



**aesi**

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December 2009

67<sup>th</sup> Cleveland Home & Garden Show  
January 22-31, 2010  
Great Lakes Expo Center  
Babbitt Rd. @ 90/Rt. 2/271 Spur  
Euclid Ohio

**PLEASE READ THIS INFORMATION CAREFULLY**

Dear Exhibitor,

Advanced Expo Solutions International Inc. (AESI) would like to be one of the first to welcome you to the show. As the exclusive service contractor for the event, we will do our part to make your experience a successful one. Listed below is information you may need and where to find it in this kit.

Please be sure to include Payment Summary Form (page 2), with all orders.

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Show Information

AESI Terms and Agreement Form

Page 1 – Payment Summary Form

Page 2 – Furnishings Rental Order Form

Page 3 – Carpet Rental Order Form

Page 4 – Computer Rental Form

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***NOTE EARLY DEADLINE FOR ADVANCE PAYMENT – Jan 6<sup>th</sup>, 2010 – NO EXCEPTIONS***

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**Show Information:**

Exhibitor Move In: Jan 20-21, 2010. **Show management will provide a schedule.**

Exhibitor Move Out: Jan 31 – Feb 1, 2010. Move out request can be handled on site

Inclusive Booth Package (These items have been supplied by show management):

8' Back Drape

3' Side Rail Drape

Blue & White

**\*\*\* Facility floor is concrete unless carpet is ordered\*\*\***

**Deadline for advanced orders (No Exceptions will be made): Jan 6th, 2010**

**AESI Terms and Conditions Agreement**

1. Please make sure your company's name and booth number(s) are on EACH completed form and returned to AESI along with payment. Orders sent in without payment will not be processed until such payment has been received.
2. Payment must be received in our office prior to advanced deadline noted above. Any orders received after the deadline will be filled to the best of our ability and charged full floor order price. We cannot guarantee to have every color or every item for orders placed after the deadline.
3. Exhibitor must advise AESI of any services or products not delivered on site prior to close of show. No credits will be issued after show closing.
4. All materials ordered in advanced will be in the booth prior to your arrival.
5. Advance discount prices apply to orders received in our office prior to deadline date noted on each form. Faxed orders without credit card information are considered void until such information is received.
6. By providing AESI with credit card information, please understand that AESI is authorized to charge additional floor orders on show site to the credit card we have on file.
7. Items ordered and delivered to booth but subsequently cancelled, will be invoiced at 50% of the rental cost. Provided package booth items do not have refund value.
8. All rental items must be returned to AESI in the same condition as issued. Exhibitor will be charged full additional floor price for any soiled, stained, lost or damaged items that require replacement, repair or cleaning.
9. We are the **exclusive** decorator for all enclosed services. No other rental company or supplier is permitted in hall to service exhibitors without the express written consent of AESI.
10. By returning the Payment Summary Form, or any other AESI form, the exhibitor confirms acceptance of all AESI Terms and Agreements.

**Payment Summary Form**

Event: Cleveland Home &amp; Garden Show – Euclid OH

Show Date(s): January 22-31, 2010

**Deadline for advanced discounted orders: Jan. 6th, 2009****INSTRUCTIONS:**

- 1.) Please total amounts from each order form and insert on the corresponding line(s) below.
- 2.) Calculate SUBTOTAL and insert on line marked TOTAL.
- 3.) All orders must be received in our office with payment by deadline noted above in order to qualify for advanced discount or floor order prices will be charged.

FURNISHINGS RENTAL	\$ _____
CARPET ORDER	\$ _____
COMPUTER RENTALS	\$ _____
SUBTOTAL	\$ _____
GRAND TOTAL	\$ _____

Enclosed is our check in the amount of \_\_\_\_\_ Check #: \_\_\_\_\_

Charge my credit card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Card # \_\_\_\_\_ Expires: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ **3 Digit security code** \_\_\_\_\_  
(Print)

Signature of Card Holder: \_\_\_\_\_

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

Address (billing address of card) \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*By signing and returning this form, exhibitor accepts all AESI Terms and Agreements**

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS. *No hard copy receipt will be sent.***  
**Please be sure all terms and conditions on the previous page have been read and understood.**

**FURNISHING RENTAL ORDER FORM**

Event: Cleveland Home & Garden Show – Euclid OH  
 Show Date(s): January 22-31, 2010

**Deadline for advanced discount orders: January 6th, 2010**

QTY	DESCRIPTION	UNIT PRICE		SUBTOTAL	QTY	DESCRIPTION	UNIT PRICE		SUBTOTAL
		ADVANCED	FLOOR				ADVANCED	FLOOR	
<b>Skirted Display Tables</b> skirted three sides with white vinyl top					<b>Unskirted Display Tables</b> no skirting – white vinyl top only				
	4' x 2' x 30" tall	\$45.00	\$59.00			4' x 2' x 30" tall	\$15.00	\$19.00	
	6' x 2' x 30" tall	\$59.00	\$69.00			6' x 2' x 30" tall	\$19.00	\$24.00	
	8' x 2' x 30" tall	\$69.00	\$79.00			8' x 2' x 30" tall	\$24.00	\$29.00	
	3' x 30" round	\$69.00	\$79.00			3' x 30" round	\$29.00	\$39.00	
	5' x 30" round	\$69.00	\$79.00			5' x 30" round	\$29.00	\$39.00	
<b>Skirted Counter High Tables</b>					<b>Unskirted Counter High Tables</b>				
	4' x 2' x 40" tall	\$49.00	\$59.00			4' x 2' x 40" tall	\$24.00	\$34.00	
	6' x 2' x 40" tall	\$59.00	\$69.00			6' x 2' x 40" tall	\$29.00	\$39.00	
	8' x 2' x 40" tall	\$69.00	\$79.00			8' x 2' x 40" tall	\$36.00	\$44.00	
	3' x 40" round	\$79.00	\$89.00			3' x 40" round	\$44.00	\$49.00	
	5' x 40" round	\$79.00	\$89.00			5' x 40" round	\$44.00	\$49.00	
<b>Extra Skirting</b>					<b>Miscellaneous Items and Hardware</b> Use color choices for drape. Drape is priced per linear foot.				
	Skirt for your table	\$25.00	\$35.00			ft. 8' tall booth drape	\$6.00	\$9.00	
	Skirt 4 <sup>th</sup> side	\$15.00	\$20.00			ft. 3' tall booth drape	\$4.00	\$6.00	
<b>Skirt Color Choices (Please select one)</b>						3' uprights w/base	\$6.00/set	\$10.00/set	
White ___ Burgundy ___ Black ___						8' uprights w/base	\$10.00/set	\$15.00/set	
Red ___ Dark Green ___ Silver ___						Horizontal bar	\$10.00	\$15.00	
<b>Booth Furnishings</b>						12' – 16' up w/base	\$50.00 ea	\$60.00 ea	
	Folding chair	\$9.00	\$15.00			4' x 8' pegboard	\$155.00	n/a	
	Side chair	\$19.50	\$24.50			Horizon ___ Vet ___			
	Arm chair	\$24.50	\$29.50			4' x 8' Velcro board	\$155.00	n/a	
	Bar stool w/back	\$39.00	\$44.00			Horizon ___ Vet ___			
	Easel	\$15.50	\$19.50			4' table risers skirted	\$25.00	\$35.00	
	Wastebasket	\$9.00	\$15.00			6' table risers skirted	\$35.00	\$45.00	
	Coat tree	\$18.00	n/a			8' table risers skirted	\$45.00	\$55.00	
	Garment rack	\$25.00	n/a			Jewelry case	\$400.00	n/a	
						Refrigerator	\$199.00	n/a	
				TOTAL \$					TOTAL \$

Payment must be included with all orders whether via fax, mail or at show-site. We will **NOT** accept phone orders.

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_

## Carpet Rental Order Form

Event: Cleveland Home &amp; Garden Show – Euclid OH

Show Date(s): January 22-31, 2010

<b>Deadline for advanced discounted orders: January 6, 2010</b>
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### Standard Booth Carpet: Please make selections

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a 1' gap at the back. If you would prefer to have your entire space carpeted, please refer to custom carpet orders below.

Size	Quantity	Advance Price	Floor Price	Total
9 x 10		\$89.00	\$99.00	
9 x 20		\$165.00	\$195.00	
9 x 30		\$240.00	\$275.00	
20 x 20		Custom cut \$300.00	\$350.00	
30 x 30		Custom cut \$400.00	\$450.00	

### Custom Booth Carpet

Complete exhibit carpet price includes laying, trimming, seaming, waste, edge taping, rental and removal of carpet cut specifically to your measurements and/or needs.

Complete area size _____ ft. x _____ ft. = _____ total sq. ft.			Total
Advanced Price \$1.25 sq. ft.	Floor Price \$1.50 sq. ft.	multiply total square feet times price to get total	

### \* Carpet Color Selection

Red \_\_\_\_\_ Grey \_\_\_\_\_ Dk. Green \_\_\_\_\_  
 Blue \_\_\_\_\_ Black \_\_\_\_\_ Burgundy \_\_\_\_\_

### Miscellaneous

	Total
Carpet Padding _____ ft. x _____ ft. = _____ sq. ft. at \$0.60 per sq. ft advance price	
Plastic Covering _____ ft. x _____ ft. = _____ sq. ft. at \$0.35 per sq. ft. advance price	

### Carpet Sweeping

	Total
Daily Sweeping _____ ft. x _____ ft. = _____ sq. ft. at \$0.15 per sq. ft. x _____ days	

\*Color choices not provided by exhibitor will be selected to coordinate with show colors.

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_

### **Computer Rental Form**

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**Deadline for advanced discounted orders: January 6, 2010**

ALL PRICES INCLUDE DELIVERY, SET UP, INSTRUCTIONS AND DISMANTLE AT YOUR BOOTH

<u><b>Computer Systems:</b></u>	<u><b>Price</b></u>	<u><b>Amount</b></u>
P-3 700 MHz Desktop (128 MB RAM, 8.4 GB HD, 8 MB Video, CD-ROM/DVD. Sound, 10/100 Ethernet, 15" Monitor)	\$ 290.00	\$ _____
Compaq Laptop	\$ 350.00	\$ _____
 <u><b>Computer Printers:</b></u>		
HP LaserJet 4050 (1200 DPI, 8 MB Memory)	\$ 95.00	\$ _____
 <u><b>Monitors/Displays:</b></u>		
15" Color XGA Monitor	\$ 75.00	\$ _____
15" Active Matrix LCD Flat Panel	\$ 125.00	\$ _____
19" Active Matrix Dell Flat Panel (black)	\$ 175.00	\$ _____
Monitor splitter booster w/cables	\$ 75.00	\$ _____
 <u><b>Plasma Flat Screens</b></u>		
26" LG with built in DVD/CD	\$275.00	\$ _____
48" Samsung	\$475.00	\$ _____
 <u><b>Computer Software</b></u>		
Microsoft Office XP (Complete Package loaded on rental computer)	\$ 90.00	\$ _____
Total:		\$ _____

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