



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

Show Mangement

Marketplace Events
 4050 Pennsylvania, Ste. 141 | Kansas City, MO 64111
 Phone: 816.931.4686 | Fax: 816.931.4782

Move-in Dates & Times

Monday, January 18, 2016	10:00 AM - 6:00 PM
Tuesday, January 19, 2016	8:00 AM - 6:00 PM
Wednesday, January 20, 2016	8:00 AM - 8:00 PM
Thursday, January 21, 2016	8:00 AM - 8:00 PM
Friday, January 22, 2016	8:00 AM - 10:00 AM

Show Colors

Booth Drape: Black
 Aisle Carpet: Black

Show Dates & Times

Friday, January 22, 2016	10:00 AM - 9:00 PM
Saturday, January 23, 2016	10:00 AM - 9:00 PM
Sunday, January 24, 2016	10:00 AM - 6:00 PM

Booth Equipment

Each 10' x 10' booth will include:
 8' backdrapage | 3' side drape | 1 - 7" x 44" Identification Sign

*Per Show Management, all booths are required to have floor covering. Please see the order forms provided in the service manual for available options.

Move-out Dates & Times

Sunday, January 24, 2016	6:00 PM - 9:00 PM
Monday, January 25, 2016	8:00 AM - Noon

Advance Warehouse Shipments

Must Arrive By:
 Tuesday, January 12, 2016

Show Site Shipments

Cannot Arrive Before:
 Monday, January 18, 2016

Carriers must be checked in at event site for move-out by:
 Monday, January 25, 2016 11:00 AM

About this Exhibitor Kit

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

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

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:
oe.fernexpo.com

FAX*

Send completed forms to:
 Fax: 816.471.1602

MAIL

Send completed forms to:
 Fern
 751 Wyoming Street
 Kansas City, MO 64101

*Credit Card Transactions Only

show information

120315-104350



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

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 Display Labor Service order form included in this Exhibitor Service Manual.

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 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 of the loading docks in order to provide for a safe and orderly move-in/out.

Charges for material handling services are reflected on the Material Handling and Freight Service order form included in this Exhibitor Service Manual.

GRATUITIES

Fern Exposition 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 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 Limits of Liabilities included in this Exhibitor Services Manual.



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 8, 2016

SHOW SERVICES & EQUIPMENT ORDERED

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

Sub Total:	\$ _____
Sub Total Taxable	\$ _____
Sub Total Non Taxable	\$ _____
Sales Tax 8.850%	\$ _____
Grand Total:	\$ _____

* Non taxable

‡ Pay Estimated Cost

CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

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

CHECK INFORMATION:

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

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

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

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

EXHIBITOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

payment authorization

120415-103953



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

Discount Deadline:
January 08, 2016

EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

Services to be provided by Third Party:

Booth Package Rental	\$
Furniture Rental	\$
Carpet/Vinyl Flooring Rental	\$
Panelboard Rental	\$
Graphics	\$
Plants & Floral	\$
Cleaning Services*	\$
Display Labor Services‡	\$
In Booth Forklift Services‡	\$
Material Handling‡	\$
Fern Transportation**	\$

Sales Tax 8.850% \$
 Grand Total \$

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

THIRD PARTY CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

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

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

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607
 USA, Routing #071001737, Fern Exposition Services LLC Depository,
 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT
 code - MBFIUS44. Reference your Company Name/Show Name/and
 Booth Number. Add \$50.00 for processing wire transfer.

* Non taxable

‡ Pay Estimated Cost

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

THIRD PARTY PAYOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

third party payment authorization

120415-103953



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

FERN TERMS AND CONDITIONS

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

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

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

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

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

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

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



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

LIMITS OF LIABILITY

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

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

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

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

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

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

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

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

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

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

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

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



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

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

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

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

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

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

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

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



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

FERN TRANSPORTATION SERVICES

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

- 1. DEFINITIONS:** In this Contract, "Fern" means Fern, and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Fern. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Fern. "Property" is all objects of any type received from the Shipper for transport by Fern as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.
- 2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Fern's services, which the parties have specified in this Contract, Fern and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Fern for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Fern under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.
- 3. FERN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Fern shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Fern. Fern shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Fern. Fern shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Fern. Fern shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.
- 4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Fern makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Fern shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.
- 5. PERISHABLE GOODS:** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Fern and before the trailer is received by Fern. Fern is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Fern. When a loaded trailer is received, Fern will verify that the thermostatic controls are set to maintain trailer temperature as requested. Fern is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Fern. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

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

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

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



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

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

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

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

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

BILL OF LADING LISTED TERMS

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

SHIPMENTS MOVING VIA GROUND TRANSPORTATION: Exhibitor agrees (i) Forwarder's liability to Exhibitor shall be limited to \$25.00 per pound per package and shall not exceed \$100,000 under any circumstances; and (ii) Forwarder shall have no liability for special, incidental, PUNITIVE or consequential damages arising from any loss, damage, mis-delivery or delay of shipment HOWEVER CAUSED.

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

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

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



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

Discount Deadline:
January 8, 2016

BOOTH FURNISHINGS PACKAGE

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
—	797	Booth Package includes:	\$ 243.25	Advance orders only	\$ _____
		•Two (2) Armless side chairs			
		•One (1) 6' x 30'h table skirted 3 sides			
		Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)			
		•One (1) 9' x 10' standard carpet			
		Carpet Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> madison (80) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20)			
		•One (1) wastebasket with liner			

booth furnishings package

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total \$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 8.850% \$ _____
	Grand Total \$ _____

All order cancellations made after deadline will be charged at 50% of the prevailing rate.

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

All orders are subject to the terms and conditions as outlined on the Terms & Conditions in the Exhibitor Services Manual.

Exhibiting Company Name: _____ Booth # _____

Form #

120315-170016



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

Discount Deadline:
January 08, 2016

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

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

DISPLAY TABLES - 30" high X 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	223	4'X30" h table skirted 3 sides (select skirt color below)	\$ 63.95	\$ 89.95	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 80.85	\$ 113.60	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 98.00	\$ 137.25	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 39.00	\$ 56.50	\$ _____
_____	222	4'x30" h table not skirted	\$ 30.15	\$ 43.90	\$ _____
_____	232	6'x30" h table not skirted	\$ 39.50	\$ 57.70	\$ _____
_____	252	8'x30" h table not skirted	\$ 50.40	\$ 70.70	\$ _____
Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)					

DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 80.85	\$ 113.60	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 98.00	\$ 137.25	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 115.70	\$ 163.25	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 52.00	\$ 70.25	\$ _____
_____	228	4'x40" h table not skirted	\$ 37.40	\$ 54.60	\$ _____
_____	238	6'x40" h table not skirted	\$ 48.10	\$ 69.65	\$ _____
_____	258	8'x40" h table not skirted	\$ 52.50	\$ 73.80	\$ _____
Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)					

TABLETOP RISERS - 9" wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Single Step Riser	\$ 24.70	\$ 33.25	\$ _____
_____	272	6' Single Step Riser	\$ 40.70	\$ 55.10	\$ _____
_____	274	8' Single Step Riser	\$ 52.50	\$ 70.85	\$ _____
_____	281	4' Double Step Riser	\$ 42.90	\$ 57.85	\$ _____
_____	283	6' Double Step Riser	\$ 48.20	\$ 65.00	\$ _____
_____	285	8' Double Step Riser	\$ 57.85	\$ 78.00	\$ _____

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

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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

Exhibiting Company Name: _____ Booth # _____

Form# 01-717

standard furniture rental (tables & table risers)

120415-111026



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

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

CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	101	Armless Side Chair	\$ 39.65	\$ 53.55	\$ _____
___	103	Upholstered Armless Chair	\$ 42.90	\$ 57.85	\$ _____
___	105	Upholstered Arm Chair	\$ 52.50	\$ 70.85	\$ _____
___	121	Swivel Desk Chair	\$ 96.45	\$ 130.15	\$ _____
___	131	Stool - Padded with Back	\$ 58.90	\$ 79.55	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
		24" Diameter **CANNOT BE SKIRTED**			
___	206	30"h Pedestal Table	\$ 51.45	\$ 73.05	_____
___	208	40"h Pedestal Table	\$ 60.80	\$ 85.50	\$ _____
		30" Diameter **CANNOT BE SKIRTED**			
___	215	30"h Pedestal Table	\$ 51.45	\$ 73.05	\$ _____
___	216	40"h Pedestal Table	\$ 60.80	\$ 85.50	\$ _____
		36" Diameter **CANNOT BE SKIRTED**			
___	224	30"h Pedestal Table	\$ 51.45	\$ 73.05	\$ _____
___	225	40"h Pedestal Table	\$ 60.80	\$ 85.50	\$ _____

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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

Exhibiting Company Name: _____ Booth # _____

Custom

standard furniture rental (chairs & pedestal tables)

120415-111514



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

ACCESSORIES

For examples, please refer to the Accessories Brochure.

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 13.55	\$ 18.30	\$ _____
___	407	Easel, Tripod	\$ 23.20	\$ 31.35	\$ _____
___	430	Tensa Stanchion	\$ 38.15	\$ 51.55	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 73.15	\$ 98.80	\$ _____
___	479	2-Arm Bag Stand	\$ 73.15	\$ 98.80	\$ _____
___	480	4-Arm Bag Stand	\$ 81.90	\$ 110.60	\$ _____
___	413	Chrome Clothes Tree	\$ 34.00	\$ 45.90	\$ _____
___	415	Garment Rack	\$ 60.30	\$ 81.45	\$ _____
___	427	Literature Rack	\$ 103.70	\$ 140.00	\$ _____
___	475	2'x8' Grid Panel	\$ 91.70	\$ 123.80	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 23.20	\$ 31.35	\$ _____

CUSTOM BOOTH DRAPING and SKIRTING

For color choices, please refer to the Drape Brochure.

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	541	Custom Color Siderail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)	\$ 8.75	\$ 12.00	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 13.15	\$ 17.75	\$ _____

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

Sub Total \$ _____

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

Tax 8.850% \$ _____

Grand Total \$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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

Exhibiting Company Name: _____ Booth # _____

Form# 01-711

standard furniture rental (accessories & drape)

120415-111709



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

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

STANDARD CARPET

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

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

STANDARD CARPET PACKAGE

Standard Carpet Package includes carpet & padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	309	9 ft. x 10 ft. Standard Carpet & Padding	\$ 160.65	\$ 233.00	\$ _____
___	310	9 ft. x 20 ft. Standard Carpet & Padding	\$ 321.30	\$ 466.00	\$ _____
___	311	9 ft. x 30 ft. Standard Carpet & Padding	\$ 481.95	\$ 699.00	\$ _____
___	312	9 ft. x 40 ft. Standard Carpet & Padding	\$ 642.60	\$ 932.00	\$ _____

STANDARD CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	301	9 ft. x 10 ft. Standard Carpet	\$ 121.50	\$ 164.00	\$ _____
___	302	9 ft. x 20 ft. Standard Carpet	\$ 243.00	\$ 328.00	\$ _____
___	303	9 ft. x 30 ft. Standard Carpet	\$ 364.50	\$ 492.00	\$ _____
___	304	9 ft. x 40 ft. Standard Carpet	\$ 486.00	\$ 656.00	\$ _____

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	314	Standard Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 2.80	\$ 3.75	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.75	\$ 1.02	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.24	\$ 0.32	\$ _____

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

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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

Exhibiting Company Name: _____ Booth # _____

Form# 03-710

standard carpet rental

120415-111947



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

Discount Deadline:
January 08, 2016

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

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

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

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

CUSTOM PLUSH CARPET PACKAGE

Custom Plush Carpet Package includes carpet and padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 301.75	\$ 437.50	\$ _____
___	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 603.50	\$ 875.00	\$ _____
___	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 905.25	\$ 1,312.50	\$ _____
___	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,207.00	\$ 1,750.00	\$ _____

CUSTOM PLUSH CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 280.00	\$ 375.00	\$ _____
___	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 560.00	\$ 750.00	\$ _____
___	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 840.00	\$ 1,125.00	\$ _____
___	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,120.00	\$ 1,500.00	\$ _____

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	328	Custom Plush Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 3.15	\$ 4.25	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.75	\$ 1.02	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.24	\$ 0.32	\$ _____

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

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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

Exhibiting Company Name: _____ Booth # _____

Form# 03-710

custom plush carpet rental

120415-111947



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Deadline to Return this Form:
January 08, 2016

PREMIUM VINYL FLOORING

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

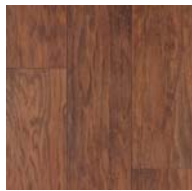
FernFlex is a PVC encapsulated fiberglass floor which has superior strength and stability. FernFlex is a 125 gauge thick product which has a 10 mil wear layer and can be used inside or outside. If running electrical, AV cords, etc. under the flooring, it is highly suggested to order vinyl floor padding.

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

Please select color below:



Barnwood (BA)



Rustic Cherry (RC)



Brazilian Walnut (BW)



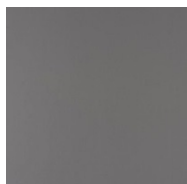
Blackwood (BC)



Dark Maple (DM)



Ecru (EC)



Slate Gray



Onyx



Checkerboard (CK)

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

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

Exhibiting Company Name: _____ Booth # _____

Form# 03-709

premium vinyl flooring

120415-100003



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

CLEANING SERVICES

All rental carpets ordered from Fern Exposition and 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. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$0.21 per sq. ft. 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, food sampling, landscape, etc.

VACUUM/SHAMPOO/MOP

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

Prices below are per
 square foot

<input type="checkbox"/>	903	Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$	0.31 (Per Day)
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$	0.35
<input type="checkbox"/>	931	DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.	\$	0.25

PORTER SERVICE

Price is per day

Porter Service includes emptying wastebaskets and policing exhibit space at two hour intervals during show hours. These services are offered on a daily basis.

\$ 236.90

DISPLAY WIPE DOWN

<input type="checkbox"/>	911	Display wipe down before initial opening (4 hr minimum)	\$ 64.00 per hr ST	\$ 128.00 per hr OT
<input type="checkbox"/>	913	Display wipe down daily (4 hr minimum)	\$ 64.00 per hr ST	\$ 128.00 per hr OT

Please indicate any special instructions: _____

ESTIMATED CLEANING SERVICE COST

Exhibit Space: _____ ft. X _____ ft. = _____ sq. ft. (100 sq. ft. minimum) X \$ _____ per sq. ft. X _____ days = \$ _____

Porter Service: \$ 236.90 X _____ days = \$ _____

Display Wipe Down: _____ hrs. (4 hr. minimum per day) X _____ days X \$ _____ = \$ _____

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

Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.

Requests made after the deadline will be filled as work force is available.

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

Exhibiting Company Name: _____ Booth # _____

Form# 09-707

cleaning services

120415-111947



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

[Click here](#) for Panelboard Brochure

BULLETIN BOARDS

QTY	ITEM #	DESCRIPTION	STYLE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	603	4' x 8' Velcro Board (gray only)	Horizontal	\$ 91.70	\$ 123.80	\$ _____

PERFORATED BOARD

QTY	ITEM #	DESCRIPTION	STYLE (Please circle selection)	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	615	4' x 8' Perforated board panel	V / H	\$ 91.70	\$ 123.80	\$ _____

Perforated board hooks are NOT provided

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

SHELVING (for Perforated Board)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	631	4' long x 6" deep - white	\$ 16.50	\$ 22.30	\$ _____

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

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

*Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Discount Deadline:
January 08, 2016

FLORAL and PLANTS

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

POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 36.05	\$ 52.30	\$ _____
___	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 36.05	\$ 52.30	\$ _____
___	1505	Ferns - Select type: Floor / Hanging	\$ 33.00	\$ 47.85	\$ _____
___	1549	Ivy	\$ 33.00	\$ 47.85	\$ _____
___	1506	Seasonal Flowering Plants Please specify: _____	\$ 36.05	\$ 52.30	\$ _____

TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1507	3 FT - Select type: Slim / Full	\$ 49.45	\$ 71.75	\$ _____
___	1509	4 FT - Select type: Slim / Full	\$ 55.65	\$ 80.70	\$ _____
___	1511	5 FT - Select type: Slim / Full	\$ 62.85	\$ 91.15	\$ _____
___	1513	6 FT - Select type: Slim / Full	\$ 69.05	\$ 100.15	\$ _____
___	1515	7 FT - Select type: Slim / Full	\$ 104.05	\$ 150.90	\$ _____

FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1545	Small - Color _____	\$ 46.90	\$ 68.05	\$ _____
___	1546	Medium - Color _____	\$ 80.90	\$ 117.35	\$ _____
___	1548	Large - Color _____	\$ 113.30	\$ 164.30	\$ _____

FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1521	Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant	\$ 125.45	\$ 181.95	\$ _____
___	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 172.70	\$ 250.45	\$ _____

<input type="checkbox"/>	Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
	If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 8.850%	\$ _____
		Grand Total	\$ _____

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

Exhibiting Company Name: _____ Booth # _____



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

Discount Deadline:
January 08, 2016

FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

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

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	861	7" x 11" Digital	\$ 51.50	\$ 69.55	\$ _____
___	863	11" x 14" Digital	\$ 63.35	\$ 85.55	\$ _____
___	865	14" x 22" Digital	\$ 72.10	\$ 97.35	\$ _____
___	867	7" x 44" Digital	\$ 72.10	\$ 97.35	\$ _____
___	871	14" x 44" Digital	\$ 96.35	\$ 130.10	\$ _____
___	873	22" x 28" Digital	\$ 96.35	\$ 130.10	\$ _____
___	875	28" x 44" Digital	\$ 156.20	\$ 210.90	\$ _____
___	879	24" x 96" Digital	\$ 334.25	\$ 451.25	\$ _____
___	881	48" x 96" Digital	\$ 407.40	\$ 550.00	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$16.50/sq ft	\$22.30/sq ft	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$19.10/sq ft	\$25.80/sq ft	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$17.55/sq ft	\$23.70/sq ft	\$ _____
___	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$26.30/sq ft	\$35.55/sq ft	\$ _____

Sign Copy: _____

Color of Background: _____

Color of Lettering: _____

Sign Orientation: Vertical Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 8.850%	\$ _____
	Grand Total	\$ _____

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

Exhibiting Company Name: _____ Booth # _____

Form #08-708

graphics

120315-163807



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
07-07884-16

**Deadline to Return this Form:
December 25, 2015**

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

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

Name of Display House: _____

Address: _____
Street City/State Zip Code

Telephone: _____ Fax: _____

Email: _____

Display House Contact Name: _____

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

Print or Type Name

Signature

Date

Exhibiting Company Name: _____ Booth # _____

independent display house contractors

120315-145027



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

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

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

The Official Service Contractor is appointed to:

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

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

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

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

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

independent display house rules & regulations

120315-145027



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

Deadline to Return this Form:
January 08, 2016

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern)

- 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

30% charge for Fern Supervised services with a minimum of **\$ 66.00**

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

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

- 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____
 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Estimated Display Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalStraight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalOver Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ _____

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalStraight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days TotalOver Time hours Estimated Cost

Plan A - Add **30%** for Fern Supervision \$ _____

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

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate
 Requests received after deadline date will be filled as work force is available.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Installation Labor Rate	
Straight Time	\$ 66.00
Over Time	\$ 132.00

Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. Straight Time: 8:00 AM - 4:00 PM Monday-Friday. Overtime: Before 8:00 AM after 4:00 PM Monday-Friday, all day Saturday, Sunday and Holidays.

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

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

display labor service

120415-112536

Exhibiting Company Name: _____ Booth # _____



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

**Deadline to Return this Form:
 January 8, 2016**

FORKLIFT TO RIG IN BOOTH

This form is not for loading and/or unloading of exhibit materials. Please refer to the Material Handling form for rates and instructions.

4000 lb forklift

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

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

4000 lb forklift		
Straight Time	\$	121.00
Over Time	\$	181.45

Estimated Rigging Labor Cost for Advanced Payment

Installation:

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

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

Dismantle:

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

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

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

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

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

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Sub Total	\$ _____
	Tax 8.850%	\$ _____
	Grand Total	\$ _____

*Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate
 Requests received after deadline will be filled as work force is available.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____

Form # 10-710

forklift to rig in booth

120415-112536



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

**Deadline to Return this Form:
 January 08, 2016**

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

A 200 lb. minimum charge per shipment applies.

ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
A	Boxed, crated or skidded shipment via common carrier	\$ 66.00	\$ 132.00
B	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS)	\$ 82.50	\$ 165.00
L	Late surcharge for shipment received after ? Via common carrier	\$ 16.50	\$ 33.00
M	Late surcharge for shipment received after ? Via specialized carrier/small pkg	\$ 20.65	\$ 41.30
T	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 60.00	\$ 60.00

DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per cwt	Minimum Charge
D	Boxed, crated or skidded shipment via common carrier	\$ 62.00	\$ 124.00
E	Boxed, crated or skidded shipment via specialized carrier (van lines, POV, Fed Ex, UPS or USPS)	\$ 77.50	\$ 155.00
F	Unwrapped or unprotected shipment	\$ 93.00	\$ 186.00
		-	
U	Small package shipment not exceeding 35 lbs per shipment (not per box)	\$ 60.00	\$ 60.00
		-	

OTHER SERVICES

		-	
--	--	---	--

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

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

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

Exhibiting Company Name: _____ Booth # _____

material handling

120315-163807



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

**Deadline to Return this Form:
 January 08, 2016**

MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.
3. Complete terms and conditions are outlined in the Terms & Conditions.
4. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

751 Wyoming Street
 Kansas City, MO 64101

Johnson County Home + Garden Show (Booth #)

Shipments must arrive by:
Tuesday, January 12, 2016

DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

OPCC
 6000 College Blvd
 Overland Park, KS 66211

Johnson County Home + Garden Show (Booth #)

Shipments cannot arrive before:
Monday, January 18, 2016

ESTIMATED FREIGHT PAYMENT CALCULATION

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

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

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

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

Sub Total	\$ _____
Tax 8.850%	\$ _____
Grand Total	\$ _____

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

Exhibiting Company Name: _____ Booth # _____

material handling payment calculation

120315-163807



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas

07-07884-16

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

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$1.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$50.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$150.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A \$10.00 MINIMUM fee will apply to this service

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate weight charges for services rendered in accordance with the freight rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a coordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of \$30/lb per month, with a minimum monthly rate of \$150.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 days prior to the show.

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

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

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

material handling terms & conditions



751 Wyoming Street
Kansas City, MO 64101
Phone: 816.221.0525
Fax: 816.471.1602
email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
07-07884-16

Deadline to Return this Form:
January 08, 2016

INBOUND SHIPMENT INFORMATION - FOR EVENT

Shipment 1

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): Advance Warehouse Direct to Show Site

Shipment 2

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): Advance Warehouse Direct to Show Site

Shipment 3

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): Advance Warehouse Direct to Show Site

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

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

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

Exhibiting Company Name: _____ Booth # _____

inbound shipment information

120315-145027

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern

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

**Johnson County Home + Garden
Show**

Booth Number: _____

**Must Arrive By:
Tuesday, January 12, 2016**

fern

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern

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

**Johnson County Home + Garden
Show**

Booth Number: _____

**Must Arrive By:
Tuesday, January 12, 2016**

fern

EXHIBIT MATERIAL

RUSH
EVENT SITE

To: _____
(Exhibiting Company Name)

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

Johnson County Home + Garden
Show

Booth Number: _____

Cannot Arrive Before:
Monday, January 18, 2016

fern

EXHIBIT MATERIAL

RUSH
EVENT SITE

To: _____
(Exhibiting Company Name)

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

Johnson County Home + Garden
Show

Booth Number: _____

Cannot Arrive Before:
Monday, January 18, 2016

fern

fern



WE'RE IN YOUR ZONE

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

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



Latest Technology

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



Reliable Service

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



Comprehensive Solution

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

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

Fern Transportation
WE'RE IN YOUR ZONE

(513) 297-2371 | fernexpo.com



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

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

FERN TRANSPORTATION

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

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

SERVICE SELECTION (select the following)			
Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up
Declared Value:	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00	
<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>			
For a quote, please contact Fern Transportation at: Toll Free: 888.513.1984 / Local: 513.823.2770 / Fax: 513.823.2771			

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

PICK UP ADDRESS **PICK-UP DATE:** _____ **FACILITY HOURS:** _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

PACKAGE DESCRIPTION

Pkg #1 Description:	Est. Wt.:
Pkg #2 Description:	Est. Wt.:
Pkg #3 Description:	Est. Wt.:
Pkg #4 Description:	Est. Wt.:
Pkg #5 Description:	Est. Wt.:
Total Estimated Weight:	

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

SPECIAL INSTRUCTIONS

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

Exhibiting Company Name: _____ **Booth #** _____

inbound exhibit transportation - fern transportation



751 Wyoming Street
 Kansas City, MO 64101
 Phone: 816.221.0525
 Fax: 816.471.1602
 email: khook@fernexpo.com

Johnson County Home + Garden Show

January 22 - 24, 2016

Overland Park Convention Center, Overland Park, Kansas
 07-07884-16

IMPORTANT INSTRUCTIONS

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

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

# of Labels Needed	<input type="text"/>
Carrier Requested	<input type="text"/>

CARRIER SELECTION (select one of the following)

<input type="checkbox"/> Fern Transportation	<input type="checkbox"/> Common Carrier	<input type="checkbox"/> Expedited Carrier	<input type="checkbox"/> Company Truck/POV	<input type="checkbox"/> Van Line
Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Delivery	<input type="checkbox"/> Inside Delivery	
Declared Value (optional):	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00		

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

SHIP TO ADDRESS

Company Name:

Contact Name:

Address:

City: State: Zip Code:

Email: Phone:

BILL TO ADDRESS

Company Name:

Contact Name:

Address:

City: State: Zip Code:

Email: Phone:

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

PACKAGE DIMENSIONS

Pkg #1 Dimensions:	Est. Wt.:
Pkg #2 Dimensions:	Est. Wt.:
Pkg #3 Dimensions:	Est. Wt.:
Pkg #4 Dimensions:	Est. Wt.:
Pkg #5 Dimensions:	Est. Wt.:
Total Estimated Weight:	

SPECIAL INSTRUCTIONS

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

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

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

Exhibiting Company Name: Booth #

outbound bill of lading request

Services Order Form

Our Exhibitor Services forms are now online!
This new, convenient process allows you to order services and receive email receipts instantly.

To order services such as electrical, compressed air, water, drain, telecommunications and internet, click on the following link:

http://overlandpark-web.ungerboeck.com/coe/coe_pl_all.aspx?oc=10&cc=CALENDARWEB

For more information about ordering services or technical difficulties, please call (913) 339-3000 or email info@opconventioncenter.com.

