



www.advancedexposolutions.com

December 2010

Ft. Wayne Home & Garden Show
March 3-6, 2011
Allen County Memorial Coliseum
4000 Parnell Ave
Ft. Wayne IN 46805
260-482-9502

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 and registration vendor 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.

Show Information

AESI Terms and Agreement Form

Page 1 – Payment Summary Form (note sales tax & facility commission)

Page 2 – Furnishings Rental Order Form

Page 3 – Carpet Rental Order Form

Page 4 – Shipping Instructions and Order for Freight Handling

Page 4 – (continued) AESI' Shipping and Handling Policies

Page 5 – Floral and Landscape Order Form

Page 6 – Forklift Service/Dismantle Labor and Banner Hanging Order Form

Page 7 – Computer Rental Form

NOTE EARLY DEADLINE FOR ADVANCE PAYMENT – Feb. 16th, 2011 – NO EXCEPTIONS

Show Information:

Exhibitor Move In: March 1-2, 2011. **Show management will provide a schedule.**
(Garden has early move-in dates per show management)

Exhibitor Move Out: March 6 & 7 - 2011. Move out request can be handled on site

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

8' Back Drapes – black and silver

3' Side Rail Drapes – black and silver

(1) Booth number sign

Colors: Garden Hall – Green & White w/ Green aisle carpet. Main Hall – Black & Silver.

Family Fun – Green and gold

***** Facility floor is concrete unless carpet is ordered. (Family Fun area carpeted)**

SHOW RULE – ALL BOOTHS MUST HAVE FLOOR COVERING. ALL TAPE MUST BE REMOVED

Shipping Dates:

Advanced – No Later Than: Feb 28, 2011

Direct to Site – No Earlier Than: March 1, 2011

For specific shipping addresses, please refer to Shipping Instructions and Freight Handling Form (page 4)

Deadline for advanced orders (No Exceptions will be made): Feb 16th, 2011
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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. Please include overtime charges when calculating labor and/or freight handling charges if either set-up or tear-down occurs on overtime and you have used either of these services. Overtime includes the hours of 4:30PM to 8:00AM weekdays, all day Saturday, Sunday and Holidays.
5. All materials ordered in advanced will be in the booth prior to your arrival.
6. 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.
7. 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.
8. 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.
9. 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.
10. No shipments of Display Freight will be delivered to booth until Freight Handling payment is made and credit card is on file (see page 6, Shipping Instructions and Order for Freight Handling)
11. All freight not picked up prior to AESI leaving the facility floor after tear-down, will be forced via the official show carrier. The exhibitor is liable for any and/all related charges.
12. 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. This includes all forms of fork, reach and high lifts. AESI must be notified in advance of any intended crane use.
13. 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: The Ft. Wayne Home & Garden Show – Ft. Wayne IN
 Show Date(s): March 3-6, 2011

Deadline for advanced discounted orders: Feb. 16, 2011

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 **	\$ _____
FREIGHT HANDLING	\$ _____
FLORAL ORDER FORM **	\$ _____
FORKLIFT SERVICE/CUSTOM LABOR	\$ _____
COMPUTER – AV RENTALS **	\$ _____
Electrical - water	see facility forms
Internet – order onsite via wireless connection	
Subtotal	\$ _____
FACILITY COMMISSION (10% of subtotal)	\$ _____
SALES TAX (7%) ** taxable items only	\$ _____
 GRAND TOTAL (subtotal + 10% + sales tax)	 \$ _____

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.

Carpet Rental Order Form

Event: The Ft. Wayne Home & Garden Show – Ft. Wayne IN

Show Date(s): March 3-6, 2011

Deadline for advanced discounted orders: February 16, 2011

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 # _____

Shipping Instructions and Order for Freight Handling

Event: The Ft. Wayne Home & Garden Show – Ft. Wayne IN
 Show Date(s): March 3-6, 2011

Deadline for advanced discounted orders: February 16, 2011

IMPORTANT

ADVANCED EXPO SOLUTIONS INTERNATIONAL INC, IS THE OFFICIAL AND EXCLUSIVE FREIGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY OR ADVANCE WAREHOUSE VIA COMMON CARRIER. YOU ARE FREE TO HANDLE YOUR OWN FREIGHT WITHOUT CHARGE VIA YOUR OWN PERSONAL OR COMPANY VEHICLE.

YOU MUST RETURN THIS FORM IF SENDING FREIGHT EITHER TO THE SHOW OR THE WAREHOUSE. FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT AND SENT TO AESI WILL NOT BE RELEASED TO EXHIBITOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS INDICATED

ADVANCE SHIPPING ADDRESS	TO: (EXHIBITOR/BOOTH NUMBER) FOR: HOME & GARDEN SHOW C/O ADVANCED EXPO SOLUTIONS ALLEN CO. MEMORIAL COLISEUM-DOCK 6-10 4000 PARNELL AVE – SECURE STORAGE FT. WAYNE IN 46805
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FREIGHT TO ARRIVE NO LATER THAN: Feb 28, 2011

TO: (EXHIBITOR/BOOTH NUMBER) FOR: HOME & GARDEN SHOW Allen Co. Memorial Coliseum-Dock 6-10 4000 Parnell Ave Ft. Wayne IN 46805	DIRECT TO SHOW SITE SHIPPING ADDRESS
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FREIGHT TO ARRIVE NO SOONER THAN: March 1, 2011

THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FREIGHT

CARRIER _____ TRACKING NUMBER(S) _____

OF SHIPMENT _____ TOTAL # OF PIECES _____ DATE SHIPPED _____

NAME OF EXHIBITING COMPANY _____

ADDRESS OF EXHIBITING COMPANY _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____ CONTACT NAME _____

CREDIT CARD # _____ EXPIRATION DATE _____

AUTHORIZED SIGNATURE _____ 3 DIGIT CODE _____ DATE _____ BOOTH# _____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

- Freight Handling rates are charged per hundred weight (i.e. 365 lbs = 4CWT rounded up).
- There is a **200 Pound** minimum per shipment.
- Overtime rates apply to handling between 4:30PM – 8AM M-F, Weekends and Holidays
- Rates are as follows: **Advanced** - \$44/CWT (\$66/CWT O.T.) **Direct** - \$40/CWT (\$60/CWT O.T.)
- Any package or delivery that arrives to advanced warehouse or direct to site that has no bill of lading (i.e. Federal Express and UPS packages) will be charged a surcharge of \$10 per package
- AESI charges a flat rate of \$35.00 for letter deliveries.

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

AESI Shipping and Handling Policies

1. All weights are based on inbound shipments' bill of lading. If no weights are provided, AESI estimates will prevail.
2. Freight Handling rates include freight received via common carrier, placement of freight and/or materials in booth, removal and return of MARKED empty containers and placement of freight on outbound carriers.
3. Collect shipments will not be accepted.
4. AESI does not collect or quote rates for ground or air shipping charges, nor do our handling rates include such.
5. Yellow Freight is the official carrier for Advanced Expo Solutions Inc. If you prefer another carrier, please make your own arrangements and AESI will load them accordingly at the close of show.
6. Any shipments left on the floor at our time of departure will be forced via Yellow Freight, NO EXCEPTIONS.
7. Handling rates DO NOT include uncrating, unskidding, dismantling, special trips, or handling which require special treatment due to unusual weight or size.
8. Freight Handling order form must be filled out and sent to our office if shipping freight either to show site or to warehouse.
9. Freight received prior to 30 days before show date will be charged an OVERTIME rate automatically.
10. DO NOT ship to show site prior to date listed on front of this page. Freight arriving prior to this date will be refused.
11. AESI does not handle Customs Shipments.
12. AESI is not responsible for concealed damage, loose materials, unskidded freight and uncrated freight.
13. AESI is not responsible for damage or loss from any cause after delivery to booth.
14. Exhibitors are urged to carry all-risk floater insurance to protect against damage and/or loss.
15. AESI' liability is limited to physical loss or damage to that specific article and in any event, AESI' maximum liability shall be limited to \$0.10 per pound, per article, with a \$50.00 maximum per item and a \$1000.00 per shipment. AESI shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make impossible or impractical for exhibit use.
16. If your freight is not picked-up prior to AESI leaving the facility floor after tear-down, all freight will be forced Yellow Freight. Information about your shipment can be directed to Yellow Freight by dialing (800) 610-6500.

Floral and Landscape Order Form
(Rental only)

Event: The Ft. Wayne Home & Garden Show – Ft. Wayne IN

Show Date(s): March 3-6, 2011

Deadline for advanced discounted orders: February 28, 2011

Live Green Plants

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	Table Size Plant	\$35.00 each	\$52.50 each	
	Boston Fern	\$45.00 each	\$67.50 each	
	Floor Plant 2' - 3'	\$50.00 each	\$75.00 each	
	Floor Plant 3' - 4'	\$55.00 each	\$82.50 each	
	Floor Plant 4' - 5'	\$75.00 each	\$112.50 each	
	Floor Plant 6' - 7' (as available)	\$95.00 each	\$142.50 each	
	Indoor Tree 7' - 9' tall (as available)	\$125.00 each	\$187.50 each	
	Planter Box 3' - 4' long (plants extra)	\$80.00 each	\$120.00 each	
			Subtotal for live plants:	

Seasonal Flowering Plants & Colorful Fresh Cut Flowers

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	Blooming Plants	\$45.00 each	\$67.50 each	
	Carnation Boutonnieres	\$25.00 each	\$32.50 each	
	Rose Boutonnieres	\$30.00 each	\$45.00 each	
	Assorted Corsages	\$45.00 each	\$67.50 each	
	Small Vase Arrangements	\$65.00 each	\$97.50 each	
	Fresh Cut Flower Arrangements	\$80.00 each	\$120.00 each	
	Large Tropical Flower Arrangements	\$110.00 each	\$165.00 each	
			Subtotal for seasonal and fresh:	

Miscellaneous Items

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	White Picket Fence - 10' sections	\$40.00 each	\$58.00 each	
	White Picket Fence - 8' sections	\$35.00 each	\$52.50 each	
	White Lattice Panels - 8' tall, 4' wide	\$40.00 each	\$75.00 each	
	White Lattice Arches	\$200.00 each	\$300.00 each	
	White Gazebo	\$300.00 each	\$400.00 each	
	Brick Wall Sections - 4'x4'x2'	\$40.00 each	\$60.00 each	
	6' Roman Columns	\$75.00 each	\$112.50 each	
	24" Roman Columns	\$22.50 each	\$34.00 each	
			Subtotal for miscellaneous items:	

Please Note: Customer is responsible for loss or damage of plants or equipment. No refunds or credits will be issued after close of show.

Exhibitor: _____ Booth Number: _____

Forklift Service, Display Install/Dismantle Labor & Banner Hanging

Event: The Ft. Wayne Home & Garden Show – Ft. Wayne IN

Show Date(s): March 3-6, 2011

Deadline for advanced discounted orders: February 16, 2011

Listed below are two installation and dismantle plans available to exhibitors for their custom display

- ◆ **PLAN A** – Complete custom installation and dismantle service under the supervision of our Floor Supervisor. Basic labor rate is \$45 per man, per hour. Overtime rate is \$70 per man, per hour. A 30% Custom Fee will be applied to both the set-up and dismantle of the exhibit (\$25.00 minimum custom fee). Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during straight time but is not guaranteed. BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST BE MADE AVAILABLE. (CONTACT SHOULD BE AVAILABLE DURING SET-UP)

- ◆ **PLAN B** – Exhibitor Supervised Service – Basic labor rate is \$45 per man, per hour. Overtime rate is \$70 per man, per hour. Labor will be dispatched in accordance with your requested schedule. Under this plan it is the exhibitor’s responsibility to call for labor at our service desk at the show. It is your responsibility to check-in at our Service Desk to dispatch labor to your booth. Charges for labor will begin at the time indicated below unless 48 hour notice is given.

- ◆ **FORKLIFT OPERATOR** – A standard 5,000lb capacity forklift with operator is available to exhibitors to assist in loading, unloading and/or moving product to and from the exhibits booth from a personal vehicle. Common Carrier freight will automatically be handled provided the Shipping Instructions and Order for Freight Handling Form (Page 6) has been filled out.

Labor Rates
(including appropriate custom fees)

Display Labor (One Hour Minimum)

Plan A – Straight Time: \$58.50 per man, per hour
Plan A - Overtime: \$91.00 per man, per hour

Plan B – Straight Time: \$45.00 per man, per hour
Plan B – Overtime: \$70.00 per man, per hour

Forklift Operator (1/2 Hour Minimum)

Straight Time: \$40.00 per ½ hour (up to 5,000 lbs)
Overtime: \$80.00 per ½ hour (up to 5,000 lbs)

Over 5,000 & reach lift orders need confirmation from AES to insure availability – normal fork lifts will automatically be on site

AES IS THE EXCLUSIVE SOURCE FOR ALL LIFT WORK OF ANY KIND – NO EXCEPTIONS

Banding: \$1.00 per foot, \$25.00 minimum
Shrink Wrap: \$25.00 per skid

Banner Hanging

From Ceiling: \$250.00 per banner
From 16’ Pole: \$100 per 10’

Straight time is between the hours of 8:00AM and 4:30PM Monday thru Friday. All other hours and days, including Holidays, are Overtime.

Please Fill Out Section Below To Schedule Labor

	Plan Choice	# of Laborers	Date	Day	Start Time	Est. Hours	Rate	Total
Set-up								
Dismantle								
Forklift								
Banner Hanging								

Orders placed at show site will be processed AFTER pre-arranged services are completed. Orders placed at show site are subject to a 20% additional surcharge with no guaranteed start times available. Billing will be based on actual time with above requested times serving as minimums.

Exhibitor: _____ Booth Number: _____

Contact Name and Telephone Number: _____

Computer - AV Rental Form

Event: The Ft. Wayne Home & Garden Show – Fort Wayne IN
 Show Date(s): March 3-6, 2011

Deadline for advanced discounted orders: February 16, 2011

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

<u>Computer Systems:</u>	<u>Price</u>	<u>Amount</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>Computer Printers:</u>		
HP LaserJet 4050 (1200 DPI, 8 MB Memory)	\$ 95.00	\$ _____
<u>Monitors/Displays:</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>Plasma Flat Screens</u>		
26" LG with built in DVD/CD	\$275.00	\$ _____
48" Samsung	\$475.00	\$ _____
<u>Computer Software</u>		
Microsoft Office XP (Complete Package loaded on rental computer)	\$ 90.00	\$ _____
Total:		\$ _____

Exhibitor: _____ Booth Number: _____