 04 - 06, 2015

Cleveland Convention Center - Halls A, B, C, Cleveland, Ohio

02-00682-15

### IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

# of Labels Needed

Carrier Requested

### CARRIER SELECTION (select one of the following)

Fern Transportation     Common Carrier     Expedited Carrier     Company Truck/POV     Van Line

Level of Service:     Ground     2nd Day Air     Next Day Air    *Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.*

Special Handling:     Lift-Gate     Residential Delivery     Inside Delivery

Declared Value (optional):  Insurance cost (min. \$100): \$4.25 per \$100.00

**All Carriers must be checked-in by time and location published in the Exhibitor Service Manual**

### SHIP TO ADDRESS

Company Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

### BILL TO ADDRESS

Company Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

### EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

### PACKAGE DIMENSIONS

Pkg #1 Dimensions:	Est. Wt.:
Pkg #2 Dimensions:	Est. Wt.:
Pkg #3 Dimensions:	Est. Wt.:
Pkg #4 Dimensions:	Est. Wt.:
Pkg #5 Dimensions:	Est. Wt.:
<b>Total Estimated Weight:</b>	

### SPECIAL INSTRUCTIONS

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

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

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

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

**outbound bill of lading request**

012615-124034



PERIMETER GLOBAL LOGISTICS

<b>AISTech 2015 The Iron &amp; Steel Technology Conference and Exposition</b> <b>Cleveland Convention Center – Cleveland, OH</b> <b>May 4-6<sup>th</sup> 2015</b> <b>International Shipping &amp; Customs Clearance Services</b>	<b>INITIAL POINT OF CONTACT:</b> Al Bumgarner 770.289.9300 <a href="mailto:abumgarner@fernexpo.com">abumgarner@fernexpo.com</a>
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PGL PERIMETER GLOBAL LOGISTICS is pleased to be appointed as the official international forwarder for the AISTech 2015. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and re-exportation of international shipments, after close of the exhibition. Two of the keys to successful exhibition are early logistical planning, and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

Key Dates:

Show Dates	5/4-6/2015
Advanced Receiving Dates	3/16-4/24/2015
Move In (on site at the show)	4/30/2015
Move Out (from the show site)	5/6/2015

Arrival Deadlines:

Air Freight shipments must arrive to Indianapolis IN No later than: 4/24/2014

IMPORTANT: 10+2 IMPORTER SECURITY FILINGS FOR OCEAN SHIPMENTS VIA A US SEAPORT This rule is effective for enforcement by US customs (CBP). Penalties published are steep @ \$5000 per violation. Please contact PGL PERIMETER GLOBAL LOGISTICS to discuss how we can assist you to be compliant. For more important information <http://www.cbp.gov/xp/cgov/trade/cargosecurity/carriers/securityfiling>

- FCL ocean shipments should not be booked, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.

CONSIGNMENT INSTRUCTIONS (for Ocean Bill of Lading, air waybills, packing lists, Carnet ATA):

For Delivery to Advance Receiving:

Exhibitor Name:	Notify:	PGL PERIMETER GLOBAL LOGISTICS
AISTech 2015, Booth # _____	Phone:	407-608-5316
c/o Fern Expositions		
6707 Bessemer Ave		
Cleveland, OH 44127		

For Delivery direct to Show Site:

Exhibitor Name:	Notify:	PGL PERIMETER GLOBAL LOGISTICS
AISTech 2015, Booth # _____	Phone:	407-608-5316
c/o Fern Expositions		
Cleveland Convention Center		
1139 West 3 <sup>rd</sup> Street		
Cleveland, OH 44114		

IMPORTANT RE: Tradeshow shipment shipping invoice How to consign invoice will be decided by PGL PERIMETER GLOBAL LOGISTICS once items of shipment and values of shipment are reviewed Please do not ship until PGL PERIMETER GLOBAL LOGISTICS advises exact invoice consignment information. This way PGL PERIMETER GLOBAL LOGISTICS can assure smoother customs procedures.

MARKING INSTRUCTIONS: All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink-wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

ALL Transactions subject to PGL PERIMETER GLOBAL LOGISTICS, Terms & Conditions

CUSTOMS CLEARANCE



PGL PERIMETER GLOBAL LOGISTICS will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review [fern@shippgl.com](mailto:fern@shippgl.com)

#### Document Requirements

**1 Original & 5 Copies of the Commercial Invoice & Packing List**

**1 Original Airway Bill or 1 Seaway Bill of Lading or (Express Release Ocean Bill of Lading)**

> **ISF Filing information is required at least 48 hours prior to vessel departure for all ocean shipments.** If you are shipping via an ocean service provider, please send your commercial invoice and ISF data to PGL PERIMETER GLOBAL LOGISTICS at below email address at least 2 days prior to your ship date. Failure to do so could result in fines and possible service failure.

> **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.

> **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.

> **Functioning equipment or machinery powered by combustion engines** is subject to U.S. EPA compliance standards, and as such, cannot remain in the USA unless it is properly documented and conforms to, U.S. EPA standards. If you are sending this type of requirement with intentions of selling it or leaving it in the USA, you must be certain that it meets these standards prior to shipment of your cargo. For further information on this, see <http://www.epa.gov/otaq/imports>

> **All shipments must be pre-alerted to PGL PERIMETER GLOBAL LOGISTICS**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.

> **IMPORTANT NOTE: FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES!** Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, this is Fern Expositions and Event Services. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (AFC dba R+L Global Logistics) and the General contractor (Fern Expositions).

#### **HEAVY EQUIPMENT/OUT OF GAUGE CARGO**

Out of gauge cargo, break bulk cargo, and overweight containers, will require special permits for transportation from the port/airport to the show site. Cargo exceeding the below weight or measure below should be alerted to us 14 days prior to arrival, so that oversized permits and equipment may be obtained:

Maximum container (over the road) limitations	17,230.0 KGS (20'), 20,400.0 KGS (40') (any type container)		
Maximum length:	1828 cm	maximum width:	259 cm
		maximum height:	365 cm

\*Container shipments over above weight may be required to be stripped at the port of arrival prior to delivery.

#### **INSURANCE** (Insurance for exhibition goods, pre, during and post carriage to/from a US Tradeshow)

PGL PERIMETER GLOBAL LOGISTICS strongly recommends for all exhibitors to have proper transportation insurance to/from and for the duration of a US Tradeshow or event. This is due to the fact that in the USA a forwarder's (PGL PERIMETER GLOBAL LOGISTICS) liability is limited by the various modes of transport and variations depending on the 3rd parties subcontracted involved. By engaging PGL PERIMETER GLOBAL LOGISTICS, the customer or their agent (acting on customer's behalf) explicitly agree and accept PGL PERIMETER GLOBAL LOGISTICS terms and conditions as posted on PGL PERIMETER GLOBAL LOGISTICS website, current version, and warrants that all fees and charges are being paid and are considered earned, regardless of a loss or outcome of a claim. Due to the specific nature of US Tradeshows and Events, freight coming of or to the show floor are handled by parties not engaged by PGL PERIMETER GLOBAL LOGISTICS, customer or their agent unconditionally agree that any freight that was recovered, recouped or otherwise re-packaged before, during or after a Tradeshow or event is not considered shipped and received in good order by PGL PERIMETER GLOBAL LOGISTICS or its subcontractors, whether or not exceptions were notated at the time of receipt or delivery of said freight.

#### **PAYMENT REQUIREMENTS**

**A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. PGL PERIMETER GLOBAL LOGISTICS accepts VISA, MASTERCARD, and AMERICAN EXPRESS.**

#### **GETTING TO THE SHOW**

PGL PERIMETER GLOBAL LOGISTICS is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below, or contact our appointed partner in your country by simply emailing your request to us at the email address below.

***If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below.*** If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at PGL PERIMETER GLOBAL LOGISTICS at: 407-264-6181



Email: [fern@shippgl.com](mailto:fern@shippgl.com)

Phone: 407-608-5316

(Shipper/Company Name & Address)

**COMMERCIAL INVOICE**

SHIPPER/EXPORTER:	INVOICE NUMBER:	DATE:
	COUNTRY OF ORIGIN:	COUNTRY OF FINAL DESTINATION:
CONSIGNEE:	TERMS OF SALE:	TERMS OF PAYMENT:
	FREIGHT: <div style="text-align: center;"> <input type="checkbox"/> Prepaid   <input type="checkbox"/> Collect             </div>	
NOTIFY PARTY:	MARKS:	

NO. / TYPE PKGS.	UNIT QTY.	COMPLETE DESCRIPTION OF GOODS	GROSS WGT. (LBS.)	UNIT PRICE US \$	TOTAL VALUE US \$
INVOICE TOTAL (US \$)					

"THESE COMMODITIES, TECHNOLOGY OR SOFTWARE WERE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS. DIVERSION CONTRARY TO U.S. LAW PROHIBITED."

*\*WE HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT\**

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

## Parking Information

### Huntington Garage

1141 W 3<sup>rd</sup> St Cleveland, OH 44114

Mon-Sun 6am-12am | \$8.00 Daily | 1,000 Spaces

### Willard Garage

601 Lakeside Ave Cleveland, OH 44114

Mon-Fri 5am-11pm | \$9.00 Daily | 1,600 Spaces

### Memorial Garage

300 St. Clair NE Cleveland, OH 44113

Mon-Sun 24 hours | \$13 Daily | 985 Spaces

### ABM Parking Lot

1242 W 3<sup>rd</sup> St Cleveland, OH 44113

Mon-Sun 7am-11pm | \$13 Daily | 142 Spaces

### ABM Parking Lot – Penton Media

1301 E 6<sup>th</sup> St Cleveland, OH 44114

Mon-Fri 6am-9pm | \$12 Daily | 632 Spaces

### Central Parking System – IMG

708 St. Clair Ave Cleveland, OH 44114

Mon-Fri 6am-8pm | \$11 Daily | 300 Spaces



# AISTech 2015

Cleveland Convention Center  
May 4 – 6, 2015



Monitors - LCD - Plasma	Show Rate	Qty.	Total
19" LCD Monitor with table top stand (Data Monitor only)	\$ 50		
22" LCD Monitor with table top stand (Data Monitor only)	\$ 95		
24" LCD Monitor with table top stand (data and video)	\$ 150		
32" LCD Monitor with table top stand (data and video)	\$ 325		
42" LCD with Dual Post stand and shelf	\$ 495		
50" LCD with Dual Post Stand and shelf	\$ 695		
55" LCD with Dual Post Stand and shelf	\$ 795		
60" LCD with Dual Post Stand and shelf	\$ 895		
Dual Post Stand for LCD monitors	\$ 95		
Monitor Cart with Skirt	\$ 75		
<b>Projectors</b>			
XGA LCD Projector with short throw lens (3300 Lumens)	\$ 575		
XGA DLP Projector w/ short throw lens (8000 Lumens)	\$ 1,795		
XGA LCD Projector w/ short throw lens (12 000 Lumens)	\$ 2,395		
<b>Notebooks</b>			
NB, iC7 2.5/16G/500/DVDRW/WIFI/15.4W	\$ 195		
NB, iC5 2.5/6G/160/DVDRW/WIFI/14W	\$ 175		
50 Watt PC speakers			
<b>Interactive Technology</b>			
friendlyway Interactive Kiosk with branding surfaces @ \$175	\$ 1,295		
42" Multi Touch Screen, LCD Monitor	\$ 1,500		
<b>Operating Systems and Applications</b>			
(Circle One) XP Win2K Win 2007	No Charge		
(Circle One) Office XP, Office 2000 and Office 2003	\$ 25		
<b>AV Equipment</b>			
DVD Player	\$ 50		
5 x 5 Tripod screen w/ Skirt	\$ 40		
6 x 6 Tripod screen w/ Skirt	\$ 40		
Exhibit Audio System (2 speakers, stands, 1 Wireless Kit)	\$ 500		
Exhibit Audio System (2 speakers, stands, 1 Wired Mic)	\$ 250		
Exhibit Audio System (4 speakers, stands, 2 Wireless kits)	\$ 1,050		
<b>Shipping / Labour</b>			
Delivery and Pick Up	\$ 150	1	\$ 150.00
Computer Configuration and Installation (hourly rate)	\$ 85		
AV Equipment Setup and Strike (hourly rate) *Minimum 1hr	\$ 62	1	\$ 62.00
<b>TOTAL</b>			

**Above we list the typical basics used by exhibitors.  
If you have a need you do not see on our list please call!!  
Our inventory and ideas are extensive!!**

## Official Show Supplier Computer & AV

If you don't see what you are looking for on this form, give us a call because we have it, and it's in stock!  
**Order Deadline April 23, 2015**

### Customer / Billing Information

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Ordered by \_\_\_\_\_  
email: \_\_\_\_\_

### Delivery Information

On site Contact: \_\_\_\_\_  
On site Contact #: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_  
Pickup Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_

### Method of Payment

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_  
Name: \_\_\_\_\_  
(as appears on card)  
Signature: \* \_\_\_\_\_

### Terms and Conditions

**(Please contact your Rep for more details)**

Rental prices listed above are for the whole show period, based on delivery the day prior to the show. The customer is liable for loss or damage to the equipment during the show until CCR employees arrive to remove it at the end of the show.

Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CCR's regular published rates.

#### Cancellations

1. Cancellations of equipment and services must be received 1 week prior to the start of the show
2. If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply

#### Rental Agreement

It is understood and agreed that the customer accepts all responsibility for the safe return all equipment listed this page form. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

CCR SOLUTIONS INC.

100A Belfield Rd.  
Toronto, ON, M9W 1G1  
416-675-7502

[www.ccrsolutions.com](http://www.ccrsolutions.com)

Madalena Morais

416-675-2480 x 266 or 416-886-7391

[mailto:madalenam@ccrsolutions.com](mailto:mailto:madalenam@ccrsolutions.com)



Email completed form to [madalenam@ccrsolutions.com](mailto:madalenam@ccrsolutions.com) or Fax 416-675-6997

# X•Press Connect Family

## Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.



### X•Press Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.



### X•Press Connect Elite

Connect software on YOUR computer

The X•Press Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.



Computer not included. Includes USB scanner and software.

Requires OS MAC, Windows XP or greater, 2 USB 1.1 connections and .NET Framework.



### X•Press Connect Plus

OUR hand-held wireless device

Use our Android phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes Android mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•		•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•

## X•Press Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.



#### Custom Sales Qualifiers

Target ideal prospects! Build your own customized survey for quick lead follow-up. 20 questions and answers.



#### Bluetooth Printer

Get a hard copy printout of your leads onsite with a wireless, portable printer.



#### eBlast Email Service

Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.



#### DITP

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



#### Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

## 3rd Party Lead Collection

Successful lead collection on your third party device.



#### Data Conversion

Convert badge IDs collected on third party devices into complete leads post-show.



#### Event API Integration

Integrate your third party lead retrieval device in real-time with the event database.

\* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.



ORDER ONLINE: [www.xpressleadpro.com](http://www.xpressleadpro.com) SHOW CODE: **aist055**

BUNDLES - Most Popular! <i>Save 10%</i>	Qty	Early THRU 03/05/15	Advance THRU 04/02/15	Standard AFTER 04/02/15	Total
<b>X•Press Connect App Bundle</b> - includes TWO App licenses and custom sales qualifiers		\$ 425	\$ 475	\$ 535	
<b>X•Press Connect Elite Bundle</b> - includes DITP service and custom sales qualifiers		\$ 560	\$ 645	\$ 770	
<b>X•Press Connect Plus Bundle</b> - includes DITP service and custom sales qualifiers		\$ 585	\$ 670	\$ 795	

LEAD RETRIEVAL					
<b>X•Press Connect App</b> - the App on YOUR phone or tablet		\$ 345	\$ 395	\$ 465	
<b>X•Press Connect Elite</b> - the Connect software on YOUR computer		\$ 415	\$ 465	\$ 535	
<b>X•Press Connect Plus</b> - the App on OUR handheld wireless device		\$ 440	\$ 490	\$ 560	
<b>Additional X•Press Connect App Licenses</b> - with any lead retrieval solution		\$ 130	\$ 130	\$ 130	

EXTRAS					
Bluetooth Printer - one per lead retrieval solution		\$ 80	\$ 105	\$ 130	
Custom Sales Qualifiers		\$ 105	\$ 125	\$ 160	
DITP Service – Delivery, Installation, Training, Pickup		\$ 105	\$ 125	\$ 160	
X•Press eBlast Service		\$ 215	\$ 265	\$ 325	
Data Conversion		\$ 550	\$ 550	\$ 550	
Event API Integration		\$ 1000	\$ 1000	\$ 1000	

FAX ORDER	1-508-759-4238			SUBTOTAL	=
ACCOUNT MANAGER	Holly Gosnell			SALES TAX <b>8%</b>	+
QUESTIONS?	1-800-746-9734 • 1-508-743-0593			OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$75 per unit)	+
EMAIL	hgosnell@cdsreg.com			NO, I do not want to purchase the Loss/Damage Waiver - initial here	▶
				PROCESSING FEE ( <b>WAIVED when you order online!</b> )	+ 15.00
				<b>TOTAL (USD)</b>	=

CONTACT INFORMATION	
COMPANY	
CONTACT NAME	
BILLING ADDRESS	
CITY	
STATE/ZIP	
BOOTH #	
PHONE/EXT #	
FAX	
EMAIL	
COMPANY WEBSITE	
http://www	

PAYMENT INFORMATION	
CARD NUMBER	
NAME ON CARD	
EXP DATE	
SIGNATURE	▶
<b>AUTHORIZATION</b>	Your signature below denotes acceptance of the Terms & Conditions on Page 3 of this Order Form and is REQUIRED for processing.
SIGNATURE	▶
PRINT NAME	
TODAY'S DATE	
EMAIL RECEIPT TO	

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

*Thank you for your order.*





Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received. **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.**
- 4) Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 6b below).
 

Customer acknowledges and understands that the applicable replacement cost is as follows:

Connect Plus Device	\$ 1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$ 1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$ 1,000
- 6a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.
- 6b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.
- 7) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 8) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 9) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 10) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 13) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.



**Request for Telephone and Internet Services 2014**

**By submitting this order form, Client acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the CCC Exhibitor Ordering Guide.**

**\*To qualify for discount rate, request and payment must be received 14 days prior to show/event opening.**

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_ BOOTH NUMBERS: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

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

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_\_) \_\_\_\_\_

**\*PLEASE FAX ORDERS - TO 216-920-1470**

<b>Exhibit Hall &amp; Premium Internet Services</b>				
<b>Wired Internet Connections</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
256K Shared Service		\$325.00	\$425.00	
Dedicated 1.5mbs/1.5mbs		\$1000.00	\$1500.00	
Dedicated 3mbs/3mbs		\$3000.00	\$4500.00	
Dedicated 5mbs/5mbs		\$5000.00	\$7500.00	
Dedicated 10mbs/10mbs		\$10,000.00	\$15,000.00	
Dedicated 15mbs/15mbs		\$15,000.00	\$22,500.00	
Dedicated 20mbs/20mbs		\$20,000.00	\$30,000.00	
Additional Drops in other Meeting Rooms		\$550.00	\$825.00	
VLAN		\$550.00	\$825.00	
Additional Drops Same Location		\$99.00	\$50.00	
<b>Networking Services &amp; Equipment</b>				
<b>Networking Equipment Rental (Per Day)</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
8 Port Switch Rental		\$125.00	\$185.00	
24 Port Switch Rental		\$200.00	\$300.00	
48 Port Switch Rental		\$500.00	\$750.00	
Patch Cable (up to 50') *Cables included with order – for additional		\$30.00	\$45.00	
<b>Networking Services</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
T1 Extended from Demarc		CALL	<b>NEED 45 DAYS</b>	
DS-3 Extended from Demarc		CALL	<b>NEED 45 DAYS</b>	
Labor – Fee per hour		\$150.00	\$225.00	
Point-to-Point/Custom Engineering		CALL		





## Request for Telephone and Internet Services 2014

Telephone Services				
Standard Telephone Services	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Standard Telephone Line (Analog/Digital)		\$200.00	\$325.00	
Multi-Line Phone Service		\$235.00	\$350.00	
Cisco Conference Phone Service		\$300.00	\$450.00	
Analog Fax Line		\$200.00	\$325.00	
<b>Additional Telephone Services (Require Standard Telephone Service)</b>				
Voice Mail Box		\$50.00	\$75.00	
Multiple Locations for a Single Number		\$50.00	\$75.00	
Call Forwarding		\$10.00	\$20.00	
Caller ID w/Name		\$15.00	\$25.00	
ISDN/BRI Service (45 Day Lead Time)		CALL	CALL	

Cable TV Services				
Technical Services	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cable TV Service		\$200.00	\$325.00	
CATV Tuner		\$25.00	\$50.00	



### **Installation & Connections - Telephone**

- Telephone Service is brought from the nearest column or floor port into the booth.
- CCC phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the CCC Exhibitor Services Desk.

### **Terms & Conditions - Telephone**

- The CCC is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the CCC and may not be installed or removed by anyone other than CCC personnel.
- All CCC telephone equipment must be returned to the CCC Exhibitor Service Desk at the close of the show. Failure to return CCC phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

### **Frequently Asked Questions - Telephone**

#### **How do I know if I need a single-line or a multi-line service?**

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not Recommend this method of internet connectivity).

#### **I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?**

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

#### **How do I receive my phone number, dialing instructions, and phone/fax equipment?**

Please visit the CCC Exhibitor Services desk onsite to pick up your equipment. At this time



## Request for Telephone and Internet Services 2014

you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through CCC Exhibitor Services

**How can I place international calls on my phone line?** If you wish to place international calls on your phone line, please contact CCC Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

### **Installation & Connection – Internet & Technical**

- CCC technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All CCC internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may rent a switch and purchase cables from the CCC.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - Hire labor from the Cleveland Convention Center

### **Terms & Conditions – Internet & Technical**

- The CCC is the exclusive provider of internet services.
- All CCC switch rentals must be returned to the CCC Exhibitor Service Desk at the close of the show. Failure to return CCC switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Tech Rep Monday-Friday 8am-4pm (except holidays) **\$100.00**
  - Tech Rep All other times, including holidays **\$150.00**
  - Network Engineer Monday-Friday 8am-4pm (except holidays) **CALL**
  - Network Engineer All other times, including holidays **CALL**
- The CCC will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the CCC may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The CCC network will



## Request for Telephone and Internet Services 2014



facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of CCC networks shall not disrupt any of the CCC networks or any other CCC associated networks.
- CCC networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the CCC network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the CCC networks. Interpretation application and possible modification shall be within the sole discretion of CCC.
- **CCC does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the CCC network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. CCC will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the CCC, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the CCC network and (b) assuring that each message purchasing company sends or receives has been received.
- CCC shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the CCC. Neither shall the CCC be liable to Exhibitor for indirect,



special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of CCC, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not CCC has been made aware of the possibility of such damages.

- In no event shall liability exceed a refund of amounts actually paid to CCC by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by CCC before the beginning through the end of the specified conference.
- The CCC will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

### **Frequently Asked Questions – Internet & Technical**

#### **Do you have wireless internet?**

The CCC offers free wireless internet service throughout meeting rooms and lobbies; just open your internet browser and look for the CCC wireless network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service. For custom wireless networks please call.

#### **What is the difference between a hub and a switch?**

##### **Can I bring my own hub or switch?**

The CCC offers switch devices instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are not permitted to bring their own switches or hubs.

#### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

#### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual



## Request for Telephone and Internet Services 2014



Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the CCC can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the CCC Exhibitor Services Desk.



## Booth Cleaning

**RATES OF SERVICE** (Based on total sq. footage of booth. Min. Charge is 100 sq. ft.)

**Check Desired Service(s)**

**RATE**

Vacuum carpet

\$.20 per square foot per day.

Booth Size \_\_\_\_\_ sq. ft. x \$.\_\_\_\_ Rate Above x \_\_\_\_\_ Day(s) + 8 % sales tax = \$\_\_\_\_\_

Event Name _____	Event Dates _____	Booth # _____
Company _____	Authorized By _____	
Address _____	City _____	State _____ Zip _____
Phone (____) _____	Fax (____) _____	On Site Representative _____

**METHOD OF PAYMENT:**

- Orders must be received 7 days prior to show opening.
- Payment may be made by check, money order or credit card, and must be in US Funds. A valid credit card number must be on file as guarantee of payment. Any remaining balance will be posted to the credit card. A \$30.00 charge will be made for returned checks. Orders placed on site must be paid by credit or money order. Checks should be made payable to "Cleveland Convention Center".

Select Payment Option:

\_\_\_Credit Card                      \_\_\_Check                      \_\_\_ Money Order

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Circle one: VISA    AMEX    MC    DSC

Name of Cardholder \_\_\_\_\_ Authorized Signature \_\_\_\_\_

**GENERAL CONDITIONS:**

- The Cleveland Convention Center will provide booth cleaning service either prior or after show hours.

\*\*\*\*\*

### Ordering Information:

**To Order in Advance:**

- Fax completed order form with method of payment to 216-920-1470.
- Mail checks or money orders with completed order form to the address listed at the bottom of the page at least two weeks prior.

**To Order on Site:**

- Visit the CCC Service Desk in the Exhibit Hall.

CLEVELAND CONVENTION CENTER AND GLOBAL CENTER FOR HEALTH INNOVATION  
 1 ST. CLAIR AVENUE NE  
 CLEVELAND, OH 44114  
 TELEPHONE: (216) 928-1600  
 ATTN: FINANCE DEPARTMENT



## OVERHEAD SIGN HANGING AND REMOVAL SERVICES

- Estimated prepayment to assemble and/or install and remove signs and/or banners is required at time of order.
- Trusses necessary to hang signs and/or banners (due to the size and/or weight) will be charged accordingly.
- The *STRUCTURAL INTEGRITY STATEMENT FORM* must be completed and submitted with overhead sign hanging and removal orders.
- A hardware/point fee of \$75.00 will be charged for each banner.
- Lift fee of \$200.00 will be charged as a one-time fee for installation and removal.
- 3 dimensional banners are subject to an additional \$75.00 fee, based on size.
- Labor will be billed at \$75.00 an hour for installation and \$75.00 an hour for removal.
- If installation/removal times are between the hours of 12am and 7pm the hourly rate is \$140.00 an hour.

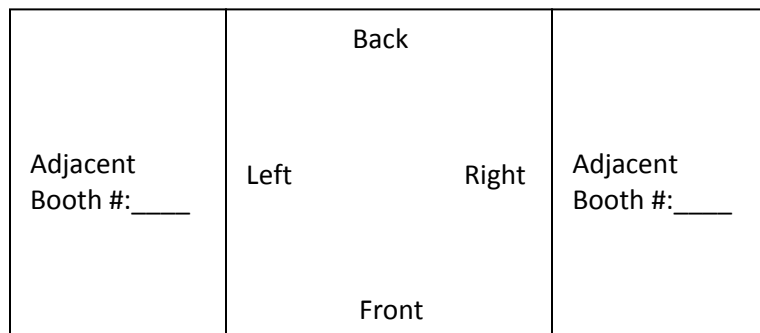
Size:	Height: Feet _____ Inches _____	Width: Feet _____ Inches _____	
Weight	Pounds _____	Material _____	
Does your sign require electricity?	Yes _____ No _____		<b>(Circle One)</b>
Do require assistance in assembly of your banner?	Yes _____ No _____		<b>(Circle One)</b>

If yes, refer to **Electrical Services**. Please enclose a photo or simple sketch of sign.

### Sign Hanging Specifications:

Adjacent Booth #: \_\_\_\_\_

- \_\_\_\_\_ feet from floor to bottom of sign
- \_\_\_\_\_ feet in from left side
- \_\_\_\_\_ feet in from right side
- \_\_\_\_\_ feet in from back of booth
- \_\_\_\_\_ feet in from front of booth



Adjacent Booth #: \_\_\_\_\_

Please contact us at 216-928-1530, to review plan prior to submitting to CSR AV. [rigging@csrav.com](mailto:rigging@csrav.com)

EXHIBITOR \_\_\_\_\_ BOOTH# \_\_\_\_\_





## STRUCTURAL INTEGRITY STATEMENT FORM

\_\_\_\_\_ (“EXHIBITOR”), the contracted exhibitor at \_\_\_\_\_ and (if applicable) \_\_\_\_\_, the display house or builder for the aforementioned Exhibitor, does hereby certify and warrant to CSR AV that the stress points for the hanging structure (“Structure”) have been properly engineered and tested. Exhibitor further certifies and warrants to CSR AV that the Structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

In addition to the foregoing, Exhibitor hereby (i) waives, releases, acquits and forever discharges CSR AV and its affiliates, directors, officers, employees, contractors and agents (collectively “Released Parties”) of and for any and all claims that Exhibitor may now have or which may arise in the future related to the Structure, (ii) agrees to not assert any claims related to the Structure against any of the Released Parties, and (iii) agrees to indemnify and hold the Released Parties harmless from any and all losses, expenses, fines, penalties, claims, liabilities, obligations and damages (including without limitation, any damage to personal or real property and any injury (including without limitation, death) to any person) resulting in any way or related to the Structure. All hang points supporting in excess of 200 pounds will be verified (metered) on site at exhibitor’s expense.

**EXHIBITING COMPANY:** \_\_\_\_\_

**BOOTH NUMBER:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**AUTHORIZED NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPLETE AND SUBMIT A COPY OF THIS FORM WITH ALL  
OVERHEAD SIGN HANGING AND REMOVAL SERVICE FORMS.**

### Credit Card Authorization

Card Number AX/DC/MC/VS \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Please print cardholders name \_\_\_\_\_

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 04/20/15

E  M



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Avenue NE, Cleveland, OH, 44114  
 Phone: (216) 928-1540 Fax: (216) 928-1541  
 Cleveland@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AISTech 2015</b>		
<b>FACILITY:</b>	<b>CLEVELAND CONVENTION CENTER</b>		
<b>DATES:</b>	<b>MAY 4 - 7 2015</b>	<b>EVENT</b>	<b>055106CL</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

### ORDER INSTRUCTIONS

#### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in islands and one location at the rear of inline or peninsula booths. Material and labor charges apply to outlets distributed to any other location. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

#### 208/220/380/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

#### ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

#### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

#### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

#### MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

#### CANCELLATIONS

Credits will not be issued for services delivered and not used. See back of form for additional details.

#### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208/380-031CL

### ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT	REGULAR PAYMENT	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	79.00	119.00	_____
1000 WATTS (10 AMPS)	_____	_____	129.00	194.00	_____
1500 WATTS (15 AMPS)	_____	_____	149.00	224.00	_____
2000 WATTS (20 AMPS)	_____	_____	172.00	258.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	321.00	482.00	_____
30 AMPS	_____	_____	385.00	578.00	_____
60 AMPS	_____	_____	507.00	761.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	425.00	638.00	_____
30 AMPS	_____	_____	510.00	765.00	_____
60 AMPS	_____	_____	667.00	1001.00	_____
100 AMPS	_____	_____	881.00	1322.00	_____
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 AMP MINIMUM CHARGE)			TOTAL AMPS: _____ x 4.00=	_____	
<b>480 VOLT THREE PHASE</b>					
10 AMPS	_____	_____	680.00	1020.00	_____
15 AMPS	_____	_____	730.00	1095.00	_____
30 AMPS	_____	_____	868.00	1302.00	_____
<b>220/380 VOLT THREE PHASE (INTERNATIONAL 3 PHASE)</b>					
10 AMPS	_____	_____	715.00	1073.00	_____
15 AMPS	_____	_____	783.00	1175.00	_____
30 AMPS	_____	_____	973.00	1460.00	_____

### MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	21.00	_____
POWER STRIP	_____	21.00	_____
EUROPEAN POWER STRIP	_____	32.00	_____

### ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, Excluding Holidays)	_____	82.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & Holidays)	_____	164.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	210.00	_____

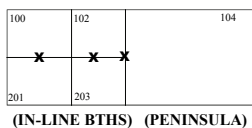
<b>SUB TOTAL</b>		_____
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 8.0% SALES TAX</b>		_____
<b>PLACE TOTAL HERE</b>		_____
PRINT NAME:	_____	
AUTHORIZED SIGNATURE:	_____	DATE: _____
EMAIL:	_____	PHONE: _____
<b>The "Method of Payment Form" must be completed and returned with this order form.</b>		

## TERMS & CONDITIONS

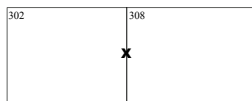
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

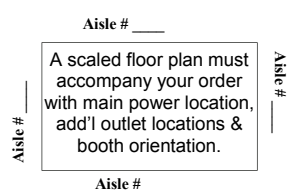
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



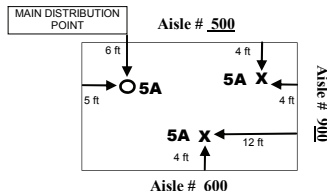
(IN-LINE BTHS) (PENINSULA)



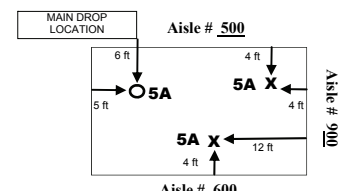
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 04/20/15



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 St. Clair Avenue NE, Cleveland, OH, 44114

Phone: (216) 928-1540 Fax: (216) 928-1541

Cleveland@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AISTech 2015</b>		
<b>FACILITY:</b>	<b>CLEVELAND CONVENTION CENTER</b>		
<b>DATES:</b>	<b>MAY 4 - 7 2015</b>		

## ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

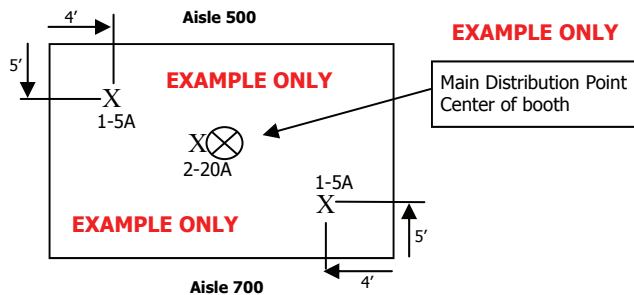
### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |   |
|--|---|
| 1. Electrical distribution under carpet      | 5. Wiring of overhead signs                                       |
| 2. Connection of all 208V or higher services | 6. Assembly & installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus    | 7. Installation of lighting requiring tools for installation      |
| 4. Overhead power distribution               |   |

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
  - Floor plans must include exact outlet locations with dimensions or be to scale
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

**The Following Illustration is an Example: 20x30 Island Booth**



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
 Contact Name \_\_\_\_\_  
 Contact Company \_\_\_\_\_  
 Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**

# ELECTRICAL LABOR FORM



<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AISTech 2015</b>		
<b>FACILITY:</b>	<b>CLEVELAND CONVENTION CENTER</b>		
<b>DATES:</b>	<b>MAY 4 - 7 2015</b>		

## ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

### LABOR RATES

Straight Time ..... 82.00 per hour  
 Monday-Friday 8:00am - 4:30pm, Excluding Holidays  
 Over Time ..... 164.00 per hour  
 Monday-Friday 4:30pm - 8:00 am; Saturday, Sunday & Holidays

### LIFT RATES

Lift ..... 210.00 per hour

Lift charges apply for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for quote.

## LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example:**

Day	<u>Monday</u>	Date	<u>1/5</u>	# Men	<u>4</u>	Time	<u>8:00 am</u>	Work required	<u>Assemble &amp; hang truss/lights</u>
Day	<u>Tuesday</u>	Date	<u>1/6</u>	# Men	<u>1</u>	Time	<u>12:30pm</u>	Work required	<u>Wire electric sign</u>

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

## SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

### PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 04/20/15



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
 1 St. Clair Avenue NE, Cleveland, OH, 44114  
 Phone: (216) 928-1540 Fax: (216) 928-1541  
 Cleveland@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AISTech 2015</b>		
<b>FACILITY:</b>	<b>CLEVELAND CONVENTION CENTER</b>		
<b>DATES:</b>	<b>MAY 4 - 7 2015</b>	<b>EVENT</b>	<b>055106CL</b>

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

## METHOD OF PAYMENT

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

**BANK WIRE TRANSFER INFORMATION \***

Bank transfer to Bank of America  
Wire Transfer:  
 ABA#: 026009593 Acct: 33855214  
International Wire Transfer:  
 Swift Code: BOFAUS3N Acct: 33855214

\* \$25 processing fee **MUST** be included with transfer.

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214  
 6900 Westcliff Drive, Las Vegas, NV 89145  
 Phone: 888.852.5000 Ext 6007

Please note the financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**VISA**  **MASTER CARD**  **AMX**  **DISCOVER**

## CHECK AND CREDIT CARD INFORMATION

CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:				CITY:			ST:	ZIP:	

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.**

<b>PLEASE SIGN</b>	
	AUTHORIZED SIGNATURE
	PRINT NAME <span style="float: right;">DATE</span>

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
<b>SUB TOTAL</b>	
<b>8.0% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.</b>	
<b>TOTAL DUE</b>	



# PLUMBING ORDER FORM

Advance Order Deadline Date: 04/20/15 E  M



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
 1 St. Clair Avenue NE, Cleveland, OH, 44114  
 Phone: (216) 928-1540 Fax: (216) 928-1541  
 Cleveland@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>AISTech 2015</b>		
<b>FACILITY:</b>	<b>CLEVELAND CONVENTION CENTER</b>		
<b>DATES:</b>	<b>MAY 4 - 7 2015</b>	<b>EVENT</b>	<b>055106CL</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

## ORDER INSTRUCTIONS

### LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

### OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

### SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

### WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

## UTILITY SERVICES

Advance Regular Total

### COMPRESSED AIR: 90-100 LBS. Psi

Air Outlet	200.00	300.00	
Additional Connections within 20' of Outlet	100.00	150.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	6.00/cfm	9.00/cfm	

Remember to order CFM with air services. Connection size see # 9 on back of form.

### WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	110.00	165.00	
Additional Connections within 20' of Outlet	55.00	82.50	

# of connections required: \_\_\_\_\_ Size of connection: \_\_\_\_\_

PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

### DRAIN LINES

Drain Outlet	100.00	150.00	
Additional Connections within 20' of Outlet	50.00	75.00	

Number of connections required: \_\_\_\_\_ Size of connection required: \_\_\_\_\_

### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	120.00	180.00	
51 – 200 Gallons	240.00	360.00	
201—500 Gallons	50.00	75.00	
Each additional 100 Gallons up to 1,000 Gallons	CALL FOR QUOTE		

## LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	82.00	
OT (Monday—Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	164.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	210.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

## GAS & MISC. REQUIREMENTS (Call for a Quote)

<b>SUB TOTAL</b>	
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 8.0% SALES TAX</b>	
<b>PLACE TOTAL HERE</b>	

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

The "Method of Payment" form must be completed and returned with this order form



## TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)

Or call the number on the front of this form.



## TASTE INNOVATION

GLOBAL CENTER FOR  
HEALTH INNOVATION  
CLEVELAND  
CONVENTION CENTER  
SHOW ROOM CATERING MENU



*Levy Restaurants*

# FULL CATERING MENU

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## YOU'RE INVITED

To take a seat at our family table, where over 30 years of culinary and hospitality experience come together with heart and commitment. We've built our reputation on offering world-class service in showcase locations. From the meeting room to the show floor, your occasion is our passion.

You're invited to enjoy this moment.

## CONTACT

**Rosemary Macey**

[rmacey@levyrestaurants.com](mailto:rmacey@levyrestaurants.com)

216.928.1555

# PROPERTY SPECIFIC INFORMATION

To help facilitate your event planning, our policies and procedures are provided below.

## THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the Cleveland Medical Mart and Convention Center. As "a family of passionate restaurateurs", we seek to exceed your guests' expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy and worry free for you. Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

### SUSTAINABILITY AND MENUS

Levy Restaurants celebrates the Silver LEED certification of the Cleveland Medical Mart and Convention Center. Sustainability is extremely important to our food preparation. We meet the highest standards by buying local and organic foods, whenever possible. Many of our menus are designed specifically to utilize the freshest ingredients that are local to our community and the convention center. We take pride in using compostable disposable products, donating food items to the local food banks and so much more! Our menus

are designed specifically based on seasonal availability. To learn more about our green mission, please contact our Catering Manager.

### MENU

Menu selections and other details pertinent to your functions must be submitted to the Catering and Sales Department at least (30) days prior to the function date. Your Catering Manager will assist you in selecting the exciting menu items and making arrangements to ensure your most successful event ever.

### PRICING

Prices quoted do not include the 22% service charge or 7.75% sales tax, unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed 60 days prior to the event. Orders placed or counts increased within 72 hours (3 business days) of service will be charged a 10% higher pricing than published menu prices. Events over 1,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

### GUARANTEES

A guaranteed number of attendees/quantities of food is required 7 business days prior to the event date for functions of 1,000 guests or less. (A business day is defined as Monday through Friday, Holidays and Weekends are excluded

from receiving guarantees.) This guarantee must be submitted by noon. If the guarantee is not received, Levy Restaurants reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Restaurants will neither be responsible nor liable for serving these additional numbers, but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase. All groups over 1,000 guests require an initial guarantee 30 days prior to the event, and final guarantees must be received 7 business days prior to the event. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed attend the event. Minimum Guarantee - A 100.00 service fee will be charged for any group under 25 guests.

### MINIMUM REQUIREMENTS

There is a 100.00 service fee for all orders under 25 guests, additional service fee may apply.

## OVERSET POLICY

Levy Restaurants will provide a 5% overset up to 1,000 guests (maximum overset of 50 guests). There will be an additional 150.00 charge for each overset of 20 guests. This overset does not include food preparation but simply the additional staff to set and service additional place settings.

## SERVICE STAFF

Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a 4-hour minimum of \$150.00 per 4-hour shift. Additional labor charges may apply for holiday events.

## EVENT TIMELINE

Prices are based on a two-hour meal period for breakfast, lunch and dinner service. Additional service time may be subject to additional fees. Event start or end times that deviate more than thirty minutes from contracted times may be charged additional fees. In order to provide the freshest food, we must limit buffet service to 2 hours.

## CONTRACTS AND CATERING AGREEMENT

A signed copy of the contract outlining all catering services will be provided along with a catering agreement. The signed contracts state terms, addendum, and specific function sheets, constituting the entire agreement between the client and Levy Restaurants. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the event

contract and banquet event orders shall be in writing and signed by both parties.

## CANCELLATIONS

Any event cancelled within 30 days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

## OUTSIDE FOOD AND BEVERAGE

No food or beverages of any kind may be brought into or removed from the location by either client or client's guests without our prior written approval.

## BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage services are regulated by the Ohio Liquor Laws. Levy Restaurants, as licensee, is responsible for the administration of these regulations: **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.**

## PAYMENT

We will not commence service without receipt of a NON-REFUNDABLE DEPOSIT in the amount of seventy-five percent (75%) of the estimated event price at least sixty (60) full calendar days prior to the event, and the remaining twenty-five percent (25%) of the estimated event price at least fourteen (14) full calendar days prior to the event (collectively, the "Deposit"). Outstanding event price balances shall be paid within thirty (30) full calendar days of the event, provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that

we will suffer substantial harm if client cancels the event. Accordingly, the deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to client's cancellation. No interest will be payable to client on the deposit. Payment can be made in cash, certified check or by an authorized credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

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## CONTACT

GLOBAL CENTER FOR  
HEALTH INNOVATION  
CLEVELAND  
CONVENTION CENTER

Rosemary Macey  
(216) 928-1555  
1 St. Clair Avenue N.E.  
Cleveland, Ohio 44113





# MADE-TO-ORDER MORNINGS

Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!

## BREAKFAST OPTIONS

### A SELECTION OF FRESHLY MADE BREAKFAST SANDWICHES

- Bacon with Cheddar cheese and egg on a buttery croissant
- Hickory-smoked ham, Swiss cheese and egg on a mini pretzel roll
- Turkey sausage with Cheddar cheese and farm-fresh eggs on a warm buttermilk biscuit
- Breakfast burrito filled with farm-fresh scrambled eggs, chorizo sausage and Chihuahua cheese

42.00 for minimum of 6 sandwiches

### ASSORTMENT OF MUFFINS

With fruit preserves and whipped butter 32.00 per dozen

### DELI-STYLE BAGELS

With fruit preserves, whipped butter and cream cheese 30.00 per dozen

### ASSORTED DANISH AND BREAKFAST BREADS

With fruit preserves and whipped butter 35.00 per dozen

### ASSORTED DONUTS

28.00 per dozen

### FRESH SLICED FRUIT

(Display for 6 people) 36.00 per platter

### MARKET WHOLE FRUIT

The best of the season! 35.00 per dozen

### INDIVIDUAL LOW-FAT FRUIT YOGURTS

44.00 per dozen

### HARDBOILED EGGS

23.00 per dozen

### GRANOLA/BREAKFAST BARS

30.00 per dozen

## BEVERAGES

### FRESHLY BREWED COFFEE/DECAF

46.00 per gallon

### ASSORTED JUICE

42.00 per gallon

### LEMONADE

30.00 per gallon

### CANNED SODA

72.00 a case of 24

### BOTTLED WATER

72.00 a case of 24

### WATER COOLER SERVICE

50 Degree Water Cooler

115.00/first day, 50.00 each additional day

Hot and Cold Water Cooler

135.00/first day, 50.00 each additional day

5 gallon water jugs with 100 flat bottom cups - 35.00 per jug

Client is responsible to supply 100v/15 amp circuit of power at location

### BAGGED ICE

22 lbs cubed ice

15.00 per bag

### BOOTH LABOR

Server booth attendant

135.00 for three hour shift, each additional hour is 45.00

### HOT TEA

46.00 per gallon

### BOTTLED JUICE

90.00 a case of 24

### ICED TEA

36.00 per gallon

### KEURIG SINGLE CUP COFFEE MAKER

100 servings, choice of coffee selection

Includes K-cups, disposable cups, condiments and water

400.00 plus/50.00 per day rental

## MORE THAN JUST A SNACK

### GARDEN FRESH SEASONAL CRUDITÉS

Individually presented with buttermilk ranch dipping sauce—great on the go!  
72.00 per platter for 12 people

### DOMESTIC AND LOCAL CHEESE BOARD

A sampling of the best cheeses Ohio has to offer, served with local honey, jams and assorted crackers and flatbreads  
95.00 per platter for 12 people

### EUROPEAN CHEESE BOARD

The finest cheeses Europe has to offer, served with dried fruits, olives and condiments with assorted crackers and flatbreads  
95.00 per platter for 12 people

### A SELECTION OF ENERGY BARS

84.00 per platter for 12 people

### COOKIES AND MILK

Fresh-baked cookies accompanied by ice-cold milk  
0.00 per 12 people

### GOURMET DESSERT BARS

84.00 per platter for 12 people

### HOUSE-MADE COOKIE SANDWICHES

Freshly baked cookies with an assortment of fun fillings and toppings  
38.00 per baker's dozen

## ADDITIONAL ITEMS

### PRETZELS

12.00 per pound

### SPECIALTY PARTY MIX

12.00 per pound

### INDIVIDUALLY BAGGED CHIPS, PRETZELS AND POPCORN

2.50 per bag

### PITA CHIPS AND HUMMUS

20.00 per dozen

### TORTILLA CHIPS AND SALSA

19.00 per pound

### RICE CRISPY TREATS

26.00 per dozen

### KETTLE CHIPS

12.00 per pound

### GOURMET MIXED NUTS

20.00 per pound

### LEMON BARS

24.00 per dozen

### WHOLE FRUIT – DOZEN

29.00 for 12 pieces

### FUDGE BROWNIES

30.00 per dozen

### ASSORTED COOKIES

24.00 per dozen

## BOXED LUNCH

Maximum of two selections for six boxed lunches or less

Maximum of three selections for six boxed lunches or more

- Smoked-Turkey Club on Wheat Bread – bacon, tomato, lettuce and herb aioli
- Roast Sirloin of Beef on Focaccia – tomato, sweet onion jam and Boursin cheese
- Grilled Chicken on Ciabatta – spinach, herb aioli and Provolone cheese
- Ham and Swiss on Pretzel Bread
- “ZLT” Flatbread Sandwich – grilled zucchini, tomato, jalapeño Jack cheese and sun-dried tomato pesto

*Each lunch includes:*

- Whole Fruit
- Pasta Salad
- Bag of Kettle-Style Chips
- Fresh-Baked Cookie
- Bottled Water

*A great option for the grab-and-go lunch! 19.95 perperson*



# RECEPTIONS REINVENTED

Build a perfect reception from a variety of gourmet to classic signature passed bites. 50 piece minimum per item please.

## HOT-PRESSED SANDWICH BITES

- Roasted Chicken on Pretzel Bread – braised arugula and grainy mustard 3.00 per piece
- Croque Monsieur – shaved ham, Gruyère cheese and browned béchamel sauce 3.00 per piece
- Four-Cheese Tomato Melt – traditional sourdough 2.50 per piece

## SUMPTUOUS SATAYS

- Sizzling Short Rib – Thai peanut sauce 4.00 per piece
- Coconut-Curry Chicken – mango chutney 3.00 per piece
- Basil-Garlic Shrimp – chili-lime mint sauce 4.00 per piece

## RETRO MINIS — CLASSIC FAVORITES!

- Beef Wellington Bites – horseradish cream 4.00 per piece
- Housemade Corned Beef Reuben – Swiss cheese, bacon-caraway sauerkraut and Louie dressing 4.00 per piece
- Chicken Cordon Blue – pit ham and blue cheese sauce 3.00 per piece

## STUFFED MUSHROOMS

- Fennel Sausage and Garlic Bread Crumbs 3.50 per piece
- Spinach and Parmesan Risotto 3.00 per piece
- Lump Crab with Lemon Aioli 4.50 per piece

## SUMPTUOUS SATAYS

- Ginger Chicken – sweet-chili sauce 3.00 per piece
- Sizzling Short Rib – Thai peanut sauce 4.00 per piece
- Coconut-Curry Chicken – mango chutney 3.00 per piece
- Basil-Garlic Shrimp – chili-lime mint sauce 4.00 per piece

## MINI CHILLED SHRIMP SHOOTERS

- Classic Fisherman's Wharf-Style – lemon horseradish cocktail sauce 4.50 per piece
- Bayou-Blackened – remoulade sauce 4.50 per piece
- Pesto-Marinated – lemon aioli 4.50 per piece

## MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 3.00 per piece
- Firehouse Burger – bacon and barbecue sauce 3.50 per piece
- Gourmet Burger – truffle aioli and Gruyère cheese 3.50 per piece

## COASTAL FAVORITES

- Signature Crab Cakes – lemon aioli 5.00 per piece
- Seared Sesame Tuna Wonton – seaweed salad and wasabi cream 4.50 per piece
- Smoked Salmon Cracker – crème fraîche, capers and red onion 4.00 per piece

## SINGLE SIP

- Gazpacho – tomato, cucumber and olive oil 2.00 per sip
- Lobster Bisque – Honey Jack-Daniels cream 4.00 per sip
- Smoked Yellow Tomato – griddled brioche crouton 2.50 per sip

## GRILLED ARTISAN BREAD CROSTINI

- Tomato Basil – artisan olive oil 2.00 per piece
- Whipped Ricotta – olive salad 2.50 per piece
- Beef Carpaccio – garlic aioli and Parmesan 3.00 per piece

## BITE-SIZED TARTINE

- Duck Confit – caramelized shallot and cherry reduction and chives 3.50 per piece
- Barbera-Braised Beef Cheek – crisped shiitake mushroom and smoked Blue cheese 3.50 per piece
- Lamb Shank and Anisette – Granny Smith apples and parsley 4.00 per piece

### QUESADILLAS

- House-Smoked Pork and Cheddar Cheese – avocado crema 3.00 per piece
- Ancho chicken and Jack Cheese – salsa verde 3.00 per piece
- Baby Spinach and Mushroom – pico de gallo 3.00 per piece

### QUESADILLAS

- House-Smoked Pork and Cheddar Cheese – avocado crema 3.00 per piece
- Ancho Chicken and Jack Cheese – salsa verde 3.00 per piece
- Baby Spinach and Mushroom – pico de gallo 3.00 per piece

### CROQUETTES

- White-Truffle Macaroni – White Cheddar cheese sauce and chives 3.00 per piece
- Chicken and Roasted Garlic – pequillo pepper aioli 3.00 per piece
- Chevre and Polenta – concord grape and chili glaze 3.00 per piece

### ALL-NATURAL NIMAN RANCH LAMB CHOPS

- Char-Grilled – Granny Smith apples and mint relish 9.50 per piece
- Garlic-Roasted – kalamata aioli 9.50 per piece
- Ancho Chili-Crusted – jalapeño-citrus salsa 9.50 per piece

### SPOONS

- Ahi Tuna Tartare – lemon olive oil, capers and basil 4.00 per piece
- Classic Steak Tartare – mustard, egg and shallots 4.00 per piece
- Fresh Crab Salad – citrus aioli and fresh chives 4.00 per piece

### MINIATURE TOSTADAS

- Spicy Seared Ahi Tuna – cilantro lime crema and jalapeño slaw 4.50 per piece
- Duck Breast – pasilla peppers and tropical mango salsa 4.00 per piece
- Hand-Pulled Chicken – black bean purée, queso fresco and pickled red onion 3.00 per piece

### HAND-CRAFTED MINI SLIDERS

- Black Bean and Brown Rice – chipotle aioli and Cheddar cheese 4.50 per piece
- Breaded Chicken Parmesan – marinara and fresh Mozzarella 3.50 per piece
- Home-Style Meatloaf – crispy onions and sweet and tangy glaze 3.50 per piece

### ARANCINI

- Smoked Blue Cheese and Shallot – Port and cherry reduction 3.50 per piece
- Fire-Roasted Corn and Pimento Cheese 3.00 per piece
- Squid Ink and Rock Shrimp – Pecorino Romano and lemon-basil 4.00 per piece

## RECEPTION STATIONS

Pleasing to even the pickiest eaters, priced per 2 hours

### MARKET-FRESH TABLE

Chefs selection of the best cheeses, fresh garden crudités, assorted dips and market-fresh fruit. Accompanied by house-made chutneys, local honey, yogurt dipping sauce and artisan breads and crackers  
204.00 for 12 people

### MEDITERRANEAN ANTIPASTI

Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbreads, crostini and breadsticks 192.00 for 12 people

### HUMMUS TRIO

Traditional chickpea, white bean and edamame hummus with crispy pita, cucumber, carrot and celery sticks  
8.95 per person

### DOMESTIC AND LOCAL CHEESE BOARD

A sampling of the best cheeses Ohio has to offer, served with local honey, jams, assorted crackers and flatbreads  
7.95 per person

### EUROPEAN CHEESE BOARD

The finest cheeses Europe has to offer, served with dried fruits, olives and condiments with assorted crackers and flatbreads  
7.95 per person

### QUESO AND SALSA BAR

Crispy corn tortilla chips, Queso Fundito, house-made salsas, sour cream, pickled jalapeños and signature hot sauces  
155.00 for 12 people

### SUSHI

A selection of fresh-made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market-fresh sashimi. Served with wasabi, pickled ginger and a variety of dipping sauces Market Price

### RAW BAR

A selection of the freshest available chilled seafood. Served with artisan crackers, horseradish cocktail sauce, lemon aioli, remoulade sauce and specialty hot sauces

- Jumbo Shrimp
- Fresh Oysters
- Crab Legs

Market Price

### SMOKED SALMON

A great addition to the raw bar! Smoked salmon served with cream cheese, capers, tomatoes, red onion and sliced pumpernickel triangles  
17.95 per person

### GOURMET TARTINE

A fun assortment of grilled artisan breads with a selection of toppings, served warm

- Fennel Sausage, Wild Mushrooms and Asiago Cheese
- Shaved Salami, Arugula and Provolone Cheese
- Roma Tomatoes, Basil and Fresh Mozzarella
- Pulled Chicken, Basil Pesto and Four Cheese

11.95 per person

### NIMAN RANCH MINI SAUSAGE SAMPLER

Naturally raised Niman Ranch mini sausages created for Levy Restaurants, including Apple-Gouda, Chipotle-Cheddar and Spicy Italian, accompanied by gourmet mustards and hoagie rolls 12.95 per person

### FRESH SEASONAL FRUIT DISPLAY

An elaborate display of seasonal local and tropical fresh fruits and berries. Served with yogurt dip, mint-lime syrup and brown sugar crème fraîche 6.95 per person

#### BRUCHETTA D'ITALIA

- Tomato Basil – Parmesan and extra virgin olive oil
  - Kalamata Olive Tapenade – Chèvre cheese
  - Roasted Wild Mushroom – Gorgonzola cheese
  - Caramelized Onion – Taleggio cheese
- 9.95 per person

#### MASHED POTATO BAR

Old-fashioned, creamy mashed potatoes with specialty ingredients, served individually

- Lobster mashed potatoes with chive crème fraîche
- Yukon Gold mashed potatoes and braised short ribs with a Cabernet reduction
- Smashed sweet potatoes with cinnamon, brown sugar, butter and candied pecans

14.95 per person

#### GARDEN FRESH VEGETABLE BASKET

Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip and lemon-garlic hummus

5.95 per person

# BEVERAGES

## SPECIALTY BARS AND BEVERAGES

### MARTINI BAR — *The new spin on a classic!*

Icy cold Ketel One Vodka or Bombay Sapphire, served with a bevy of garnish. Also available are the Ultimate Cosmopolitan, Apple Martini and Lemon Drop (50 servings) 500.00 each additional serving is 10.00

### BLOODY MARY BAR — *A fabulous starting point!*

Classic Smirnoff or Ketel One Vodka, zesty Bloody Mary Mix and a smorgasbord of garnishes including celery, pepperoncini, cheeses, sausage and a variety of special sauces (50 servings) 725.00 each additional serving is 14.50

### MOJITO BAR — *The rising star of the cocktail world!*

Aromatic Bacardi Rum, fresh mint, zesty lime and cane sugar blended to Caribbean delight! (50 servings) 500.00 each additional serving is 10.00

### JALAPEÑO MARGARITA

The kick of a margarita with the zip of jalapeño. Go way south of the border (50 servings) 450.00 each additional serving is 9.00

### VODKA LEMONADE WITH A TWIST — *A blast of summer*

Crisp Smirnoff Vodka, refreshing lemonade and Chambord (50 servings) 450.00 each additional serving is 9.00

### BUBBLES AND BERRIES — *A salute to a great glass*

Riesling-marinated raspberries, blueberries and blackberries with a special lift of Champagne (50 servings) 600.00 each additional serving is 12.00

### SANGRIA

Red wine, brandy and sweet vermouth with fresh citrus fruit, berries, juice and soda (50 servings) 500.00 each additional serving is 10.00

## BARSELECTIONS-HOSTED BARS

### DELUXE CONSUMPTION BAR PACKAGE

Deluxe Cocktails

Featuring: Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Sauza Hornitos Reposado, Martini & Rossi Dry and Sweet Vermouth 8.00 per drink

Wines by the Glass 8.00 per glass

Premium Beer 6.00 each

Domestic Beer 5.50 each

Bottled Water, Soft Drinks & Juices 3.75 each

### PREMIUM CONSUMPTION BAR PACKAGE

Premium Cocktails

Featuring: Smirnoff, Beefeater, Dewar's, Jim Beam, Bacardi Silver, José Cuervo Gold, Martini & Rossi Dry and Sweet Vermouth 7.00 per drinkticket

Wines by the Glass 8.00 per glass

Premium Beer 6.00 each

Domestic Beer 5.50 each

Bottled Water, Soft Drinks & Juices 3.75 each

### BARTENDER FEE

125.00, 3 hour minimum, minimum of 500.00 per bartender

## BEER SELECTIONS

Please see "Booth Beer Options" on Page 15

# WINE BY THE BOTTLE

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## WHITE WINE

### BUBBLY

Perrier-Jouet Fleur de Champagne, Epernay, France	234.00
Mumm Napa 'Brut Prestige', Napa	57.00
Korbel Brut, California	46.00
Zonin Prosecco, Italy	42.00

### LIGHT AND CRISP

SeaGlass Sauvignon Blanc, Santa Barbara	38.00
Provenance Sauvignon Blanc, Napa	57.00
Nobilo Sauvignon Blanc, New Zealand	46.00
Little Black Dress Pinot Grigio, California	38.00
Santa Cristina by Antinori Pinot Grigio, Italy	52.00

### CREAMY AND ELEGANT

Kendall-Jackson 'Vintner's Reserve' Chardonnay, California	48.00
Folie a Deux Chardonnay, Napa	48.00
Irony Chardonnay, Napa	40.00
Sonoma-Cutrer 'Russian River Ranches' Chardonnay, Sonoma	57.00
Chalone 'Estate' Chardonnay, Monterey	66.00
Cakebread Cellars Chardonnay, Napa	84.00
Greystone Chardonnay, California	42.00

### SWEET AND SMOOTH

Hogue 'Genesis' Riesling, Washington	32.00
Beringer White Zinfandel, California	28.00
Jacob's Creek Moscato, Australia	28.00

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## RED WINE

### RIPE AND RICH

Duckhorn Vineyards Merlot, Napa	105.00
Sebastiani Merlot, Sonoma	35.00
Red Rock Merlot, California	38.00
Greg Norman Cabernet Merlot, Australia	46.00
Rodney Strong Pinot Noir, Sonoma	57.00
Mark West Pinot Noir, California	38.00
Estancia Pinot Noir, Monterey	52.00

### SPICY AND SASSY

Gascon Malbec, Argentina	46.00
Penfold's 'Thomas Hyland' Shiraz, Australia	44.00

### BIG AND BOLD

Silver Oak Cabernet Sauvignon, Alexander Valley	143.00
Louis Martini 'Sonoma' Cabernet Sauvignon, Sonoma	45.00
Avalon Cabernet Sauvignon, Napa	36.00
Beaulieu Vineyard 'Napa' Cabernet Sauvignon, Napa	54.00
Simi Cabernet Sauvignon, Alexander Valley	68.00
Columbia Crest 'Grand Estates' Cabernet, Washington	46.00



## Booth Beer Options:

*Due to inventory levels, we have the capacity to sell 12 kegs total*

*In place of kegs, we are offering a special discounted price on Miller Products  
The following options are available:*

**MGD Keg \$400.00 / Case of MGD (24, 16 oz. cans) was \$132, now \$100.00**

**Miller Lite Keg \$400.00 / Case of Miller Lite (24, 16 oz. cans) was \$132.00, now \$100.00**

**Great Lakes Dortmunder Keg \$525.00 / Case of Great Lakes Dortmunder (24 bottles) \$168.00**

*\* All alcoholic beverage orders are subject to a \$125.00 bartending fee*

**Please send all inquiries to Rosemary Macey, at  
rmacey@levyrestaurants.com**

***Final Order/ Payment Deadline: Thursday, April 23th, 2015 by 5:00pm EST***

*\*A limited amount of cases will be available for purchase on the days of the show.*

*\*Other alcoholic/non-alcoholic beverage options are also available*





**HIGH QUALITY PHOTOS OF YOUR COMPANY BOOTH**  
**\$50.00 per session**

Our photo service will provide high quality photos of different angles of your booth at the show for unlimited use

All photo sessions will be limited to a maximum time of 15 minutes and will be completed during the afternoon session  
(Additional time will be invoiced at \$250.00 per hour)

Please fill out the form below with your request  
Scan, email or Phone your request to:

Cody York Photography  
[cyorkphoto@gmail.com](mailto:cyorkphoto@gmail.com) / 440-391-8510

**Company Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_, **ST:** \_\_\_\_\_, **Zip:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**(Name of Person Authorized to place the order)**

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_ **Purchase Order #:** \_\_\_\_\_

All orders must be submitted by submitted by  
**May 1, 2015**

This order will be confirmed with the authorized contact person by phone or email 24 hours prior to the event