



"Complete Convention Service"

Dear Exhibitor:

A.C.T., Inc. is pleased once again, to be your Service Contractor for the 2011 *CENTS Show*. This event is being held at the Greater Columbus Convention Center, January 24 – 26.

This year's show colors will be Green & Beige with Brown Aisle carpet. Please pay close attention to the **advanced order deadline date**. This is the date **orders must be received in office**, accompanied by **payment in full**, to receive the **pre-deadline order prices**. Please also, take note of the **Advanced Warehouse and On Site Freight dates**. These dates are the only time we can receive freight at either location for your expo.

**Please remember that there is FREE FORKLIFT SERVICE again this year for all freight received on-site except for small packages, which require special handling. Regular freight charges apply to freight received at the advanced warehouse.**

Enclosed you will find an **Exhibitor's Service Kit** that covers most of your decorating needs. If you have any questions, please feel free to contact me at our Corporate Office number.

Wishing you much success at this year's Show.

Sincerely,

*Barb Simms*

Barb Simms  
Event Coordinator



"Complete Convention Service"

To: CENTS Show Exhibitor

From: Bob Payne, Vice President of Sales

CENTS Show Management and A.C.T., Inc. are pleased to once again offer Exhibitors for the 2011 CENTS Show **FREE FORKLIFT SERVICE** for move-in and move out with the following rules and regulations.

Exhibitors needing forklift service **MUST** sign in at the freight desk located on the dock for loading and unloading.

All products and materials **MUST** be **Palletized** and secured before unloading and loading. This includes bulk trees.

This **FREE FORKLIFT SERVICE** is **ONLY** for **EXHIBITORS**. This service is not for a company you have sold your product to. Any company that purchases products and will need forklift service must go to the service desk and order this service. Cost is \$75.00 per hour with a 1-hour minimum. **THIS IS NOT A FREE SERVICE.**

A.C.T., Inc. and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damages.

Advance warehouse shipments will be accepted. In order to receive this service you will need to complete the Shipping Instructions, Information & Rate form that will be provided in your service kit. **THIS IS NOT A FREE SERVICE**, please read your service kit carefully.

**PLEASE NOTE:** Because of risk factor, the students provided by Show Management will move **NO** large balled trees or excessively heavy items!

## **ATTENTION EXHIBITORS**

THIS INFORMATION SHEET COVERS WHAT WE THINK ARE THE MOST IMPORTANT QUESTIONS ASKED OF THE CONTRACTOR ON MOST SHOWS. FURTHER INFORMATION, IN DETAIL, CAN BE FOUND IN THE ENCLOSED SERVICE KIT.

**SHOW NAME: CENTS 2011**

**SHOW COLORS: GREEN & BEIGE**

**SET UP DATE:** Saturday Jan. 22, 2011 8:00 am - 5:00 pm  
Sunday Jan. 23, 2011 7:00 am - 1:00 pm

**SHOW HOURS:** Monday Jan. 24, 2011 9:00 am - 5:00 pm  
Tuesday Jan. 25, 2011 9:00 am - 5:00 pm  
Wednesday Jan. 26, 2011 9:00 am - 2:00 pm

**TEAR DOWN:** Wednesday Jan. 26, 2011 2:00 pm - 10:00 pm  
Thursday Jan. 27, 2011 8:00 am - NOON

**ADVANCE ORDER DEADLINE DATE:** January 7, 2011

**THIS DATE REPRESENTS THE DATE THAT ORDERS MUST BE RECEIVED BY A.C.T. WITH PAYMENT IN FULL TO AVOID PAYING POST DEADLINE PRICES.**

**ADVANCED WAREHOUSE FREIGHT DATES:**

FROM: DECEMBER 17, 2010 TO: JANUARY 14, 2011

**WAREHOUSE ADDRESS:** A.C.T., Inc. / CENTS  
COMPANY NAME/ BOOTH #  
4185 Janitrol Road  
COLUMBUS, OH 43228

**THIS DATE REPRESENTS THE DEADLINE THAT FREIGHT MAY BE RECEIVED AT OUR WAREHOUSE PRIOR TO THE SHOW. FREIGHT ARRIVING AFTER THIS TIME WILL BE REFUSED.**

**ON SITE FREIGHT DATE:** Saturday Jan. 22, 2011 8:00 am - 5:00 pm  
Sunday Jan. 23, 2011 7:00 am - 1:00 pm

**THIS DATE REPRESENTS THE TIME FRAME FREIGHT CAN BE RECEIVED ON SITE. CONVENTION SITES DO NOT HAVE STORAGE FACILITIES. FREIGHT RECEIVED PRIOR TO THESE DATES WILL BE REFUSED.**

**ON SITE ADDRESS:** ACT INC. / CENTS  
COMPANY NAME/BOOTH #  
Greater Columbus Convention Center- Hall C & D  
500 N. High St.  
Columbus, Ohio 43215

IF WE HAVE NOT ANSWERED YOUR MOST OFTEN ASKED QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT BARB SIMMS IN OUR CORPORATE OFFICE AT 614-351-7100.

**\*\*\* PLEASE SEND YOUR ORDERS (WITH PAYMENT) TO OUR COPORATE OFFICE. \*\*\***

THANK YOU.  
ASSOCIATIONS, CONVENTIONS, TRADESHOWS, INC.

# EXHIBIT BOOTH DECORATING FORM

## FURNITURE \* TABLES \* CARPETING \* ACCESSORIES



"Complete Convention Service"

DEADLINE DATE:

**January 7, 2011**

**PAYMENT POLICY:** Payment in Full, including tax, made payable in U.S. Funds, check or credit card must accompany order and be received at our office by deadline date above. A credit card must be on file for all orders.

**ORDERS RECEIVED AFTER DEADLINE DATE OR PLACED AT SHOW SITE:** Must be paid in Full prior to show opening. 20% Charge will apply to ALL items or services ordered.

**CREDIT AUTHORIZATION:** No Credit will be given after the opening of an event on items or services ordered, but not received. If you have a problem, please see the A.C.T., Inc. Service Desk personnel at the event site prior to show opening. No credit will be issued for draped tables; draped risers or carpets placed in booths; unless it is A.C.T., Inc. error such as soiled or incorrect size and color.

RETURN INFORMATION TO:



"Complete Convention Service"

**CORPORATE OFFICE**  
4185 JANITROL RD.  
COLUMBUS, OH 43228  
(614) 351-7100  
(614) 351-7111 FAX

**NAME OF TRADE SHOW**  
**2011 CENTS SHOW**

**BOOTH NUMBER**

QUANTITY	FURNITURE	PRE DEADLINE RATES	POST DEADLINE & FLOOR RATES	RENTAL TOTAL
_____	Bar Stool	\$39.50	\$47.40	_____
_____	Straight Chair, padded back & seat	31.00	37.20	_____

### DISPLAY TABLES, COUNTERS, RISERS

Undraped table, counter or riser (All tables 30" high, counters 40" high)

_____	24" x 4' (wood top)	\$31.00	\$37.20	_____
_____	24" x 6' (wood top)	38.00	45.60	_____
_____	24" x 8' (wood top)	43.00	51.60	_____
_____	24"x4'x40" High Counter	44.00	52.80	_____
_____	24"x6'x40" High Counter	51.00	61.20	_____
_____	24"x8'x40" High Counter	56.00	67.20	_____
_____	12"x4'x12" High Table Riser	17.50	21.00	_____
_____	12"x6'x12" High Table Riser	24.00	28.80	_____

### DISPLAY TABLES, COUNTER, RISERS (DRAPED)

Circle Color Preferred (All tables 30" high, counters 40" high) included white top, pleated skirts,

Table Skirt Color (White will be provided if no color is indicated below)

BLACK	BLUE	BURGUNDY	GOLD	LT. BLUE	GRAY	GREEN	RED	TEAL	WHITE
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	24"x4' (wood top, skirted 4 sides)	_____	_____	\$60.00	_____	\$72.00	_____	_____
_____	_____	24"x6' (wood top)	_____	_____	75.00	_____	90.00	_____	_____
_____	_____	24"x8' (wood top)	_____	_____	90.00	_____	108.00	_____	_____
_____	_____	24"x4'x40" High Counter	_____	_____	85.00	_____	104.60	_____	_____
_____	_____	24"x6'x40" High Counter	_____	_____	100.00	_____	122.60	_____	_____
_____	_____	24"x8'x40" High Counter	_____	_____	115.00	_____	140.60	_____	_____
_____	_____	12"x4'x12" High Table Riser	_____	_____	36.00	_____	43.20	_____	_____
_____	_____	12"x6'x12" High Table Riser	_____	_____	50.00	_____	60.00	_____	_____
_____	_____	4 <sup>th</sup> Side Skirted, Optional	_____	_____	4.50 Lin. Ft.	_____	5.40 Lin. Ft.	_____	_____

### CARPETING

Circle Color Preferred includes taping on front sides

Carpet Color (If no color is selected a color based on availability will be selected by ACT)

BLUE	BURGUNDY	BLACK	MED. GRAY	RED	TEAL
_____	_____	_____	_____	_____	_____
_____	_____	9' x 10' Carpet	\$ 89.00	\$106.80	_____
_____	_____	9' x 20' Carpet	176.00	211.20	_____
_____	_____	9' x 30' Carpet	264.00	316.80	_____
_____	_____	Carpet Padding	.80/Sq. Ft.	.96/Sq. Ft.	_____

Special cut carpet is required for all booths larger than 30' or for booths configured as an island or peninsula

\_\_\_\_\_ Ft. x Ft. @ 1.90/Sq. Ft. 2.25/Sq. Ft.

\* Other colors available upon request

### ACCESSORIES

_____	Wastebasket	\$ 13.00	\$ 15.60	_____
_____	4' x 6' Tack Board	80.00	96.00	_____
_____	Easel	14.50	17.40	_____
_____	Garment Rack (Round & T-Bar)	60.25	90.50	_____
_____	6' Full View Display Case (limited qty.)	450.00	575.00	_____
_____	Crossbars	10.00 each	12.00 each	_____
_____	Upright & base	20.00 each	24.00 each	_____
_____	Round Star base café table (limited qty.)	88.00	105.60	_____
_____	_____ Tall _____ Short			_____

Rental Total \$ \_\_\_\_\_  
Local Sales Tax 6.75% \_\_\_\_\_  
**Total of Order** \_\_\_\_\_

Above rental prices are for duration of show and delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All materials to remain the property of the Contractor. Prices quoted cover rental only. For any additional equipment and/or services not outlined above, please contact A.C.T., Inc. for a quote.

COMPANY \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY & STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

APPROVED BY: NAME \_\_\_\_\_

BOOTH REPRESENTATIVE \_\_\_\_\_



CORPORATE OFFICE  
4185 Janitrol Rd.  
Columbus, OH 43228  
(614) 351-7100  
(614) 351-7111 fax

"Complete Convention Service"

## CREDIT CARD PAYMENT AUTHORIZATION FORM

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CREDIT CARD INFORMATION IS AS FOLLOWS:**

CARDMEMBER NAME: \_\_\_\_\_  
PLEASE PRINT

CARDMEMBER ADDRESS: \_\_\_\_\_  
PLEASE PRINT

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CHARGE TO:  
 American Express     MasterCard     Visa

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_    3-digit code \_\_\_\_  
(Found on back of card)

.....  
**Your signature below authorizes payment for any charges incurred by your company to A.C.T., Inc., for the above noted event. We require your credit card authorization to be on file even if you are paying by check or bank wire transfer.**

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_



"Complete Convention Service"

4185 Janitrol Rd.  
Columbus, OH 43228  
614-351-7100  
614-351-7111 fax

**SHIPPING INSTRUCTIONS, INFORMATION & RATES  
FOR EXHIBITORS & DISPLAY HOUSES**

**ADVANCE SHIPMENTS:**

To assure that your Exposition material arrives on time, we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our warehouse and allowed 30 days free storage. These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company \_\_\_\_\_  
Name of Event \_\_\_\_\_  
Booth No. \_\_\_\_\_

C/o A.C.T., Inc.  
4185 Janitrol Rd.  
Columbus, OH 43228

**NOTE:** TO EXPIDITE YOUR SHIPMENT TO OUR WAREHOUSE OR SHOWSITE, PLEASE PUT YOUR SHOW NAME AND BOOTH NUMBER ON ENTIRE SHIPMENT.

**DIRECT SHIPMENTS:**

**Direct shipments can only arrive at show site during the scheduled hours of Exhibitor set up (see cover letter attached). Direct shipments arriving prior to the designated time will be billed a special handling fee. The convention facility does not have storage on-site for direct shipments.**

These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Booth No. \_\_\_\_\_  
Show Site: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

ESTIMATED ADVANCE PAYMENT AMOUNT \$ \_\_\_\_\_ FOR \_\_\_\_\_ LBS.

**Whether you are shipping Advanced or Direct, ACT Inc. requires that the shipping instructions and credit card authorization forms are on file prior to the event move in.**

ALL SHPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT SHOWING THE NUMBER OF PIECES, WEIGHT, AND TYPE OF MERCHANDISE.

A copy should be mailed immediately to A.C.T., Inc. 4185 Janitrol Rd., Columbus, OH 43228. Also, please send a copy to the person in charge of installing your display.

**BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR LOCATION UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHBITORS ARRANGE ALL-RISK COVERAGE. "RIDERS" CAN USUALLY DO THIS TO EXISTING POLICIES. IN ANY CASE, THE LIABILITY OF A.C.T., INC. AND ITS SUBCONTACTORS IS LIMITED TO \$.30 (30 CENTS) PER POUND PER ITEM WITH A MAXIMUM OF \$50.00 PER ITEM, AND A MAXIMUM OF \$1000.00 PER SHIPMENT, WHILE THE EQUIPMENT IS BEING HANDLED OR IN TEMPORARY STORAGE.**

A.C.T., INC. AND ITS SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, MATERIALS IMPORPERLY PACKED, GLASS BREAKAGE OR CONCEALED DAMAGE. A.C.T., INC. AND ITS SUBCONTRACTORS, ARE NOT, AND CANNOT, BE RESPONSIBLE FOR LOSS OR THEFT OF EXHIBITOR'S MATERIALS AFTER IT HAS BEEN DELIVERED TO BOOTH. SIMILARLY THEY CANNOT BE RESPONSIBLE FOR THE DISAPPEARANCE OF MATERIALS BEFORE MATERIALS ARE PICKED UP FOR LOADING OUT OF THE BOOTH SUBSEQUENT TO THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS, COVERING SHIPMENTS, WHICH ARE FURNISHED TO A.C.T., INC. BY EXHIBITORS **WILL BE CHECKED AT THE TIME OF ACTUAL LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST.** A.C.T., INC. AND ITS SUBCONTRACTORS SHALL NOT BE RESPONSIBLE FOR LOSS, DELAYED OR DAMAGE DUE TO STRIKES, LOCKOUTS, OR WORK STOPPAGES OF ANY KIND.

A.C.T., INC. AND ITS SUBCONTRACTORS, SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED OF THEM AS WAREHOUSEMEN BY LAW TO PROTECT EXHBITOR'S EQUIPMENT WHEN IT IS RECEIVED AT THE WAREHOUSE AND/OR UNLOADED

# **Important Freight Information For Exhibitors**

Before the close of the show please be sure you make arrangements for your freight to be picked up, failure to do so could result in items getting lost or thrown out.

You must make sure all items are labeled and the proper shipping paper work has been filled out (this includes the ACT Inc. bill of lading) and the carrier has been called. In most cases ACT, Inc. will have a service desk to assist with this but it is the Exhibitor's responsibility to see that it's done.

Regardless of whether your freight came in as an Advance or Direct shipment it must be picked up and removed from the show floor and facility by the stated move out time (see exhibit kit cover letter for date and time). Any items left on the show floor are subject to be “forced” out on an ACT, Inc selected carrier (at the exhibitors cost) or in some cases (based on space and availability) taken to the ACT Inc. warehouse and held for instructions. In these rare situations, there will be extra handling and storage charges. In cases where items are not clearly identified and left on show floor it would be considered abandon and disposed of accordingly.

ACT, Inc will try to assist in this process when ever possible.

**ON-SITE**  
**SMALL PACKAGES**

**Freight delivered by UPS, Fed Ex, DHL, etc.**

**Freight delivered by any carrier that requires special handling, sorting and delivery will be charged the following fees:**

**Packages weighing 50 lbs. or under**  
**\$38.00 First Carton**  
**\$15.00 Each Additional Carton**

**Regular material handling charges apply for advance freight arriving at the warehouse with a 300 lb. minimum.**

# **ATTENTION**

## **2011 CENTS SHOW FORKLIFT SERVICE RULES & REGULATIONS**

**Exhibitors needing forklift service MUST sign in at the freight desk located on the dock for loading and unloading.**

**All products and materials MUST be Palletized and secured before loading and unloading. This includes bulk trees.**

**This FREE FORKLIFT SERVICE is ONLY for EXHIBITORS. This service is not for a company you have sold your product to. Any company that buys a product and will need forklift service must go to the service desk and order this service. There will be a minimum charge of \$75.00 per hour with a one (1) hour minimum.**

**A.C.T., Inc. and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damages.**

**Advanced warehouse shipments will still be accepted. In order to receive this service you will need to complete the Shipping instructions, information & rate form that will be provided in your service kit. THIS IS NOT A FREE SERVICE, please read your service kit carefully.**

**PLEASE NOTE: Because of risk factor, the students provided by Show Management will NOT move large balled or burlap trees or excessively heavy items!**



**TYPHOON LOGISTICS, INC.**  
Freight Services  
*exhibit transportation solutions*



"Complete Convention Service"

**The Official Carrier**

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## **January 24-26, 2011**

# **Greater Columbus Convention Center**

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**BOOK YOUR SHIPPING WITH TYPHOON TODAY AND SAVE \$\$\$**

**Please ask about our OVERNIGHT**

**Mid-Am to CENTS caravan for delivery on Saturday 1/22...**

**Typhoon Logistics offers the following service transportation solutions:**

- **48 State and Canada "LTL" Ground Service**
- **24 / 7 Online Tracking with *AutoEmail Status Updates***
- **Dedicated Air-Ride Truckload Shipments**
- **Ask about our \$224.50 "ANYWHERE USA" rate**
- **Show-to-Show Caravan "Flat Rates" to the Green Industry!**
- **Pre-Printed Bills & Labels for your Entire Trade Route**
- **Trade Show Logistics Planning & Consultation Included with Our Low Rates!**

Call Jon Cain today or visit our website [WWW.TYPHOONLOGISTICS.COM](http://WWW.TYPHOONLOGISTICS.COM)

**Ask about our 2011 Green Caravans from MANTS through New England Grows!**

**\*Please Complete the Attached Form and Fax for Prompt Quotes or to Join our Caravan!**

*Typhoon Convention Center Office: 400 North High St. Suite 129 Columbus, OH 43215  
Toll Free (866) 396-3801*

*National Operations Center: 370 McClellan Highway East Boston, MA 02118  
Toll Free (866) 396-3848*





**Corporate Office**  
**4185 Janitrol Road**  
**Columbus, Ohio 43228**  
**Phone (614) 351-7100**  
**Fax (614) 351-7111**

**"Complete Convention Service" SET UP AND DISMANTLING LABOR ORDER**

In the interest of prompt and efficient processing of exhibitors' labor requirements for set up and dismantling of exhibitors, it is urged that advance notice is provided on this form. Orders received at the show will be processed after advance orders in all cases.

Men are assigned to orders at 8 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring men back to service desk when finished to check in labor. **Failure to call for labor at requested time will result in a one-hour charge per man requested unless 48 hour advanced cancellation notice is provided.**

**LABOR RATES**

Straight-Time... \$53.00                      Over-Time...\$79.50                      Double-Time...\$106.00

**ON-SITE LABOR RATES**

Straight - Time...\$58.60                      Over -Time.... \$87.90                      Double - Time...\$117.20

**Straight - Time:** 8:00 A.M. - 4:30 P.M. Monday through Friday  
**Over - Time:** Before 8:00 A.M. and after 4:30 P.M. Monday through Friday and all day Saturday.  
**Double - Time:** Anytime after Midnight, Sunday and Holidays.  
 Minimum: One hour per man. All labor rates subject to a 6.75% Local Sales Tax

**ALL LABOR RATES ARE SUBJECT TO CHANGE.**

**INSTALLATION SCHEDULE**

**PROCEED** with installation at the earliest possible time. Exhibit will be installed on straight time whenever possible.

\_\_\_\_\_ Setup drawing/photos enclosed.

\_\_\_\_\_ Setup drawing/photos with exhibit.

Provide \_\_\_\_\_ installers for approx. \_\_\_\_\_ Hrs. Instructions Should be provided. A.C.T. Inc. Personnel will supervise, but Blueprints, etc. will facilitate an economical, correct installation.

A supervision charge of 30% will be added.

**DISMANTLING SCHEDULE**

**PROCEED** with dismantling at the earliest possible time. Exhibit will be dismantled on straight time whenever possible.

\_\_\_\_\_ Labels & straight bill of lading provided with exhibit

\_\_\_\_\_ See Exhibitor Representative for outbound instructions.

Provide \_\_\_\_\_ men for dismantling. Instructions should be provided. A.C.T., Inc. personnel will supervise, but blueprints etc will facilitate an economical, correct dismantling.

A supervision charge of 30% will be added.

**DO NOT PROCEED.** Exhibitor's representative will call at the service desk for labor at \_\_\_\_\_ \* AM/PM on (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ Provide \_\_\_\_\_ installers for approx. \_\_\_\_\_ Hrs.

Exhibitor agrees to return to service desk to check in labor at the completion of work each day.

Note that starting times other than 8AM cannot be guaranteed.

**DO NOT PROCEED.** Exhibitor's representative will call at the service desk for labor at \_\_\_\_\_ \*AM/PM on (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ Provide \_\_\_\_\_ men for dismantling for \_\_\_\_\_ hrs. (Approx.)

\_\_\_\_\_ Labels & straight bill of lading provided with exhibit.

\_\_\_\_\_ See Exhibitor Representative for outbound instructions

Exhibitor agrees to return to service desk to check in labor at the completion of work each day.

Any exhibitor who has identified a exhibitor appointed Contractor, must insure that they have a current Certificate of Insurance on file with ACT, Inc. or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show.

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Title \_\_\_\_\_  
 Date of Order: \_\_\_\_\_ PO No. \_\_\_\_\_ Booth # \_\_\_\_\_  
 Telephone#: \_\_\_\_\_  
 Show Name: \_\_\_\_\_

Payment due on presentation of invoice. Service charge or 2% unpaid balance per month starts 30 days after invoice date.



# **Attn: Exhibitors**

Please be advised that

**CUSTOM**  
**FURNITURE**

and

**RENTAL EXHIBITS**

catalogs are available  
for your event by request

**ONLY!!**

Please contact

Barb Simms at 614-351-7100

To make arrangements to receive  
a catalog

**Thank you**