



**Electrical & Data Products Expo**  
**April 5 -6, 2011**  
**Overland Park Convention Center - Hall B**  
**Overland Park, Kansas**

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

**SHOW MANAGEMENT:** Electric League of MO & KS  
Kim Weitzel  
638 W. 39th Street  
Kansas City, MO 64111  
Phone: 816-561-5323  
Fax: 816-561-1991

**(NOTE NEW HOURS)**

**MOVE-IN DATES,  
DAYS & HOURS:** Monday, April 4, 2011  
1:00 PM - 5:00 PM

Tuesday, April 5, 2011  
8:00 AM - 1:00 PM

**BOOTH EQUIPMENT:** Each 10' x 10' booth will include;  
8' Back Drape  
3' Side Rail Drape  
1 - 7" x 44" Identification Sign

**SHOW DATES,  
DAYS & HOURS:** Tuesday, April 5, 2011  
3:00 PM - 8:00 PM

Wednesday, April 6, 2011  
11:00 AM - 7:00 PM

**SHOW COLORS:** Booth Drape: Green & White  
Aisle Carpet: Madison (black & white)

**MOVE-OUT DATE,  
DAYS & HOURS:** Wednesday, April 6, 2011  
7:00 PM - 10:00 PM

**DEADLINE FOR  
DISCOUNT PRICES:** Monday, March 21, 2011

Thursday, April 7, 2011  
8:00 AM - NOON

**Note all carriers must check in at the service desk by 9:00 PM on April 6th or by 11:00 AM on April 7th. All shipments will be re-confirmed at 11:00 AM on April 7th.**

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

**WAYS TO ORDER**



**BY MAIL:**  
Fern Exposition & Event Services  
751 Wyoming Street  
Kansas City, MO 64101



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



**INTERNET:**  
[www.fermexpo.com](http://www.fermexpo.com)  
(You must have your USER ID & PASSWORD) which will be provided via email/fax



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101

Telephone 816-221-0525 / Fax 816-471-1602

## **SAFETY TIPS AND UNION GUIDELINES**

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. Fern Exposition & Event Services cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see a Customer Service Representative at the Fern Service Desk or the enclosed Display Labor Service order form.

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

To assist you in preparing for your show, we would like to share with you some information regarding the jurisdiction of the union. Currently, we have an agreement with the local Stagehand union to provide labor for display set-up and dismantling. Full time employees of exhibiting companies may set their own displays without assistance from the Stagehand Union..

### **MATERIAL HANDLING**

Currently, we have a labor agreement with the local Teamsters union. Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of Fern dollies, flat trucks or other mechanical equipment is not permitted. Fern must control access to the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the enclosed Shipping Information and Freight Service order form.

### **GRATUITIES**

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

### **INSURING YOUR PRODUCT**

It is understood that Fern is not an insurer, and that insurance, if any, should be obtained by the exhibitor. Please refer to the enclosed Limits of Liabilities form.

## **Welcome to the Overland Park Convention Center!**

The purpose of this document is to let you know about our policies and procedures IN ADVANCE so you can make the best possible use of our facility and our services while you are here. We have developed these policies and procedures to ensure that your event will be as safe and successful as possible. Of course, not all situations will be covered in this guide or may need special consideration by management. Any questions regarding policies and procedures not included here can be directed to the Overland Park Convention Center Events Department. We will be glad to clarify any of the enclosed information.

### **ALCOHOL**

Alcoholic beverages must be purchased through the Overland Park Convention Center, who holds the liquor license for the facility. Additional security may be required for events where alcohol is served. The Overland Park Convention Center supports responsible drinking at all times.

### **ANIMALS**

For the safety and comfort of all our visitors, animals are not permitted in the OPCC except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. The Customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are allowed in the OPCC. All sanitary needs for animals are the, ahem, doggone responsibility of the Customer.

### **BANNERS/SIGNAGE**

To keep our beautiful new facility looking that way, (and to keep each group's event separate and special) banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by the OPCC.

### **BOOTH CLEANING**

The OPCC is happy to provide booth cleaning for a fee at a square foot rate. (We think nothing is greater than a clean booth.) This service includes trash pick-up and vacuuming the carpet.

### **BULK TRASH**

Somebody's got to take out the trash. In this case, we ask you, the Customer, to take responsibility for removal of bulk trash, crates, lumber, pallets, packing materials, oil and tape prior to show opening and following move-out. Or we'll be happy to do it for you. The goal is to keep your show as pristine and clean as it deserves to be. Any removal of these items by OPCC personnel will be charged to show management at the prevailing rate.

### **CONTRACTOR'S SERVICE EQUIPMENT AND MOTORIZED VEHICLES**

For the safety of our exhibitors and employees, (and to keep our facility looking good) all carts, forklifts, bicycles, etc. are restricted to exhibit hall use. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution and fire hazard. Forklifts are not allowed in the ballroom, pre-function, or meeting rooms. Only rubber wheel non-motorized freight carts are allowed in these areas.

### **COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING**

For the safety of our exhibitors and employees, all cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies

### **CRATE STORAGE/BOOTH STORAGE**

Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed

from the show floor. The OPCC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the OPCC. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the facility.

## **DECORATIONS**

The method and location of special installations must be approved in advance by OPCC management. Final approval will be determined after consideration of other building tenants occupying the space at the same time. It's just our way of making sure everybody has a successful, safe and cost-effective event.

Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows decorations of any kind.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Overland Park Fire Marshal.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.
- "Glitter" and confetti may not be used in carpeted areas of the building.
- Only OPCC personnel may move planters, lobby furniture, and other OPCC equipment in the public areas.
- Even though it may sound like fun, distribution of helium balloons in the OPCC is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling
- All pools, decorative fountains, etc. must be waterproofed and may be tested by OPCC Engineering prior to installation.
- Show management will be responsible for removal and clean up of any dirt, bark, mulch or similar materials used for decorating purposes.

**EVENT FLOOR PLAN APPROVAL PROCESS:** Floor plans must have an official signed and stamped Approval from both OPCC Management and the Fire Marshal, and should not be published without this stamped Approval.

## **EVENT-RELATED EQUIPMENT**

As a courtesy to those holding the next event, each licensee is responsible to ensure the removal of any of its property, equipment, signs and props from the building at the end of the licensed period. If not, the OPCC may (and probably will) exercise the option to discard all such items.

## **FLOOR DRILLING**

To maintain our beautiful facility, and control our costs, floor drilling is prohibited. (In case you were wondering, so are wall and ceiling drilling.)

## **FOG/SMOKE MACHINES**

For public safety, fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the OPCC and the Overland Park Fire Marshal.

## **FOOD & BEVERAGE**

For obvious public health reasons and quality control, food and beverage services including the cyber café, breakfasts and dinners are provided exclusively by OPCC.

The OPCC can provide banquet service, snacks, luncheons, beverage service and concessions. No outside food/beverage is allowed in the OPCC.

## **FOOD SAMPLES**

Food and beverage samples must not be greater than 2 oz. and must be manufactured processed or distributed by the exhibiting firm and must be related to participation in the event.

For public health (and common sense) reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Client. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor.

Exhibitors are responsible for complying with all Overland Park & Johnson County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department can shut down their booth.

### **HANGING SIGNS**

Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the OPCC. The OPCC graphic, signs or advertising displays may not be blocked in any manner. During move-out following the event, all wires, hooks, screws and hanging materials used to hang signs must be removed.

### **HAZARDOUS MATERIALS LABELING**

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein, and appropriate hazard warnings. Exhibitors displaying or using hazardous chemicals must submit material Safety Data Sheets and manifests to the OPCC no less than (60) Days prior to move-in.

### **HELIUM BALLOONS**

Even though it may sound like fun, distribution of helium balloons in the OPCC is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer (which helps hold down labor costs for everybody). For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.

### **LASERS**

For public safety reasons, only Class I lasers shall be permitted. Class II or greater are prohibited within the building.

### **LIGHTING**

Rent includes lighting in public concourse areas and meeting rooms during move-in, show and move-out. During move-in and move-out, fifty percent (50%) lighting will be provided at no charge in exhibition halls. On hundred percent (100%) lighting will be provided in exhibition halls during show hours beginning (60) sixty minutes prior to show. This energy conservation policy helps control our utility costs which, in turn keep our rent low.

### **MOTORIZED VEHICLE OPERATION**

For the safety of employees and exhibitors, only trained and certified personnel must operate forklifts and material handling devices. Operating vehicles and engines shall not be left unattended.

Show Management operating the equipment is responsible for damages. And to help maintain our facility, any vehicles, which drip oil or other staining solutions, must have drip pans or dry absorption powder under the parked vehicles and engines.

### **MULTI-STORY EXHIBIT BOOTHS**

For safety reasons, exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theatres, must meet the following minimum life safety requirements:

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
- The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
- There should be at least two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit or from each covered assembly area.
- A copy of the exhibit plans must be submitted to the OPCC no later than sixty (60) days prior to installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. These plans will be reviewed by the Overland Park Fire Marshal and the City Planning and Development Service Department for approval and permit processing.
- Exhibits may not be installed without approval and permit processing.

### **PACKAGE INSPECTION**

For your safety and security, cartons, package or other containers brought in or removed from the OPCC by show personnel, exhibitors or service contractors may be subject to inspection.

## **PYROTECHNICS**

The rules governing the use of pyrotechnics are very specific. So if you're considering adding pyrotechnics to your event, please spend a few minutes getting fully acquainted with them.

Any contractor that intends to use pyrotechnics in the facility shall hold a valid federal license issued by the U.S. Department of the Treasury - Bureau of Alcohol, Tobacco and Firearms, for the use of "low explosives." A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the Customer who shall remain directly responsible to the OPCC for all activities as described in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the facility 30 days in advance of the event and include the following information:

- Permit from Overland Park Fire Department.
- Plots showing exact location, type, and number of devices.
- Protective materials and equipment for activity.
- Location and number of fire extinguishers for activity.
- Schedule of activities, number of certified pyrotechnic operators, and their locations.
- Schedule for pre-show pyrotechnic test to be conducted in the presence of an Overland Park Fire Inspector.
- Pyrotechnic contractor shall provide a certificate of insurance to OPCC Management naming OPCC, Global Spectrum and its employees and City of Overland Park and their employees as additional insured.
- In addition to the above requirements the contractor must be licensed by the State of Kansas.

## **RIGGING**

For public safety reasons, OPCC management must approve all rigging. The OPCC reserves the right to retain consultants at the Customer's expense to review or verify rigging specifications.

Nothing may be attached to any OPCC electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes. Rigging may only be attached to structural members.

All rigging in the OPCC shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and OPCC policy.

No rigging is allowed in the meeting rooms.

## **SAFETY/FIRE CODE REQUIREMENTS**

Of course, the safety of all occupants of the OPCC is of primary concern. Any unsafe condition or activity should be immediately reported to OPCC Security and supervisory personnel of the responsible party for corrective measures.

Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 1997 Uniform Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Overland Park Convention Center (OPCC). The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of Overland Park. Reference copies of these codes are available in the Event Management Department.

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. All exits, hallways and aisles are to be kept clear and unobstructed at all times.
3. A 20 ft. roadway shall be maintained for fire equipment access to all parts of the building displays.
4. No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, shall be used to in a manner that will obstruct its use as an exit or that will present a hazardous condition.
5. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The OPCC inspects all exhibits to ensure compliance.
6. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the OPCC. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply. Consideration will be given for the storage of crates outside of the facility.
7. All outside displays that are under cover of the building roof or extension of the roof or porch area shall be governed by the same rules of an inside display.
8. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time the OPCC is open to the public. Moreover, it shall be unlawful to obstruct, or reduce passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed

access thereto.

9. All sawdust and shavings shall be thoroughly treated with an approved flame-retardant product, stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the OPCC.
10. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the OPCC shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.
11. The use of liquefied petroleum gases inside building, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the OPCC and the Overland Park Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz non-refillable cylinder. There may be a maximum of 24 containers stored in any one location.
12. All trash and refuse shall be removed daily from the OPCC.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the OPCC and the Overland Park Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All hydrants and fire department connections shall be unobstructed at all times.
16. All electrical connections shall be in accordance with the Electrical Code.
17. All electrical cords, sound cable or other trip hazards shall be safeguarded.
18. All appliances fired by natural gas shall be approved by the Facility Operations Manager, the OPCC and the Overland Park Fire Marshal, and installed in accordance with NFPA 54 National Fuel Gas Code before being used.
19. The OPCC and the Overland Park Fire Marshal must approve the use of welding and cutting equipment for demonstration purposes.
20. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal and secured according to requirements outlined in the 1997 Uniform Fire Code. The Facility Public Safety Manager along with the OPCC and the Overland Park Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
21. There shall be no obstruction blocking exit doors from the outside of the OPCC, such as vehicles parked in front of the doorways or barricades across sidewalks, etc.
22. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
23. No vehicles shall be parked in fire lanes outside the OPCC.
24. No flammable liquid or material shall be used or admitted inside of the OPCC except by approval of the OPCC and the Overland Park Fire Marshal. Prohibited materials include, but are not limited to kerosene, motor fuel, explosives, cryogenic gases, etc.
25. No person shall cause or permit any open flame, candles, and torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
26. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual.
27. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies.
28. All aisles in the exhibit hall shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of one hundred (100) square feet in area shall be protected by an automatic smoke detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms, lobby and hallways and/or areas the events are held in, and include such as the location of manual pull stations, fire hose standpipe closet, exits, aisles, etc.

#### **SHIPMENTS TO THE OPCC**

For the security of your freight, we ask for a timely delivery of your products and equipment to our facility. The OPCC will not accept any deliveries or freight shipments prior to your event move-in. Only your decorator or on-site representative are responsible for receipt of any & all deliveries.

## **SIGNS & POSTERS**

We like posters as much as the next facility. We just want to make sure they don't detract from the good looks of our facility. So we require posters to be mounted on easels and/or individual holders.

Also, no posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building.

All signage must be of a printed nature and meet with the approval of the management. Handwritten signs are prohibited.

And at move-out, all posted signage must be removed by the service contractor and/or Customer. If any materials are left in or on the building, the Customer will be billed at the prevailing labor rates to remove.

## **SMOKING**

As designated under the State of Kansas law, the OPCC is a non-smoking facility.

## **SOUND LEVELS**

Please use sound thinking when it comes to your sound levels. Maintaining sound levels will make sure that you do not disturb nor interrupt other events. OPCC Management reserves the right to require sound levels to be lowered.

## **STAPLES, TACKS & STICKERS**

This one's easy. Staples & tacks are prohibited and not to be used on any building surface or equipment. No stickers (tacky or otherwise) will be allowed to be distributed.

## **TAPE REMOVAL**

We're proud of our facility's high quality good looks. So it's only natural we want to keep everything looking good. If the Customer contracts for carpet to be laid as a part of the event, it is the responsibility of the carpet contractor to remove all tape from the floors during the final move-out of the event. If this is not done, the Customer will be billed at the prevailing hourly rate for removal of the tape.

If the tape is on a floor that must be stripped and refinished, the charges to return the floor to its original finish also will be billed to the Customer.

Tape of any type is prohibited in all areas of the building. Tape should not be placed on tables, chairs, walls, etc.

The Customer will be billed for any damages resulting from the removal of taped items (i.e.: repainting walls & doors due to peeled paint, etc.)

## **TELEPHONES**

Telephones are only available through the OPCC, as a service to our clients.

Long distance access is billed after the event.

Telephone order forms for exhibitors are available through the OPCC. See our Service Order Form.

## **TIPS & GRATUITIES**

OPCC employees are strictly prohibited from accepting tips or gratuities. But since this truly is a team effort, we encourage customers who may wish to compliment OPCC staff for excellent performance to make a contribution to the OPCC's Employee Activity Fund.

## **VEHICLES ON DISPLAY**

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the OPCC shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

## **UTILITIES**

For safety reasons, installation of all utility services involving electrical, air, water, water drainage, or Internet / telephone connections must be performed by the OPCC.

All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).

The OPCC electrical equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.

Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.

Floor boxes may not be accessed by anyone other than the Overland Park Personnel.

### **WATER SERVICE**

To ensure timely, quality service, we must insist that all orders for water service be placed in advance. Of course, upon request, water service can be provided for head tables at no charge. There will be an applicable charge for the audience participants.

### **WATER, WASTE DISPOSAL, WARE WASHING**

Good equipment maintenance is just another form of good cost control. That's why no oils, combustibles, or any liquids other than water may be poured in the OPCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in OPCC restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from OPCC restrooms or janitors' closets. Permanent hot and cold-water sinks are available in the service corridor for Exhibitors' use.

### **WELDING**

For public safety, and to protect our facility, the use of welding equipment and cutting equipment as part of an exhibitor must be specifically approved on an individual basis by the OPCC and the Overland Park Fire Marshal before any cutting or welding can be conducted, the following requirements must be adhered to:

1. Cutting and welding equipment must be in good repair.
2. No combustible or flammables within thirty-five (35) feet of work site.
3. When thirty-five (35) feet cannot be obtained, protected covers, fire resistant shields or guards may be used.
4. All wall and floor openings within thirty-five (35) feet of the site location must be tightly covered to prevent the passage of spark to adjacent areas.
5. Cylinders containing compressed gasses for use at the site shall not be charged in excess of one half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to twenty-five hundred (2500) cu ft.
6. Cylinders located at the site shall be connected for use, except that enough additional cylinders may be stored at the site to furnish approximately one day's consumption of each use. Other cylinders shall be stored in an approved storage area.



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101
Telephone 816-221-0525 / Fax 816-471-1602

PAYMENT FORM

THIS PAYMENT FORM MUST BE COMPLETED AND MUST ACCOMPANY YOUR ORDER!

DEADLINE For Discount Prices March 21, 2011

Our CREDIT POLICY requires 100% payment with all orders for rentals, services, material handling, freight transportation and tax. This form with your credit card information for payment of advance and show site orders must be forwarded to Fern Exposition & Event Services in order for us to provide any equipment or services.

SERVICES AND EQUIPMENT ORDERED

Table with columns for item description, quantity, and price. Includes sections for RENTALS, SERVICES, and SHIPPING. Subtotals for taxable and non-taxable items, and a GRAND TOTAL.

PAYMENT INFORMATION

Advance charges may be paid by company check however credit card information is required for material handling, freight transportation, additional services or rentals ordered at show site which will be applied to the credit card.

PRINT Cardmember Name
Credit Card Billing Address
Card Holder Signature
Charge to: \*VISA \*DISCOVER CARD \*AMERICAN EXPRESS \*MASTER CARD

Account Number Expiration Date:

Check Payments
Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your credit card.

Bank Wire Transfer
Advance charges may be paid by bank wire transfer but a credit card is required for freight (if applicable), additional services or rental ordered on site which will be invoiced to your credit card.

Check # Check Date Amount

THIRD PARTY PAYMENT
(If someone other than exhibiting company will pay for items/services on this form, You MUST complete this section)

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information above.

By: (Exhibiting Firm) By: (Display House/3rd Party)
By: (Authorized Signature) By: (Authorized Signature)

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# Phone ( )
Firm Name Fax # ( )
Mailing Address E-Mail
City, State & Zip Code Date
Print/Type Name Signature

**DEADLINE** March 21, 2011  
**For Discount Prices**

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

### Professional Exhibit Solutions

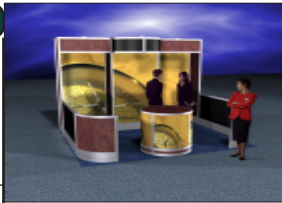


#### 8' Table Top Display

\* Enhanced Package Depicted.  
See Brochure for Complete Package Details

Circle your Table Skirting Color:  
Black (04) Blue (06) Burgundy (11) Gold (08) Gray (09)  
Green (10) Plum (19) Red (14) Teal (18) White (16)

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> Table Top Display Enhanced Package (4014) ....	\$1,290.00	<b>\$1,742.50</b>
<input type="checkbox"/> Table Top Display Standard Package (4002) .....	\$ 910.00	<b>\$1,227.50</b>



#### 10' Curved Display

\* Enhanced Package Depicted.  
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10' Curved Display Enhanced Package (4020)...	\$3,330.00	<b>\$4,495.00</b>
<input type="checkbox"/> 10' Curved Display Standard Package (4008)....	\$1,925.00	<b>\$2,600.00</b>



#### 10' Display

\* Enhanced Package Depicted.  
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10' Display Enhanced Package (4016) .....	\$2,790.00	<b>\$3,767.50</b>
<input type="checkbox"/> 10' Display Standard Package (4004).....	\$1,595.00	<b>\$2,152.50</b>



#### 20' Display

\* Enhanced Package Depicted.  
See Brochure for Complete Package Details

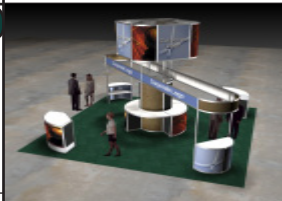
Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 20' Display Enhanced Package (4024) .....	\$6,337.50	<b>\$8,555.00</b>
<input type="checkbox"/> 20' Display Standard Package (4010).....	\$4,290.00	<b>\$5,792.50</b>



#### 10' Center Display

\* Enhanced Package Depicted.  
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10' Center Display Enhanced Package (4018)....	\$2,787.50	<b>\$3,762.50</b>
<input type="checkbox"/> 10' Center Display Standard Package (4006) .....	\$1,980.00	<b>\$2,672.50</b>



#### 20' x 20' Display

\* Enhanced Package Depicted.  
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 20' x 20' Display Enhanced Package (4026) .....	\$12,347.50	<b>\$16,670.00</b>
<input type="checkbox"/> 20' x 20' Display Standard Package (4012).....	\$ 8,800.00	<b>\$11,880.00</b>

#### Select Standard Booth Panels Color

Black PVC (04)  White PVC (16)  Blue Velcro (55)  Gray Velcro (56)

#### Select Carpet Colors (circle)

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

#### Standard Booth Graphics

Your company name will be printed in block lettering on the White Header Sign.

Circle lettering color: **BLACK BLUE RED**

Indicate your

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

#### Enhanced Booth Graphics

Please email your full color graphics for Enhanced Booth Packages

Please provide in one of the following IBM compatible formats:

If Vector art, provide in EPS or AI, (Illustrator), or compatible.

If Rastor, provide in TIFF, JPG, or BMP.

Remember to order the following items, as desired. They are NOT included in booth package:

\* Furniture      \* Electrical Service      \* Custom Lighting      \* Floral      \* Cleaning Service

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

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

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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

**DEADLINE**  
For Discount Prices

**March 21, 2011**

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### Stand-Alone Fixtures and Exhibit Components

Counters & Glass Display Case			Accessories					
Qty.	Description	Discount Rate	Standard Rate	Qty.	Description	Discount Rate	Standard Rate	
___	1M x 1/2 M x 30" ht (4041)	\$ 330.00 ea	\$ 445.00 ea	___	1M Straight Shelf (4064)	\$ 45.00 ea	\$ 60.00 ea	
___	1M x 1/2 M x 41" ht (4043)	\$ 385.00 ea	\$ 520.00 ea	___	1M Angled Shelf (4072)	\$ 45.00 ea	\$ 60.00 ea	
___	2M x 1/2 M x 30" ht (4042)	\$ 550.00 ea	\$ 742.50 ea	___	Halogen Arm Light (4082)	\$ 90.00 ea	\$ 122.50 ea	
___	2M x 1/2 M x 41" ht (4044)	\$ 605.00 ea	\$ 817.50 ea	___	Pamphlet pocket (5"x9")	\$ 22.50 ea	\$ 30.00 ea	
___	Full View Showcases(4080)	\$ 725.00 ea	\$ 980.00 ea	___	Letter pocket (9"x9") .....	\$ 30.00 ea	\$ 40.00 ea	
___				___	Brochure pocket (9"x11")	\$ 37.50 ea	\$ 50.00 ea	
Gondolas & Freestanding Panel			Offices / Storage Closets					
Qty.	Description	Discount Rate	Standard Rate	Room dimensions are limited to 1M and 2M increments. All Rooms come standard in your choice of White or Black Hardwall or Blue or Gray Velcro. If you desire additional colors, or Plexiglass, you may upgrade as indicated below. All door units are 1M wide. All Rooms are rented on a per meter basis. To calculate cost, figure the perimeter by adding the length and width and doubling. For example, a 3M x 3M office is calculated as 3m + 3M = 6M x 2 = 12M. (remember to subtract your door units from your total) Once you have calculated the Room Size, multiply by the per meter rate to calculate the total cost. Please provide a sketch or diagram of your booth showing dimensions and location of Room(s) and door units so that all may be installed prior to your arrival.				
___	8' x 1M Freestanding panel.	\$ 250.00 ea	\$ 337.50 ea					
___	8' x 1M Freestanding panel w/flower box (4032).....	\$ 360.00 ea	\$ 485.00 ea					
___	One Sided Gondolas (4055)	\$ 330.00 ea	\$ 445.00 ea					
___	Two Sided Gondolas (4056)	\$ 400.00 ea	\$ 540.00 ea					
Kiosks & Towers			Indicate Size and Color of Room#4021:			DISCOUNT RATE	STANDARD RATE	
Qty.	Description	Discount Rate	Standard Rate	___ Room #1 (specify size) ___ M x ___ M = ___ Total M	\$ 255.00/M	\$345.00 ea		
___	8' Triangular Kiosk (4033)...	\$ 545.00 ea	\$ 735.00 ea	___ Room #2 (specify size) ___ M x ___ M = ___ Total M	\$ 255.00/M	\$345.00 ea		
___	8' Square Kiosks (4034).....	\$ 725.00 ea	\$ 980.00 ea	___ Locking Door Unit as Panel (White Only) #4022 .....	\$ 330.00 ea	\$445.00 ea		
___	Wire-wall Kiosks (4035).....	\$ 290.00 ea	\$ 392.50 ea	___ White Hardwall .....	Included	Included		
___	TV/DVD/VCR Cabinet (4036)	\$ 725.00 ea	\$ 980.00 ea	___ Blue / Gray Velcro - Circle: Blue or Gray .....	Included	Included		
___	12' Triangular Towers (4037)...	\$ 660.00 ea	\$ 890.00 ea	___ Opt Color Hardwall (per Meter) #4092 .....	\$ 85.00 ea	\$115.00 ea		
___	12' Square Towers (4038) ....	\$ 875.00 ea	\$1,182.50 ea	___ Opt Color Velcro (per Meter) #4093 .....	\$ 145.00 ea	\$195.00 ea		
___				___ Optional Plexiglass (per Meter) #4096 .....	\$ 145.00 ea	\$195.00 ea		
Shelving Units & Pedestals			Custom Exhibit Services					
Qty.	Description	Discount Rate	Standard Rate	Contact our creative team at Fern Exposition to design an exciting solution to meet your needs. The design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative problem solving. We can create a design for you based upon your ideas, whether those ideas are from a photograph, drawn in CAD or sketched on a napkin.				
___	Shelf Cabinet Unit w/30" cabinet (4003).....	\$ 725.00 ea	\$ 980.00 ea					
___	Shelf Cabinet Unit w/41" cabinet (4005).....	\$ 800.00 ea	\$1,080.00 ea					
___	1/2Mx1M Planter Box (4053)	\$ 110.00 ea	\$ 147.50 ea					
___	1/2Mx30"ht Pedestals (4063)	\$ 220.00 ea	\$ 297.50 ea					
___	1/2Mx41"ht Pedestals (4064)	\$ 290.00 ea	\$ 392.50 ea					

Logos and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. We offer full color digital printing and laminating of your artwork. If you prefer, we can create custom graphics specifically designed to suit your needs. Please ask a Fern Exposition representative for assistance.

Remember to order the following items, as desired. They are NOT included in booth package:

\*Furniture      \* Electrical Service      \* Custom Lighting      \* Floral      \* Cleaning Service

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

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

**8.65% Tax:** \$ \_\_\_\_\_

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

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Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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





EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101  
Telephone 816-221-0525 / Fax 816-471-1602

**CUSTOM FURNITURE  
RENTAL ORDER FORM**

**DEADLINE** March 21, 2011  
**For Discount Prices**

**CANCELLATION:** Cancellation after deadline will be charged at 100% of prevailing rate.  
**LATE REQUEST:** Request after deadline will be filled as available at the standard rate.

Brochure Pages 2 - 8				Brochure Pages 9 - 15			
Qty.	Description	Discount	Standard	Qty.	Description	Discount	Standard
_____	(4301) LC-614 Tribeca - Sectional - Black Micro Fiber.....	\$ 250.00	\$ 337.50	_____	(4345) LC-303 Princeton - Sofa - Black Leather.....	\$ 450.00	\$ 607.50
_____	(4302) LC-615 Tribeca - Corner - Black Micro Fiber.....	\$ 275.00	\$ 371.25	_____	(4346) LC-302 Princeton - Loveseat - Black Leather.....	\$ 395.00	\$ 533.25
_____	(4303) LC-616 Tribeca - Bench - Black Micro Fiber.....	\$ 250.00	\$ 337.50	_____	(4347) LC-301 Princeton - Club Chair - Black Leather.....	\$ 325.00	\$ 438.75
_____	(4304) LC-803 Malibu - Sofa - Red Leather.....	\$ 575.00	\$ 776.25	_____	(4348) TO-601 Sterling - Coffee Table - Glass/Silver.....	\$ 155.00	\$ 209.25
_____	(4305) LC-804 Malibu - Chair & a Half - Red Leather.....	\$ 450.00	\$ 607.50	_____	(4349) TO-602 Sterling - End Table - Glass/Silver.....	\$ 145.00	\$ 195.75
_____	(4306) LC-805 Malibu - Bench - Red Leather.....	\$ 385.00	\$ 519.75	_____	(4350) TL-101 Rialto - Table Lamp - Brushed Chrome.....	\$ 80.00	\$ 108.00
_____	(4307) LC-800 Malibu - Sofa - White Leather.....	\$ 575.00	\$ 776.25	_____	(4351) TO-501 Hampton - Coffee Table - Maple/Silver.....	\$ 160.00	\$ 216.00
_____	(4308) LC-801 Malibu - Chair & a Half - White Leather....	\$ 450.00	\$ 607.50	_____	(4352) TO-502 Hampton - End Table - Maple/Silver.....	\$ 150.00	\$ 202.50
_____	(4309) LC-802 Malibu - Bench - White Leather.....	\$ 385.00	\$ 519.75	_____	(4353) LC-203 Manhattan - Sofa - Grey Velour.....	\$ 435.00	\$ 587.25
_____	(4310) LC-601 Barcelona - Club Chair - Red Leather.....	\$ 350.00	\$ 472.50	_____	(4354) LC-202 Manhattan - Loveseat - Grey Velour.....	\$ 380.00	\$ 513.00
_____	(4311) LC-602 Barcelona - Ottoman - Red Leather.....	\$ 165.00	\$ 222.75	_____	(4355) LC-201 Manhattan - Club Chair - Grey Velour.....	\$ 295.00	\$ 398.25
_____	(4312) LC-603 Barcelona - Club Chair - White Leather.....	\$ 350.00	\$ 472.50	_____	(4356) TO-700 Westport - Coffee Table - Espresso.....	\$ 160.00	\$ 216.00
_____	(4313) LC-604 Barcelona - Ottoman - White Leather.....	\$ 165.00	\$ 222.75	_____	(4357) TO-701 Westport - End Table - Espresso.....	\$ 150.00	\$ 202.50
_____	(4314) LC-605 Barcelona - Club Chair - Black Leather.....	\$ 350.00	\$ 472.50	_____	(4358) TO-702 Westport - Console Table - Espresso.....	\$ 195.00	\$ 263.25
_____	(4315) LC-606 Barcelona - Ottoman - Black Leather.....	\$ 165.00	\$ 222.75	_____	(4359) FL-101 Up Light - Floor Lamp - Chrome/Frosted....	\$ 135.00	\$ 182.25
_____	(4316) LC-613 Paloma - Chair - Charcoal.....	\$ 200.00	\$ 270.00	_____	(4360) LC-103 Westchester - Sofa - Cognac Leather.....	\$ 495.00	\$ 668.25
_____	(4317) LC-612 Paloma - Chair - Red.....	\$ 200.00	\$ 270.00	_____	(4361) LC-102 Westchester - Loveseat - Cognac.....	\$ 435.00	\$ 587.25
_____	(4318) LC-611 Sausalito - Sofa - Black Suede.....	\$ 385.00	\$ 519.75	_____	(4362) LC-101 Westchester - Club Chair - Cognac.....	\$ 335.00	\$ 452.25
_____	(4319) LC-610 Sausalito - Loveseat - Black Suede.....	\$ 355.00	\$ 479.25	_____	(4363) LC-705 Westchester - Ottoman - Cognac.....	\$ 165.00	\$ 222.75
_____	(4320) LC-609 Sausalito - Club Chair - Black Suede.....	\$ 250.00	\$ 337.50	_____	(4364) TO-101 Westchester - Coffee Table - Antique.....	\$ 165.00	\$ 222.75
_____	(4321) TL-102 Sausalito - Table Lamp - Chrome/Frosted...\$	\$ 80.00	\$ 108.00	_____	(4365) TO-102 Westchester - End Table - Antique.....	\$ 155.00	\$ 209.25
_____	(4322) LC-618 Sausalito - Club Chair - Cobalt Blue.....	\$ 295.00	\$ 398.25	_____	(4366) TO-401 Hamilton - Coffee Table - Cherry/Black....	\$ 175.00	\$ 236.25
_____	(4323) TO-201 Princeton - Coffee Table - Black Glass....	\$ 165.00	\$ 222.75	_____	(4367) TO-402 Hamilton - End Table - Cherry/Black.....	\$ 160.00	\$ 216.00
_____	(4324) TO-202 Princeton - End Table - Black Glass.....	\$ 150.00	\$ 202.50	_____	(4368) SB-201 Lennox - Bar Stool - Mahogany/Cream.....	\$ 160.00	\$ 216.00
_____	(4325) LC-403 Cambridge - Sofa - Champagne.....	\$ 435.00	\$ 587.25	_____	(4369) TB-103 Lennox - Bar Table - Mahogany.....	\$ 195.00	\$ 263.25
_____	(4326) LC-402 Cambridge - Love Seat - Champagne.....	\$ 380.00	\$ 513.00	_____	(4370) SB-202 Silk Back - Bar Stool - Black/Chrome.....	\$ 145.00	\$ 195.75
_____	(4327) LC-401 Cambridge - Club Chair - Champagne.....	\$ 295.00	\$ 398.25	_____	(4371) TB-206 Silk Back - Bar Table - 30" Black/Chrome...	\$ 160.00	\$ 216.00
_____	(4328) TO-303 Metropolitan - Console Table - Cherry.....	\$ 185.00	\$ 249.75	_____	(4372) TB-207 Silk Back - Bar Table - 36" Black/Chrome...	\$ 170.00	\$ 229.50
_____	(4329) TO-302 Metropolitan - End Table - Cherry.....	\$ 150.00	\$ 202.50	_____	(4373) SB-208 Trave - Bar Stool - Red Leather/Chrome....	\$ 150.00	\$ 202.50
_____	(4330) TO-301 Metropolitan - Coffee Table - Cherry.....	\$ 165.00	\$ 222.75	_____	(4374) TB-100 Trave - Bar Table - Glass/Truss Base.....	\$ 250.00	\$ 337.50
_____	(4331) TL-100 Corona - Table Lamp - Brushed Nickel.....	\$ 80.00	\$ 108.00	_____	(4375) TB-102 Bombe - Bar Table - 2 Tier Black/Chrome...\$	\$ 225.00	\$ 303.75
_____	(4332) FL-100 Corona - Floor Lamp - Brushed Nickel.....	\$ 135.00	\$ 182.00	_____	(4376) SB-203 Bombe - Bar Stool - Black/Chrome.....	\$ 165.00	\$ 222.75
_____	(4333) LC-608 Pacificia - Sofa - Plum Velour.....	\$ 480.00	\$ 648.00	_____	(4377) SB-200 Carmel - Bar Stool - Maple/Nickel/Cream..\$	\$ 145.00	\$ 195.75
_____	(4334) LC-607 Pacificia - Club Chair - Plum Velour.....	\$ 350.00	\$ 472.50	_____	(4378) TB-101 Carmel - Bar Table - Maple/Nickel.....	\$ 185.00	\$ 249.75
_____	(4335) LC-617 Pacificia - Bench - Plum Velour.....	\$ 250.00	\$ 337.50	_____	(4379) BC-121 Carmel - Etagere - Maple/Silver/Glass.....	\$ 395.00	\$ 533.25
_____	(4336) FL-102 Touchier - Floor Lamp - Black.....	\$ 135.00	\$ 182.25	_____	(4380) TG-400 Chrome & Glass - Table - 5' x 36".....	\$ 360.00	\$ 486.00
_____	(4337) LC-706 Kobe - Black Micro Suede.....	\$ 150.00	\$ 202.50	_____	(4381) TG-403 Chrome & Glass - Table - 42" Dia.....	\$ 250.00	\$ 337.50
_____	(4338) LC-707 Kobe - Soft Plum Micro Suede.....	\$ 150.00	\$ 202.50	_____	(4382) TG-401 Trestle - Table - 4' x 32" Chrome/Glass...\$	\$ 275.00	\$ 371.25
_____	(4339) LC-708 Kobe - Citrus Micro Suede.....	\$ 150.00	\$ 202.50	_____	(4383) TG-402 Trestle - Table - 32" Sq. Chrome/Glass....	\$ 250.00	\$ 337.50
_____	(4340) LC-709 Kobe - Tangerine Micro Suede.....	\$ 150.00	\$ 202.50	_____	(4384) CH-308 Silk Back - Chair - w/Arms.....	\$ 95.00	\$ 128.25
_____	(4341) LC-703 Cube - Black Micro Suede.....	\$ 80.00	\$ 108.00	_____	(4385) CH-307 Silk Back - Chair - w/o Arms.....	\$ 90.00	\$ 121.50
_____	(4342) LC-701 Cube - Concentric Print Red Fabric.....	\$ 80.00	\$ 108.00				
_____	(4343) LC-704 Cube - Sunflower Fabric.....	\$ 80.00	\$ 108.00				
_____	(4344) LC-702 Cube - Red Micro Suede.....	\$ 80.00	\$ 108.00				

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

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

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

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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Brochure Pages 16 - 19				Brochure Pages 20 - 22			
Qty.	Description	Discount	Standard	Qty.	Description	Discount	Standard
(4386)	SB-204 Euro Black - Barstool - Black Vinyl	\$ 145.00	\$ 195.75	(4431)	DE-131 Desk - Maple 60" x 30" Double Ped	\$ 450.00	\$ 607.50
(4387)	CH-301 Euro Black - Chair - Black w/o Arms	\$ 80.00	\$ 108.00	(4432)	DE-136 Desk - Maple 60" x 30" Single Ped	\$ 425.00	\$ 573.75
(4388)	CH-302 Euro Black - Chair - Black w/Arms	\$ 85.00	\$ 114.75	(4433)	CR-212 Credenza - Maple	\$ 425.00	\$ 573.75
(4389)	TC-504 Euro Black - Cafe Table - 30" Blk/Chr	\$ 155.00	\$ 209.25	(4434)	LF-206 Lateral File - Maple 2 Drawer w/lock	\$ 295.00	\$ 398.25
(4390)	TC-505 Euro Black - Cafe Table - 36" Blk/Chr	\$ 165.00	\$ 222.75	(4435)	DE-206 Desk - Walnut 60" x 30" Double Ped	\$ 395.00	\$ 533.25
(4391)	TC-108 Euro Black - Cafe Table - 42" Blk/Chr	\$ 175.00	\$ 236.25	(4436)	DE-201 Desk - Walnut 72" x 36" Double Ped	\$ 440.00	\$ 594.00
(4392)	TC-502 Euro Black - Cafe Table - 30" Blk/Blk	\$ 155.00	\$ 209.25	(4437)	DE-205 Credenza - Walnut	\$ 425.00	\$ 573.75
(4393)	TC-503 Euro Black - Cafe Table - 36" Blk/Blk	\$ 165.00	\$ 222.75	(4438)	DE-102 Desk - Grey 60" x 30" Double Ped	\$ 355.00	\$ 479.25
(4394)	TC-107 Euro Black - Cafe Table - 42" Blk/Blk	\$ 175.00	\$ 236.25	(4439)	CR-100 Credenza - Grey	\$ 355.00	\$ 479.25
(4395)	TB-204 Euro Black - Bar Table - 30" Blk/Blk	\$ 160.00	\$ 216.00	(4440)	BC-103 Bookcase - Grey 5 shelves	\$ 310.00	\$ 418.50
(4396)	TB-205 Euro Black - Bar Table - 36" Blk/Blk	\$ 165.00	\$ 222.75				
(4400)	CH-309 Euro Maple - Chair - Maple/Black	\$ 115.00	\$ 155.25	(4441)	DE-300 Desk - Mahogany 72" x 36" Double Ped	\$ 475.00	\$ 641.25
(4401)	TC-102 Euro Maple - Cafe Table - 42"	\$ 185.00	\$ 249.75	(4442)	CR-301 Credenza - Mahogany	\$ 475.00	\$ 641.25
(4402)	CH-311 Park Ave - Cafe Chair - Maple/Chrome	\$ 135.00	\$ 182.25	(4443)	CH-908 Chair - High Back Burgundy Leather	\$ 215.00	\$ 290.25
(4403)	SB-209 Park Ave - Barstool - Maple/Chrome	\$ 150.00	\$ 202.50	(4444)	BC-107 Bookcase - Mahogany 5 shelves	\$ 425.00	\$ 573.75
(4404)	TC-500 Park Ave - Cafe Table - 30" Maple/Chr	\$ 155.00	\$ 209.25	(4445)	CH-904 Chair - Guest Burgundy Leather	\$ 180.00	\$ 243.00
(4405)	TC-501 Park Ave - Cafe Table - 36" Maple/Chr	\$ 165.00	\$ 222.75	(4446)	CH-905 Chair - Guest w/casters Burg Leather	\$ 185.00	\$ 249.75
(4406)	TB-200 Park Ave - Bar Table - 30" Maple/Chr	\$ 160.00	\$ 216.00	(4447)	LF-204 Lateral File - Walnut 2 Drawer w/lock	\$ 295.00	\$ 398.25
(4407)	TB-201 Park Ave - Bar Table - 36" Maple/Chr	\$ 170.00	\$ 229.50	(4448)	BC-109 Bookcase - Walnut 5 shelves	\$ 325.00	\$ 438.75
(4408)	CH-404 Conference - High Back Exec - Blue/Blk	\$ 175.00	\$ 236.25	(4449)	TC-104 Queen Anne - Table - 42" Mahogany	\$ 350.00	\$ 472.50
(4409)	CH-405 Conference - High Back Exec - Blk/Chr	\$ 175.00	\$ 236.25	(4450)	CH-900 Queen Anne - Chair - Mahogany/Cream	\$ 125.00	\$ 168.75
(4410)	CH-201 Conference - High Back Exec - Black	\$ 175.00	\$ 236.25	(4451)	DE-601 Queen Anne - Writing Desk - Mahogany	\$ 275.00	\$ 371.25
(4411)	CH-200 Conference - Mid Back Exec - Black	\$ 165.00	\$ 222.75	(4452)	LF-106 Lateral File - Black 2 Drawer	\$ 275.00	\$ 371.25
(4412)	TC-600 Conference - Table - 6' Maple Rectangle	\$ 395.00	\$ 533.25	(4453)	VF-202 Vertical File - Black 4 Drawer Legal	\$ 165.00	\$ 222.75
(4413)	TC-601 Conference - Table - 8' Maple Rectangle	\$ 425.00	\$ 573.75	(4454)	VF-203 Vertical File - Grey 4 Drawer Legal	\$ 165.00	\$ 222.75
(4414)	TC-312 Conference - Table - 6' Black Oval T	\$ 395.00	\$ 533.25	(4455)	VF-200 Vertical File - Black 2 Drawer Legal	\$ 135.00	\$ 182.25
(4415)	TC-300 Conference - Table - 10' Grey Oval	\$ 495.00	\$ 668.25	(4456)	VF-201 Vertical File - Grey 2 Drawer Legal	\$ 135.00	\$ 182.25
(4416)	TC-301 Conference - Table - 10' Black Oval	\$ 495.00	\$ 668.25	(4457)	LF-101 Lateral File - Grey 2 Drawer	\$ 275.00	\$ 371.25
(4417)	TC-309 Conference - Table - 6' Black Oval	\$ 395.00	\$ 533.25	(4458)	AC-111 Refrigerator - 4 cu ft	\$ 270.00	\$ 364.50
(4418)	TC-303 Conference - Table - 8' Black Oval	\$ 425.00	\$ 573.75	(4459)	AC-112 Bar - Black 2 shelves	\$ 250.00	\$ 337.50
(4419)	TC-307 Conference - Table - 6' Mahogany Oval	\$ 395.00	\$ 533.25	(4460)	PE-103 Pedestal - Black - 14" x 14" x 30"	\$ 175.00	\$ 236.25
(4420)	TC-302 Conference - Table - 8' Mahogany Oval	\$ 450.00	\$ 607.50	(4461)	PE-102 Pedestal - Black - 14" x 14" x 36"	\$ 190.00	\$ 256.50
(4421)	CH-102 Conference - Chair - Guest Black Leather	\$ 175.00	\$ 236.25	(4462)	PE-101 Pedestal - Black - 14" x 14" x 42"	\$ 225.00	\$ 303.75
(4422)	CH-101 Conference - Chair - High Back Black	\$ 215.00	\$ 290.25	(4463)	PE-108 Pedestal - Grey - 14" x 14" x 30"	\$ 175.00	\$ 236.25
(4423)	CH-100 Conference - Chair - Mid Exec Black	\$ 180.00	\$ 243.00	(4464)	PE-107 Pedestal - Grey - 14" x 14" x 36"	\$ 190.00	\$ 256.50
(4424)	CH-907 Conference - Chair - Parsons Black	\$ 135.00	\$ 182.25	(4465)	PE-106 Pedestal - Grey - 14" x 14" x 42"	\$ 225.00	\$ 303.75
(4425)	CH-202 Conference - Chair - Black Sled Base	\$ 155.00	\$ 209.25	(4466)	PE-113 Pedestal - White - 14" x 14" x 30"	\$ 175.00	\$ 236.25
(4426)	CH-203 Conference - Chair - High Back Grey	\$ 175.00	\$ 236.25	(4467)	PE-112 Pedestal - White - 14" x 14" x 36"	\$ 190.00	\$ 256.50
(4427)	CH-400 Task - Chair - Black/Casters w/arms	\$ 130.00	\$ 175.50	(4468)	PE-111 Pedestal - White - 14" x 14" x 42"	\$ 225.00	\$ 303.75
(4428)	CH-401 Task - Chair - Black/Casters w/o arms	\$ 125.00	\$ 168.75	(4469)	PE-104 Pedestal - Black - 24" x 24" x 36"	\$ 275.00	\$ 371.25
(4429)	SD-100 Task - Chair - Black/Casaters w/arms	\$ 165.00	\$ 222.75	(4470)	PE-109 Pedestal - Grey - 24" x 24" x 36"	\$ 275.00	\$ 371.25
(4430)	SD-101 Task - Chair - Black/Casters w/o arms	\$ 160.00	\$ 216.00	(4471)	PE-114 Pedestal - White - 24" x 24" x 36"	\$ 275.00	\$ 371.25
				(4472)	TO-605 Pedestal - Table Black - 24" x 24" x 21"	\$ 225.00	\$ 303.75
				(4473)	TO-603 Pedestal - Table Black - 24" x 24" x 16"	\$ 180.00	\$ 243.00
				(4474)	TO-604 Pedestal - Table Black - 30" x 30" x 16"	\$ 195.00	\$ 263.25

**Brochure Page 23**

(4475)	AC-100 Coat Tree - Black	\$ 85.00	\$ 114.75	(4479)	PE-110 Storage Pedestal - White - 24" x 24" x 42"	\$ 350.00	\$ 472.50
(4476)	AC-104 Literature Rack - Black	\$ 125.00	\$ 168.75	(4480)	TC-700 Computer Counter Walk Up - Graphite	\$ 165.00	\$ 222.75
(4477)	PE-100 Storage Pedestal - Black - 24" x 24" x 42"	\$ 350.00	\$ 472.50	(4481)	TC-701 Computer Desk - Graphite	\$ 155.00	\$ 209.25
(4478)	PE-105 Storage Pedestal - Grey - 24" x 24" x 42"	\$ 350.00	\$ 472.50				

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

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

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

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101  
Telephone 816-221-0525 / Fax 816-471-1602

**CARPET RENTAL  
ORDER FORM**

**DEADLINE** March 21, 2011  
**For Discount Prices**

**CANCELLATION:** Cancellation after deadline will be charged at 50% of prevailing rate.  
**LATE REQUEST:** Request after deadline will be filled as available at the standard rate.  
**COLOR/SIZE:** Choices not indicated will be GRAY.

**STANDARD EXHIBIT BOOTH CARPET**

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

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

QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	TOTAL
_____	9 FT x 10 FT (301)	\$115.00	<b>\$167.00</b>	_____	9 FT x 30 FT (303)	\$345.00	<b>\$501.00</b>	= \$ _____
_____	9 FT x 20 FT (302)	\$230.00	<b>\$334.00</b>	_____	9 FT x 40 FT (304)	\$460.00	<b>\$668.00</b>	

CIRCLE COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

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

**COMPLETE EXHIBIT AREA CARPET**

**Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements. 100 sq. ft. minimum.**

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Complete Area Size (314) _____ FT x _____ FT = _____ SQ FT @	\$ 2.60 / sq.ft.	<b>\$ 3.75 / sq.ft.</b>	= \$ _____

CIRCLE COLOR DESIRED FOR COMPLETE EXHIBIT AREA CARPET:

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

**CUSTOM DECORATORS PLUSH CARPET**

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

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Custom Carpet Size (328) _____ FT x _____ FT = _____ SQ FT @	\$ 2.99 / sq.ft.	<b>\$ 4.35 / sq.ft.</b>	= \$ _____

CHECK COLOR DESIRED FOR COMPLETE CUSTOM CARPET:

- Cherry Red - (46) - Red
- Burgundy - (48) - Maroon
- Ebony - (47) - Black
- Emerald - (67) Hunter Green
- Colony Blue - (62) Blue
- Grey Pearl - (64) Light Grey
- French Beige - (65) Beige
- Blue Mist - (68) Light Blue
- White - (63) White
- Berry - (51) Mauve
- Charcoal - (66) Dark Grey
- Mocha - (61) Light Brown/Tan

**PADDING - PLASTIC COVERING**

**90 sq. ft. Minimum!**

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Padded Area Size (350) _____ FT x _____ FT = _____ SQ FT @	\$ .70/ sq.ft.	<b>\$1.02 / sq.ft.</b>	= \$ _____
<input type="checkbox"/> Plastic Covering Area (360) _____ FT x _____ FT = _____ SQ FT @	\$ .22/sq.ft.	<b>\$ .32/ sq. ft</b>	= \$ _____

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

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101
Telephone 816-221-0525 / Fax 816-471-1602

CLEANING SERVICE ORDER FORM

DEADLINE For Discount Prices March 21, 2011

CANCELLATION: Cancellation of any portion of cleaning order after deadline and before service, will be charged at 50% of order.
LATE REQUEST: Request received after deadline will be filled as quickly as possible.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from Fern Exposition & Event Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.

VACUUMING / SHAMPOO

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

Please check preference below:

- (903) DAILY --- Vacuum carpet and empty wastebaskets before initial opening of exhibit and DAILY thereafter.....\$ .30 Per Sq/ft. per day
(901) ONCE --- Vacuum carpet and empty wastebaskets ONCE before initial opening of exhibit.....\$ .34 Per Sq/ft. per day

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

PORTER SERVICE

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

(915) Periodical porter service .....\$ 230.00 PER DAY

Please check preference below:

- DAILY
ONCE --- Specify Day: \_\_\_\_\_ Date: \_\_\_\_\_
OTHER --- Specify Day(s) Date(s) \_\_\_\_\_

DISPLAY WIPE DOWN

- (919) Display Wipe Down before initial opening (4 Hour minimum per day) .....\$ 60.00 per hr. S/T or \$ 120.00 per hr. O/T
(920) Display Wipe Down daily (4 Hour minimum per day).....\$ 60.00 per hr. S/T or \$ 120.00 per hr. O/T

SPECIAL INSTRUCTIONS / CONCERNS

ESTIMATE CLEANING SERVICES COST FOR ADVANCE PAYMENT

\* Exhibit Space: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. (100 sq. ft. minimum) x \$ \_\_\_\_\_ rate. x \_\_\_\_\_ days = \$ \_\_\_\_\_
\* Porter Service: \_\_\_\_\_ days x \$230.00 per day \_\_\_\_\_ = \$ \_\_\_\_\_
\* Display Cleaning: \_\_\_\_\_ hours (4 Hour minimum per day) x \_\_\_\_\_ day(s) x \$ 60.00 per hr. S/T or \$120.00 per hr. O/T = \$ \_\_\_\_\_

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

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_
Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_
Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_
City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_

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

**DEADLINE** March 21, 2011  
**For Discount Prices**

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

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



### DIGITAL SIGNS

Prices indicated below are based upon process color printing, mounting, and laminating on foamcore. Signs other than sizes listed below will be prepared on a sq/ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order - \$ 30.00. Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices, if provided to us in digital format. Please provide in a vector file if available, or Raster image is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please call.

			Discount Rate	Standard Rate
Qty. _____	(861)	7" x 11" Foamcore Sign .....	\$ 50.00	\$ <b>67.50</b>
Qty. _____	(863)	11" x 14" Foamcore Sign .....	\$ 61.50	\$ <b>83.00</b>
Qty. _____	(865)	14" x 22" Foamcore Sign .....	\$ 70.00	\$ <b>94.50</b>
Qty. _____	(867)	7" x 44" Foamcore Sign .....	\$ 70.00	\$ <b>94.50</b>
Qty. _____	(871)	14" x 44" Foamcore Sign .....	\$ 93.50	\$ <b>126.25</b>
Qty. _____	(873)	22" x 28" Foamcore Sign .....	\$ 93.50	\$ <b>126.25</b>
Qty. _____	(875)	28" x 44" Foamcore Sign .....	\$151.65	\$ <b>204.75</b>
Qty. _____	(879)	24" x 96" Foamcore Sign .....	\$324.50	\$ <b>438.00</b>
Qty. _____	(881)	48" x 96" Foamcore Sign .....	\$395.52	\$ <b>534.00</b>
Qty. _____	(885)	Banner, price is per square feet ____ L x ____ W = ____ total sq ft .....	\$ 17.00	\$ <b>23.00</b>
Qty. _____	(883)	Sentra, price is per square feet ____ L x ____ W = ____ total sq ft .....	\$ 18.50	\$ <b>25.00</b>

**PLEASE INDICATE COLOR OF SIGN AND LETTERING:**

**PLEASE CHECK TYPE OF SIGN DESIRED:**

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

Vertical Sign

Horizontal Sign

SIGN COPY: \_\_\_\_\_

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

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

# GEORGE fern

## FLORAL RENTAL ORDER FORM

EXPOSITION & EVENT SERVICES  
751 Wyoming Street / Kansas City, MO 64101  
Telephone 816-221-0525 / Fax 816-471-1602

**DEADLINE** March 21, 2011  
**For Discount Prices**

**CANCELLATION:** Cancellation after deadline will be charged at 100% of prevailing rate.  
**LATE REQUEST:** Request after deadline will be filled as available at the standard rate.  
**COLOR/SIZE:** Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.



### POTTED PLANTS - Indicate Color Selection

		DISCOUNT	STANDARD	COST
Qty. _____	(1502) Bromeliads - Red / Orange / Pink .....	\$ 35.00	\$ 50.75	_____
Qty. _____	(1503) Chrysanthemums - White / Yellow / Lavender.....	\$ 35.00	\$ 50.75	_____
Qty. _____	(1505) Ferns - Floor / Hanging .....	\$ 32.00	\$ 46.50	_____
Qty. _____	(1549) Ivys .....	\$ 32.00	\$ 46.50	_____

### TROPICAL GREEN PLANTS

		DISCOUNT	STANDARD	COST
Qty. _____	(1508) 2 Ft. - Slim / Full .....	\$ 37.00	\$ 53.65	_____
Qty. _____	(1507) 3 Ft. - Slim / Full .....	\$ 48.00	\$ 69.65	_____
Qty. _____	(1509) 4 Ft. - Slim / Full .....	\$ 54.00	\$ 78.25	_____
Qty. _____	(1511) 5 Ft. - Slim / Full .....	\$ 61.00	\$ 88.50	_____
Qty. _____	(1513) 6 Ft. - Slim / Full .....	\$ 67.00	\$ 97.15	_____
Qty. _____	(1515) 7 Ft. - Slim / Full .....	\$101.00	\$146.50	_____

ALL CONTAINERS FOR TROPICAL GREEN PLANTS WILL BE PROVIDED IN WHITE OR BLACK

### FLOWER ARRANGEMENTS - Indicate Color Selection

		DISCOUNT	STANDARD	COST
Qty. _____	Fresh Cut Flower Arrangements.....Please indicate size below & circle colors you would prefer			
	White    Yellow    Rust    Blue    Pastels    Other:.....			
	(1545) Small.....	\$ 45.50	\$ 66.00	_____
	(1546) Medium.....	\$ 78.50	\$113.85	_____
	(1548) Large.....	\$110.00	\$159.50	_____

Please submit requests for specialized arrangements at least 2 weeks in advance.

### FLORAL PACKAGES - Show Specials!

		DISCOUNT	STANDARD	COST
Qty. _____	(1521) Floral Package A - 15% Discount! .....	\$121.75	\$176.50	_____
	Two 3' Green Plants and One Flowering Plant			
Qty. _____	(1523) Floral Package B - 15% Discount! .....	\$167.65	\$243.15	_____
	Two 3' Green Plants, One 4' Green Plant & 1 Flowering Plant			

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

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101  
Telephone 816-221-0525 / Fax 816-471-1602

**DISPLAY LABOR SERVICE  
ORDER FORM**

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

**DEADLINE** **March 21, 2011**  
**For Discount Prices**

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

**PLAN A - SUPERVISION BY FERN EXPOSITION & EVENT SERVICES**

To save time and alleviate exhibitor supervision, Plan A (Supervision by Fern Exposition & Event Services) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation/dismantles, and where possible, all work is performed on straight time. Charge for supervised service is 30% (with a minimum of \$60.00 per installation and/or dismantle) of the total labor bill. **Please provide an emergency contact telephone number:** ( \_\_\_\_\_ ) \_\_\_\_\_.

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

Please complete the Outbound Bill of Lading Form

**PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL**

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

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

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

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

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

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. For information and cost relative to unloading and reloading please see the Shipping Information and Service Order Form enclosed. This form is not intended for the ordering of unloading/loading services. **SEE THE SHIPPING INFORMATION AND FREIGHT SERVICE ORDER FORM.**

<b>INSTALLATION</b>	
_____ # of men x _____ # of hours per man x _____ # of days = _____ Total straight time hours x \$ 60.00 / hr. = _____	_____ # of men x _____ # of hours per man x _____ # of days = _____ Total overtime hours x \$ 120.00 / hr. = _____
<b>Add 30% if supervised by Fern (\$ 60.00 min.)=</b> _____	
<b>DISMANTLE</b>	
_____ # of men x _____ # of hours per man x _____ # of days = _____ Total straight time hours x \$ 60.00 / hr. = _____	_____ # of men x _____ # of hours per man x _____ # of days = _____ Total overtime hours x \$ 120.00 / hr. = _____
<b>Add 30% if supervised by Fern (\$ 60.00 min.)=</b> _____	

**NOTE:** Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition will NOT be responsible for injury to display, personnel, or damage or loss of display materials. In any case, the liability of Fern Exposition will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Firm Name \_\_\_\_\_ Fax # ( \_\_\_\_\_ ) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_

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



EXPOSITION & EVENT SERVICES
751 Wyoming Street / Kansas City, MO 64101
Telephone 816-221-0525 / Fax 816-471-1602

INDEPENDENT DISPLAY HOUSE/
CONTRACTOR NOTIFICATION

DEADLINE: March 7, 2011

Complete and return this form by Deadline only if you are
planning to use any company other than Fern Exposition & Event
Services for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

[ ] Yes, we will be using an independent display house/contractor to install and/or dismantle our display at
the Electric League in Overland Park, Kansas and have completed the following questions.

Exhibiting Company Name: Booth No.
Exhibiting Contact Person:
Exhibiting Company Telephone Number:
Contractor To Be Utilized (Company Name):
Address:
Contractor Telephone Number: Fax Number:
Contractor Contact Name:
Contact E-Mail Address:

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

\* See the letterhead of each individual order form to confirm what company is providing services ordered on that specific form. This third party billing information
above and below is for use by Fern Exposition only, therefore if a service that you have ordered is being provided by someone other than Fern , you need not indicate
that particular service below:

- (03) EXHIBIT FURNITURE RENTAL ORDER
(03) EXHIBIT / CUSTOM CARPET RENTAL ORDER
(03) DISPLAY RENTAL PACKAGE
(03) SIGN AND ART WORK ORDER
(08) DRAYAGE SERVICES ORDER
(05) ELECTRICAL SERVICES ORDER
(03) AUDIO/VISUAL EQUIPMENT RENTAL ORDER
(03) LEAD RETRIEVAL RENTAL
(99) MISCELLANEOUS - LIST
(03) CUSTOM FURNITURE RENTAL ORDER
(03) PANELBOARD RENTAL ORDER
(07) IN-BOOTH FORKLIFT
(07) DISPLAY LABOR
(04) CLEANING SERVICES ORDER
(03) FLORAL RENTAL ORDER
(03) PHOTOGRAPHY ORDER

NOTE: Some order forms for furnishings and/or services listed above may not be enclosed if a specific service or item is not offered on this event.
If you have any questions, please contact Fern.
\* Exhibiting company clearly understand that exhibiting company is ultimately responsible for payment of any and all services invoiced third party which remain
unpaid at close of show.

[ ] I have notified our independent display house/contractor of the rules and regulations requiring
them to submit a Certificate of Insurance to the Official Show
Contractor; Fern Exposition & Event Services, by above Deadline Date.

Signature Date Print or Type Your Name
Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# Phone ( )
Firm Name Fax # ( )
Mailing Address E-Mail
City, State & Zip Code Date
Print/Type Name Signature

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

The Official Service Contractor is appointed to:

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

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

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

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

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



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101  
Telephone 816-221-0525 / Fax 816-471-1602

**FORKLIFT WITH OPERATOR  
SERVICE ORDER FORM**

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

**DEADLINE** **March 21, 2011**  
**For Discount Prices**

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

**LABOR WITH FORKLIFT TO RIG IN BOOTH**

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

**ORDER FOR FORKLIFT FOR IN-BOOTH WORK**

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

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

Charges for forklift are based on prevailing rates for labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays, all day Saturday and Sunday will be charged at the Overtime rate. Forklift and operator is billed at hourly rate with a minimum charge of one (1) hour per man & 1/2 hour increments after the first hour. For information and costs related to Labor To Install Displays, Labor To Hang Signs, or Labor For Unloading Services - refer to other forms in this Service Kit.

**All rates are for 4,000 lb forklifts. If you require a larger forklift, please call our office for a quote.**

**INSTALLATION**

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total straight time hours x \$111.00 / hr = \_\_\_\_\_

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total overtime hours x \$ 175.00/hr. = \_\_\_\_\_

**DISMANTLE**

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total straight time hours x \$111.00 / hr = \_\_\_\_\_

\_\_\_\_\_ # of Fork/operators x \_\_\_\_\_ # of hours per man x \_\_\_\_\_ # of days \_\_\_\_\_ Total overtime hours x \$ 175.00 / hr. = \_\_\_\_\_

**NOTE:** Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. It is the responsibility of the Exhibitor Representative/Supervisor to safely supervise and instruct the Forklift Operator throughout installation and dismantle. The Supervisor is responsible for the safety of the crew and the protection from damage to any and all properties involved with, associated within or directly related to the forklift, its operation and the material it is handling. Fern Exposition & Event Services will NOT be responsible for damage or loss of display materials. In any case, the liability of Fern Exposition will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

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

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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



**EXPOSITION & EVENT SERVICES**  
**751 Wyoming Street / Kansas City, MO 64101**  
**Telephone 816-221-0525 / Fax 816-471-1602**

**SHIPPING INFORMATION AND FREIGHT HANDLING FORM**

**-IMPORTANT-**

Please complete the Freight Payment computation below based upon your estimated shipments and return this form with your payment and the Payment Authorization form included with this service kit.

**Fern Exposition & Event Services shall not be liable for piece count or condition of any shipments received without individual/carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures.**

**INSTRUCTIONS**

- All shipments must be sent prepaid. Collect shipments will not be accepted.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent **DIRECTLY** to the **CONVENTION FACILITY** to arrive **AFTER 8:00 AM** on the first day of the exhibitor installation.
- Rates are based on a per shipment basis. **A shipment is considered freight received from one shipping origin on one day.** Each separate delivery is considered a separate shipment.
- Other conditions are applicable on 2nd page.
- Consignment or delivery of a shipment to Fern Exposition, & Event Services or it's subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions.
- Outbound bills of lading must be filled out and turned into the exhibitor service desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to show in required time frame, shipment will be reconsigned to official carrier. If no return information is provided, freight may be returned to warehouse and storage charges will be applied or shipped back to origin at the exhibiting company expense

**ADVANCE RECEIVING WAREHOUSE**

\* Label each piece of your shipment(s) as follows:

**TO: (NAME OF EXHIBITING COMPANY)**  
**c/o Fern Exposition**  
**751 Wyoming Street**  
**Kansas City, MO 64101**

**Event: Electric League**

**Exhibitor Space #: YOUR SPACE # ASSIGNMENT**

**Must arrive between: March 7th - March 29th to avoid additional charges.**

**DIRECT TO EVENT SITE**

\* Label each piece of your shipment(s) as follows:

**TO: (NAME OF EXHIBITING COMPANY)**  
**c/o Fern Exposition/OPCC**  
**6000 College Blvd.**  
**Overland Park, KS 66211**

**Event: Electric League**

**Exhibitor Space #: YOUR SPACE # ASSIGNMENT**

**Must arrive on: April 4 - 5th ONLY!**

**FREIGHT HANDLING RATE SCHEDULE**

Rates below include receipt of your freight; delivery to the booth; storage; return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times. **A 200 lb. minimum charge per shipment applies. Weights round up to the next 100 lbs.**

CATEGORY	DESCRIPTION	Rate per 100 lbs	Minimum Charge
<b>ADVANCE WAREHOUSE</b>			
A	Packaged Shipments to the Advance Warehouse via Common Carrier	\$56.00	\$112.00
B	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse	\$70.00	\$140.00
P	Small Package Shipment (shipments not exceeding 35 lbs) to the Advance Warehouse	\$50.00 per shipment	\$ 50.00 per shipment
L	Packaged Shipment to the Advance Warehouse after the <b>March 29th</b> deadline date	\$70.00	\$140.00
M	Packaged Shipment via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the <b>March 29th</b> deadline date	\$87.50	\$175.00
<b>EVENT SITE</b>			
D	Packaged Shipments to the Event Site via Common Carrier	\$52.00	\$104.00
E	Packaged Shipments via Van Line or Specialized Carrier, Federal Express, UPS or U.S. Mail to the Event Site	\$65.00	\$130.00
F	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Event Site (Rate will not be split for mixed shipment. The uncrated rate will apply.)	\$78.00	\$156.00
P	Small Package Shipment (shipments not exceeding 35 lbs) to the Event Site	\$50.00 per shipment	\$ 50.00 per shipment

**FREIGHT HANDLING PAYMENT COMPUTATION**

Shipment 1	Category	Numbers of Pieces	Weight (rounds up to next 100 lbs)	Rate per 100 lbs	Total (200 lb min)
Shipment 2	_____	_____	_____ lbs.	x _____	= \$ _____
	_____	_____	_____ lbs.	x _____	= \$ _____

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

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see Fern Service Desk Personnel at the event site prior to leaving. Please be sure to read both pages of this SHIPPING INFORMATION AND FREIGHT SERVICE ORDER FORM as all conditions will apply.

**Sub Total:** \$ \_\_\_\_\_  
**8.65 % Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event **Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_

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

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



**EXPOSITION & EVENT SERVICES**  
**751 Wyoming Street / Kansas City, MO 64101**  
**Telephone 816-221-0525 / Fax 816-471-1602**

**SHIPPING INFORMATION AND  
 FREIGHT HANDLING FORM**

Fern Exposition must be advised (4) four weeks in advance of delivery date of any oversized freight (single pieces over 3500 lbs. or odd shaped pieces) which will require unloading / reloading.

**INBOUND SHIPMENT - FOR EVENT**

- 1.) Shipper \_\_\_\_\_ Date shipped \_\_\_\_\_  
 From (City/State) \_\_\_\_\_ Estimated arrival date \_\_\_\_\_  
 Carrier \_\_\_\_\_ Pro # \_\_\_\_\_  
 Total # of pieces \_\_\_\_\_ Total Weight \_\_\_\_\_  
**CHECK ONE:**  to Advance Receiving Warehouse or  direct to Show Site
  
- 2.) Shipper \_\_\_\_\_ Date shipped \_\_\_\_\_  
 From (City/State) \_\_\_\_\_ Estimated arrival date \_\_\_\_\_  
 Carrier \_\_\_\_\_ Pro # \_\_\_\_\_  
 Total # of pieces \_\_\_\_\_ Total Weight \_\_\_\_\_  
**CHECK ONE:**  to Advance Receiving Warehouse or  direct to Show Site
  
- 3.) Shipper \_\_\_\_\_ Date shipped \_\_\_\_\_  
 From (City/State) \_\_\_\_\_ Estimated arrival date \_\_\_\_\_  
 Carrier \_\_\_\_\_ Pro # \_\_\_\_\_  
 Total # of pieces \_\_\_\_\_ Total Weight \_\_\_\_\_  
**CHECK ONE:**  to Advance Receiving Warehouse or  direct to Show Site

**MISCELLANEOUS DRAYAGE SERVICES / COST AND GENERAL INFORMATION**

**OVERTIME CHARGES** - If your freight is going to unloaded at show site or reloaded at the close of the show on Overtime (M-F, before 8am or after 4pm, all day Saturday, Sunday or Holidays) you will be charged an additional 25% Overtime Handling charge for each occurrence.

**SPECIAL SERVICES AND RATES** - (2201) Steel banding for the packaging of displays and equipment is available at the Drayage Contractors service desk for \$ 1.00 per lin. ft. plus (1037) labor at prevailing rates. (1039) Shrinkwrap of a pallet will be charged at \$50.00 per pallet. (702) Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see **"Display Labor and Forklift Service Order Form"**. (9997) Mobile equipment will be moved into and out of the exhibit facility for \$ 150.00 per round trip unless otherwise noted in this kit. This service **MUST** be scheduled in advance - **PLEASE CALL**.

**COLLECT SHIPMENTS** may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$ 25.00 MINIMUM fee will apply to this service.

**HAULING TO OR FROM LOCAL FACILITIES** - (706) Local delivery/pick-up will be charged at prevailing rates; *In addition to appropriate cwt. charges for drayage services rendered.*

**INBOUND AND OUTBOUND TRAFFIC SCHEDULES** are the responsibility of Fern Exposition / the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a co-ordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to the Official Drayage Contractor at the Convention Center Service area during the Exposition or immediately after its close via a bill of lading that **MUST** be picked up at the exhibitor services desk. Any freight that is left on the show floor without a bill of lading turned into the service desk maybe be subject to a charge equal to one hour of labor. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. Any freight unloaded or loaded on Overtime may incur an additional 25% Overtime fee.

**DAMAGE TO EXHIBITS** while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$ .10 per pound/per article, with a maximum of \$ 50.00 per item, and a maximum of \$ 1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

**EXHIBITS TO BE STORED** (9998) will be charged at a minimum monthly rate of \$ 150.00 or a rate of \$ 30.00 cwt. per month or fraction thereof with a 500 lb minimum charge. There is also a minimum \$95 truck charge to return freight to warehouse (**NOTE:** This rate does NOT include machines. Machine storage will be on a per quote basis.) No charge will be made for inbound shipments when received 14 days or less prior to the event. Please call if 15 day or longer storage is required.

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Name of Event **Electric League - Electrical & Data Products Expo (7515) April 5 - 6, 2011** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_

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



### EXPOSITION & EVENT SERVICES

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



**Fern Exposition  
751 Wyoming Street  
Kansas City, MO 64101**

**Must arrive by: March 29th**

**Show Name: Electric League**

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

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

**EXHIBIT MATERIAL DO NOT DELAY**



**Fern Exposition  
751 Wyoming Street  
Kansas City, MO 64101**

**Must arrive by: March 29th**

**Show Name: Electric League**

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

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

**EXHIBIT MATERIAL DO NOT DELAY**



**Fern Exposition  
751 Wyoming Street  
Kansas City, MO 64101**

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

**EXHIBIT MATERIAL DO NOT DELAY**



**Fern Exposition  
751 Wyoming Street  
Kansas City, MO 64101**

**Must arrive by: March 29th**

**Show Name: Electric League**

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

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

**EXHIBIT MATERIAL DO NOT DELAY**



EXPOSITION & EVENT SERVICES

**DIRECT TO EVENT SITE**

**c/o Fern Exposition/OPCC  
6000 College Blvd.  
Overland Park, KS 66211**

Must Arrive On: **April 4 -5, 2011**

**Show Name: Electric League**

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

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

**EXHIBIT MATERIAL DO NOT DELAY**



EXPOSITION & EVENT SERVICES

**DIRECT TO EVENT SITE**

**c/o Fern Exposition/OPCC  
6000 College Blvd.  
Overland Park, KS 66211**

Must Arrive On: **April 4 -5, 2011**

**Show Name: Electric League**

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

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EXPOSITION & EVENT SERVICES

**DIRECT TO EVENT SITE**

**c/o Fern Exposition/OPCC  
6000 College Blvd.  
Overland Park, KS 66211**

Must Arrive On: **April 4 -5, 2011**

**Show Name: Electric League**

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

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

**EXHIBIT MATERIAL DO NOT DELAY**



**Return to:**  
**751 Wyoming Street**  
**Kansas City, MO 64101**  
**P: 800.580.3735**  
**F: 816.471.1602**

# Fern Transportation Inbound Shipping Order Form

Fern Transportation offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to this show.

Please fill out the information below for your shipment and a representative will contact you to discuss the pick up arrangements. Pre-printed shipping labels and a bill of lading will also be provided.

If you will be shipping back out of the show with Fern Transportation, please fill out the Outbound Bill of Lading Request Form included in this manual.

<b>EXHIBITOR INFORMATION</b>	
<b>Event/Show:</b>	Electric League
<b>Booth#:</b>	

# of Pieces:  Est. Weight:  Qty. of Labels:

**PICK UP ADDRESS:**

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

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

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

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

Special Instructions: \_\_\_\_\_

**DELIVER TO ADDRESS:**

Level of Service:  Ground  Second Day  Overnight

Select One:  Advance Warehouse  Show Site

Declared Value \$:

Note: Declared value constitutes an insurance contract. Additional insurance cost is: \$1.00 per \$100.00.

Cardholder's Name (print): <input type="text"/>	Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC
	Card Number: <input type="text"/>
	(CVV or 3-4 digit security code)
	Expiration: <input type="text"/> Security Code: <input type="text"/>
Card Holder Address: <input type="text"/>	Same as Bill to Address
City: <input type="text"/>	
State: <input type="text"/>	Zip Code: <input type="text"/>
<b>Credit Card/Payment Authorization Signature:</b>	
<input type="text"/>	
<p><i>By signing this Credit Card/Payment Authorization, you and/or company agree to payment terms &amp; conditions (listed in the show Exhibitor Services Manual) and the limits of liability (listed below) outlined by Fern Exposition &amp; Event Services.</i></p> <p><b>Shipments moving via Second Day/Next Day:</b> liability will be limited to \$0.50 per pound. Excessive valuation coverage is available at the exhibitor's expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00. Cardholder or On-site Payment Approver signature acknowledges agreement to these terms. <b>Shipments moving via Ground Transportation:</b> Exhibitor agrees (i) Forwarder's liability to Exhibitor shall be limited to \$25.00 per pound per package and shall not exceed \$100,000 under any circumstances; and (ii) Forwarder shall have no liability for special, incidental, PUNITIVE, or consequential damages arising from any loss, damage, mis-delivery, or delay of a shipment HOWEVER CAUSED.</p>	



**Return to:**  
**751 Wyoming Street**  
**Kansas City, MO 64101**  
**P: 800.580.3735**  
**F: 816.471.1602**

# Outbound Bill of Lading Request and Carrier Selection

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

Important Notice: In the event of a carrier no-show we will send the shipment via the house carrier or return it to the warehouse at an additional charge and hold the shipment until payment is received.

**OUTBOUND BILL OF LADING REQUEST AND CARRIER SELECTION PROCESS:**

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

EXHIBITOR INFORMATION	
Event/Show:	Electric League
Booth#:	

**SHIP TO ADDRESS INFORMATION**

# of Pieces:

Est. Weight:

Qty. of Labels:

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

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

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

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

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

**BILL TO ADDRESS INFORMATION**

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

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

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

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

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

**CARRIER SELECTION (Use Check Box to Select Carrier)**

- Fern Transportation (House Carrier)**
- Outside Carrier Name: \_\_\_\_\_

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

*Please complete this section below for Fern Transportation shipments*

Level of Service: <input type="checkbox"/> Ground <input type="checkbox"/> Second Day <input type="checkbox"/> Overnight Declared Value \$: <input type="text"/> <small>Note: Declared value constitutes an insurance contract. Additional insurance cost is: \$1.00 per \$100.00.</small> Cardholder's Name (print): <input type="text"/> On-site Payment Approver Name (print): <input type="text"/> Use Credit Card on File Card Holder Address: <input type="text"/> Same as Bill to Address City: <input type="text"/> State: <input type="text"/> Zip Code: <input type="text"/>	Special Instructions: <input type="text"/> Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC Card Number: <input type="text"/> Expiration: <input type="text"/> Security Code: <input type="text"/> (CVV or 3-4 digit security code) <b>Credit Card/Payment Authorization Signature:</b> <input type="text"/>
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*By signing this Credit Card/Payment Authorization, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual) and the limits of liability (listed below) outlined by Fern Exposition & Event Services.*

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



**UTILITIES ORDER FORM - ELECTRICAL, WATER, AIR**

**Electrical Service** *(All electrical service is provided exclusively by OPCC)*

Quantity	Electric Description	Advance 72 hours prior to Show move in	Rate
_____	Standard Outlet 5 Amp (0 to 500 Watts)	\$60.00	\$85.00
_____	20 Amps Outlet (501 to 2000 Watts)	\$90.00	\$115.00
_____	208-Volt Single or Three Phase Service 20 Amps	\$150.00	\$175.00
_____	208-Volt Single or Three Phase Service 30 Amps	\$200.00	\$250.00
_____	208-Volt Single or Three Phase Service 50 Amps	\$250.00	\$300.00
_____	208-Volt Single or Three Phase Service 100 Amps	\$425.00	\$475.00
_____	208-Volt Single or Three Phase Service 200 Amps	\$550.00	\$600.00
_____	Extension Cords	\$20.00	\$25.00
_____	Power Strip	\$25.00	\$30.00

**Water – Non Potable** *(All water service is provided exclusively by OPCC )*

Quantity	Water Description	Advance 72 hours prior to Show move in	Rate
_____	Connection 45-60 PSI, line size: 1/2 inch or 3/4 inch	\$150.00	\$150.00
_____	One Time Water Fill and Drain 0-10 gallons	\$75.00	\$100.00
_____	One Time Water Fill and Drain 11-1000 gallons	\$150.00	\$185.00
_____	Additional Gallons above 1000 gallons (price per gallon)	\$0.15	\$0.18

**Compressed Air** *(All compressed air service is provided exclusively by OPCC)*

Quantity	Air Description	Advance 72 hours prior to Show move in	Rate
_____	20 CFM at 90-100 PSI, line size: 3/8 inch ID Line	\$125.00	\$150.00

**Please complete to order Utility Service- Electrical, Water, Air**

Event: _____	Date: _____
Company Name _____	Booth No. _____
Phone No. _____	Fax _____
Ordered By _____	Email _____
Street Address _____	On Site Contac _____
City, State _____	Zip _____

**\*\*\*\*\*Payment in full must be received before service is provided\*\*\*\*\***

*Payments can be made with a major credit card or Company Check. Make check payable to OPCC. Credit Cards Accepted are: American Express, Discover, MasterCard, Visa.*

Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_  
 Authorizing Signature \_\_\_\_\_

**Return Completed form to:**  
**Overland Park Convention Center Facility Services**  
 6000 College Boulevard, Overland Park, KS 66211  
 (913) 339-30000 Phone  
 (913) 339-3098 Fax



**COMMUNICATIONS ORDER FORM - INTERNET, TELECOMMUNICATIONS**

**Internet Service** ( All internet service is provided exclusively by OPCC)

Quantity	Internet Description	Advance 72 Hours prior to Show Move In	PRICE
_____	Shared Internet Connection/Hard Line or Wireless	\$200.00	\$250.00
_____	Additional Connection/Hard Line or Wireless	\$50.00	\$75.00
_____	Dedicated T1 Service (30 day minimum adv. notice)	Call for information	N/A
_____	8 Port Hub	\$75.00	\$100.00
_____	24 Port Hub	\$150.00	\$200.00
_____	Technician Consulting per hour	\$55.00	\$55.00

**Other services and connectivity available. Please contact the facility for quotes on these services and support opportunities for your event.**

**Telecommunications** (All telecommunication service is provided by OPCC)

Quantity	Telecommunications Description	Advance 72 Hours prior to Show Move In	PRICE
_____	Standard analog telephone line	\$175.00	\$200.00
_____	Speaker phone	\$25.00	\$40.00
_____	Conference call phone – small room	\$50.00	\$65.00

**Please complete to order IT/Communications service**

Event \_\_\_\_\_ Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ On-Site Contact \_\_\_\_\_  
 Street Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*\*\*\*\*Payment in full must be received before service is provided\*\*\*\*\***

*Payments can be made with a major credit card or Company Check. Make check payable to OPCC. Credit Cards Accepted are: American Express, Discover, MasterCard, Visa.*

Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Card Holder Name \_\_\_\_\_  
 Authorizing Signature \_\_\_\_\_

**Return Completed form to:**  
**Overland Park Convention Center Facility Services**  
 6000 College Boulevard, Overland Park, KS 66211  
**(913) 339-3000** Phone  
**(913) 339-3098** Fax



visual aids electronics



Audiovisual Equipment and Services

### Overland Park Convention Center

Audiovisual Department  
6000 College Blvd.  
Overland Park, KS 66211  
Direct Phone: (913) 339-3105

Garry Schwab, Director of Audiovisual Services  
Email: [gschwab@vaecorp.com](mailto:gschwab@vaecorp.com)

**VISUAL AIDS ELECTRONICS** is proud to be the in-house audiovisual provider of the Hyatt Regency Crown Center along with many other hotels, conference and convention centers, and resorts nationwide. VAE's Conventions Department provides traveling audiovisual services and staging for national convention, trade shows, and corporate productions. Conference Systems Inc., a division of VAE, offers specialized services including push-to-talk microphones, computerized voting systems, and simultaneous interpretation services. As a result, large or small, VAE is qualified and eager to equip and service your next event, either here at the **Overland Park Convention Center** or at another venue nationwide.

Visit us on the web at [www.vaecorp.com](http://www.vaecorp.com) to learn more.

### POPULAR PACKAGES

**LCD Proj & Tripod Screen Package: \$480**  
Includes 2500-3000 lumen LCD projector, projection stand and skirt, tripod screen and skirt to accommodate room size, all cabling, power cords, etc., and technical assistance as needed.

**LCD Proj & Fastfold Screen Package: \$630**  
Includes 2500-3000 lumen projector, projection stand and skirt, fastfold screen to accommodate room size, all cabling, power cords, and technical assistance as needed.

**Tripod Screen Package: \$130**  
Includes tripod screen and skirt to accommodate room size, projection stand and skirt, all cabling and power cords

**Fastfold Screen Package: \$340**  
Includes fastfold screen to accommodate room size, projection stand and skirt, fast, all cabling, power cords

**Podium Microphone Package \$85**  
Includes a wired podium microphone, Mackie 1202 mixer, access to the house sound system, all cabling, power cords, and technical assistance as needed

**Basic Sound System Package \$460**  
Includes two JBL EON15 powered speakers with stands, Mackie 1202 channel mixer, 1 wireless microphone, 1 wired microphone, all cabling, and technical assistance as needed

**40" LCD Display Package \$400**  
Includes 40" LCD video/data monitor, display stand, all cabling, power cords, etc., and technical assistance as needed.

**Flipchart Package \$45**  
Includes hardback flipchart easel, 50 page pad of standard flipchart paper and 4 colored markers.



Hotel Office: 6000 College Blvd.  
Overland Park, KS 66211  
Ph: (913) 339-3105 Fax:(913) 339-3007  
Please visit our website at: [www.vaecorp.com](http://www.vaecorp.com)



visual aids electronics



Audiovisual Equipment and Services

This is a small sampling of our extensive on-site inventory. Please contact us for additional equipment and pricing information, or a customized quote.

**Audio Equipment**

Podium / Lectern Microphone.....	40
Wired Lavalier Microphone.....	40
Wired Handheld Mic on Table Top or Floor Stand.....	50
UHF Wireless Handheld or Lav Mic w/ Receiver.....	135
8-Channel Audio Mixer.....	45
16-Channel with Equalizer.....	120
Portable Powered Speakers with Stand.....	125
CD Player.....	50
CD Recorder.....	100

Complete sound systems are available by quotation.

**Audio Patch Fees:** Applied per room per day for client supplied and/or outside AV contractor audio equipment (microphones, mixers, etc.) Patch fees are \$100 per day per breakout room and \$200 per ballroom section.

**Video Equipment**

Ballroom LCD Projector (5200 Lumens).....	750
3-Chip Digital Camera w/Tripod.....	Call
Mini DV Cam Player/Recorder.....	Call
Hard Drive/DVD Recorder.....	200
27" Television .....	100
DVD Player.....	75

High Resolution Data Switching, Multi-Camera & I-Mag Packages available by quotation. Call for details.

**Computer / Office Equipment**

Laptop and PC Rental.....	200
17" Flat Screen LCD Monitor.....	100
20" Flat Screen LCD Monitor.....	125
B/W Printer.....	Call

**Meeting Room Accessories:**

Standard Flipchart with 4 color markers.....	45
Post-it Flipchart with 4 color markers.....	60
4 x 6 Whiteboard with 4 color markers.....	45
Wireless Laser Pointer.....	40
Wireless R/F Remote Computer Mouse.....	50
Speaker Timer.....	75
Perfect Cue Light.....	100

**Labor—Hourly Setup/Removal Rates**

Monday—Friday 7:00am—7:00pm.....	50/hr
Monday—Friday 7:00pm—12:00am.....	75/hr
Monday—Friday 12:00am—7:00am.....	100/hr
Saturday—Sunday All day.....	75/hr
Holidays All day.....	100/hr

In-Room Equipment Operator Technician(s) require a 4 hour minimum charge. Overtime rates apply after 8 hours worked based on 1.5 x the applicable rate.

Technical Assistance for client supplied AV is available at the rate of \$75 per occurrence. Clients bringing their own AV equipment are responsible for the setup, operation, and security. Technical assistance can not be guaranteed nor will VAE assume responsibility or incur any liability for equipment malfunction or failure when attempting to troubleshoot client supplied equipment at the client's request.

Refer to HOTEL INFORMATION SHEET for additional information regarding the use of client supplied audio-visual equipment.

All equipment rental is subject to a 21% service charge.

All prices listed are per room per day.

Please contact us for a quote customized to your meetings needs.



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Overland Park, KS 66211  
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