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SHOW MANAGEMENT INFORMATION

[Registration, Housing and Promotional Opportunities](#)

Rules & Regulations

Contract Details and Rules & Regulations

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IAEE Guidelines for Display Rules & Regulations

Exhibit Booth Contract Additional Details and Rules and Regulations

The National Exhibitors Group Joint Committee adopted a series of rules and regulations designed to increase the quality of the exhibits at the National, Area, and Special Conferences of the National Science Teachers Association. Firms and organizations must agree to abide by these regulations when accepting space assignments of these expositions.

EXHIBIT FLOOR PLAN—All measurements shown on the diagram are believed to be accurate, but management reserves the right to make such modifications as may be necessary to meet the needs of exhibitors and the exhibit programs. NSTA will make every effort to arrange meeting sessions near the exhibit area. But NSTA reserves the right to change sites of meeting sessions to meet the needs of the conference.

RESTRICTIONS IN OPERATION OF EXHIBITS—Management reserves the right to restrict exhibits which, because of noise, safety, conduct of exhibitors, method of operation, materials, or any other reason, become objectionable and also to prohibit or to evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines is objectionable to the exhibit. In the event of such restriction or eviction the NSTA and management are not liable for any refunds of rentals or other exhibit expense.

LIABILITY—A) The exhibitor must surrender space occupied by him in the same condition as it was at the commencement of occupation. The exhibitor shall assume all responsibility for damage to the exhibit hall by reason of his exhibit and shall indemnify and hold harmless the exhibit facility, NSTA, and their representatives for all liability which might ensue from any cause whatsoever arising out of the exhibitor's participation in the exhibits or in conference activities. The exhibit facility, NSTA, and their representatives will not be liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damage or injuries may be incident to, arise from, or be in any way connected with the exhibitor's occupation of display space, and the exhibitor, on signing the contract, expressly releases and indemnifies the aforementioned from any and all claims for such loss, damage or injury. B) Insurance Risk—Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer, including any insurance that may be provided by exhibitor, NSTA, or the Conference Center. C) Consequential Damages—NSTA shall not in any event be liable to exhibitor for any consequential damages.

CANCELLATION—a \$100 administrative fee will be applied for cancellations prior to the deadlines listed below.

- Exhibitors renting less than 300 square feet initial deadline: 5:00 p.m. EST August 10, 2012
- Exhibitors renting 300 square feet or more initial deadline: 5:00 p.m. EST July 13, 2012
- \$500 cancellation fee after deadlines
- After September 12, 2012 exhibitors are responsible for the full booth cost.

Contracts received after September 12, 2012 will have **5 business days** after submission date of contract to cancel, however, the administrative fee will still apply. No cancellations will be accepted 15 days prior to the first day of show move-in. If booth space is not occupied four hours prior to the exhibit opening, management shall have the right to use such space as it sees fit.

SERVICE INFORMATION—All services customarily required by exhibitors will be available and must be obtained through the official service contractors. No other contractors will be permitted without prior approval. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, plumbing, labor for erecting and dismantling exhibits, drayage, etc., will be forwarded to exhibitors in advance. A service desk will be maintained in the exhibit area.

EXHIBITOR ADMISSION—Each exhibiting firm will be entitled to register four (4) representatives without charge for each 10' × 10' booth space rented. Exhibitors will be billed \$100 for each additional representative. Complimentary registration's intended use is for the employees of the exhibiting company only. Exceptions are: nonscience educational companies, independent contractors, and science education companies with no more than five full- or part-time employees. Violation of the use of complimentary registrations will result in cancellation of the contract and forfeiture of payments.

RULES AND REGULATIONS—Exhibitor recognizes and agrees that NSTA retains full power and authority to interpret and enforce all Rules and Regulations for the Conference, including the authority to amend or adopt new Rules and Regulations that NSTA considers necessary and proper for the exhibition. Failure to comply with these or any other regulations or amendments shall constitute sufficient cause for NSTA to require the immediate removal of the exhibit or offending exhibitor. This may result in forfeiture of all fees paid and the opportunity to exhibit at future conferences or exhibitions sponsored by NSTA. NSTA may lease any space so forfeited to another exhibitor.

A. General Regulations

1. Exhibit management will provide necessary security personnel during the hours the exhibit area is closed. However, the exhibitor is solely responsible for his own exhibit material and should insure his exhibit against loss or damage.

2. Exhibit booths must be staffed during exhibit hours by persons who are well prepared to explain, courteously and effectively, all products and services on display. Each exhibitor must wear an official exhibitor's identification badge.
3. Management reserves the right to make modifications to the exhibit hours as may be necessary to meet program needs.
4. The exhibitor agrees not to dismantle or pack his/her display before the close of the exhibit. NSTA will assess the exhibiting company a **\$500 fee** for any booths dismantled, packed, or abandoned before the 12:00 noon teardown time. For exhibitors holding 300 square feet or more, the fee will double.
5. It is understood that no rooms, suites, or other space in conference hotels will be used for exhibit purposes, workshops, or other exhibitor sales related use. Social affairs of all kinds should be scheduled not to conflict with program events.
6. The exhibitor agrees to abide by all local tax regulations. Exhibit management will advise of any tax requirements but each exhibitor is responsible for collecting and submitting payment of their own sales tax to the appropriate legal authority.

B. Construction and Arrangement of Exhibits

1. Exhibits must not project beyond the space allocated or obstruct the view of the exhibits of others. Reasonable effort must be made to provide space within the confines of the booth for interviews, demonstrations, distribution of materials, etc., so that visitors do not obstruct the aisles.
2. In straight-line exhibits, no solid construction will be permitted to exceed 44 inches in height except in the back half of the booth, where it shall not exceed 8 feet. For example in a 10' × 10' booth, solid construction above 44 inches must begin at least 5 feet back from the aisle line.

In island spaces or peninsula spaces—20' × 20', 20' × 30', or larger—narrow overhead panels of open "bridge-type" construction will be permitted to a maximum height of 10 feet along the center line of the space or along the aisles to facilitate the construction of open-type exhibits. No equipment or partitions, except slender supporting posts, may extend above the 44-inch height within 5 feet of the aisle. **Plans for island and peninsula displays must be submitted to and approved by management 45 days in advance of the conference.**
3. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.
4. All decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform with the National Electrical Code safety rules. Exhibitors must comply with all city fire regulations.
5. Exhibitors, or their agents, shall not injure or deface the walls or floors of the buildings, booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.
6. Helium balloons are not allowed.
7. Hanging signs cannot exceed 16' from the top of the sign to the floor. Requests for exceptions must be made in writing to the NSTA Exhibits Manager 15 days prior to first day of show move-in for approval.

C. Limitations on the Use of Space

1. No exhibitor shall assign, sublet or share the space allotted without the knowledge and written consent of management. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. All exhibits, interviews, demonstrations, and distribution of materials shall be confined exclusively to the assigned booth and must be relevant to the exhibitor's products and shall not be made primarily to attract or amuse. Sufficient space must be provided within the exhibit booth to contain persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near his booth free of congestion resulting from his demonstrations or other promotion.
2. Musical instruments, radios, sound motion picture equipment, record players, or any noise-making machines shall be operated only at a noise level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience. All such promotional devices must be approved by management 30 days prior to the exhibit opening and must be in harmony with any agreements entered into by the Association, the management of the hall, and applicable labor unions. Approval cannot be given, however, for the use of sound equipment for live demonstrations in booths less than 20' × 20'.
3. Distribution of items other than literature describing the company's product is discouraged. Such distribution is not expressly prohibited, however, if it does not violate standards of good taste or tend to introduce a carnival atmosphere.
4. Exhibitors must adhere to state and local laws regarding holding raffles in their booth.
5. No animals are allowed in the Exhibit Hall unless prior approval is granted by show management.

Union Rules & Regulations

LOUISVILLE, KENTUCKY

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the jurisdictions of the Louisville area unions.

Decorators/Carpenters

Members of these unions claim all work relating to the overall installation and dismantling of exhibits (i.e., uncrating, installation, maintenance, dismantling, and re-crating). Exceptions: ① Exhibitors may install/dismantle exhibits up to 300 square feet provided no power tools are used and the work is done by the exhibitors' full-time employees. ② Exhibitors' full-time employees may set-up/dismantle "pop-up" booths with minimum tools provided the work can be completed in 30 minutes or less.

NOTE: Non-union Exhibitor Appointed Contractor (EAC) personnel and/or other non-union temporary labor are excluded from working in booths.

If power tools are needed for installation and/or dismantling, please order Labor from Hargrove and designate any special tools needed to complete the work.

Teamsters Union

Members of this union claim work relating to the delivery, unloading and loading of freight; the movement of empty containers and additional materials to and from storage areas, and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.). Exception: An exhibitor may move material from their privately owned vehicle (POV) provided the movement is made by no more than two (2) full-time exhibitor's employees using two-wheeled handcarts in 20 minutes or less.

NOTE: When exhibitors choose to unload/reload their POVs in accordance with the foregoing, they will not be permitted access to the loading dock(s).

Freight Handling

Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.



Facility Policies

Building Rules and Regulations

The following regulations will be enforced during events held at the Kentucky International Convention Center. Any labor or material costs incurred by the Kentucky International Convention Center for violation of these regulations will be billed to the appropriate party.

- All exhibitors are subject to the Fire Marshal Regulations of the Commonwealth of Kentucky.
- All signage, displays, etc. must be hung from structural steel ONLY. Hanging from sprinkler lines, water, gas or air lines, HVAC duct work, electrical BUSS ducts or any other lines is strictly prohibited. Items found hanging on these prohibited structures will be removed at owner's expense.
- Holes may not be drilled, cored or punched in the building without prior written approval from facility management.
- The use of staples to apply skirting to convention center tables is strictly prohibited.
- Lighter than air (helium, etc.) balloons are not permitted in any building. It is a violation of the City of Louisville ordinance to release lighter than air balloons into the atmosphere.
- Adhesive backed (stick-on) decals, advertisements, or similar items may not be distributed or used at the facility.
- Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns without prior written approval by facility management.
- Exhibitors, show management, or their contract representatives must remove all carpet tape immediately following the event.
- All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.
- Passenger elevators and escalators may not be used for transporting freight from level to level.
- Golf carts, forklifts, or any other motorized vehicles are not permitted in carpeted areas or lobbies without prior written approval from convention center management.
- Food beverages may only be distributed in samples by an exposition sponsoring organization or their exhibitors with prior written approval from convention center management.
- No alcoholic beverages are allowed at the facility except under the provisions of the lessee's contract in Section 8.
- Food products distributed by exhibitors must be obtained through the convention center's official concessionaire or an approved caterer.

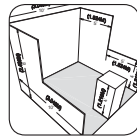


IAEE
International Association
of Exhibitions and Events®

Guidelines for Display Rules & Regulations 2011 Update

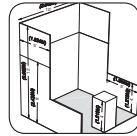


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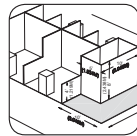
Linear Booth and Corner Booth

4



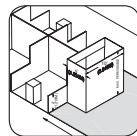
Perimeter Booth

5



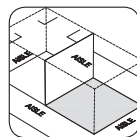
End-cap Booth

6



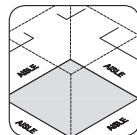
Peninsula Booth

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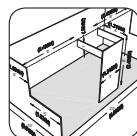
Split Island Booth

8



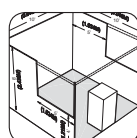
Island Booth

9



Extended Header Booth

10



Other Important Considerations

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Issues Common To All Booth Types

12-13

Guidelines for Display Rules and Regulations 2011 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. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2011 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event 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 exhibition and event 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 exhibition management and operations.

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

Linear Booth

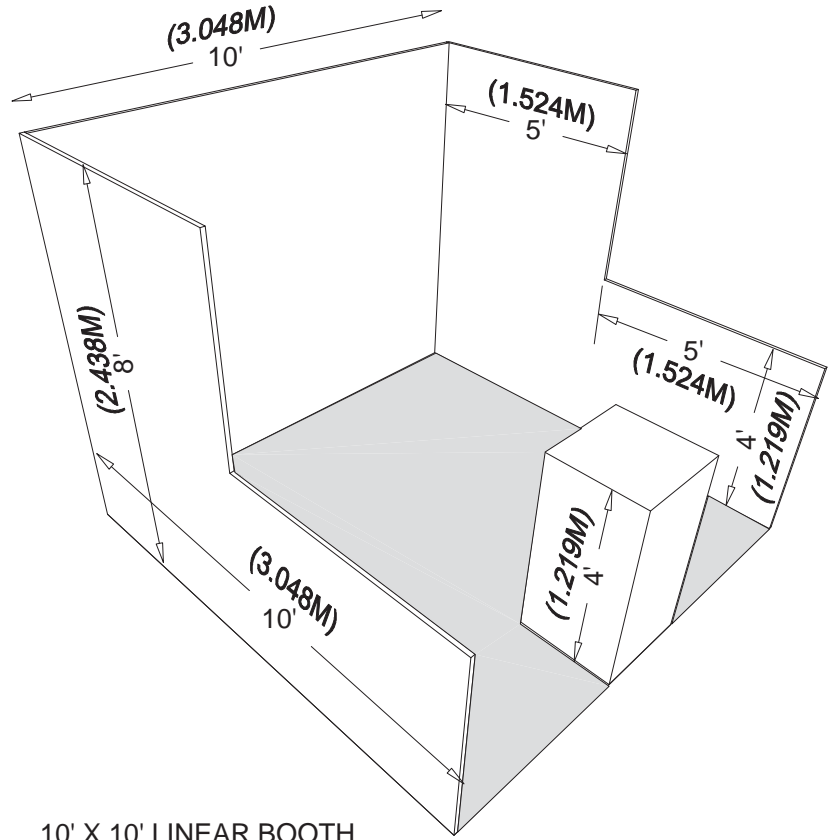
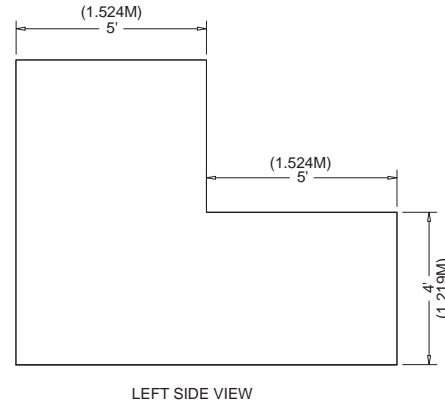
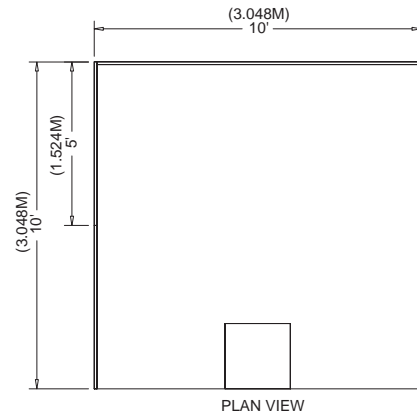
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

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

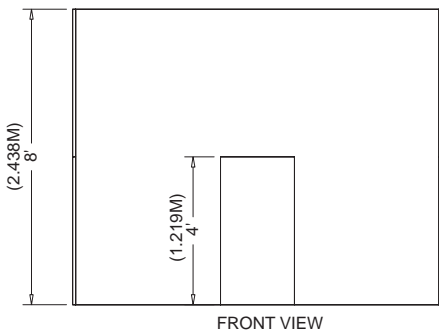
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) 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.



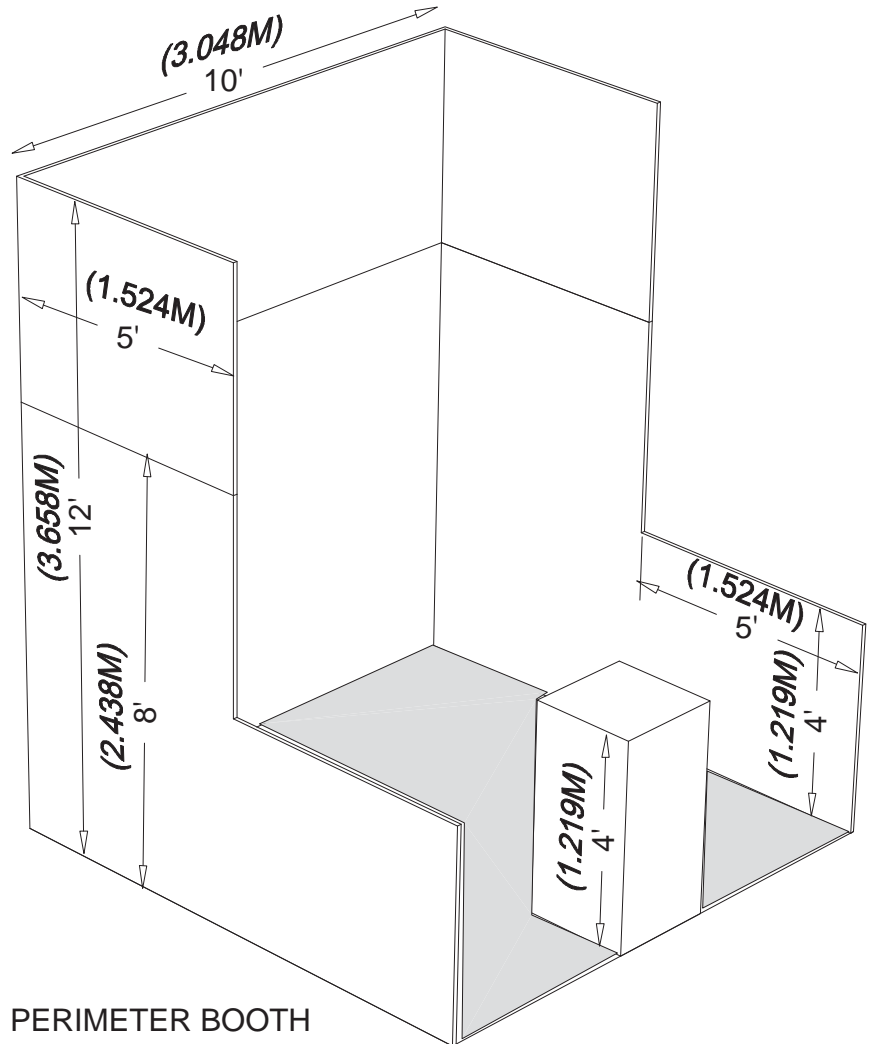
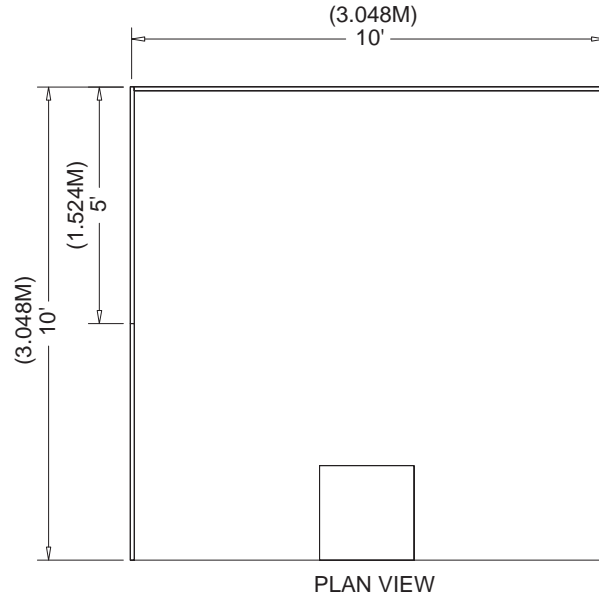
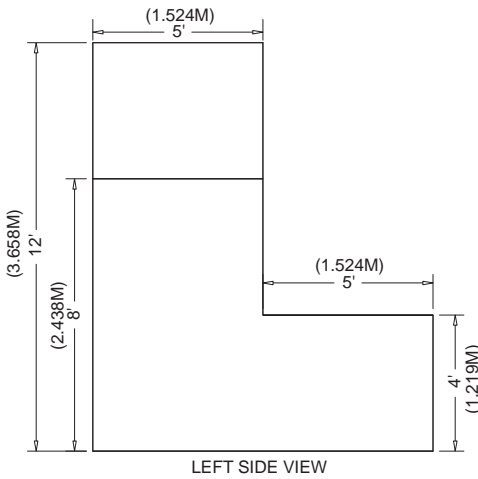
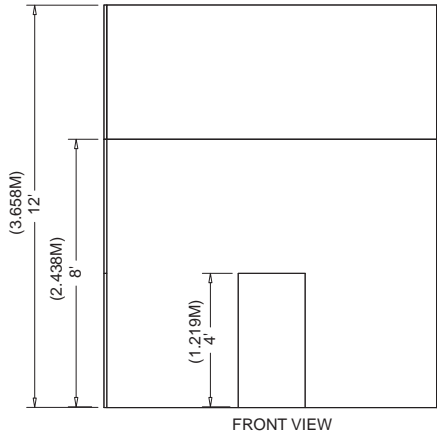
FRONT VIEW

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).

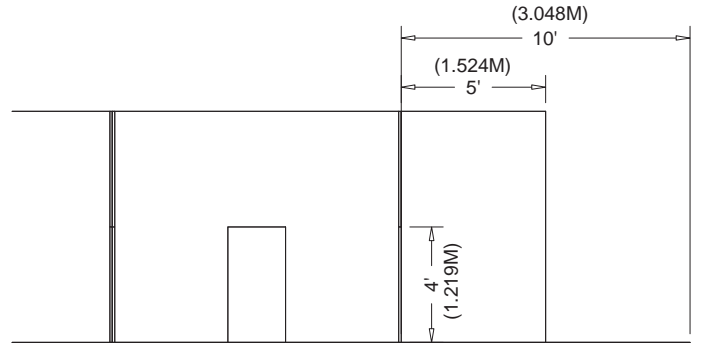


End-cap Booth

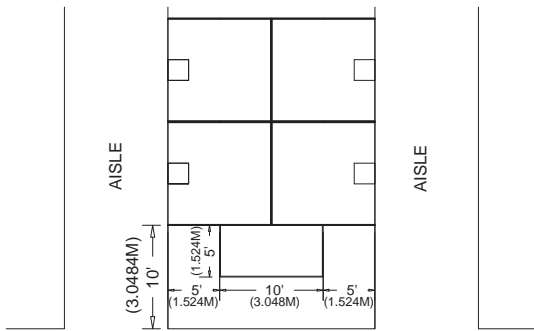
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

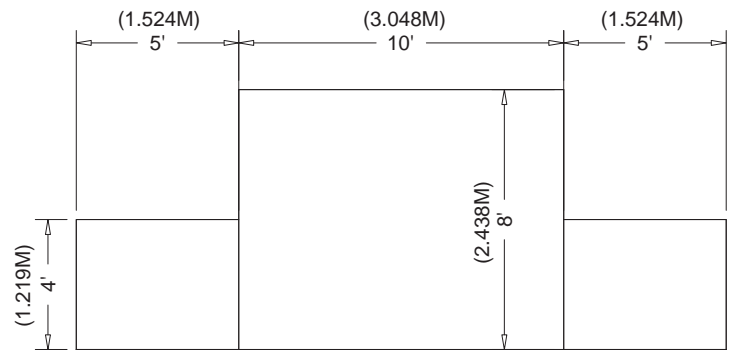
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



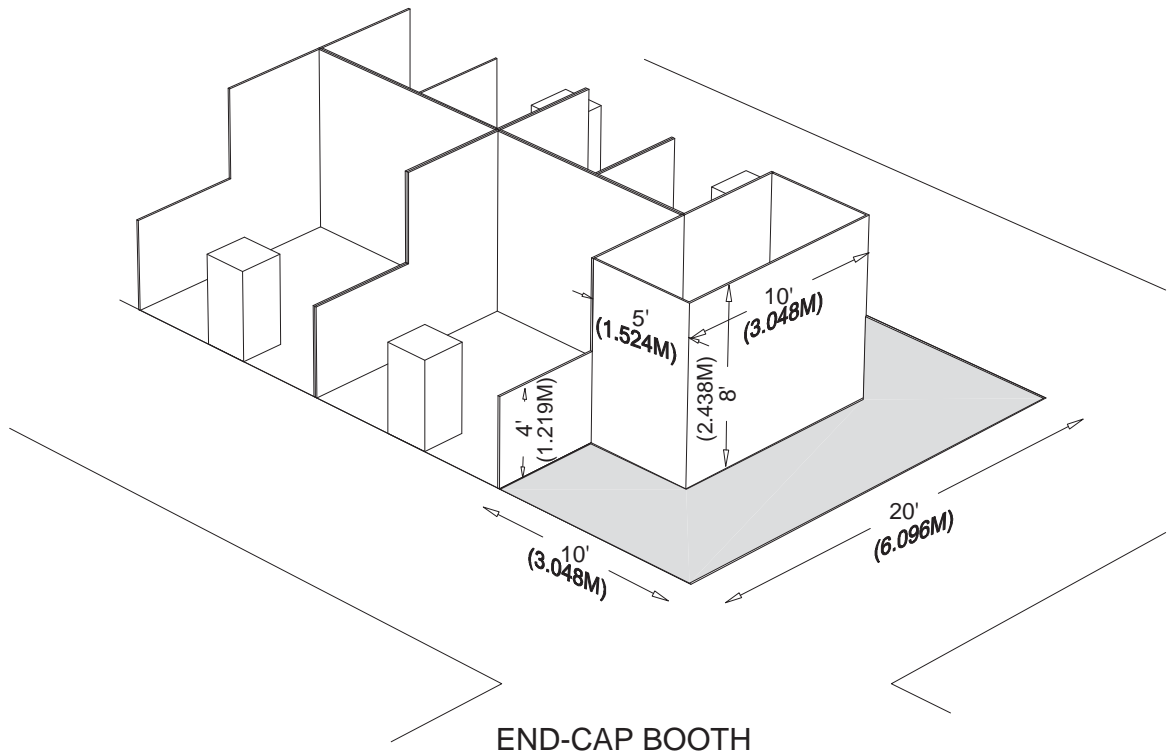
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



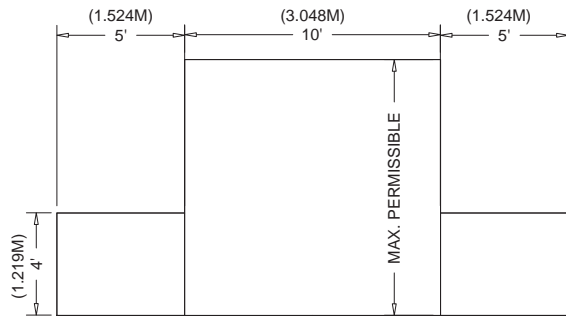
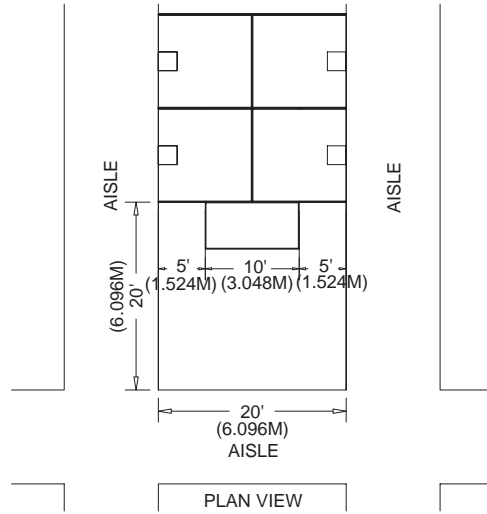
END-CAP BOOTH

Peninsula Booth

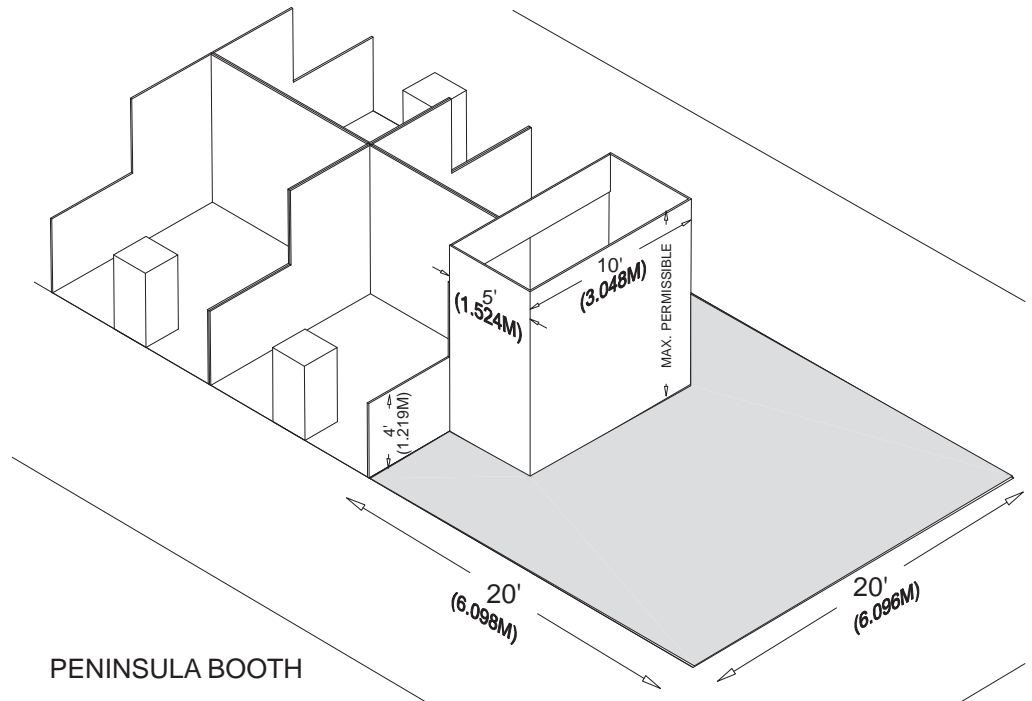
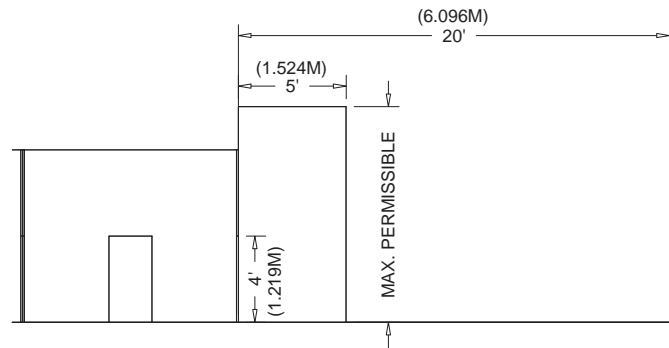
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

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

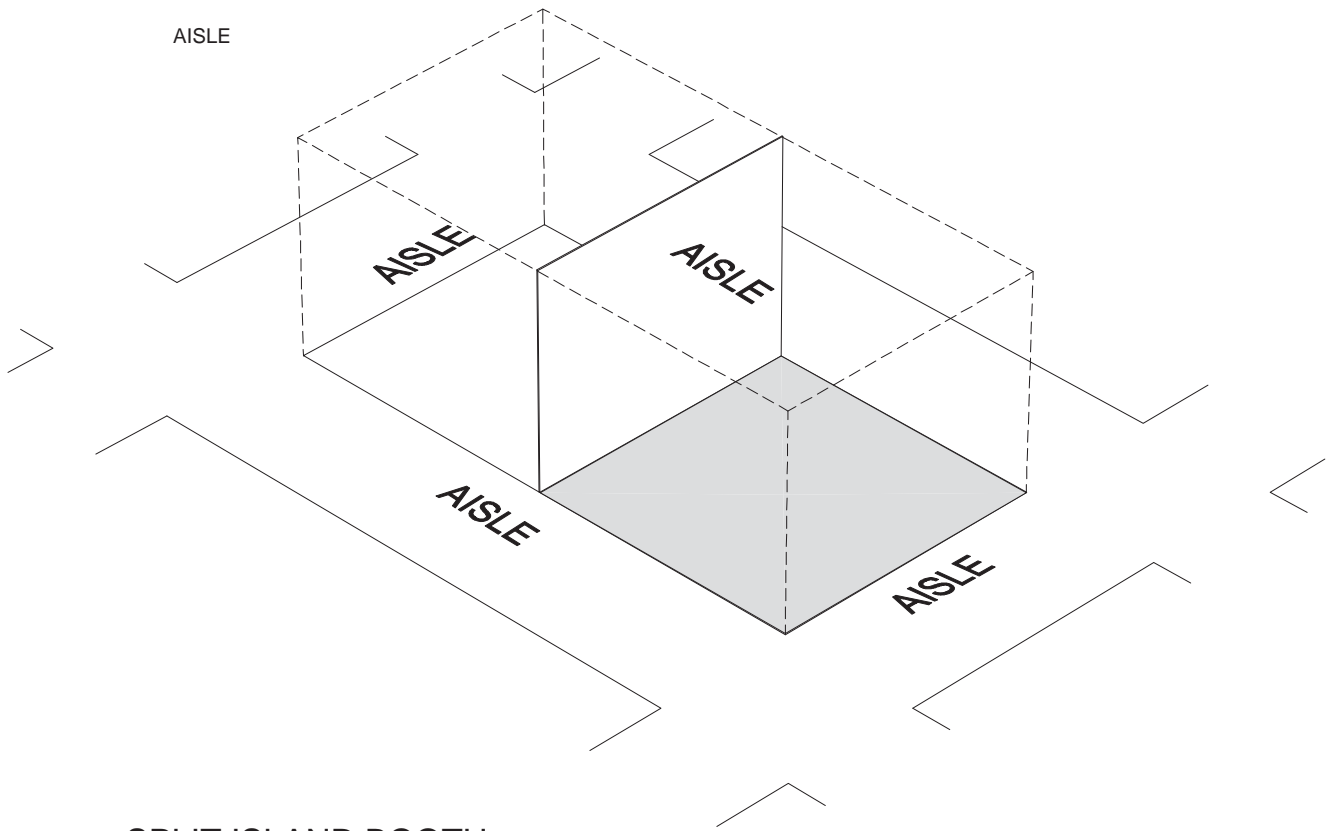
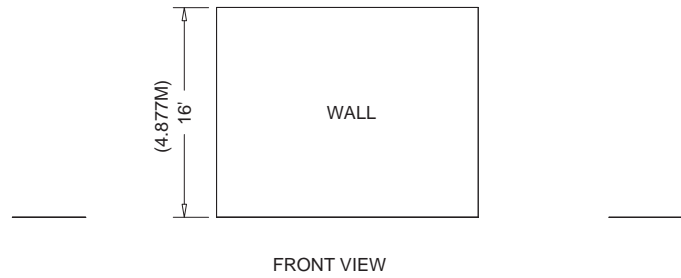
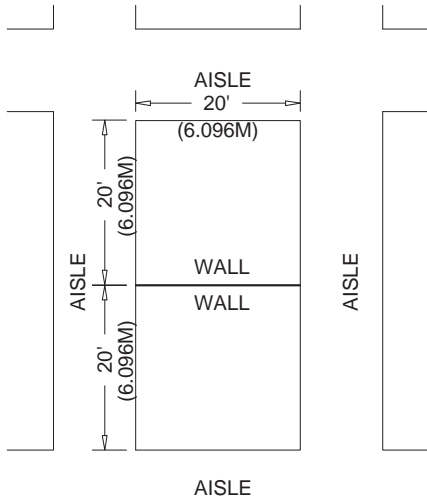
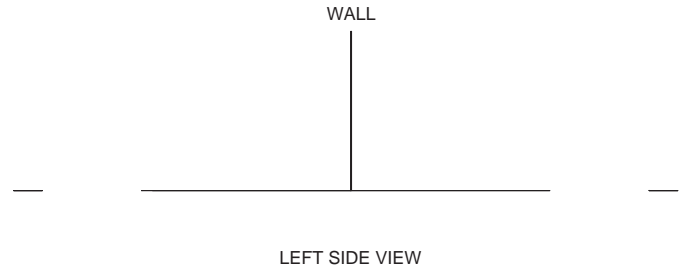


FRONT VIEW



Split Island Booth

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



SPLIT ISLAND BOOTH

Island Booth

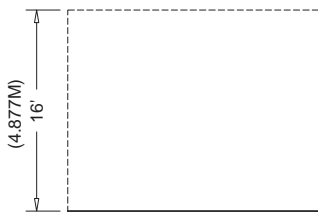
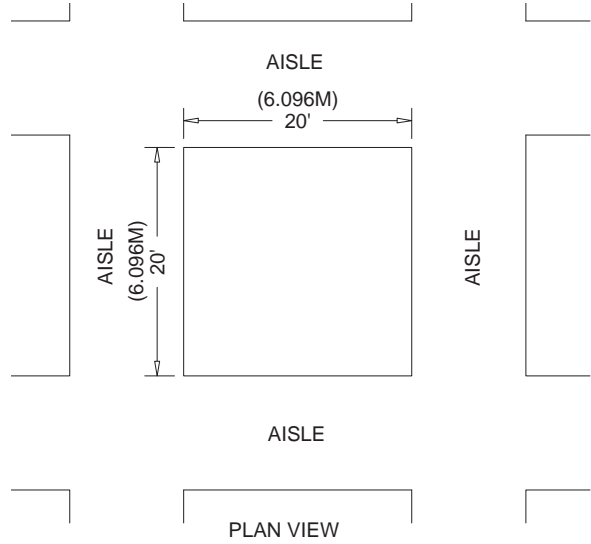
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

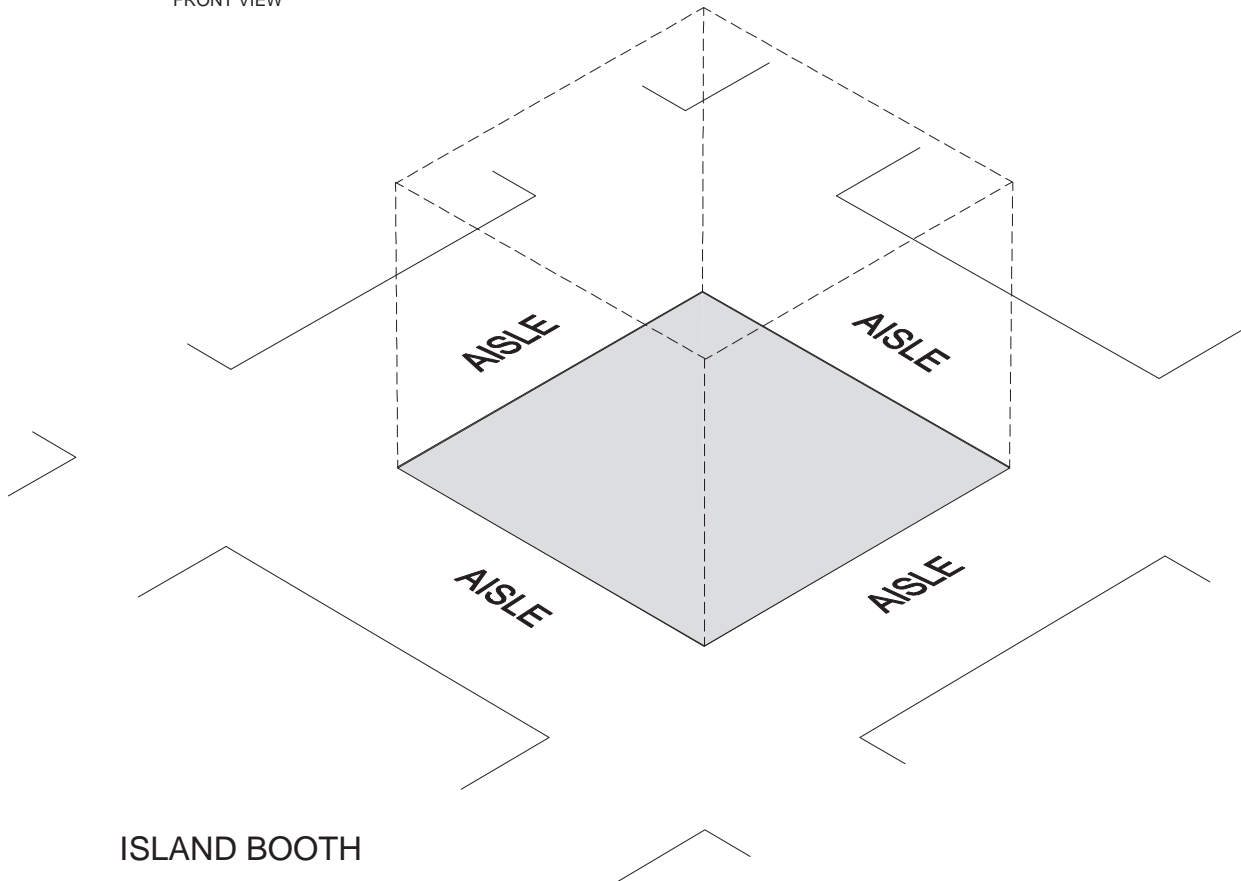
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

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



FRONT VIEW



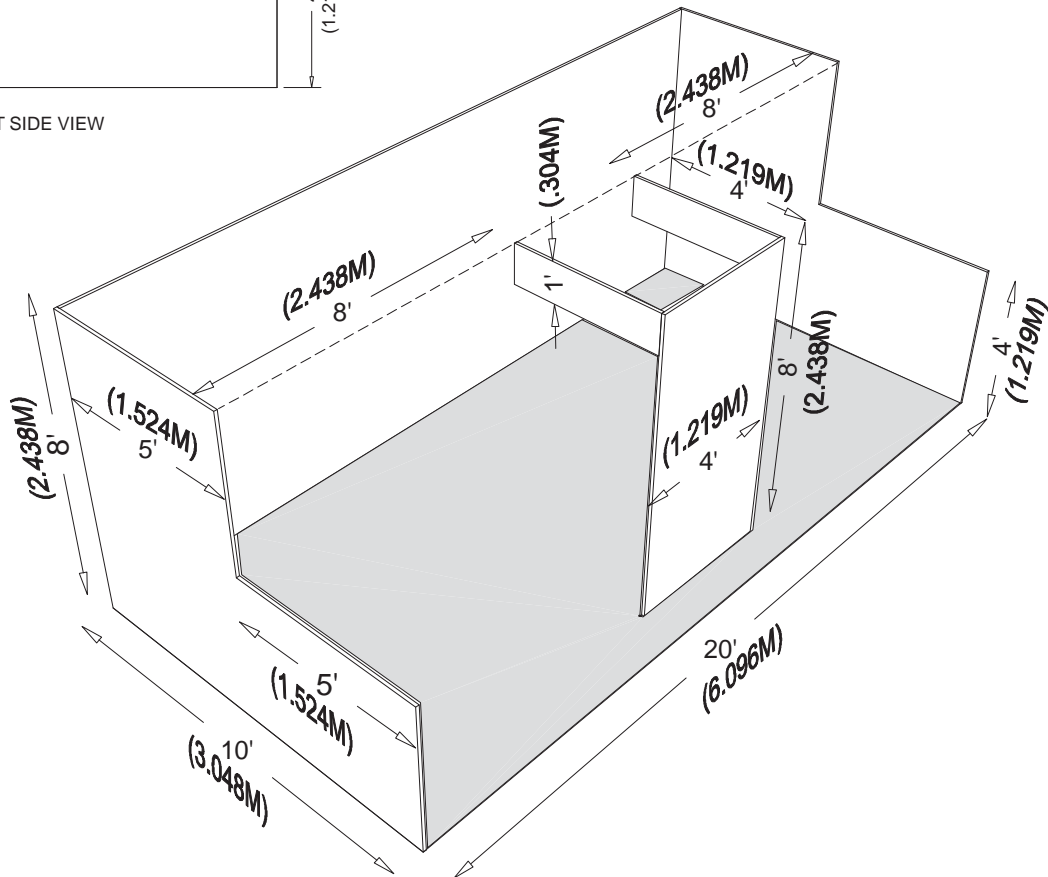
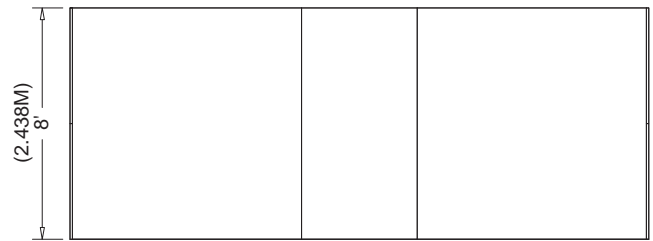
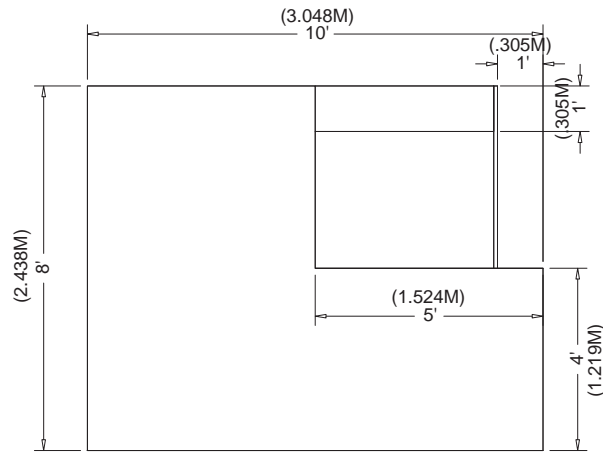
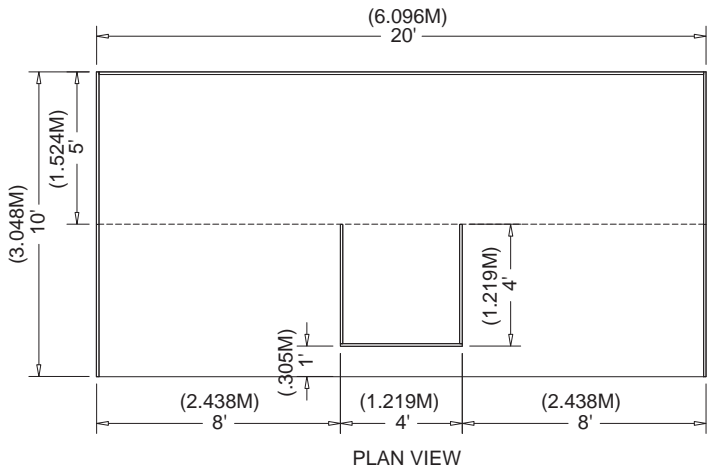
ISLAND BOOTH

Extended Header Booth 20ft (6.10m) or Longer

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

Dimensions and Use of Space

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



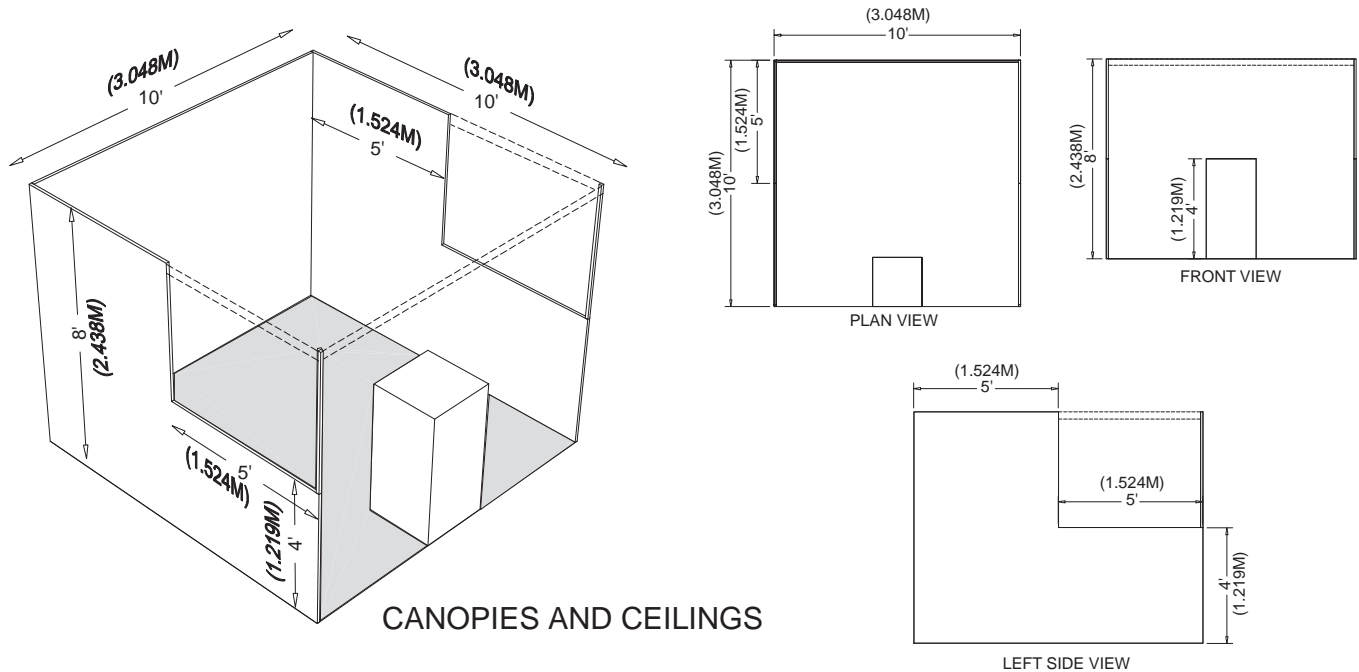
10' X 20' EXTENDED HEADER BOOTH

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.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Most exhibition 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. 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 exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition 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-storied 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. Exhibition 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 Web site at www.usdoj.gov/crt/ada/adahom1.htm.

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.

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.

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 cord, lamp cord, 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 protectors.

(continued on next page)

Issues Common To All Booth Types *(continued)*

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 which is potentially harmful, such as lasers or ultraviolet lighting, 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.
- Currently, some convention facilities are not allowing 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.

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.

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.

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 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.

HARGROVE SERVICES

General Information

General Information – show schedules, booth equipment and shipping information

Payment & Order Recap Forms – Advance Order Deadline: **Tuesday, September 25, 2012**

Third-Party Billing Agreement

Move-Out Information

Limits of Liability

Security Guidelines

Booth Furnishings & Rentals

Hargrove Catalogs:

- Furniture, Accessories & Carpeting
- Specialty Furnishings

Forms:

- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Carpet
- Cleaning
- Signs & Graphics
- Rental Booths
- Specialty Furnishings

Shipping Information

[Shipping](#)

Caravan Services

Shipping Labels:

- Advance Shipping
- Direct Shipping
- Hanging Signs

Material Handling

Material Handling Information

Material Handling Hints

Forms:

- Material Handling Estimate
- Privately Owned Vehicle (POV) Unloading Service

Labor

Forms:

- Hargrove-Supervised Labor
- Labor
- Exhibitor Workshop Materials Movement
- Hanging Signs & Overhead Structures
- Exhibitor-Appointed Contractor (EAC) – Deadline for Submission: **Tuesday, September 25**

General Information

LOCATION & DATES

Kentucky International Convention Center
Halls 2C & D
221 Fourth Avenue
Louisville, KY 40202

Thursday, October 18 to Saturday, October 20, 2012

EXHIBITOR MOVE-IN

Tuesday, October 16	1:00 PM to 5:00 PM
Wednesday, October 17	8:00 AM to 5:00 PM
Thursday, October 18	7:00 AM to 9:00 AM

NOTE: After 4:30 PM and before 8:00 AM, overtime rates are in effect.

SHOW HOURS

Thursday, October 18	11:00 AM to 5:00 PM
Friday, October 19	9:00 AM to 5:00 PM
Saturday, October 20	9:00 AM to 12:00 Noon

EXHIBITOR MOVE-OUT

Saturday, October 20	12:00 Noon to 6:00 PM
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NOTE: All day Saturday, overtime rates are in effect.

Outside carriers must be checked in by **Saturday, October 20** at **5:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped Backwall – Colors:	Burgundy & Grey
3' High Draped Siderails – Color:	Burgundy
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo** (Black & Grey speckled)

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Tuesday, September 25, 2012



Questions? 301.731.2528 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Thursday, September 13** at **9:00 AM** and ends **Thursday, October 11** at **3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
NSTA Louisville Area Conference
c/o Hargrove
YRC Louisville
2330 Millers Lane
Louisville, KY 40216

Advance Warehouse Receiving Hours: Monday thru Friday, 9:00 AM to 3:00 PM.

DIRECT SHIPPING

Direct shipping will begin on **Tuesday, October 16** at **11:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
NSTA Louisville Area Conference
c/o Hargrove
Kentucky International Convention Center
Halls 2C & D
221 Fourth Avenue
Louisville, KY 40202



ORDER RECAP FORM

Company Name: _____ Booth: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Tables & Drapery	\$
Chairs, Accessories & Display Cabinets	\$
Carpet	\$
Cleaning	\$
Signs & Graphics	\$
Rental Booths	\$
Specialty Furnishings	\$
Material Handling Estimate	\$
Labor	\$
Shipping	\$
Other Hargrove Services:	\$
TOTAL DUE TO HARGROVE, INC.		\$

Order Payment Method:

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # ___ Dated ___/___/___ (Ref: 5028615MS)
- Wire Transfer on _____ from _____ in _____
 (Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.731.2528 or email us at exhibitorservices@hargroveinc.com.

THIRD-PARTY BILLING AGREEMENT

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Forms in this manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to me, the exhibiting company.

Exhibitor Company Name: _____ Booth: _____
 Exhibitor Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Exhibitor Contact Info: Phone: _____ Fax: _____ Email: _____

 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

- The following items are to be charged to the third party:
- ALL SERVICES OR:
- FURNITURE/CARPET SIGNS BOOTH CLEANING
 MATERIAL HANDLING SHIPPING LABOR
 OTHER:

Third-Party Name: _____
 Third-Party Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Third-Party Contact Info: Phone: _____ Fax: _____ Email: _____

 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

Payment Policy:
 Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:    

Credit Card Number**: _____ EXP: _____ / _____

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card.
 To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:
 Charge the above listed credit card. OR Check Enclosed # ___ Dated __/__/__ (Ref: 5028615MS)

MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

Saturday, October 20 at 12:00 Noon – Exhibitor Move-Out officially begins.

NOTE: All day Saturday, overtime rates are in effect.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Saturday, October 20 at 5:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by **Saturday, October 20 at 5:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Hargrove Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **Saturday, October 20 at 5:00 PM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Saturday, October 20 at 6:00 PM – Exhibits packed and Bills of Lading turned in to Hargrove; final clean up, Exhibitor Move-Out ends.

All Bills of Lading must be turned in to the Hargrove Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Hargrove Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account within 15 days of show close. You must bring any invoice discrepancies to Hargrove's attention within 30 days of the invoice date if any adjustments are to be made. No exceptions will be made to this policy.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

Hargrove, Inc. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibitor's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.

SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads “27” color monitor” is an open invitation for thieves.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked “Empty.”
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor’s property by Hargrove, Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



Catalog

Greetings from your Hargrove Exhibitor Services team! We are standing by to help ensure you have a productive show experience. Please contact us if you have questions or need more information. We look forward to doing whatever it takes to help you.

See you at the show!

Hargrove

Tables

At Hargrove we know that displaying your company's products and materials effectively is an important consideration as you ensure your exhibit program is successful. You may also want to create a space for your sales team to chat with clients or offer give aways. The Hargrove inventory includes a variety of standard and special order tables and counters to ensure your exhibit program's success. Need more options? Contact us today.



- **ROUND TABLES**

approx. 18" tall x 30" in diameter
 approx. 30" tall x 30" in diameter
 approx. 42" tall x 30" in diameter

Actual item may vary.



- **DRAPED**

Table: 30" tall x 24" wide
 Counter: 42" tall x 24" wide



- **UNDRAPED**

Table: 30" tall x 24" wide
 Counter: 42" tall x 24" wide

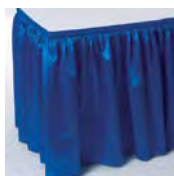
NOTE: Four, six and eight foot long tables available.

Table Drapery

Tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost. Undraped tables include the white vinyl table top.



Black



Blue



Teal



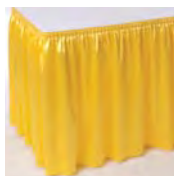
Purple



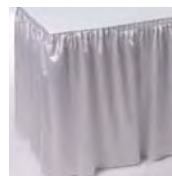
Burgundy



Red



Gold



Grey



White

Actual colors may vary. Some colors not available for certain shows.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Chairs

When you need seating for a product demonstration, one-to-one sit down with a client or seating for a presentation, Hargrove offers a variety of seating options to suit your needs and booth style. Standard seating is depicted. Contact us today for more seating options.

- **PADDED SIDE CHAIR**

approx 30" tall x 17" wide x 22" deep

- **BARSTOOL**

approx 42" tall x 19" wide x 21" deep



Actual item may vary.

Carpet

The details matter. Materials used in your booth must complement your brand, products and services. Hargrove offers an unlimited range of carpet colors and padding to ensure your booth impresses attendees.

Standard



Black



Blue



Burgundy



Grey



Plum



Red



Teal

Plush



Black



Charcoal



Ivory



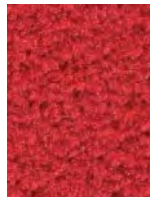
Navy



Nu-Blue



Platinum



Red

CARPET DETAILS

- Custom colors available
- Plush carpet orders include protective clear plastic covering at no additional charge.
- We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.
- Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.
- Discounts available for booths 600 square foot or larger. Call today for a quote.
- Actual colors may vary.
- Some colors not available for certain shows.

Accessories

Ensuring your exhibit's success is more important than ever before. Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic and keep your booth tidy so your prospective clients have the best experience possible.



- **EASEL**
approx. 56" tall x 30" wide x 27" deep



- **LITERATURE RACK**
approx. 60" tall x 11" wide x 14" deep



- **SIGN HOLDER**
for 28" tall x 22" wide sign



- **STRAIGHT BAG RACK**
approx. 49" to 70" tall x 12" wide x 25" deep



- **WASTEBASKET**
approx. 16" tall x 11" wide x 9" deep



- **RETRACTABLE STANCHION**
approx. 42" tall with 14" diameter base, 8' belt



- **CHROME STANCHION**
approx. 42" tall with 14" diameter base, 8' rope



- **SLANTED BAG RACK**
approx. 49" to 70" tall x 12" wide x 25" deep



- **POSTERBOARD (HORIZONTAL)**
approx. 4' tall x 8' wide



- **POSTERBOARD (VERTICAL)**
approx. 8' tall x 4' wide



- **FISH BOWL**

Actual item may vary.

Counters

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of systems to enhance your exhibit space and a few of our options are included here.



- **LARGE CABINET**

approx. 41" tall x 80" wide x 22" deep



- **SMALL CABINET**

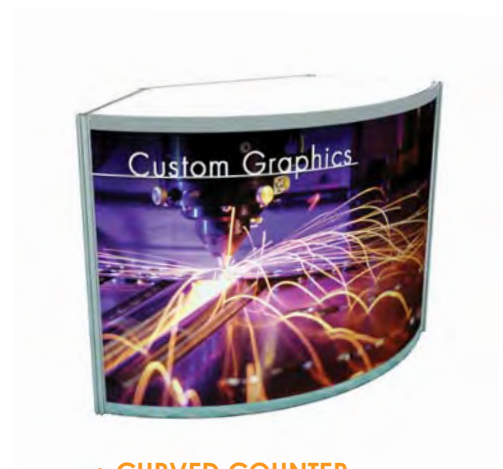
approx. 41" tall x 41" wide x 22" deep



- **ILLUMINATED DISPLAY CASE**

approx. 41" tall x 80" wide x 21" deep

NOTE: electricity required



- **CURVED COUNTER**

approx. 41" tall x 62" wide x 22" deep

Actual item may vary.

Signage and Graphics

Need to announce a presentation, showcase in-booth talent, schedule or promote a new product line? Hargrove can help you with all of your graphics needs.

HARGROVE SIGNAGE AND GRAPHICS ADVANTAGES

- Quality, state-of-the-art printing
- Superb resolution
- Experienced team accustomed to fast turn arounds
- Environmentally friendly materials at competitive prices



• VINYL BANNERS

Unlimited sizes. Priced per square foot



• STANDARD CARD STOCK SIGNS

- 7" x 11"
- 11" x 14"
- 7" x 44"
- 14" x 22"
- 14" x 44"
- 22" x 28"
- 28" x 44"

Cost-Effective Rental Booth Solutions

Interested in learning more about our money-saving booth solutions? Our Exhibits team is standing by to ease the stress and cost of planning your exhibit.

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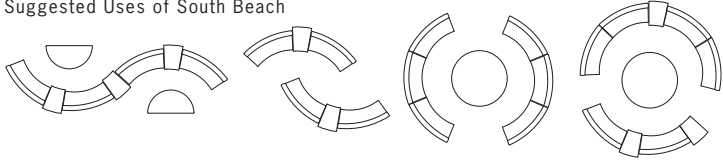
PRODUCT GALLERY
Specialty Furnishings

Hargrove



S02

Suggested Uses of South Beach



south beach



S01

OTS



t-vac

OCA



panton

SC9

Complementary Items for South Beach Include:

- C1E Silverado Cocktail Table
- E1E Silverado End Table
- WTN 36" Graphite Bar Table, Tulin Chrome Base
- BSN Jetson Barstool

- CG1 Manhattan Glass, Black Table
- SC6 Manhattan Oyster Side Chair
- OTH Black Leather Cube
- PWB Black and Red Pinwheel Ottoman



SED



COD



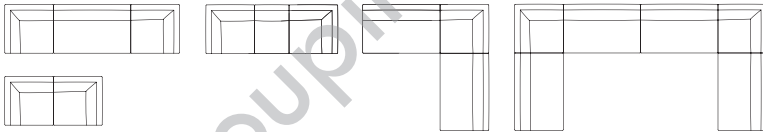
LSD



CHD

newport

Suggested Uses of Newport



Complementary Items for Newport Include:

- C1D Soho Cocktail Table
- E1D Soho End Table
- BS3 Grey Ohio Barstool
- BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

- Ottomans
- C1K Inspiration Cocktail Table
- E1K Inspiration End Table
- SC1 New York Maple, Chrome Chair

cappuccino



astro



Complementary Items for Astro Include:

- LAE Orange Lumalight Lamp
- CD1 Soho Table

Complementary Items for Marrakesh Include:

- VTK 30" Maple Bar Table, Standard Black Base
- BSL Gin Barstool
- XC4 Altura High Back Chair

marrakesh



key west



lisbon



memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

- C1M Visions Cherry Cocktail Table
- E1M Visions Cherry End Table
- CF1 42" Black Geo Conference Table
- SC3 Black Brewer Chair
- WTB 30" Brushed Red Bar Table, Tulip Chrome Base
- BS2 Black Ohio Barstool
- LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

- E1W Sydney End Table – White
- E1Y Sydney End Table – Black
- LA1 Pewter Floor Lamp
- OSC Cube, White Leather
- OTH Cube, Black Leather

Complementary Items for Lisbon Include:

- C1C Chrome Geo Cocktail Table
- E1C Chrome Geo End Table
- LA1 Pewter Floor Lamp
- CE1 42" Chrome Geo Conference Table
- SC8 Flex Chair, With Wheels
- ET2 Black Etagere

Sofas & Sectionals



S01



S0C



S0Q



S0N



S0K



S0M



MPS



S02



SED

Loveseats



LSD



LSM



LSC

Club Chairs



CHD



COD



CHC



MPC



CHK



CHQ



CHN

Sofas & Sectionals

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

S0C Lisbon Sofa
Black Leather
88"L 36"D 34"H

S0Q Astro Sofa
Cream
83"L 36"D 29"H

S0N Marrakesh Sofa
Light Beige
84"L 37"D 34"H

S0K Rio Sofa
Blue Suede
76"L 34"D 33"H

S0M Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Chair Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs



CCE



OCA



OCH



OCW



OCU



OCB



OCL



OCY



OCC



OCZ



OCR

Ottomans



OTS



OTQ



OTN



OTP



OTM



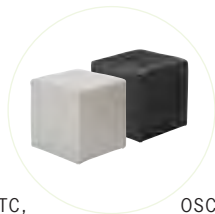
OSA



OSB



OTE, OTC,
OTD



OSC, OTH



OTK



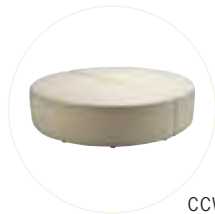
OTL



CCZ



CCB



CCW



PWM



PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17'H

OTL Half Round Ottoman
White Leather
6' L 3'D 17'H

CCZ Circle Ottoman
Black, White Leather
6' L 6'D 17'H

CCB Circle Ottoman
Black Leather
6' L 6'D 17'H

CCW Circle Ottoman
White Leather
6' L 6'D 17'H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17'H

Custom Configurations
Available.

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables



Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

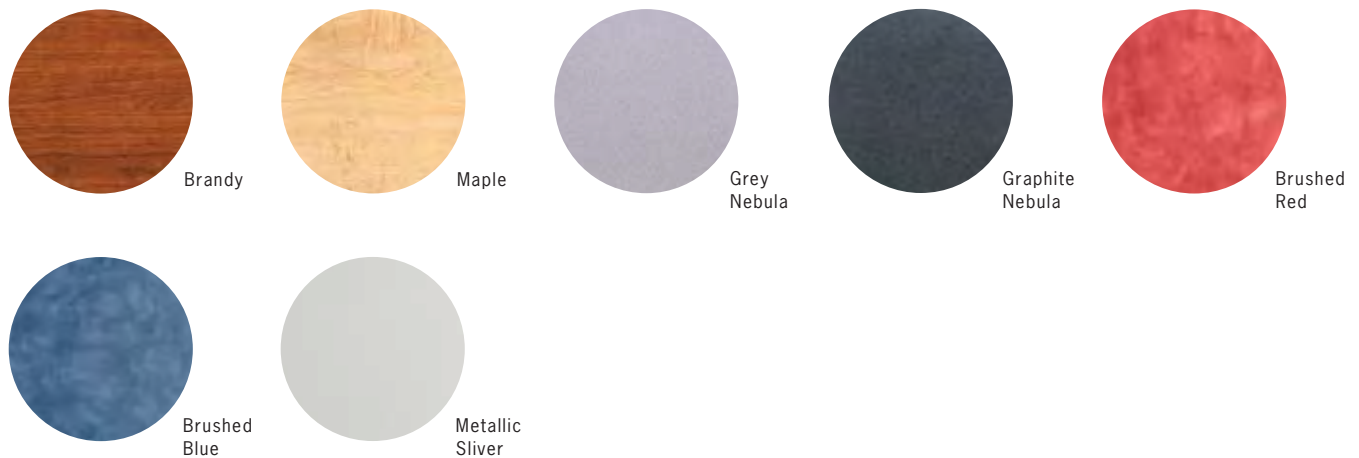
CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables



Table Tops



Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy

Maple

Grey Nebula

Graphite Nebula

Brushed Red

Brushed Blue

Metallic Silver

Conference Chairs



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC2



XC1



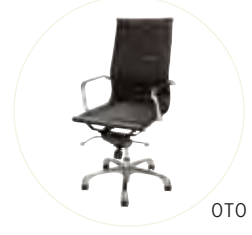
XC6



XC5



XC4



OTO

Conference Chairs Stacking & Utility Seating



CS8



CS9



SY1



DF1

Conference Chairs

SC9 Pantan Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

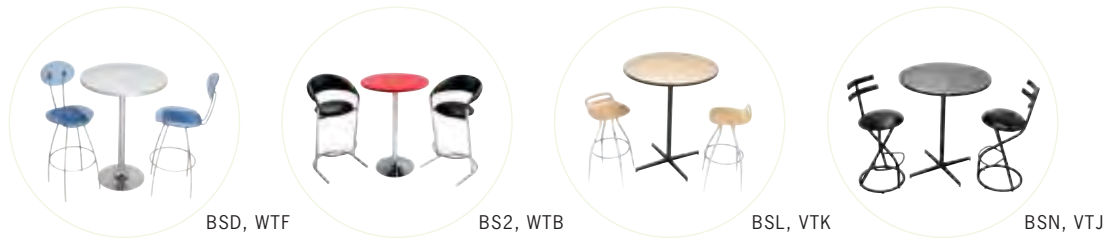
SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables



Sample Bar Table Sets



Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

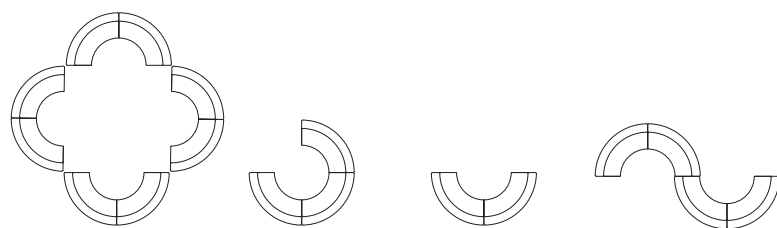


BRC



BR1

Suggested Uses of Martini Bar



Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room



CP5



P03



P01



CP3



WD2

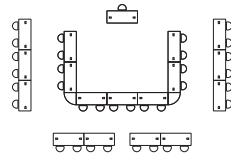
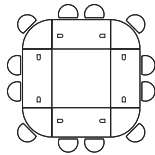
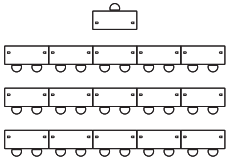


C04



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P01 Lectern Podium
Cherry
24"L 19"D 50"H

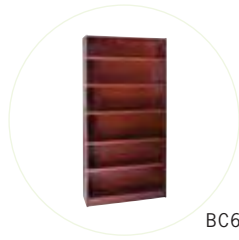
WD2 Writing Desk
Graphite
48"L 24"D 30"H

C04 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases



BC6



BC7

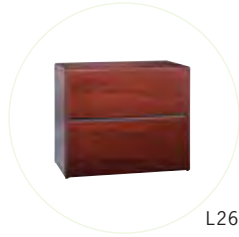


JD6



JD7

Credenzas & Lateral Files



L26



L27



CR6



CR7

Files



VF4



VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

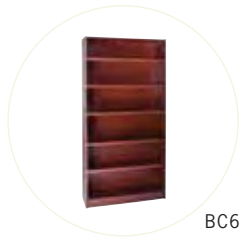
VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display



PDL



BC6



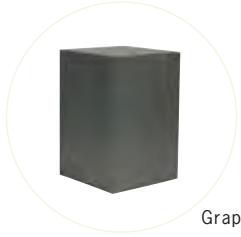
BC7



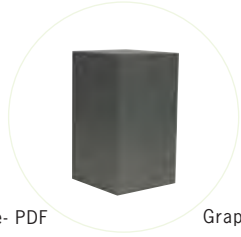
ET2



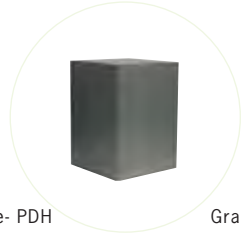
ET1



Graphite- PDF

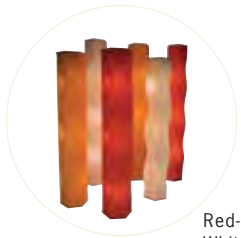


Graphite- PDH



Graphite- PDK

Lamps



Red- LAF
White- LAD
Orange- LAE



LA1



LA2

Refrigerators



R1R



R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H



TABLES & DRAPERY

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- Items cancelled after delivery will be refunded 50% of the original price.
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal** and **White**.
- If a drape color is not indicated, Hargrove will provide show colors.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD TABLES						
Round Tables (30" diameter top)						
Low – 18" high	E	\$ 140	\$ 196		N/A	
Standard – 30" high	F	\$ 140	\$ 196		N/A	
Tall – 42" high	G	\$ 140	\$ 196		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	H4	\$ 109	\$ 152			
Standard (6' long)	H6	\$ 127	\$ 178			
Long (8' long)	H8	\$ 146	\$ 205			
Draped Counters (42" high x 24" wide)						
Small (4' long)	I4	\$ 127	\$ 178			
Standard (6' long)	I6	\$ 146	\$ 205			
Long (8' long)	I8	\$ 165	\$ 231			
Undraped Tables (30" high x 24" wide)						
Small (4' long)	HU4	\$ 71	\$ 99		N/A	
Standard (6' long)	HU6	\$ 90	\$ 126		N/A	
Long (8' long)	HU8	\$ 109	\$ 152		N/A	
Undraped Counters (42" high x 24" wide)						
Small (4' long)	IU4	\$ 90	\$ 126		N/A	
Standard (6' long)	IU6	\$ 109	\$ 152		N/A	
Long (8' long)	IU8	\$ 127	\$ 178		N/A	
DRAPE						
4th-side Table Drape (30" high)	HALL	\$ 41	\$ 58			
4th-side Counter Drape (42" high)	IALL	\$ 41	\$ 58			

Subtotal:	
Tax 6%:	
TOTAL:	

15-SP-effective11/11



CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- Items cancelled after delivery will be refunded 50% of the original price.
- Graphics/your logo may be added to counters and cabinets. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Need an item not listed? See our Specialty Furnishings Catalog and Order Form in this service manual for additional items.

Description	Product #	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS					
Barstool	Q	\$ 87	\$ 122		
Chair – Side (armless)	O	\$ 72	\$ 101		
ACCESSORIES					
Bag Rack – Slanted	M	\$ 82	\$ 114		
Bag Rack – Straight	L	\$ 82	\$ 114		
Easel	A	\$ 45	\$ 63		
Fish Bowl	T	\$ 13	\$ 18		
Literature Rack	C	\$ 127	\$ 178		
Posterboard – Horizontal (4' high x 8' wide)	R	\$ 168	\$ 236		
Posterboard – Vertical (8' high x 4' wide)	S	\$ 168	\$ 236		
Sign Holder (for 28" high x 22" wide sign)	B	\$ 98	\$ 137		
Stanchion – Chrome (per stanchion)	N	\$ 82	\$ 114		
Stanchion – Chrome Velour Rope (8' length)	N1	\$ 45	\$ 63		
Stanchion – Retractable, with Black Belt	N3	\$ 97	\$ 135		
Wastebasket	J	\$ 20	\$ 28		
DISPLAY CABINETS					
Cabinet – Small (41" high x 41" wide)	HMS-A	\$ 387	\$ 541		
Cabinet – Large (41" high x 80" wide)	HMS-F	\$ 509	\$ 712		
Counter – Curved (41" high x 62" wide)	HMS-D	\$ 466	\$ 652		
Logo Reproduction on Cabinet or Curved Counter	SB10	\$ 101	\$ 202		
Display Case (requires electricity for illumination)	HMS-G	\$ 537	\$ 752		

Subtotal:	
Tax 6%:	
TOTAL:	

15-SP-effective11/11



CARPET

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- **Standard Carpet** color choices: **Black, Blue, Burgundy, Grey, Plum, Red, and Teal.**
- For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- **Plush Carpet** color choices: **Black, Charcoal, Ivory, Navy, Nu-Blue, Platinum, and Red.** Carpet poly is included with each Plush Carpet order.
- Standard Carpet cancelled after delivery will be refunded 50% of the original price.
- Special-Cut and Plush Carpet orders are placed immediately upon receipt; we cannot issue a refund once your order has been processed.
- If a carpet color is not indicated, Hargrove will provide show colors.

Need a custom color? Call 301.731.2528

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD CARPET						
For booths 10' in depth and up to 40' in length:						
10' x 10'	C1	\$ 157	\$ 220			
10' x 20'	C2	\$ 314	\$ 440			
10' x 30'	C3	\$ 471	\$ 659			
10' x 40'	C4	\$ 628	\$ 879			
For booths greater than 10' in depth and/or 40' in length:						
Special Cut – up to 600 sq ft, per sq ft	C5	\$ 2.70	\$ 3.78	sq ft		
Special Cut – over 600 sq ft, per sq ft	CSP	Call for quote		sq ft		
PLUSH CARPET						
Plush – up to 600 sq ft, per sq ft	C6	\$ 3.83	\$ 5.37	sq ft		
Plush – over 600 sq ft, per sq ft	CSP	Call for quote		sq ft		
CARPET PADDING & POLY						
Padding – per sq ft	C7	\$ 1.28	\$ 1.79	sq ft	N/A	
Double Padding – per sq ft	CD7	\$ 2.56	\$ 3.58	sq ft	N/A	
Poly (protective plastic) – per sq ft	C8	\$ 0.45	\$ 0.63	sq ft	N/A	
						Subtotal:
						Tax 6%:
						TOTAL:

15-SP-effective11/11

CLEANING

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date.
- Cleaning orders are based on the square footage of your booth (length x width).
- Vacuuming is discounted 10% for booths that are 600 square feet and larger. The discount will appear on your statement.
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

Description	Product #	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft	CC1	\$ 0.39	\$ 0.55	sq ft	
Vacuuming/Cleaning – Daily (each show day), per sq ft	CC2	\$ 1.09	\$ 1.53	sq ft	
Porter Service – up to 600 sq ft, per day	CC4	\$ 107	\$ 150	day(s)	
Porter Service – 600-1600 sq ft, per day	CC5	\$ 132	\$ 185	day(s)	
Porter Service – over 1600 sq ft, per day	CC6	Call for quote		day(s)	
Shampooing or Wet Mop Service	CC3	Call for quote			
TOTAL:					

15-SP-effective11/11

SIGNS & GRAPHICS

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

- Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Standard **copy color** choices: **Black, Blue** and **Red**.
- Graphics/your logo may be added to signs/banners. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Sign/graphics orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Need a custom sign or banner? Call 301.731.2528

Description	Product #	Advance Price	Standard Price	Vertical or Horizontal	Quantity	Copy Color	Total
7" x 11" sign on white card stock	SB1	\$ 38	\$ 76				
11" x 14" sign on white card stock	SB2	\$ 50	\$ 100				
7" x 44" sign on white card stock	SB3	\$ 50	\$ 100	Horizontal			
14" x 22" sign on white card stock	SB4	\$ 63	\$ 126				
14" x 44" sign on white card stock	SB5	\$ 75	\$ 150				
22" x 28" sign on white card stock	SB6	\$ 82	\$ 164				
28" x 44" sign on white card stock	SB7	\$ 119	\$ 238				
Vinyl Banner (per sq ft)	SB8	Call for quote					
Insite® BioBoard™ Panel (up to 4' x 8')	SB9	Call for quote					
Logo Reproduction	SB10	\$ 101	\$ 202			N/A	
Easel Back	SB13	\$ 6	\$ 12	N/A		N/A	

Hargrove's preferred graphics file formats (in order of preference):

- | | |
|-------------------------|--------------------|
| Adobe Illustrator (.ai) | QuarkXpress (.qxd) |
| Illustrator EPS (.eps) | Image Files (.tif) |
| Photoshop (.psd) | JPEG Images (.jpg) |
| Adobe InDesign (.indd) | |

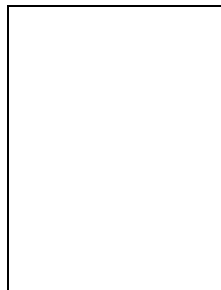
Subtotal:

Tax 6%:

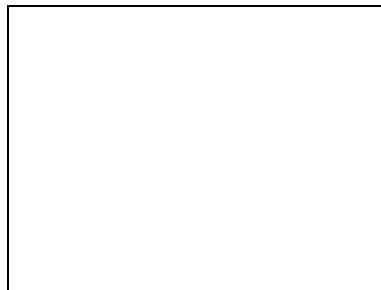
TOTAL:

Sign Copy (exactly as you wish it to appear):

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL


RENTAL BOOTHS


Advance Order Deadline: **Tuesday, September 25, 2012**


Company Name: _____ Booth: _____


Fulfill your exhibit needs with an economical, turnkey Hargrove Modular System (HMS) rental booth! Check the box below the HMS rendering of your choice and make all the appropriate selections for that HMS booth. Complete and return both pages of this HMS Order Form to place your order.


- See Page 2 of this Order Form for additional HMS, HMS Accessories, and payment/ordering information.
- Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of the original price; orders cancelled after move-in begins are non-refundable.

 <input type="checkbox"/> HMS TT <small>(stdr001A)</small> Advance: \$748 Standard: \$1,047	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$101 / \$202 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Table Skirt Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White	
	Optional Velcro-Compatible Panels: \$135 / \$190 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 10A <small>(stdr002A)</small> Advance: \$1,767 Standard: \$2,473	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$101 / \$202 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Push Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$340 / \$477 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 10B <small>(stdr003A)</small> Advance: \$2,244 Standard: \$3,141	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$101 / \$202 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Push Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$340 / \$477 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 20A <small>(stdr006A)</small> Advance: \$4,417 Standard: \$6,183	Left Header Copy (print):	
	Center Header Copy (print):	
	Right Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$101 ea. / \$202 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Push Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
Optional Velcro-Compatible Panels: \$577 / \$808 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red		

 <input type="checkbox"/> HMS 20B <small>(stdr007A)</small> Advance: \$4,032 Standard: \$5,645	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$101 ea. / \$202 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Push Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$577 / \$808 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	



SPECIALTY FURNISHINGS

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
SOFAS & SECTIONALS					
"Memphis" - Black w/Chrome Legs	MPS	\$428	\$600		
"Newport" - Charcoal Leather	SED	\$1,049	\$1,469		
"South Beach" - Platinum Suede – sofa ONLY	SO1	\$508	\$712		
"South Beach" - Platinum Suede – 3-pc sectional	SO2	\$1,054	\$1,476		
"Lisbon" - Black Leather	SOC	\$584	\$818		
"Rio" - Blue Suede w/Chrome Legs	SOK	\$474	\$663		
"Key West" - Black	SOM	\$450	\$630		
"Marrakesh" - Light Beige	SON	\$473	\$662		
"Astro" - Light Beige	SOQ	\$535	\$749		
LOVESEATS					
"Lisbon" - Black Leather	LSC	\$530	\$742		
"Newport" - Charcoal Leather	LSD	\$505	\$707		
"Key West" - Black	LSM	\$396	\$554		
CLUB CHAIRS					
"Lisbon" - Black Leather	CHC	\$417	\$584		
"Newport" - Charcoal Leather, Armless	CHD	\$288	\$403		
"Rio" - Blue Suede w/Chrome Legs	CHK	\$362	\$507		
"Marrakesh" - Light Beige	CHN	\$344	\$481		
"Astro" - Light Beige	CHQ	\$362	\$507		
"Newport" - Charcoal Leather, Corner	COD	\$362	\$507		
"Memphis" - Black w/Chrome Legs	MPC	\$304	\$425		
OCCASIONAL CHAIRS					
"Ice" - Transparent w/Chrome Frame	CCE	\$171	\$239		
"T-Vac" - Translucent w/Chrome Legs	OCA	\$279	\$391		
"Key West" - Tub, Black	OCB	\$324	\$454		
"Stage" - Camel Slipcover	OCC	\$178	\$250		
"Barcelona" - Black Leather, Armless	OCH	\$613	\$858		
"Cappuccino" - Chocolate	OCL	\$284	\$398		
"Stage" - Red Slipcover	OCR	\$178	\$250		
"Globus" - White Leather w/Chrome Base	OCU	\$318	\$445		
"Barcelona" - White Leather, Armless	OCW	\$622	\$871		
"Stage" - Onyx Slipcover	OCY	\$178	\$250		
"Stage" - Beige Slipcover	OCZ	\$178	\$250		
OTTOMANS					
Circular - Black Leather	CCB	\$502	\$703		
Circular - White Leather	CCW	\$502	\$703		
Circular - ½ Black, ½ White Leather	CCZ	\$502	\$703		
Oval - Black	OSA	\$249	\$348		
Oval - White	OSB	\$249	\$348		
Subtotal:					



SPECIALTY FURNISHINGS – 2 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
OTTOMANS (cont.)					
Cube - White Leather	OSC	\$111	\$156		
Cube - Lemon	OTC	\$111	\$156		
Cube - Blueberry	OTD	\$111	\$156		
Cube - Raspberry	OTE	\$111	\$156		
Cube - Black Leather	OTH	\$111	\$156		
Half Round - Black Leather	OTK	\$334	\$468		
Half Round - White Leather	OTL	\$334	\$468		
Bench - Black Leather	OTM	\$323	\$453		
Bench - White Leather	OTN	\$323	\$453		
Square - Black Leather	OTP	\$279	\$391		
Square - White Leather	OTQ	\$279	\$391		
"South Beach" - Platinum Suede, Wedge	OTS	\$223	\$312		
Pinwheel - Black & Red	PWB	\$1,142	\$1,599		
Pinwheel - Black, White & Red	PWM	\$1,142	\$1,599		
OCCASIONAL COCKTAIL TABLES					
"Geo" - Glass w/Chrome Base	C1C	\$223	\$312		
"Soho" - Chocolate w/Steel Base	C1D	\$305	\$427		
"Silverado" - Glass w/Chrome Base	C1E	\$246	\$344		
"Geo" - Glass w/Black Base	C1F	\$223	\$312		
"Inspiration"	C1K	\$251	\$351		
"Visions" - Cherry	C1M	\$223	\$312		
"Sydney" - White	C1W	\$238	\$333		
"Sydney" - Black	C1Y	\$238	\$333		
OCCASIONAL END TABLES					
"Geo" - Glass w/Chrome Base	E1C	\$212	\$297		
"Soho" - Chocolate w/Steel Base	E1D	\$276	\$386		
"Silverado" - Glass w/Chrome Base	E1E	\$223	\$312		
"Geo" - Glass w/Black Base	E1F	\$212	\$297		
"Inspiration"	E1K	\$256	\$359		
"Visions" - Cherry	E1M	\$212	\$297		
"Sydney" - White	E1W	\$211	\$295		
"Sydney" - Black	E1Y	\$211	\$295		
CONFERENCE TABLES					
Round - Graphite Nebula	CB1	\$306	\$428		
6' - Graphite Nebula	CB2	\$390	\$547		
8' - Graphite Nebula	CB3	\$456	\$639		
Round - Mahogany	CC5	\$290	\$406		
6' - Mahogany	CC6	\$362	\$507		
8' - Mahogany	CC7	\$446	\$624		
10' - Mahogany	CC8	\$635	\$889		
Round - Grey Nebula	CD1	\$306	\$428		
Subtotal:					



SPECIALTY FURNISHINGS – 3 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
CONFERENCE TABLES (cont.)					
6' - Grey Nebula	CD2	\$390	\$547		
8' - Grey Nebula	CD3	\$456	\$639		
"Geo" - Glass w/Chrome Base	CE1	\$246	\$344		
"Geo" - Glass w/Chrome Base	CE2	\$334	\$468		
"Geo" - Glass w/Black Base	CF1	\$246	\$344		
"Geo" - Glass w/Black Base	CF2	\$334	\$468		
"Manhattan" - Glass w/Black Base	CG1	\$279	\$391		
CAFÉ TABLES					
Brushed Red Top w/Tulip Chrome Base	XTB	\$229	\$321		
Brushed Blue Top w/Tulip Chrome Base	XTC	\$229	\$321		
Brandy Top w/Tulip Chrome Base	XTE	\$256	\$359		
Metallic Silver Top w/Tulip Chrome Base	XTF	\$256	\$359		
Graphite Nebula Top w/Tulip Chrome Base	XTJ	\$229	\$321		
Maple Top w/Tulip Chrome Base	XTK	\$229	\$321		
Grey Nebula Top w/Tulip Chrome Base	XTM	\$251	\$351		
Graphite Nebula Top w/Tulip Chrome Base	XTN	\$251	\$351		
Maple Top w/Tulip Chrome Base	XTP	\$256	\$359		
Brushed Red Top w/Standard Black Base	ZTB	\$195	\$273		
Brushed Blue Top w/Standard Black Base	ZTC	\$195	\$273		
Brandy Top w/Standard Black Base	ZTE	\$223	\$312		
Metallic Silver Top w/ Standard Black Base	ZTF	\$223	\$312		
Graphite Nebula Top w/Standard Black Base	ZTJ	\$195	\$273		
Maple Top w/Standard Black Base	ZTK	\$195	\$273		
Grey Nebula Top w/Standard Black Base	ZTM	\$216	\$303		
Graphite Nebula Top w/Standard Black Base	ZTN	\$216	\$303		
Maple Top w/Standard Black Base	ZTP	\$223	\$312		
CONFERENCE CHAIRS					
"Iso" - Black w/Charcoal Mesh, Flex Back	CO4	\$279	\$391		
"Otto" - Black, High Back	OTO	\$351	\$492		
"New York" - Onyx Seat, Maple Back, Chrome Legs	SC1	\$178	\$250		
"Brewer" - Grey w/Chrome Legs	SC2	\$161	\$226		
"Brewer" - Onyx w/Black Legs	SC3	\$161	\$226		
"Jetson" - Black	SC4	\$178	\$250		
"Tilt" - Onyx Seat w/Black Base	SC5	\$267	\$374		
"Manhattan" - Oyster Seat	SC6	\$195	\$273		
"Flex" - Black & Chrome w/Wheels	SC8	\$168	\$235		
"Panton" - White	SC9	\$195	\$273		
"Luxor" - Black Leather, High Back	XC1	\$323	\$453		
"Luxor" - Black Leather, Mid Back	XC2	\$310	\$435		
"Luxor" - Black Leather	XC3	\$287	\$401		
"Altura" - Black Crepe, High Back	XC4	\$306	\$428		
Subtotal:					



SPECIALTY FURNISHINGS – 4 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
CONFERENCE CHAIRS (cont.)					
"Altura" - Black Crepe, Mid Back	XC5	\$279	\$391		
"Altura" - Black Crepe	XC6	\$257	\$360		
CONFERENCE CHAIRS - STACKING & UTILITY SEATING					
"Berlin" - Black & White w/Chrome Frame	CS8	\$97	\$136		
"Berlin" - Red & White w/Chrome Frame	CS9	\$97	\$136		
"Altura" - Black Crepe	DF1	\$238	\$333		
"Altura" - Black Crepe	SY1	\$160	\$224		
BAR TABLES					
Brushed Red Top w/Standard Black Base	VTB	\$224	\$313		
Brushed Blue Top w/Standard Black Base	VTC	\$224	\$313		
Brandy Top w/Standard Black Base	VTE	\$239	\$335		
Metallic Silver Top w/Standard Black Base	VTF	\$239	\$335		
Graphite Nebula Top w/Standard Black Base	VTJ	\$224	\$313		
Maple Top w/Standard Black Base	VTK	\$224	\$313		
Grey Nebula Top w/Standard Black Base	VTM	\$233	\$326		
Graphite Nebula Top w/Standard Black Base	VTN	\$233	\$326		
Maple Top w/Standard Black Base	VTP	\$239	\$335		
Brushed Red Top w/Tulip Chrome Base	WTB	\$239	\$335		
Brushed Blue Top w/Tulip Chrome Base	WTC	\$239	\$335		
Brandy Top w/Tulip Chrome Base	WTE	\$290	\$406		
Metallic Silver Top w/Tulip Chrome Base	WTF	\$290	\$406		
Graphite Nebula Top w/Tulip Chrome Base	WTJ	\$239	\$335		
Maple Top w/Tulip Chrome Base	WTK	\$239	\$335		
Grey Nebula Top w/Tulip Chrome Base	WTM	\$279	\$391		
Graphite Nebula Top w/Tulip Chrome Base	WTN	\$279	\$391		
Maple Top w/Tulip Chrome Base	WTP	\$290	\$406		
BARS					
Martini Bar w/Frosted Glass Tops	BR1	\$1,000	\$1,401		
Martini Bar Circle (3 x BR1)	BRC	\$2,893	\$4,050		
BARSTOOLS					
"Ice" - Transparent w/Chrome Frame	BCE	\$182	\$254		
"Ohio" - Red Seat w/Chrome Base (Adj)	BS1	\$168	\$235		
"Ohio" - Black Seat w/Chrome Base (Adj)	BS2	\$168	\$235		
"Ohio" - Grey Seat w/Chrome Base (Adj)	BS3	\$168	\$235		
"Oslo" - White Seat w/Chrome Frame	BSC	\$205	\$288		
"Oslo" - Blue Seat w/Chrome Frame	BSD	\$205	\$288		
"Gin" - Maple Seat w/Chrome Base	BSL	\$178	\$250		
"Jetson" - Black	BSN	\$216	\$303		
"Banana" - Black Seat w/Chrome Base	BSS	\$195	\$273		
"Banana" - White Seat w/Chrome Base	BST	\$195	\$273		
Subtotal:					



SPECIALTY FURNISHINGS – 5 of 5

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
TRAINING ROOM					
"Iso" Chair - Black w/Charcoal Mesh, Flex Back	CO4	\$279	\$391		
Table - Grey w/Privacy Panel & Wiring Grommets	CP3	\$279	\$391		
Connector Wedge – Grey, for use w/Training Tables	CP4	\$135	\$189		
Computer Table - Graphite Nebula	CP5	\$314	\$439		
Lectern Podium - Cherry	PO1	\$279	\$391		
Kiosk - Black w/Maple Top	PO3	\$390	\$547		
Writing Desk - Graphite	WD2	\$279	\$391		
DESKS & BOOKCASES					
Bookcase - Mahogany	BC6	\$279	\$391		
Bookcase - Graphite	BC7	\$279	\$391		
Executive Desk - Mahogany	JD6	\$443	\$621		
Executive Desk - Graphite	JD7	\$422	\$590		
CREDENZAS & LATERAL FILES					
Credenza - Mahogany	CR6	\$443	\$621		
Credenza - Graphite	CR7	\$417	\$584		
Lateral File - Mahogany	L26	\$334	\$468		
Lateral File - Graphite	L27	\$318	\$445		
FILES					
2 Drawer, Vertical	VF2	\$195	\$273		
4 Drawer, Vertical	VF4	\$223	\$312		
PRODUCT DISPLAY					
Bookcase - Mahogany	BC6	\$279	\$391		
Bookcase - Graphite	BC7	\$279	\$391		
Étagère - Pewter	ET1	\$279	\$391		
Étagère - Black	ET2	\$279	\$391		
Pedestal - Graphite Nebula	PDF	\$334	\$468		
Pedestal - Graphite Nebula	PDH	\$334	\$468		
Pedestal - Graphite Nebula	PDK	\$357	\$500		
Pedestal w/Locking Door - Black	PDL	\$362	\$507		
LAMPS					
Floor - Pewter	LA1	\$168	\$235		
"Parisian" - Pewter	LA2	\$140	\$195		
"Lumalight" - White	LAD	\$279	\$391		
"Lumalight" - Orange	LAE	\$279	\$391		
"Lumalight" - Red	LAF	\$279	\$391		
REFRIGERATORS					
4.0 Cubic Feet - White	R1Q	\$251	\$351		
14.0 Cubic Feet - White	R1R	\$613	\$858		

- Specialty Furnishings cancelled after the order has been processed will be refunded 50% of the original price; once move-in has begun, we cannot issue a refund for a cancelled order.

5-effective09/10

Subtotal – Page 5: _____
Subtotal – Pages 1-5: _____
Tax 6%: _____
TOTAL: _____

With You Every Step of the Way



NSTA SHIPPING & STORAGE SERVICES

Getting your freight to show site is just the beginning, but the process can set the tone for the rest of your show. Hargrove Shipping was born from decades of experience in the trade shows, events and exhibits industry. Shipping includes:

- A dependable single-source shipping and transportation solution
- Continuous tracking of your freight
- Unmatched expertise saves you dollars and time
- Hargrove Shipping streamlines your workload

CARAVAN SERVICES SERVICE INCLUDES:

1. Delivery from show to show
2. Certified weight tickets for all shipments
3. Pre-printed Bill of Lading and shipment labels
4. Storage between shows



One Phone Call Away

Call or email us today to learn more: 301.306.4620 or shipping@hargroveinc.com



TO: HARGROVE
YRC Louisville
2330 Millers Lane
Louisville, KY 40216

NSTA Louisville Area Conference

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Thursday, October 11 at 3:00 PM**

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Louisville
2330 Millers Lane
Louisville, KY 40216

NSTA Louisville Area Conference

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Thursday, October 11 at 3:00 PM**

ADVANCE SHIPPING LABEL



TO: HARGROVE
Kentucky Intl Convention Ctr
221 Fourth Avenue
Louisville, KY 40202

NSTA Louisville Area Conference

COMPANY NAME: _____

BOOTH NUMBER: _____

**NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, October 16 at 11:00 AM**

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Kentucky Intl Convention Ctr
221 Fourth Avenue
Louisville, KY 40202

NSTA Louisville Area Conference

COMPANY NAME: _____

BOOTH NUMBER: _____

**NO SHIPMENTS ACCEPTED BEFORE:
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TO: HARGROVE
YRC Louisville
2330 Millers Lane
Louisville, KY 40216

NSTA Louisville Area Conference

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Thursday, October 11 at 3:00 PM

HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Louisville
2330 Millers Lane
Louisville, KY 40216

NSTA Louisville Area Conference

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Thursday, October 11 at 3:00 PM

HANGING SIGNS LABEL

MATERIAL HANDLING INFORMATION

As the Official Drayage Contractor for this show, Hargrove will schedule the moving in and out of all exhibit material. All shipments, if it is possible, should be received at our warehouse prior to the published deadline date. Shipments received at our warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove's "General Information" pages for the address and specific dates and times for warehouse freight receiving for this event.

You may deliver directly to the Exhibit Hall only during published dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this event.

When shipping your materials, please include the name of the show, your company name and your booth number on each piece. For your convenience, sample labels are provided in this Manual. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, [request a quote](#). Or, contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

Material Handling includes:

- Receiving and unloading your shipments at our warehouse (30 days free storage prior to show date)
- Reloading onto a Hargrove trailer
- Delivery of shipment to exhibit hall
- Placement of shipment in your booth space
- Removal and storage of empty containers
- Return of empties to booth at close of show (All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.)
- Removal of all packed and labeled materials from exhibit booth
- Reloading onto outbound carrier for return shipment (based on shipping information provided on your Hargrove Show Bill of Lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate Form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to show site on overtime due to scheduling.
- Your shipment is moved to or out of show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the show, each exhibitor must complete a Hargrove Bill of Lading and shipping labels for his exhibit materials. Blank Bills of Lading and labels are available at the Hargrove Service Center. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to our warehouse at the exhibitor's expense.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

Tips that can save you money:

Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

What is "Material Handling/Drayage?"

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth?

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

How is the weight of my shipment determined?

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments:

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments:

In general, it is best to ship your materials to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



MATERIAL HANDLING ESTIMATE

Company Name: _____ Booth: _____

- Each delivery to the dock constitutes a shipment, and is billed accordingly.
- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday, Sunday or holiday, will be accessed a 35% overtime surcharge.

Description	Product #	Price – per CWT unless noted otherwise	Minimum
WAREHOUSE (ADVANCE) SHIPMENT			
Crated or Skidded Shipment	MH1	\$68.00	\$136.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$39.00	
Small Package - each additional	MH3	\$34.00	
Special Handling/Uncrated Shipment	MH4	\$91.80	\$183.60
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$23.80	\$47.60
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$32.13	\$64.26
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$34.00	\$68.00
* NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.			
SHOW SITE (DIRECT) SHIPMENT			
Crated or Skidded Shipment	MH8	\$64.00	\$128.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$80.00	\$160.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$39.00	
Small Package - each additional	MH3	\$34.00	
Special Handling/Uncrated Shipment	MH10	\$86.40	\$172.80
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$22.40	\$44.80
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$28.00	\$56.00
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$30.24	\$60.48
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$22.40	\$44.80
Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	POV	See POV Form	
MISCELLANEOUS SERVICE			
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00
Motorized Vehicle Spotting Fees (round-trip, per vehicle)	MH17	Call for quote	
Marshalling Yard Fee	MH18	\$30 per shipment	

** **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total

TOTAL:



PRIVATELY OWNED VEHICLE (POV) UNLOADING SERVICE

Company Name: _____ Booth: _____

Hargrove is offering a special service for exhibitors who wish to deliver their exhibit materials in their privately owned vehicle (POV) directly to show site on the days of exhibitor setup.

- This service does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier.
- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:

- Items that will safely fit on the 3' x 5' surface of a flat cart – stacked no higher than the top of the cart's push handle,
- A maximum load of 200 pounds per cart, and
- A shipment that can be unloaded within 15 minutes.

Inbound Flat Cart Service available:

Tuesday, October 16 – 2:00 PM to 5:00 PM

Wednesday, October 17 – 9:00 AM to 5:00 PM

Inbound Service Rate:

\$75.00 – LIMIT: ONE CART LOAD – DOCK TO BOOTH

Outbound (at show's close) Service Rate:

\$112.50 – LIMIT: ONE CART LOAD – BOOTH TO DOCK

NOTE: You must fill out a Bill of Lading at the close of the show before reloading. All items leaving the exhibit hall must have a completed Bill of Lading. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

To order **Flat Cart Service**, complete this form and return it with applicable payment to Hargrove.

I will arrive on:

Tuesday, October 16 Wednesday, October 17 at _____ AM / PM

My vehicle is a: Car Van Pickup Sport/Utility Vehicle Color: _____

I will also require outbound service: Yes No

Contact Name: _____ Phone: _____

Email: _____



HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

NOTE: Complete and return this form **only** if your display is to be set up and/or dismantled by Hargrove and there will not be a supervisor (i.e., no exhibitor representative) present.

Exhibitor:		Booth # :	
SET-UP / DISMANTLING / PACKING INFORMATION			
A rendering of and/or instructions for my exhibit is enclosed with this order.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
A rendering of and/or instructions for my exhibit is packed in the display case(s).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in:		Case #	
Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove <input type="checkbox"/> Other:		Size:	Color:
Electrical Placement *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit		To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.			
In case of emergency, please call (name):		at (cell phone #):	
Instructions:			
INBOUND SHIPPING INFORMATION			
Carrier:		Carrier Phone:	
Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:		Date Shipped:	
Shipped from (company, city & state):			
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):			
OUTBOUND SHIPPING INFORMATION			
Ship to (company):		Attn:	
Street:			
City:	State:	Zip:	Phone:
Carrier Name:		Carrier Phone:	
Is this shipment going to another show? <input type="checkbox"/> No <input type="checkbox"/> Yes, Show Name:		Booth #:	
This shipment must arrive no later than: Day:		Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date & Time of Scheduled Pick-Up **: NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses.			
If designated carrier fails to show up, Hargrove should:		** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up.	
<input type="checkbox"/> Re-route via:			
<input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days)			
<input type="checkbox"/> Return shipment to warehouse at exhibitor's expense.			

I understand that Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor. Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor.

Cancellation Policy: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.

Authorized Signature

Print Name

Date



LABOR

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 9/25/12)	Standard Price (9/26 – 10/15/12)	Floor Order Price (beginning 10/16/12)			
DISPLAY LABOR							
Straight Time	L1	\$74.00	\$88.80	\$103.60			
Overtime	L2	\$112.00	\$134.40	\$156.80			
Supervision Fee	L4	30%, with \$50 minimum					
Shrink Wrap Skid (per skid)	LS	\$40.00	\$48.00	\$56.00			
Band Skid or Crate (per piece)	LB	\$50.00	\$60.00	\$70.00			
FORKLIFT & RIGGING LABOR							
Forklift w/ operator - up to 5,000 lbs. - Straight Time	L5	\$199.00	\$238.80	\$278.60			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$237.00	\$284.40	\$331.80			
Forklift w/ operator - over 5,000 lbs.	L8	Call for quote					
4-Stage Forklift w/ operator	L9	Call for quote					
Forklift Cage w/ rigger - Straight Time	L12	\$154.00	\$184.80	\$215.60			
Forklift Cage w/ rigger - Overtime	L13	\$192.00	\$230.40	\$268.80			
Boomlift w/ 3-man crew - Straight Time	L15	\$497.00	\$596.40	\$695.80			
Boomlift w/ 3-man crew - Overtime	L16	\$611.00	\$733.20	\$855.40			
Scissor Lift w/ 2-man crew	L18	Call for quote					
ACCESSIBLE STORAGE							
Accessible Storage - per 1/4-trailer per day storage fee	L24	\$225.00	\$270.00	\$315.00			
Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Will Labor be Hargrove-supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No						Subtotal:	
If yes, complete the Hargrove-Supervised Labor Instruction Form.						Supervision Fee (if applicable):	
						TOTAL:	

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time:** Rates apply on select holidays.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour after thereafter.
- **Cancellation Policy:** 24-hour notice required to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This policy applies to installation and dismantling labor orders.
- **Hanging Sign Labor:** When ordering Hanging Sign labor, be sure to complete the Hanging Signs form in this manual.
- **Accessible Storage Fee:** Consists of storage space plus access labor. Accessible storage labor charges are billed in ½-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only labor ordered at the START of the work day is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.



EXHIBITOR WORKSHOP MATERIALS MOVEMENT

Advance Order Deadline: **Tuesday, September 25, 2012**

Company Name: _____ Booth: _____

If you are conducting an Exhibitor Workshop at NSTA's Louisville Area Conference 2012 and need assistance moving equipment and/or materials from your booth to your workshop, complete and submit this form to Hargrove by Tuesday, September 25 (to receive the advance rates).

Advance payment for this service is required; please include the Payment Form with your order.

Product #	Description	Price per Hour Advance (by 9/25/12)	Price per Hour Standard (9/26 - 10/15/12)	Price per Hour Floor Order (beginning 10/16/12)
NOTE: Standard orders are charged at 20% above the Advance rate; Floor orders at 40% above the Advance rate.				
MATERIALS MOVEMENT LABOR				
L1	Straight Time	\$74.00	\$88.80	\$103.60
L2	Overtime	\$112.00	\$134.40	\$156.80

LABOR Straight Time:	Rates apply Monday through Friday 8:00 AM until 4:30 PM.
LABOR Overtime:	Rates apply all other times Monday-Friday, and day Saturday.
Billing:	There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter. Materials movement service TO and FROM a workshop are separate orders and will be billed accordingly.
Forklift:	If the size, quantity and/or weight of the materials to be moved necessitates the use of a forklift, the exhibitor will be billed accordingly.
NOTE: Hargrove's Limits of Liability apply to Materials Movement service.	

Workshop Day & Date	Items Pick-up Time	On-Site Contact Name	Approx Qty & Weight of Items	Workshop Location	Return Items to Booth?	If Yes, Time

HANGING SIGNS & OVERHEAD STRUCTURES

All hanging signs, banners and overhead structures must be assembled and installed by Hargrove, Inc. and must conform to Show Management and facility regulations. Hargrove reserves the right to install and dismantle all hanging signs/overhead structures with approved devices/cable to ensure safety.

- All hanging signs/overhead structures are subject to approval by Show Management. Hargrove reserves the right to refuse to hang any sign/install any structure which we deem to be unsafe.
- It is recommended that hanging signs/overhead structures be shipped in separate containers directly to the advance receiving warehouse using the enclosed "Hanging Signs" label.
- Set-up instructions must be provided for signs/structures requiring assembly. Hanging anchor points must be pre-fabricated and ready for use. You must provide Hargrove with detailed hanging/installation instructions indicating stress points.
- If your sign/structure requires electricity, it must be in accordance with the National Electrical Code. Be sure to order electrical service!
- Equipment and labor rates may be found on the Labor Price List enclosed in this manual. The minimum order for hanging signs/banners is one (1)-hour Boomlift w/crew for the installation and an additional one (1)-hour Boomlift w/crew for removal. Orders cancelled without 24-hour notice will be charged a one-hour cancellation fee per crew and equipment.
- The sign/structure will be placed within the confines of the booth upon dismantle.

To order this service, please complete the following and return to Hargrove along with the Labor Order Form and advance payment.

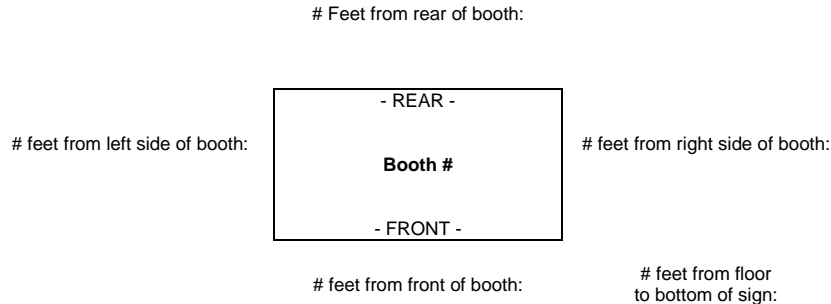
Description of Sign/Banner/Overhead Structure:

Cloth/Vinyl Wood Systems Metal Other: _____
 1-sided 2-sided With: Pockets Grommets
 Rectangle Square Triangle Circular Other: _____

Specifications:

Height: _____ Length: _____ Width: _____ Approx Weight: _____
Assembly required? Yes No
Electricity required? Yes * No * Order electrical service!
Truss structure? Yes ** No ** Detailed assembly instructions must accompany order.

Placement:



The contracted Exhibitor, or the display house or builder for the aforementioned Exhibitor, must by signature below certify and guarantee that ① the stress points for the hanging sign/structure are properly engineered and tested and ② the sign/structure is constructed to meet all applicable regulations and safety measures and can thus be hung safely.

By signing below, the Exhibitor releases Hargrove, Inc. and their contractors and agents from any liability in connection with this sign/structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

I certify that I have read and understand the information above and agree to be bound thereby:

Signature: _____ Exhibiting Company: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Submission Deadline: **Tuesday, September 25, 2012**

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment **MUST** abide by the following:

- A. Exhibitor must notify Show Management and Hargrove in writing no later than **Tuesday, September 25**.
- B. Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by **Tuesday, September 25**.
- C. Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- D. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- G. The EAC may not, under any circumstances solicit business on the show floor.
- H. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- I. The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove.
- J. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- K. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm: _____

EAC Address: _____

EAC Phone: _____ EAC Fax: _____

EAC Contact Name: _____ Email: _____

- The EAC/Service Firm must notify Hargrove of the names of all exhibiting companies for whom they have orders, and the names of all employees working for them on the show.
- All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on each Certificate of Insurance.
- EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.

COMPANY: _____ BOOTH #: _____

ADDRESS: _____ CONTACT NAME: _____

CITY: _____ SIGNATURE: _____

STATE: _____ ZIP: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

ADDITIONAL SHOW SERVICES

Kentucky International Convention Center

Payment Form

Electrical Service

Plumbing (Compressed Air, Water, Drainage) Service

Additional Vendors/Services

AV & Computer Equipment – **Technology Express**

Catering – **Centerplate**

Internet & Telephone Service – **SmartCity**

Lead Retrieval – **Global Convention Solutions**

Plants/Floral – **Anything Groes**

METHOD OF PAYMENT FORM

NAME OF SHOW: _____
COMPANY NAME _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
FAX: _____
EMAIL: _____



ATTN: Service Desk
221 Fourth Street Louisville, KY 40202
PH: (502) 595-4367 FAX: (502) 583-1918

If you are going to utilize the services of Kentucky International Convention Center, this form must be completed and returned. Please indicate, below, the method of payment you will be using for services provided.

CASH
 CHECK

To the address above in U.S. funds
****A service fee of \$25.00 will be charged on checks that are returned for any reason.****

BANK TRANSFER

Kentucky State Fair Board
Fifth Third Bank
Fountain Square
Cincinnati, OH 45263
ACCT: 82194565
Receipts account
ABA# 083 002342
Wire info: 042 000314
Swift# FTBC US 3C

CREDIT CARD

VISA **AMERICAN EXPRESS**
 MASTERCARD **DISCOVER**

This authorization will allow us to charge your account for your advanced orders and any additional amounts incurred as a result of show site orders placed by representative. **(THIS INCLUDE INTERNAL FREIGHT HANDLING CHARGES.)**

****A service fee of \$25.00 will be charged for any credit card purchase that is reversed or chargedback.****

Account no: _____
Verification Number _____
(3 digit number on back of card)
Expiration Date: _____
Cardholder's name: _____
Signature: _____
Email: _____

THIRD PARTY AUTHORIZATION

We agree, as Exhibit Contractor for the client, that we are responsible for payment of charges. All items indicated below will be the sole responsibility of the Exhibit Contractor.

All invoices are Net 30 Days

- All Services
- Electric
- Labor
- Water/Air Connections
- Forklift/JLG Highlift rentals
- Carpet Cleaning
- Freight Handling
- Booth Space Rental

THIRD PARTY AGENT:

Account no: _____
Verification Number _____
(3 digit number on back of card)
Expiration Date: _____
Cardholder's name: _____
Signature: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
Email: _____

I AGREE TO ALL TERMS AND CONDITIONS AS DESCRIBED IN THIS METHOD OF PAYMENT FORM

PLEASE RETURN FORM & PAYMENTS TO THE ADDRESS ABOVE

**ORDER DEADLINE DATE:
21 DAYS PRIOR TO SHOW DATE**



KENTUCKY
INTERNATIONAL
CONVENTION CENTER

ELECTRICAL SERVICE ORDER FORM

Control No. _____
Return to:
Service Desk - KICC
221 Fourth Street
Louisville, KY 40202
(502) 595-4367
FAX (502) 583-1918

Name of Event

Date(s) of Event

! ONLINE ORDERING NOW AVAILABLE AT www.kyconvention.org !

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:

ADVANCE ORDERS must be postmarked no later than twenty-one (21) days prior to the first day of the event. Any orders postmarked after that day will be at the floor order rate. PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. **NO EXCEPTIONS.**

STANDARD ELECTRICAL SERVICE

208/120 Volt AC Single Phase or Three Phase

480/277 Volt AC Single Phase or Three Phase (Where available)

CONDITIONS & REGULATIONS

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all national, state and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Prices are based on current wage rates and are subject to change without notice.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, all service connections and overload protection to such equipment must be made by "house electrician".
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. All material and equipment furnished by K.I.C.C. for this service order shall remain K.I.C.C.'s property and shall be removed ONLY by K.I.C.C. at the close of the show.
8. Unless otherwise directed, K.I.C.C. electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitor's cords must be the 12/3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
11. Advance orders must be postmarked a minimum of twenty-one (21) days prior to first show day.
12. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.

Exhibitors shall pay for any required or requested services, equipment, materials and technicians at prevailing rates and conditions at the time of the event.

Firm Name _____	
Booth Number _____	
Address _____	
_____	_____
City	Telephone
_____	_____
State	Zip
E-Mail Address _____	
Authorized By: _____	
_____	_____
Signature	Date

Qty	Description	Advance Rate	Floor Rate	Cost
120 Volts Service				
	10 Amp	\$84	\$145	
	15 Amp	\$100	\$180	
	20 Amp	\$120	\$210	
208 Volts Single Phase				
	30 Amp	\$240	\$465	
	60 Amp	\$335	\$690	
	100 Amp	\$480	\$875	
208 Volts Three Phase				
	30 Amp	\$290	\$550	
	60 Amp	\$425	\$755	
	100 Amp	\$535	\$975	
	200 Amp	\$1,010	\$1,835	
480 Volts Single Phase				
	30 Amp	\$240	\$405	
	60 Amp	\$335	\$690	
	100 Amp	\$480	\$875	
480 Volts Three Phase				
	30 Amp	\$300	\$580	
	60 Amp	\$445	\$730	
	100 Amp	\$575	\$1,055	
ELECTRICIAN LABOR INCLUDED				
SUBTOTAL				

	Extension Cord	Advance \$25	Floor \$40	
	Multi Plug Strip	Advance \$30	Floor \$40	
	6% KY Sales Tax			
SUBTOTAL				

ADDITIONAL LABOR - 1 HOUR MINIMUM				
hrs	Electrician	Advance \$70	Floor \$115	
hrs	Electrician's Helper	Advance \$50	Floor \$90	
Regular time is Monday through Friday, 7:30 a.m. - 4:00 p.m. Time and a half is all other hours including weekends. Holidays are double time.				

ELECTRICAL SERVICE TOTAL

Make remittance payable to:

Kentucky International Convention Center
221 Fourth Street
Louisville, KY 40202
Check # _____



KENTUCKY
INTERNATIONAL
CONVENTION CENTER

COMPRESSED AIR - WATER - DRAINAGE SERVICE ORDER FORM

Control No. _____

Return to:
Service Desk - KICC
221 Fourth Street
Louisville, KY 40202
(502)595-4367
FAX (502)583-1918

Name of Event

Date(s) of Event

! ONLINE ORDERING NOW AVAILABLE AT www.kyconvention.org !

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:

ADVANCE ORDERS must be postmarked no later than twenty-one (21) days prior to the first show day of the event. Any orders postmarked after that day will be at the floor rate. PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. **NO EXCEPTIONS.**

Make Remittance to:	Kentucky International Convention Center	Advance	Floor
COMPRESSED AIR: 125 lbs. PSI (Where available)		Order Rate	Order Rate
_____ Service charge for each line run from main line to booth		\$150.00	\$200.00
_____ Each additional connection within booth		\$100.00	\$125.00
_____ Additional charges for compressor rental (when applicable - please contact KICC Service Desk for details) Plus 6% KY sales tax			
Please circle size of connections required - 1/4" 1/2" 3/4"			

CFM Required _____ PSI Required _____

Location Rear Right

NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Compressors must be pre-arranged for Halls 1A and 1B at a cost.

WATER: Minimum pressure 50 PSI, Maximum pressure 90 PSI - Service outlet is 3/4"	Advance Order Rate	Floor Order Rate
_____ Service Charge for first connection	\$100.00	\$140.00
_____ Each additional connection	\$60.00	\$90.00
_____ Fill up only (each time)	\$100.00	\$140.00
_____ Charge for Water Pump (when applicable - contact KICC Service Desk for details) Plus 6% KY sales tax		

DRAINAGE:	Advance Order Rate	Floor Order Rate
_____ Service Charge for first connection	\$100.00	\$200.00
_____ Each additional connection	\$45.00	\$65.00

LABOR: All labor performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., will be charged at prevailing rates in one-hour increments (minimum charge of one hour). Orders received less than 36 hours prior to the show may not be installed in time for opening.

	Advance Order Rate	Floor Order Rate
_____ hours worked @ \$70.00 per hour per Plumber		\$115.00
		TOTAL

FIRM NAME _____ **BOOTH NO.** _____

ADDRESS _____ **TELEPHONE** _____

E-MAIL ADDRESS _____

AUTHORIZED BY (please print) _____ **DATE** _____

SIGNATURE _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

PENALTY CHARGE FOR LATE PAYMENT AFTER 30 DAYS (CALCULATED AT 10% OF UNPAID BALANCE)



Technology Express

A nationwide leader in audiovisual and computer rental
(636) 978-1005 Phone • (800) 704-3655 • (636) 978-1079 Fax • www.techexprss.com



NSTA Regional Conference

Louisville, KY

October 18-20th

(Exhibitor **Booth Equipment** Order Form)

Equipment	Price	Qty	Total
5' or 6' TRIPOD SCREEN/STAND/SKIRT	\$210.00 Show Price	_____	_____
WIRELESS HEADSET/MIXER/SOUND	\$600.00 Show Price	_____	_____
WIRELESS HAND HELD/MIXER/SOUND	\$600.00 Show Price	_____	_____
LAPTOP w/WIN7/OFFICE SUITE	\$250.00 Show Price	_____	_____
24" LCD MONITOR	\$125.00 Show Price	_____	_____
26" LCD MONITOR	\$150.00 Show Price	_____	_____
32" LCD MONITOR	\$195.00 Show Price	_____	_____
40" LCD MONITOR	\$395.00 Show Price	_____	_____
50" LCD MONITOR	\$495.00 Show Price	_____	_____
POST STAND (For LCD Monitors)	\$100.00 Show Price	_____	_____
WALL MOUNTS (For LCD Monitors)	\$ 50.00 Show Price	_____	_____
ROL CART w/Skirt	\$ 75.00 Show Price	_____	_____
BLU-RAY/DVD PLAYER	\$110.00 Show Price	_____	_____

Call for pricing on any equipment not listed

Delivery Date: _____	Time: _____	Equipment Total	_____
Pickup Date: _____	Time: _____	Tax @ 7.95%	_____
Booth Number: _____		Delivery/Pickup	\$ 95.00
		Subtotal	_____
Contact Name: _____		Service Fee	_____
Cell # _____		(5% of Subtotal)	_____
		Grand Total	_____

Orders must be received by October 12th, any orders placed after the 14th will be subject to a \$75.00 late fee.

Contact: Lou Mennillo • Voice: (636) 978-1005 • Email: loum@techexprss.com

EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.

NSTA Credit Card Authorization Form

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature _____

Printed Name _____

Please provide the information below exactly as it appears on the card.

Credit Card Number _____

Expiration Date _____ V Code (On Signature Line) _____

Card members Name _____

Credit Card Billing Address

Phone Number _____

Fax Number _____

Company Name _____

**EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL
BE SUBJECT TO 100% FEE.**

Technology Express, Inc.
820 Midpoint Drive
O Fallon, MO 63366
Phone 636-978-1005
Fax 636-978-1079
loum@techexprss.com

Cities located in:

Albuquerque • Anaheim • Atlanta • Baltimore • Boston • Chicago • Cincinnati • Cleveland • Columbus • Dallas • Denver • Des Moines
Houston • Indianapolis • Kansas City • Las Vegas • Louisville • Memphis • Miami • Milwaukee • Minneapolis • New Orleans • Omaha
Orlando • Philadelphia • Phoenix • Pittsburgh • Providence • San Antonio • San Diego • St. Louis • Tampa • Washington D.C.



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(636) 978-1005 Phone • (800) 704-3655 • (636) 978-1079 Fax • www.techexprss.com



NSTA Regional Conference

Louisville, KY

October 18-20th

(Exhibitor **Workshop Equipment** Order Form)

Equipment	Price	Qty	Total
LCD SUPPORT (Screen/Cart/Power)	\$ 75.00 Per Day	_____	_____
LCD PROJECRTOR	\$250.00 Per Day	_____	_____
LAPTOP w/WIN7/OFFICE SUITE	\$125.00 Show Price	_____	_____
DOCUMENT CAMERA	\$250.00 Per Day	_____	_____
BLU-RAY/DVD PLAYER	\$ 55.00 Per Day	_____	_____
OVERHEAD PROJECTOR	\$ 65.00 Per Day	_____	_____
WIRLESS LAPEL/MIXER/SOUND	\$300.00 Per Day	_____	_____
WIRELESS HAND MIXER/SOUND	\$300.00 Per Day	_____	_____
PC Speakers (NO DELIVERY CHARGE)	\$ 25.00 Per Day	_____	_____
LAPTOP AUDIO PACKAGE	\$100.00 Per Day	_____	_____
FLIP CHART PACKAGE	\$ 55.00 Show Price	_____	_____

Call for pricing on any equipment not listed

Delivery Date: _____	Time: _____	Equipment Total	_____
Pickup Date: _____	Time: _____	Tax @ 7.95%	_____
Room Name/Number: _____		Delivery/Pickup	\$ 95.00
		Subtotal:	_____
Contact Name _____		Service Charge	_____
Cell # _____		(5% of Subtotal)	_____
		Grand Total	_____

Orders must be received by October 12th, any orders placed after the 14th will be subject to a \$75.00 late fee.

Contact: Lou Mennillo • Voice: (636) 978-1005 • Email: loum@techexprss.com

EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.

NSTA Credit Card Authorization Form

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature _____

Printed Name _____

Please provide the information below exactly as it appears on the card.

Credit Card Number _____

Expiration Date _____ V Code (On Signature Line) _____

Card members Name _____

Credit Card Billing Address

Phone Number _____

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Company Name _____

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Houston • Indianapolis • Kansas City • Las Vegas • Louisville • Memphis • Miami • Milwaukee • Minneapolis • New Orleans • Omaha
Orlando • Philadelphia • Phoenix • Pittsburgh • Providence • San Antonio • San Diego • St. Louis • Tampa • Washington D.C.



GET READY
TO RAVE!



CATERING MENU GUIDE

KFC[®] Yum! CENTER



**KENTUCKY INTERNATIONAL
CONVENTION CENTER**



Kentucky Exposition Center



Centerplate has proudly served Louisville's premier venues for over two decades.

New for 2011-2012, our signature hospitality experience gets even better with new culinary talent, and a revitalized executive team ready to deliver the best entertainment experiences Louisville has to offer.



WELCOME

A LA CARTE

BREAKFAST

ALL DAY BREAKS

LUNCH

BUFFETS

DINNER

RECEPTION

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As the KFC Yum! Center, Kentucky International Convention Center, and Kentucky Exposition Center's exclusive in-house caterer, Centerplate is renowned for its impeccable, world-class service, truly delectable cuisine and a superb selection of menus that can be customized to any event or special occasion.

Whether it's a casual brunch for 100, an elegant, sit-down dinner for 500 or a banquet for 1200 featuring vibrant international cuisine, Centerplate's culinary team will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

From first course to last our Centerplate Team is committed to providing the very finest food, beverage and event experience of any venue in the world.



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A LA CARTE FROM THE BAKERY

A LA CARTE FROM THE PANTRY



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A LA CARTE COFFEE & BEVERAGE SERVICE

John Conti Freshly Brewed Coffee, Decaffeinated Coffee, Selection of Hot Teas	35.00 per gallon
Milk	2.00 half pint
Tropical Fruit Punch	28.00 per gallon
Fresh-Squeezed Lemonade	28.00 per gallon
John Conti Fresh Brewed Iced Tea	32.00 per gallon
Assorted Individual Fruit Juices	2.50 each
Fresh Squeezed Orange or Grapefruit Juice	30.00 per gallon
Hot Chocolate	44.00 per gallon
Assorted Mineral Waters	4.00 each
Assorted Coke® Products	3.00 each
Bottled Spring Water	3.00 each
Powerade	4.00 each
Full Throttle Energy Drink	5.00 each

A LA CARTE FROM THE BAKERY

Warm Fresh Baked Muffins <i>Blueberry, banana nut, chocolate, and bran</i>	25.00 per dozen
Danish <i>Cheese, apple, blueberry and cherry</i>	29.00 per dozen
Breakfast Breads <i>Banana, blue berry, apple cinnamon and chocolate pecan</i>	25.00 per loaf
Scones <i>Blueberry, cherry almond and cream cheese</i>	25.00 per dozen
Croissants <i>Traditional, chocolate and almond</i>	35.00 per dozen
Fresh Baked Buttermilk Biscuits <i>Served with butter, preserves and Ohio River Valley honey</i>	15.00 per dozen
Bagels with Cream Cheese <i>Plain, poppy seed, cinnamon raisin and everything</i>	32.00 per dozen
Doughnuts	25.00 per dozen
Freshly Baked Cookies <i>Chocolate chip or the famous sugar</i>	24.00 per dozen
Double Fudge Brownies	28.00 per dozen



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A LA CARTE FROM THE PANTRY

Sliced Seasonal Fruit and Berries <i>With honey yogurt dipping sauce</i>	3.50 each
Whole Fresh Fruit	1.50 each
Assorted Yogurts	3.00 each
Assorted Cold Cereals <i>With milk</i>	2.50 each
Honey Bourbon Roasted Peanuts	19.00 per pound
Cracker Jack®	3.00 each
Fresh Tortilla Chips	15.00 per pound
Salsa Fresca	14.00 per quart
Granola Bars	2.50 each
Home-made Potato Chips and Dip	3.25 per person
Crunchy Pretzel Twists	5.75 per pound
Southwest Snack Mix	17.50 per pound
Freshly Popped Popcorn <i>Individual size bag</i>	2.00 each
Roasted Gourmet Cocktail Nuts	26.00 per pound
Full-Size Candy Bars	4.00 each



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CONTINENTAL BREAKFAST

ADD TO YOUR
CONTINENTAL BREAKFAST

BREAKFAST BUFFET

ADD TO YOUR
BREAKFAST BUFFET

PLATED BREAKFAST



Griddle Cakes with Fresh Seasonal Berries

BREAKFAST

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CONTINENTAL BREAKFAST

(Minimum of 20 guests)

Continental Breakfast

11.50

Assorted fruit juices
Freshly baked breakfast pastries, muffins and bagels
Butter, preserves and cream cheese
Freshly brewed coffee, decaffeinated coffee and hot tea

Cardinal Sunrise Continental Breakfast

12.50

Seasonal fruit and berries display
Fresh-squeezed citrus juices
Warm buttermilk biscuits, muffins and breakfast breads
Butter, preserves and local honey
Freshly brewed coffee, decaffeinated coffee and hot tea

Carb-Conscious Continental Breakfast

10.50

Hard-boiled eggs
Cottage cheese, sliced cheeses,
sliced tomatoes and grilled asparagus
Freshly brewed coffee, decaffeinated coffee and hot tea

Wake-Up Continental Breakfast

11.00

Blended fresh fruit and yogurt smoothies
Whole grain fruit and nut breakfast breads
Butter, preserves and local honey
Whole fresh fruit basket
Crunchy and chewy granola bars
Freshly brewed coffee, decaffeinated coffee and hot tea

VIP Breakfast Reception

17.50

Fresh-squeezed juices
Mimosas and champagne
Fresh fruit parfait and fresh fruit Martini
Mini gourmet breakfast pastries
Toasted mini-bagels with cream cheese
and Scottish smoked salmon

ADD TO YOUR CONTINENTAL BREAKFAST

Buttermilk Biscuit Sandwich

4.25

Scrambled eggs, country ham and cheddar cheese

Flaky Croissant Sandwich

6.00

Scrambled eggs, pork sausage patty and cheddar cheese

Breakfast Quesadilla

5.50

Fluffy scrambled eggs with chorizo and queso Chihuahua
in a grilled flour tortilla served with salsa fresca



Fresh Fruit Martini

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BREAKFAST BUFFET

Welcome to Louisville

19.50

Assorted fresh fruit juices
Sliced seasonal fresh fruit and berries
Freshly baked muffins, croissants and breakfast danish
Butter, preserves and local honey
Fluffy scrambled eggs with sweet onion and herbs
Sautéed breakfast potatoes with fire-roasted red peppers
Maple smoked bacon and pork sausage links
Freshly brewed coffee, decaffeinated coffee and herbal tea

Bluegrass State

25.00

Assorted fresh fruit juices
Sliced seasonal fresh fruit and berries
Individual yogurts and granola
Warm cinnamon rolls and pecan sticky buns
Fluffy scrambled eggs
Thick sliced French toast with cinnamon apple compote and warm maple syrup
Country fried steak with cracked black pepper cream gravy
Herb & cheddar biscuits
Home-style breakfast potatoes
Freshly brewed coffee, decaffeinated coffee and herbal tea

Buenos Dias

22.00

Fresh squeezed citrus juices
Sliced seasonal and tropical fruit
Mexican pastries and fresh baked muffins
Butter, cajeta and preserves
Scrambled farm fresh eggs with chorizo and peppers
Shredded beef machaca with warm flour and corn tortillas
Roasted breakfast potatoes with chili and onions
Refried beans with queso cotija
Freshly prepared salsa fresca and roasted tomatillo salsa
Freshly brewed coffee, decaffeinated coffee and Mexican hot chocolate

Mid Morning Brunch

45.00

Fresh squeezed fruit juices
Sliced seasonal fresh fruit and berries with ginger honey yogurt dressing
Fresh mozzarella and vine-ripe tomatoes with white balsamic vinaigrette
Applewood smoked salmon
Mini bagels, capers, red onions and cream cheese
Grilled asparagus salad with red pepper vinaigrette
Mushroom, red onion and roast fennel salad
Israeli couscous with grilled vegetables
Fluffy scrambled eggs with cheddar cheese and chives
Crisp smoked bacon and local pork sausage
English muffin Louisville hot browns
Seasonal vegetables
Warm fingerling potato salad
Assorted fresh baked rolls, muffins, danish, croissants and fruit breads
Sweet butter and fruit preserves
Chef's selection of cakes, pies, cookies and brownies
Freshly brewed coffee, decaffeinated coffee and assorted teas



Freshly Brewed Coffee

BREAKFAST

A LA CARTE

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ADD TO YOUR BREAKFAST BUFFET

*150.00 attendant fee for service at these stations.

*Omelet and Egg Station 6.00

Prepared to order with mushrooms, peppers, onions, diced ham, bacon, sausage, chopped spinach, diced tomatoes, grated cheese and Mexican salsa
(Egg substitute available upon request)
(Each station accommodates a minimum of 50 guests)

*Belgian Waffle or Griddle Cake Station 7.00

Prepared to order with warm maple syrup, whipped cream, local honey butter and fresh seasonal berries
(Each station accommodates a minimum of 50 guests)

Oatmeal Station 7.00

Served with butter, brown sugar, local honey, lemon crème fraîche and golden raisins
(Each station accommodates a minimum of 50 guests)

Smoked Salmon with Bagels Station 9.00

Served with flavored cream cheeses, grated hard-boiled eggs, thin-sliced red onion, chopped parsley, sliced vine-ripened tomatoes, capers and a selection of bakery fresh bagels
(Each station accommodates a minimum of 20 guests)

*Carving Station 8.00

Chipotle brown sugar smoked whole bacon and home-made sausage
(Each station accommodates a minimum of 50 guests)

*Home-Made English Muffin Station 4.75

With whipped butter, organic peanut butter and preserves
(Each station accommodates a minimum of 50 guests)

Refreshing Juice Shooters 6.00

Watermelon lime "Sangria"
Cucumber lemonade with blackberry
Raspberry orange

A Beautiful Display of Seasonal and Tropical Fruit Skewer Palm Trees with Bourbon Honey Yogurt Dip 300.00

(minimum 50 guests)



Belgian Waffle with fresh seasonal berries

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PLATED BREAKFAST

All plated breakfasts are served with fresh fruit, fresh-squeezed orange juice, freshly baked breakfast pastries, butter, preserves and freshly brewed coffee, decaffeinated coffee and hot tea

Artichoke, Onion and Desert Sage Frittata 23.25
With queso cotija, pork and fennel sausage, and sautéed breakfast potatoes

Cinnamon Apple French Toast 17.50
With warm maple syrup, whipped apple butter, maple smoked bacon and cinnamon braised apples

Metro Breakfast 18.00
Fluffy scrambled eggs, maple smoked bacon or pork sausage links and sautéed breakfast potatoes

Breakfast Burrito 18.00
Fluffy scrambled eggs with chorizo, flame-roasted peppers and queso fresco wrapped in a giant flour tortilla served with chili spiced breakfast potatoes

Carne Asada and Eggs 19.75
Grilled, marinated sirloin with fluffy scrambled eggs, stewed black beans and fresh pico de gallo salsa with a basket of warm tortillas

Country Kitchen 19.25
Fluffy scrambled eggs with country fried steak, fried red potatoes, herb cheddar biscuit and cracked black pepper milk gravy

Wild Berry Crêpes 23.50
With smoked local pork sausage and maple Kentucky bourbon syrup



Wild Berry Crêpes

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ALL DAY BREAK SERVICE



Individual Farm Fresh Vegetable Crudités Display with Herb Ranch Dip

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BREAK SERVICE

**100.00 attendant fee for service at these stations.*

Snack Attack Break 12.25

*Southwest spiced snack mix, kettle chips, crunchy pretzel twists and cheddar cheese crackers
Fresh baked cookies, and M&M® candies
Assorted sodas, bottled water and lemonade*

Power Break 17.50

*A selection of muffins, breads and dried fruit
Power bars granola bars
Sliced seasonal fresh fruit
Bottled water, Powerade*

Farm Stand Fruit and Vegetable Break 18.25

*Assorted fruit smoothies
Farm fresh vegetable crudité display with herb ranch dip
Sliced seasonal fresh fruits with honey yogurt dip
Baked herb crostini and flat bread crackers
Assorted sodas and bottled water*

Candy Shop Break 9.50

Enjoy the great taste of your favorite candies, gummi bears, chocolate covered almonds, assorted Hershey's miniatures, Red Vines, M&M's®, Jolly Ranchers and Jelly Belly's on this fun twist of a break

Tailgate Break 14.50

*Hot buttered popcorn and roasted mixed nuts
7 layer dip with tortilla chips
Soft jumbo pretzels with mustard and hot cheese sauce
Brownies
Assorted sodas and bottled water*

High Energy Break 15.25

*Whole fresh fruit basket
Individual fruit yogurts
Dried apricots and apple chips
Gourmet trail mix
Fruit smoothies and natural fruit juices*

Fruit and Cheese Break 12.00

*Assorted regional and imported cheeses garnished with grapes and fresh berries
Gourmet crackers, crostini and flat breads
Whole fresh fruit basket
Assorted sodas and bottled water*

*Ice-cream Break 9.50

Make a statement with hand scooped ice-cream with assorted toppings and novelty ice cream bars

Salsa Sampler Break 9.25

*Fire-roasted red pepper salsa with white corn tortilla chips
Charred green chili and tomatillo salsa with blue corn tortilla chips
Grilled corn and chipotle salsa with toasted flat breads
Artichoke, onion and olive salsa with toasted pita chips
Strawberry salsa with sweet cream and cinnamon buñuelos
Assorted sodas and bottled water*



Candy Shop Break

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ALL DAY BREAK SERVICE

THE EXECUTIVE 29.50

Breakfast

Assorted fruit juices, sliced seasonal fruit display, mini yogurt and fruit parfaits, coffee, decaffeinated coffee and hot tea

Mid-morning Refresh

Assorted whole fruit, assorted sodas, bottled water, refresh coffee, decaffeinated coffee and hot tea

Afternoon Break

House-roast cashew trio – Kentucky bourbon maple, cinnamon sugar and spicy salted
Flavored popcorn, assorted sodas and bottled water

THE RETREAT 25.00

Breakfast

Assorted fruit juices, sliced seasonal fruit display, freshly baked breakfast pastries, coffee, decaffeinated coffee and hot tea

Mid-morning Refresh

Assorted whole fruit, assorted sodas, bottled water, refresh coffee, decaffeinated coffee and hot tea

Afternoon Break

Home-made potato chips with scallion dip, marinated olives, tortilla chips with fire-roasted salsa and guacamole, freshly baked cookies, assorted sodas and bottled water

THE BEVERAGE

15.25

Breakfast

Assorted fruit juices, coffee, decaffeinated coffee and hot tea

Mid-morning Refresh

Assorted sodas, bottled water, refresh coffee, decaffeinated coffee and hot tea

Afternoon Break

Assorted sodas and bottled water



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BOX LUNCHES

BOX LUNCH 15.75

CHOICE OF SANDWICH ON A FRENCH BAGUETTE:

- Turkey and swiss cheese
- Roast beef and cheddar cheese
- Ham and cheddar cheese
- Grilled vegetables

Served with individual bag of potato chips, whole fresh fruit, gourmet chocolate chip cookie

½ SANDWICH BOX LUNCH 9.50

CHOICE OF SANDWICH ON A FRENCH BAGUETTE:

- Turkey and swiss cheese
- Roast beef and cheddar cheese
- Ham and cheddar cheese
- Grilled vegetables

Served with individual bag of potato chips, gourmet chocolate chip cookie

DELICATESSEN BOX LUNCH 17.50

CHOICE OF SANDWICH:

- Smoked turkey and swiss cheese on ciabatta bread
- Roast beef and cheddar cheese on herbed focaccia bread
- Italian panini sandwich with salami, ham, capicola, Mortadella and provolone cheese
- Vegetarian panini with grilled vegetables

Served with pasta salad, individual bag of potato chips, whole fresh fruit, gourmet chocolate chip cookie

GOURMET WRAP BOX LUNCH 16.75

CHOICE OF GOURMET WRAPS:

- Southwest roast beef wrap with grilled peppers
- Mesquite grilled turkey with pesto wrap
- Mesquite grilled vegetable wrap

Served with pasta salad, individual bag of potato chips, whole fresh fruit, gourmet brownie

GOURMET SALAD BOX LUNCH 16.25

CHOICE OF GOURMET SALAD:

- Chinese chicken salad
 - Grilled chicken caesar salad
 - Local grilled and roast vegetable salad
- Served with individual bag of potato chips, whole fresh fruit, gourmet brownie



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CHILLED PLATED ENTRÉES

Chilled plated entrées include hearth-baked rolls and butter, freshly baked desserts and freshly brewed coffee, decaffeinated coffee, hot tea and iced tea

Tortilla Crusted Breast of Chicken 26.00

On a bed of local baby greens with fire roast mushrooms, cotija cheese and baby teardrop tomatoes, served with sweet red chili vinaigrette

Chopped Salad 26.00

Smoked chicken, chico corn, black currants, toasted pumpkin seeds, asiago cheese, bruschetta tomatoes, cous cous and arugula with pesto buttermilk dressing

Shaved Bourbon Sorghum Rubbed Beef London Broil 29.50

Served chilled with cowboy caviar, baby lettuces, spicy cashews, crispy leeks, smoked tomato vinaigrette

PLATED SANDWICH ENTRÉES

Plated sandwich entrées are served with Home-made Kettle Chips and include dessert, freshly brewed coffee, decaffeinated coffee, hot tea and iced tea

Mesquite Grilled Vegetable, Roasted Tomato and Fresh Mozzarella Panini 19.75

On fresh herbed focaccia bread with marinated bean salad, olives and pickled peppers

Smoked Turkey BLT 21.00

With pepper bacon, tomato and crisp romaine lettuce served with cranberry aioli, baked red skin potato salad, olives and pickled peppers

Carne Asada Steak Sandwich 20.00

Wafer thin-sliced sirloin steak with grilled onions, peppers, avocado, and pepper jack cheese served open faced on garlic Texas toast with pico de gallo and chipotle mayonnaise

Ribeye Steak Sandwich 20.00

Grilled ribeye steak seasoned with Kentucky Bourbon smoked sea salt and black pepper, roast poblano queso fried green tomato and crispy onions on ciabatta bread



Chopped Salad

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LUNCH SALADS

Included with all lunch entrées

Garden Salad

With cherry tomatoes, sliced cucumber and carrot curls served with red wine vinaigrette

Chopped Salad

With red and yellow tomatoes, cured olives, roasted sweet peppers, cucumbers and garlic herb croutons served with lemon herb vinaigrette

Baby Spinach Salad

With peppered bacon, feta cheese, baby tomatoes, toasted almonds and sweet red pepper vinaigrette

Asian Mesclun Salad

With toasted almonds, citrus, pea sprouts and baby tomatoes served with ginger citrus vinaigrette

Traditional Caesar Salad

Chopped romaine lettuce with classic caesar dressing, garlic herb croutons and parmesan cheese

LUNCH ENTRÉES

All entrées include a choice of salad, hearth-baked rolls and butter, dessert and freshly brewed coffee, decaffeinated coffee, hot tea and iced tea

Bourbon Grilled Chicken Breast 22.50

Grilled breast of range chicken, Kentucky bourbon honey glaze, brown butter sweet corn rice, grilled seasonal vegetables, roasted pepper cream

Peri-Peri Seared Salmon 34.00

South African chili-seared salmon filet served over basmati rice with pecan pesto sauce and fresh seasonal vegetables

Vegetarian Portobello Mushroom Moussaka 22.00

Roast portobello mushrooms, lentils, eggplant, and local vegetables, baked in parmesan cream and topped with herbed bread crumbs

Boursin Chicken Baked in Phyllo 31.00

Seared chicken breast filled with boursin cheese baked in phyllo dough, roasted seasonal vegetables, asparagus cream sauce

Scaloppini of Boneless Turkey Breast 29.00

Scaloppini of boneless turkey breast with caper beurre blanc, grilled red pepper polenta and fresh seasonal vegetables

Grilled Smoked Pork Chop 29.50

Cheesy hash brown cupcake, slow cooked southern green beans, bourbon apple cider glaze

Home-made Vegetable Lasagna 22.00

Roasted vegetable lasagna topped with spicy marinara sauce and mozzarella cheese

Popcorn Dusted Pan Seared Sea Scallops 32.00

Pan-seared sea scallops seasoned with popcorn dust served with citrus couscous, grilled fresh vegetables, and mango pablano salsa

Braised Angus Beef Short Ribs 29.00

Charred tomato chili sage bordelaise, chorizo mashed potatoes, succotash

Smoked Chicken Penne 24.00

Smoked chicken breast, sun-dried tomatoes, basil, pine nuts and mascarpone cheese



Homemade Vegetable Lasagna

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LUNCH DESSERTS

available at KFC YUM! Center

Pie Kitchen is the exclusive provider of desserts at KFC Yum! Center



Hand Scooped Ice-Cream

Chocolate, vanilla, or seasonal flavors

Served with fresh berries and chocolate straw

Dutch Apple Pie with Caramel

Kentucky Bourbon with Chocolate Pie

Original Cheesecake

Seasonal berries, raspberry coulis

Oreo Cheesecake

Whipped cream, caramel

Yellow Cake, Caramel Icing

Additional Pie Kitchen Items are available upon request at all properties.



Apple Pie

LUNCH DESSERTS

available at

Kentucky Exposition Center and Kentucky International Convention Center

The following options are included with the Plated Entrée selections. Please choose one:

Kentucky Derby Pie

Triple Chocolate Cake

Apple or Pecan Pie

Italian Cream Cake

New York Cheesecake

SIGNATURE DESSERT SELECTIONS

The following options can be added to the Plated Entrée selections for an additional 2 per person.

Please choose one:

Individual Carrot Bundt Round

With cream cheese icing & garnish

Individual Orange Cream Cake

With grande marnier anglaise

Pina Colada Mousse In An Almond Cup

With berry compote and raspberry sauce

Praline Cheesecake With Caramel Drizzle

Chocolate Bomb With Raspberry Filling



Seasonal Berry Taco

Flourless Chocolate Cake

Dark chocolate served with a vanilla bean anglaise

Individual Bread Pudding

Topped with a bourbon caramel sauce

Seasonal Berry Taco

Almond tuile taco shell filled with white chocolate mousse, fresh berries and raspberry coulis

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Carved Prime Rib Sandwich on freshly baked Pretzel Roll

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DELI BUFFET 27.50

Mixed Field Greens

With tomatoes, cucumbers, carrot curls, cream and vinaigrette dressings

Bowtie Pasta Salad

With sun-dried tomatoes, basil and balsamic vinaigrette

Red Skin Potato Salad

With sour cream and dill

Creamy Red and Green Cole Slaw

Thinly sliced cabbage in a creamy dressing

Sliced Meats and Cheeses

Smoked turkey breast, roast beef, cured ham, genoa salami, cheddar, swiss and jack cheeses

Kaiser Rolls, French Baguettes, Toasted Onion Rolls and Dark Rye

Lettuce, Tomatoes, Onions, Dill Pickle Spears, Mayonnaise and Whole Grain and Yellow Mustards

Whole Fresh Fruit Basket, Cookies, Brownies

Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea and Iced Tea

KENTUCKY BBQ BUFFET 32.00

Garden Harvest Vegetable Crudités

With buttermilk herb dipping sauce

Classic Caesar Salad

With crisp romaine lettuce, garlic croutons, parmesan cheese and traditional caesar dressing

BBQ Slaw

Thinly sliced cabbage with shaved peppers, green onions, and diced jalapenos, in a creamy bbq slaw dressing

"Boneless" BBQ Baby Back Ribs

Ale-8-One BBQ Sauce

Pan Seared Breast of Chicken

With roasted tomato succotash

Slow Cooked Mesquite Smoked Beef Brisket

Molasses Baked Beans

Grilled Corn on the Cob

With garlic butter and parsley

Cheesy Hash Brown Casserole

Herb Cheddar Biscuits and Butter

Apple Pie and Brownies

Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea and Iced Tea



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KACHINA BUFFET

22.50

Kentucky Lettuces with Tortilla Confetti,
Roasted Peppers and Pine Nuts

With salsa ranch and cilantro lime vinaigrette

Trio of Melon

With chipotle honey glaze

Tri-Color Tortilla Chips

With roast tomato salsa

Mini Shredded Pork Tortas

Chicken and Beef Fajitas

*With sautéed peppers and onions, flour tortillas,
salsa, guacamole, sour cream, green onions and
shredded cheese*

Mexican Rice and Borracho Beans

Freshly Baked Assorted Cookies

Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Iced Tea



THE EXECUTIVE WORKING BUFFET

36.50

Baby Lettuces with Seasonal Vegetables

With balsamic vinaigrette and herb ranch dressings

Sliced Local and Tropical Fruit with Seasonal Berries

Coriander Roasted Fingerling Potato Salad

Chilled Ancho Chili Rubbed Shrimp

With chukka soba noodle salad

Chilled Grilled Chicken Breast

With wilted spinach salad and lemon garlic dressing

Hearth-baked Breads with Butter

Chocolate Bourbon Cake Logs,
Freshly Baked Assorted Cookies

Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Iced Tea

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Shredded Pork Quesadillas

UNDER THE KENTUCKY SUN BUFFET

35.00

Heirloom Cherry Tomato Salad

Perlini Mozzarella, Basil and Olive Salad

Traditional Caesar Salad

*With crisp romaine lettuce, garlic croutons,
parmesan cheese and traditional caesar dressing*

Penne Pasta

*With smoked chicken, sun-dried tomatoes
and mascarpone cream*

Zucchini Crusted Black Bass

With chardonnay sauce

Grilled Seasonal Vegetables

Freshly Baked Garlic Breadsticks

Freshly Baked Pies and Cakes

Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Iced Tea

BARDSTOWN BUFFET

44.00

Marinated Seafood Ceviche

With lime, cilantro and a splash of tequila

Watermelon Salad

*With jicama, spicy cress and endive and
jalapeño red wine vinegar dressing*

Grilled Zucchini and Corn Salad

With sweet pepper vinaigrette and fresh oregano

Shrimp Lettuce Cups

*Kentucky bibb lettuce with bay shrimp, cucumbers,
radishes, sunflower seeds and buttermilk herb dressing*

Shredded Pork Quesadillas

With serrano chilies, sweet onions and queso chihuahua

Ancho Chili Marinated Breast of Chicken

With roasted pepper ragout and avocado cream

Roasted Tri-Tip of Beef

Chimichurri sauce

Garlic Roasted Red Potatoes

With leeks and parsley

Grilled Medley of Seasonal Vegetables

Hearth-Baked Rolls and Butter

Freshly Baked Pies and Cakes

Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Iced Tea

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KENTUCKY BUFFET

42.00

Baby Spinach Salad

With candied pecans, bourbon caramelized peaches, sunflower sprouts, local goat cheese and walnut oil vinaigrette

Roasted Red and Golden Beet Salad

With pickled red onions and balsamic vinegar reduction

Marinated Green Bean and Roasted Pepper Salad

With spicy chili peanut dressing

Braised Sirloin Chili

Served with jalapeño corn bread

Barbequed Pork Tenderloin

With sweet vidalia onion rings

Buttermilk Fried Chicken

Spiced Golden Potato Wedges

Grilled Corn on the Cob

Yellow Cake Upside Down Cup Cakes

With caramel and chocolate icing

Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Iced Tea

LOUISVILLE BUFFET

58.50

Grilled and Marinated Vegetable Antipasto Display

With chili spiced hummus, grissini and flat bread

Baby Mesclun Salad

With shaved pecorino cheese, crispy prosciutto, grape tomatoes, toasted pine nuts, herbed croutons and champagne chive vinaigrette

Jumbo Shrimp Cocktail

Citrus Cocktail Sauce

Grilled Beef Tenderloin Steaks

With garlic and black pepper demi-glaze

Oven-Roasted Salmon

With mushroom and spinach cream

Braised Breast of Chicken

With artichokes and olives

Savory Seven Grain Pilaf

Steamed Jumbo Asparagus

With herb butter

Hearth-Baked Rolls and Butter

Assorted Cheese Cakes

With assorted fresh berries and fruit purées

Freshly Brewed Coffee, Decaffeinated Coffee,
Hot Tea and Iced Tea



Grilled Beef Tenderloin Steaks

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DINNER SALADS

Included with all dinner entrées

Steak House Wedge

Iceberg lettuce wedge with crumbled gorgonzola cheese, red ripe tomatoes, garlic croutons, cracked black pepper and blue cheese dressing

Baby Lettuce Salad

With shaved pecorino cheese, toasted pecans, baby grape tomatoes and chianti mustard seed dressing

Traditional Caesar Salad

Chopped romaine lettuce with classic caesar dressing, garlic herb croutons and parmesan cheese

Citrus and Endive Salad

Kentucky bibb lettuce, oranges, spicy sprouts, toasted almonds and poppy seed dressing

Hearts of Romaine

Crisp baby romaine hearts, cotija cheese, oven dried tomatoes, tortilla confetti, sweet sorano chili dressing

Baby Spinach and Heirloom Tomato with Farmers Cheese Strudel

Baby spinach, heirloom tomatoes, micro arugula, smoked sea salt, virgin basil olive oil and warm local farmers cheese strudel

DINNER ENTRÉES

All entrées include a choice of salad, fresh seasonal vegetables, hearth-baked rolls and butter, dessert and freshly brewed coffee, decaffeinated coffee, hot tea and iced tea

Mesquite Grilled New York Steak

38.50

Caramelized shallot demi-glaze and rosemary red skin mashed potatoes

Wild Mushroom Crusted Breast of Chicken

34.50

Whole grain mustard seed sauce and wild rice pilaf

Pan-seared Gulf Snapper

42.00

Chili lime beurre blanc and herb roasted fingerling potatoes

(8oz.) Grilled Petit Filet of Beef

41.00

Chateau potatoes and pinot noir reduction sauce

Petit Filet of Beef and Jumbo Prawns

55.00

With black pepper demi-glaze, chive butter and roasted Yukon gold potato wedges

Pan Seared Black Bass

45.00

Potato lattice, creamed spinach, spiced crispy onions and grilled sweet corn polenta

Baked Vegetables in Pastry

42.50

Grilled portobello mushroom and roasted vegetable wellington with tomato cumin puree, multigrain pilaf and grilled vegetable medley

(16 oz.) Charro Steak

52.50

Bone-in rib-eye steak, caramelized sweet onion compote, roasted tomato horseradish demi-glaze and twice baked potato gratin

Crab Stuffed Chili Rellenos

49.50

Avocado cream sauce, Spanish rice and seasoned potato straws

Roasted Cornish Game Hen

41.50

Oven-roasted cornish game hen, ratatouille stuffed squash, potato leek hash, rosemary jus

Wild Mushroom and Spinach Stuffed Breast of Chicken

39.50

Over root vegetable and baby lentil ragout and asiago potato dauphine

Double Cut Pork Chop

47.50

Bourbon apple cider glaze, baked apple, potato scallion pancakes

Slow Braised Short Ribs

35.00

Ale-8-One braised boneless beef short ribs with garlic and parmesan mashed potatoes and crispy leeks

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DINNER DESSERTS

available at KFC YUM! Center

Pie Kitchen is the exclusive provider of desserts at KFC Yum! Center



Hand Scooped Ice-Cream

*Chocolate, vanilla, or seasonal flavors
Served with fresh berries and chocolate straw*

Dutch Apple Pie with Caramel

Kentucky Bourbon with Chocolate Pie

Original Cheesecake

Seasonal berries, raspberry coulis

Oreo Cheesecake

Whipped cream, caramel

Yellow Cake, Caramel Icing

*Additional Pie Kitchen Items are available
upon request at all properties.*



Chocolate Chip Pecan Pie

DINNER DESSERTS

*available at
Kentucky Exposition Center and
Kentucky International Convention
Center*

*Included with Dinner Entrée
Choose One:*

Chocolate Macadamia Nut Torte

Pina Colada Mousse On An Almond Crust

With wild berries and raspberry sauce

Praline Cheesecake With Caramel Drizzle

Cappucino Mousse Cake With A Chocolate Cigar

SIGNATURE DESSERT CHOICES

Additional 2 per person

Individual Chocolate Truffle

*Coated with dark chocolate and
served with a vanilla bean anglaise*

Seasonal Berry Taco

*Almond tuile taco shell filled with white chocolate mousse,
fresh berries and raspberry coulis*

Centerplate Trio

*White chocolate mousse in a chocolate vessel
Chocolate covered cheesecake
Fruit tart*



Dessert Buffet

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COLD HORS D'OEUVRES

Savory Delights Lolli Pipettes 25.00 per dozen

*Blue castello cheese, red grape and pistachios
Chardonnay poached pear and goat cheese
Goat cheese and roasted red pepper*

Spoons 48.00 per dozen

*Roasted duck breast, manchego cheese and quince marmalade
Lobster medallions and sweet pea purée
Smoked oyster, sake and cucumber wasabi juice*

Cone 58.50 per dozen

*Crispy beef, queso asadero and roasted tomato salsa
Smoked chicken and lemon thyme aioli
Wild mushroom asparagus salad*

BY THE DOZEN

Crab Nachos with Avocado Salsa on Crisp Red Corn Chips 36.00 per dozen

Mini Vegetable Summer Rolls with Sweet Chili Sauce 22.50 per dozen

Tomato and Fresh Mozzarella Crostini 30.00 per dozen

Grilled Antipasto Bastone 21.50 per dozen

Mini Caesar Salads in Parmesan Cup 27.50 per dozen

Curried Chicken Tartlet 35.00 per dozen

Prosciutto-Wrapped Melon 30.00 per dozen

Smoked Salmon on Pumpernickel 35.00 per dozen

Belgian Endive with Blue Cheese Mousse 33.00 per dozen

Grilled Asparagus and Goat Cheese Crostini 30.00 per dozen

Cinnamon Spiced Pumpkin Brûlée Tartlets 35.00 per dozen



Savory Delights Lolli Pipettes

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HOT HORS D'OEUVRES

BY THE DOZEN

Tortilla Crusted Shrimp with Pineapple Chutney	60.00 per dozen
Chicken Satay with Thai Peanut Sauce	35.00 per dozen
Spicy Buffalo Chicken Wings with Cool Ranch Dip	22.00 per dozen
Bacon-Wrapped Scallops	45.00 per dozen
Mini Shrimp Corn Dogs with Sweet Red Chili and Wasabi Mayonnaise	39.00 per dozen
Reuben Poppers	29.00 per dozen
Sausage and Cheddar Cheese-Stuffed Mushrooms	32.00 per dozen
Mini Crab Cakes with Citrus Herb Rémoûlade	45.00 per dozen
Teriyaki Beef Kabob	38.00 per dozen
Mini Cheese Quesadilla	32.00 per dozen
Toasted Pepita and Green Chili Quesadilla	28.00 per dozen
Black Bean and Chorizo Spring Rolls	28.00 per dozen
Crab Wonton with Sweet Chili Sauce	32.00 per dozen
Vegetable Spring Rolls with Sweet and Sour Dipping Sauce	28.00 per dozen
Mini Beef Wellington	40.00 per dozen
Five Spice Chicken Brochette	38.00 per dozen
Salpicon de Res on Grilled Crostini	48.00 per dozen
Smoked Duck Taquito with Ancho Chili Sauce	32.00 per dozen

TASTE OF KENTUCKY

BY THE DOZEN

Louisville Hot Brown Bites Roast tomato jam	32.00
Fried Green Tomato Bruschetta	30.00
Maple Glazed Kentucky Bourbon Boneless Pork Ribs	38.00
Kentucky Burgoo In potato cup	32.00
Fried Shrimp & Grits Cajun garlic dip	42.00
Maple Woodford Reserve Bourbon Smash Shrimp Lollipopettes	48.00



Maple Woodford Reserve Bourbon Smash Shrimp Lollipopettes

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Chocolate Indulgence

RECEPTION STATIONS

Imported and Domestic Cheese Display 5.75

20 guests minimum
Garnished with fresh seasonal fruit,
sliced baguettes and assorted crackers

Display of Sliced Seasonal Fruit and Berries 5.50

20 guests minimum
With honey yogurt dipping sauce

Floral Centerpiece of Vegetable Crudité Basket 5.75

20 guests minimum
With fine herb dips

Brick Oven Flat Bread Display 5.75

20 guests minimum
Offering an array of tasty toppings served on heated granite

- Boursin cheese and spinach
- Feta and fire-toasted tomato
- Black mesa ranch goat cheese and herbs

Toasted Pita Chips Display 5.75

20 guests minimum
Served with flavorful Mediterranean accompaniments

- Tomato, oregano and lemon
- Roasted red pepper and eggplant humus
- Green olive tapenade

Chocolate Indulgence 7.50

100 guests minimum
Your choice of dark, milk or white chocolate flowing from
two dessert fountains accompanied by fresh strawberries,
pineapple, cantaloupe, cream puffs, pound cake, assorted
dried fruits, marshmallows and rice krispie treats perfect
for dipping

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CULINARY THEATER

50 GUEST MINIMUM PER STATION

There will be a 150 fee per uniformed Chef for on-site service at these stations.

Pasta Station 9.25

Please choose two (2) pastas and two (2) sauces from the following selections:

- Tri-colored cheese tortellini
- Spinach and cheese agnolotti
- Penne
- Marinara sauce
- Pesto
- Vodka cream sauce

Served with crushed red pepper and parmesan cheese

Southwest Quesadilla Station 8.50

Please choose three (3) from the following selections:

- Black bean, cotija cheese and roasted chilies
- Shredded chicken, poblano chili and smoked gouda cheese
- Grilled southwest vegetables and jalapeño pepper jack cheese
- Braised pork in ancho chili sauce, toasted pumpkin seeds and white cheddar cheese
- Bay shrimp, roasted garlic, cilantro and monterey jack cheese

Served with roasted tomatillo salsa, salsa fresca and guacamole

Hanging Wok 8.25

Marinated kung pao beef stir fry, crispy orange peel chicken with tangerine dried chili sauce, steamed jasmine rice, fried rice and fortune cookies

Grilled Izakaya Style House Cured Pork Belly and Chicken Sate 8.50

- Ginger BBQ sauce
- Pickled vegetables
- Steamed and fried rice

Carved Seared Ahi Tuna 8.25

Pickled ginger tuile cookie and wasabi aioli

Tortilla Junction 2.25

Hand-made flour tortillas with montaquila

Salmon "Pastrami" 9.25

Home-made salmon "pastrami" cooked in fata paper

Whole Roasted Fish Taco 8.75

Flour and corn tortillas, cotija cheese, fire-roasted tomato salsa, sour cream, salsa guebona and baja sauce

Mama's Giant Carved Meatball 6.75

Fried spaghetti, pomodoro sauce and stravecchio grana padano cheese

Southwest Fajitas 7.50

Marinated beef and chicken with grilled peppers, onions, warm flour tortillas, guacamole, sour cream, pico de gallo, picante salsa, sliced jalapeños, shredded cheddar and jack cheeses



Hanging Wok

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CARVED - TO - ORDER STATIONS

There will be a 150 fee per uniformed Chef for on-site service at these stations.

All served with miniature rolls and appropriate condiments

Brown Sugar and Grain Mustard Glazed Bone-In Ham <i>With dijon mustard, yellow mustard and mayonnaise</i>	300.00 Serves 50
Sage and Rosemary Rubbed Tom Turkey <i>With orange cranberry sauce, yellow mustard and mayonnaise</i>	275.00 Serves 50
Steamship Round of Beef <i>With cracked black pepper and sea salt, served with horseradish sauce, whole grain mustard and mayonnaise</i>	650.00 Serves 150
Porcini-Crusted Tenderloin of Beef <i>With horseradish sauce, grain mustard and mayonnaise</i>	375.00 Serves 30
Smashed Garlic and Lemon Colorado Leg of Lamb <i>With sweet eggplant and roasted pepper marmalade</i>	265.00 Serves 30
Southwest-Seasoned Center Cut Boneless Pork Loin <i>With roasted tomato salsa, whole grain mustard and jalapeño mayonnaise</i>	225.00 Serves 30
Applewood Smoked Beef Tri-Tip <i>With Ale-8-One barbeque sauce and creamy horseradish</i>	225.00 Serves 30
Churrasco of Beef and Pork <i>With chimichurri and warm flat bread</i>	275.00 Serves 30



Churrasco of Beef and Pork

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BAR BEVERAGES

WINE

BEER

BARTENDER



5 O'Clock Four Olive Martini

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BAR BEVERAGES

PREMIUM BRANDS

Evan Williams Bourbon
Burnett's Vodka
Burnett's Gin
Burnett's Rum
Dewar's Scotch
Pepe Lopez Tequila

5.50 Cash

5.25 Hosted Bar

Super Premium brands can be added to any bar. All host bars will be charged by the drink, based on consumption. Service charge and Tax will be added to all host bar service.

WINE

We proudly offer Fetzer Chardonnay, Merlot, and White Zinfandel as our house.

Cash Bar

5.25

Hosted Bar

5.00

Host Bottle

30.00

Specialty wines are available for catered events - ask our staff to help pair the perfect wine to your menu.

BEER

DOMESTIC BEER

Cash 5.50

Hosted Bar 5.25

SUPER PREMIUM BRANDS

Woodford Reserve Bourbon
Absolut Vodka
Bombay Sapphire Gin
Captain's Morgan Spiced Rum
Johnnie Walker Red Scotch
El Jimador Tequila

6.50 Cash

6.25 Hosted Bar

BARTENDER FEES

There will be a 150.00 charge for each bartender/ location that does not reach a 500.00 minimum bar sales within a 4 hour service.

Centerplate SMASH

Our Exclusive Signature Cocktail featuring Centerplate's Personal Selection Woodford Reserve is hand shaken with Wild Mountain Huckleberry Nectar and Fresh Blackberries, topped off with Cranberry Juice and served on the rocks.

A Refreshing Cocktail Experience!

PLEASE DRINK RESPONSIBLY

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EXCLUSIVITY

Centerplate maintains the exclusive right to provide all food, beverage and alcoholic beverages in the KFC YUM! Center, Kentucky International Convention Center and Kentucky Exposition Center. All food and beverages, including water, must be purchased from Centerplate. To confirm these arrangements, please sign, date and return this Agreement with your deposit no later than the date at the bottom of this contract. A charge will be assessed for cancellation of contracted services within 15 days of an event. The charge will be calculated to cover material and labor costs (including administrative) incurred or by Centerplate. Any event canceled within 72 hours prior to the event requires payment in full for the estimated revenue based on the menu and event arrangements. Deposits may be presented as checks, wire transfers, money orders, credit cards and cash. The Deposit will not bear interest.

Caterer shall not be required to provide any services hereunder, nor will Caterer be required to commence planning for the event(s), unless and until Customer has returned a signed copy of this Agreement to Caterer and has paid the Deposit to Caterer within the required time period.

DEPOSIT - TERMS - PAYMENT SCHEDULE

1. Convention Related Business: A 90% deposit and signed Catering Services Agreement is due 30 days prior to the start of your event(s).
2. The remaining 10% balance will be due three (3) business days prior to the start of your event.
3. Centerplate requires all groups or events to supply a credit card, to remain on file, for any additional incidental charges or unpaid balances. Any additional amounts due Centerplate from the Customer will be based on the actual number of persons served and any variable and other charges payable pursuant to this Agreement or supporting BEO's and will be determined at the conclusion of the event(s). In the event that additional charges are incurred during the event(s), the adjusted remaining balance is required by the conclusion of the event. Customer will pay interest at the rate of 1.5% (or, if lower, the maximum legal rate) from the date of the invoice if not paid within 30 days.
4. In the instance that the function(s) is cancelled within 30 days of the start of the Event, the deposit(s) will not be returned. Full charges will be applied to cancellation of food and beverage services received within 72 hours prior to the start of the function.

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I. CENTERPLATE'S SERVICES

Centerplate shall cater and serve the menu(s) agreed to by the parties at Customer's event(s) (collectively, the "Event"), which Event shall be held at the KFC YUM! Center, the Kentucky International Convention Center or the Kentucky Exposition Center (the "Facility") as described in the Banquet Event Orders ("BEO's") executed in furtherance of this Agreement and made a part hereof.

Caterer and Customer agree that the Customer may have additional personnel authorized to make decisions on behalf of the Organization's Event(s). The Customer is to inform the Caterer in writing who their authorized personnel are. To the extent Banquet Event Orders (BEO's) are created hereafter, once such BEO's are signed (inclusive of the Customer's authorized personnel) they shall be deemed to be part of, and are hereby incorporated into this Agreement.

II. CHARGES FOR CATERING SERVICES

A. PER PERSON CHARGES:

If the BEO's provide for per person charges, Customer shall pay Centerplate for every person served at each Event at the per person charges specified on the BEO's provided. However, if the number of persons served at the event is less than the Guaranteed Attendance, the Customer shall pay the per person charges on the basis of the Guaranteed Attendance. Caterer reserves the right to count guests using a mutually agreed upon counting method for an event which is billed on a per person basis. Should this guest count be less than the Guaranteed Attendance, the Customer shall pay the Guaranteed Attendance.

B. PRICES:

A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

SPECIALTY EVENTS

Meal functions of 2,500 guests and above are considered "Specialty Events" and may require Executive Chef assisted customized menus not in our guide. Your Centerplate Catering Sales Manager will work with you to design personalized specialty menus that are creative and logistically appropriate for large numbers. In certain cases, additional labor & equipment fees may be applied to orchestrate such events.

KFC YUM! CENTER, KENTUCKY INTERNATIONAL CONVENTION & KENTUCKY EXPOSITION CENTER FOOD AND BEVERAGE MINIMUMS

Food and beverage minimums apply to all events at the KFC YUM!, Kentucky International Convention and Kentucky Exposition Center. All food and beverage sales must equal the minimum, before service charge and sales tax, or the client will be responsible for the difference. Centerplate Corporation reserves the right to waive food & beverage minimums.

FOOD & BEVERAGE MINIMUMS

Groups 200 or less — guarantee due 3 business days in advance	\$5,000.00
Groups 201- 600 — guarantee due 5 business days in advance	\$8,000.00
Groups 601 or more guarantee due 5 business days in advance	\$15,000.00

If minimums are waived by Centerplate Corporation then the following fees will apply:

Tablecloths	\$5.00 each
Table Set Up	\$3.00 each
Chair Set Up	\$1.00 each
China (Breakfast, Lunch, Dinner & Receptions)	\$2.00 per person
China (Breaks & Beverage Breaks)	\$1.00 per person
Servers (1 server per 50 guests)	\$80.00 per server
Labor during the event — 4 hour minimum	\$20.00 per hour per person

C. SERVICE CHARGES; TAXES; ADDITIONAL CHARGES:

Customer shall pay to Centerplate:

1. A 21% service charge will apply to all food, beverage and labor charges.
2. "House or Administrative" Charge of 21% is added to your bill for this catered event/ function (or comparable service) which is used to defray the cost of setup, break down, service and other house expenses. No portion of this Charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers.
3. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.
4. If the Customer is an entity claiming exemption from taxation in the State where the Facility is located, the Customer must deliver to Centerplate satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

POLICIES

II. CHARGES FOR CATERING SERVICES (CONT.)

D. GUARANTEED ATTENDANCE.

1. The Customer shall notify Centerplate, not less than three (3) business days (excluding holidays and weekends) prior to the Event, the minimum number of persons that Customer guarantees will attend the Event (the "Guaranteed Attendance").
2. There may be applicable charges for events with minimal attendance.
3. The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.
4. Centerplate will be prepared to serve five percent (5%) above the Guaranteed Attendance, up to a maximum of 30 meals (the Overage) for plated and buffet meals only.
5. Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the Overage, Centerplate will make every attempt to accommodate such additional persons subject to product and staff availability.
6. If Customer fails to notify Centerplate of the Guaranteed Attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the Event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.
7. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
8. If this Overage is used, the Customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
9. Should the guaranteed attendance increase by 33% or more within 3 business days of the event an additional charge of 20% may apply per guaranteed guest.

E. ADDITIONAL SERVICES AND CORRESPONDING FEES

China Service.

All food and beverage events located in the Exhibit Hall, Lobbies & Concourse areas with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fees will apply:

1. *Breakfast, Lunch, Receptions and Dinners:*
2.00++ per person, per meal period.
2. *Refreshment or Coffee Breaks:*
1.00++ per person, per break.

In all carpeted Meeting Rooms and Ballrooms, china service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

Linen Service.

Centerplate provides its in house linen for all meal functions with our complements. Additional linen fees will apply for specialty linens or linens required for meeting functions.

Holiday Service.

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, as well as, OAKS Day and DERBY Day.

Delayed or Extended Service.

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply. Should your Event require extended pre or post service or stand by time, often necessitated by high functions, an additional labor charge may apply.

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III. MISCELLANEOUS PROVISIONS

Liquor Laws.

Customer shall comply with all applicable local and state liquor laws, and further agrees that neither Customer nor any of the Customer's guests will provide or request Centerplate to provide alcoholic beverages to any minors or to any persons who, in the opinion of Centerplate, are intoxicated. Alcohol must be consumed in the designated areas. Centerplate reserves the right to suspend or stop alcohol service during an Event. All alcoholic beverages sold or served under Centerplate's liquor license will only be dispensed by Centerplate's employees, bartender or agents. Centerplate warrants that all its employees and agents, regardless of their employee job designation, dispensing alcoholic beverages to any person have undergone adequate training to avoid incidents which could result in claims of liquor liability.

Changes in Service.

The dates and times of service specified on the BEO's and the other terms and conditions of this Agreement may be changed only by a written addendum signed by both the Customer and Centerplate. Any additional expenses arising from changes made at the Customer's request will be paid by the Customer.

Force Majeure.

The performance of this Agreement by either party is subject to acts of God, acts of terrorism, war, civil unrest, substantial curtailment of the transportation industry, government authority, or any other emergency that makes it impossible, illegal or commercially unfeasible for Centerplate to provide the services or for Customer to hold the Event. Either party may terminate this Agreement, without penalty, for anyone of the above reasons by serving written notice upon the other party. If the force majeure event occurs within fourteen (14) days of the Event dates(s), Customer shall pay to Centerplate a cancellation charge calculated to compensate Centerplate for its actual out-of-pocket product and labor costs incurred and documented.

Indemnification.

Each party to the Agreement shall indemnify, defend and hold harmless the other party and its officers, directors, agents, subcontractors and employees and each of them, from and against any and all demands, claims, actions or liabilities of whatsoever kind and nature, including judgments, interest and reasonable attorney's fees and other costs, fees, expenses and charges (collectively, "Claims"), arising out of or caused by the indemnifying party's negligence or willful misconduct in connection with the event(s). The terms of this section shall survive the termination or expiration of this Agreement.

Authority.

The person signing this Agreement on behalf of the Customer represents and warrants that he/she has full authority to legally bind the Customer on the date signing this Agreement, and the person signing the Agreement shall be jointly and severally liable for all amounts payable under this Agreement if such representation and warranty is untrue. Each person signing this Agreement represents and warrants that their execution and delivery of this Agreement does not require the consent or approval of any other person, entity or governmental agency or authority.

Assignment.

Customer may not assign this Agreement or any of the Customer's rights hereunder without the prior written consent of Centerplate.

Binding Effect.

This Agreement shall be binding upon the parties hereto, and their respective permitted successors and assigns.

Integration.

This Agreement states the entire agreement of the parties with regard to the matters described herein and supersedes all previous agreements, oral or written.

(continued)

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III. MISCELLANEOUS PROVISIONS (CONT.)

Notices.

All notices required under this Agreement and the BEO's shall be given in writing and addressed as shown on the first page of this Agreement.

Waiver.

The failure of either party to exercise any right or remedy under this Agreement on one or more occasions shall not constitute a waiver, express or implied, of such right or remedy, then or in the future, or otherwise constitute a precedent for any future conduct, actions, or inaction unless specifically stated in writing signed by the waiving party.

Relationship of Parties.

Centerplate is an independent contractor. Nothing herein shall be construed to create a partnership, joint venture, agency or employment relationship between the parties.

Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky, without giving effect to its conflicts of law rules.

Counterparts.

This Agreement may be executed in one or more counterparts and each such counterparts, for all purposes, shall be deemed to be an original, but all of such counterparts together shall constitute one and the same instrument, binding upon the parties, notwithstanding that all of the parties may not have executed the same counterpart.

Modification.

No modification of any of the terms or conditions of this Agreement shall be effective unless such modification is expressed in writing and signed by the party against whom enforcement of such modification is sought.



Smart City
 5795 W. Badura Ave, Suite 110
 Las Vegas, Nevada 89118
 888-446-6911 • 502 -815-6600
 702-943-6001 (Fax)



KENTUCKY INTERNATIONAL
 CONVENTION CENTER

Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	Sec Code:
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smarcitynetworks.com/Facilities/Locations.aspx](http://smarcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restriction) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
8. Move - In / On - Site order fee (if ordering service after show move-in has started). (20%) x (Base Price)					
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
				SUBTOTAL	
Unused portions of deposits returned with final billing.				ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%	
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001				GRAND TOTAL	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2012 - 011 -
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ORDER ON LINE: <https://www.smarcitynetworks.com/order/center.aspx?center=011>

Terms and Conditions / Payment Options

<p>1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.</p> <p>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.</p> <p>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</p> <p>4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</p> <p>5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</p> <p>6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</p> <p>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</p> <p>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</p> <p>9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</p> <p>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</p>	<p>11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</p> <p>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</p> <p>13. CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</p> <p>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</p> <p>15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</p> <p>16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</p> <p>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748.</p> <p>18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</p> <p>19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</p> <p>20. Long Distance (International Calls) and Line Restrictions: (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</p> <p>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</p> <p>22. Prices are based upon current rates and are subject to change without notice.</p>
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(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<p>23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</p> <p>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City.</p> <p>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p>	<p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p>SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>
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Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2012 - 011 -	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=011>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Kentucky International CC (011) - KY Company Name: _____
Show: _____ Booth / Room #: _____
Customer / Ref #: 2012 - 011 -

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

Network Security Policy:

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

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

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

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

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

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

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

Device(s) Operating System: _____ Total # of Devices: _____

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

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

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

Rental Company Contact: _____ Contact Number: _____

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

Signature _____ Date _____

Printed Name _____ Title _____

Floor Plan – Communications Cable

Center: Kentucky International CC (011) - KY

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2012 - 011 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

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

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





Lead Retrieval Options

	Before 9/14/12	After 9/14/12
<p><u>Expo! Terminal</u> This Unit is supplied with a ten-foot power cord and will require electricity in your exhibition booth (900 milliamps)</p>	1 Comp Unit (\$255.00 ea. addt'l)	\$295.00
<p><u>Expo! Handheld</u> EXPO! Handheld enables freedom of movement by exhibitors who may want to capture leads from anywhere within their booth space. You can save voice notes to each record, show a promotional video on the LCD screen and capture all the attendee information from this simple-to-use Pocket PC device. Video instructions on how the Expo! Handheld works is also programmed for you to watch before the trade show begins.</p>		\$295.00 \$350.00
<p><u>Exhibitor Owned Smart Phone or Laptop Connection</u> Why rent equipment. You may use your own smart phone or laptop to download your leads to our unique secure web portal designed specifically for smart phone users who appreciate such technology</p>		\$150.00 \$175.00
<p><u>End of Show Data File – USB Flash Drive</u> We can provide you with a USB Flash Drive for you to take with you at the end of the show. If you do not purchase the USB flash drive, your sales leads will be emailed to you.</p>		\$75.00 \$95.00
<p><u>Booth Delivery</u> Don't have time to stop by the Lead Retrieval counter? We have a solution that will allow you to still take full advantage of Expo! We can deliver the Terminal to you at your booth approximately one hour before the beginning of the conference and we will pick up the unit within one hour following the end of the conference!</p>		\$50.00 \$75.00
<p><u>Customized Qualifier Checklist</u> Would you like to get specialized information from your leads? You can when you use the Qualifier Checklist! Simply provide us with a list of questions in Yes or No format on the form provided (page 3). The questions will be pre programmed into your terminal(s). The questions are limited to 18 characters per line with a maximum of 20 lines.</p>		\$75.00 \$95.00
<p><u>Post Show Data Conversion</u> Microsoft Excel Simply select the format above that you desire and we will convert your data into the format of your choice.</p>		\$95.00 \$95.00

**** In order to receive your complimentary unit, you must return this order form by 9/14/12.**

Complimentary units will not be available after 9/14/12.

<p>Phone: 443-262-5916 Fax: 888-202-1663 Email: Luke@GlobalConventionSolutions.com</p>
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CUSTOMIZED CHECKLIST ORDER FORM

2012 NSTA Regional Conference

October 18-20, 2012

Company Name: _____

Contact Name: _____

Booth#: _____

Please type or print clearly your Custom Checklist Codes below. All questions must be able to be answered with "Yes" or "No". Items on the list are limited to 18 characters per line.

Standard Checklist Complimentary with EXPO!™

- ◆ Send Line Card
- ◆ Send Catalog
- ◆ Send Detailed Quote
- ◆ Send Sample
- ◆ Have Salesman Call
- ◆ Provide Quote
- ◆ Immediate Need
- ◆ Set up Demo
- ◆ End User
- ◆ Distributor
- ◆ VAR
- ◆ OEM
- ◆ Does Purchasing
- ◆ Recommends
- ◆ Final Say

Customize your Checklist here!

Additional Cost of: \$95.00

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

**** In order to receive your complimentary unit,
you must return this order form by 9/14/12.**

Complimentary units will not be available after 9/14/12.

Phone: 443-262-5916 Fax: 888-202-1663
Email: Luke@GlobalConventionSolutions.com



TROPICAL PLANT AND FLORAL RENTAL ORDER FORM

Event Name: National Science Teachers Association, Louisville 2012 Booth No. _____

Date and time for delivery: _____

Date and time for pick up: _____

Billing Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact: _____ E-mail: _____

Item	Qty	Unit Price	Total
3' – 4' tropical plant		\$42	
4' – 5' tropical plant		\$52	
5' – 7' tropical plant		\$62	
7' – 8' tropical plant		\$107	
Ferns		\$30	
Mums		\$30	
Bromeliads		\$30	
Cut Floral Arrangements – 12"		\$60	
Cut Floral Arrangements – 18"		\$80	
Cut Floral Arrangements – 24"		\$100	
		Subtotal:	
		Tax 6%:	
		TOTAL:	

Price includes rental of the above plant, flower and decorative container; delivery; installation; and pick up. Please add \$50 if rental pick up is after 5 pm and \$75 if after midnight.

Checks and credit cards accepted (MC or VISA). Payment is due before delivery is made. Please call our office at 502.241.5854 to make the necessary payment arrangements. **To insure availability please book your order 2 weeks prior to the show.**

Anything Groes
 PO Box 305 • Buckner, KY 40010
 502.241.5854 office • 502.241.0002 fax • www.anythinggroes.com
 Improving people's lives through the use of plants