

## Liquid Feed Symposium

**September 13 - 15, 2011**  
**Westin Crown Center - Pershing Room**  
**Kansas City, Missouri**

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

**SHOW MANAGEMENT:** American Feed Industry Association  
 Leanna Nail  
 2101 Wilson Blvd., Ste. 916  
 Arlington, VA 22201  
 Phone: 703-558-3567  
 Fax: 703-524-1921  
 E-mail: lnail@afia.org

**MOVE-IN DATES,  
 DAYS & HOURS:** **Tuesday, September 13, 2011**  
 8:00 AM - NOON

**SHOW DATES,  
 DAYS & HOURS:** **Tuesday, September 13, 2011**  
 1:00 PM - 6:30 PM  
 5:15 PM - 6:15 PM (welcome reception)

**Wednesday, September 14, 2011**

7:00 AM - 7:00 PM  
 7:00 AM - 8:00 AM (breakfast)  
 10:00 AM (break)  
 2:45 PM - 3:15 PM (ice cream social)  
 5:30 PM - 7:00 PM (reception)

**Thursday, September 15, 2011**

7:00 AM - 8:00 AM (breakfast)

**BOOTH EQUIPMENT:** Each 8' x 10' booth will include;  
 1 - 6'1 x 24" w x 30" h Draped Table  
 2 - Side Chairs  
 1 - Wastebasket  
 1 - 7" x 44" Identification Sign

**SHOW COLORS:** Booth Drape: Blue & Gray  
 The entire exhibit area is carpeted.

**MOVE-OUT DATE,  
 DAYS & HOURS:** **Thursday, September 15, 2011**  
 10:00 AM - NOON

**DEADLINE FOR  
 DISCOUNT PRICES:** **Tuesday, August 30, 2011**

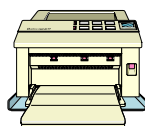
*Please note all carriers must pick up at the hotel by NOON on Thursday, September 15th. The exhibit hall must be cleared at this time.*

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

### WAYS TO ORDER



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



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



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



EXPOSITION & EVENT SERVICES

751 Wyoming Street / Kansas City, MO 64101

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

## SAFETY TIPS AND UNION GUIDELINES

### SAFETY

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

### UNION JURISDICTION DISPLAY SET-UP AND DISMANTLE

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

### MATERIAL HANDLING

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

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

### GRATUITIES

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

### INSURING YOUR PRODUCT

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



EXPOSITION & EVENT SERVICES

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

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

**DEADLINE**      **August 30, 2011**  
**For Discount Prices**

Our **CREDIT POLICY** requires **100% payment** with all orders for rentals, services, material handling, freight transportation and tax. This form with your **credit card** information for payment of advance and show site orders must be forwarded to Fern Exposition & Event Services in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order forms and be received by our office by the deadline date to qualify for the discounted rates. **ALL** orders received after deadline (indicated on each form) or on show site will be charged at standard rates. A \$40.00 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 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. Exhibitors will be responsible for all fees connected with the collection of their accounts. **By signing this form you are accepting all terms, conditions and limits of liability as stated on various forms and agreements pertaining to services rendered by Fern Exposition & Event Services and its contractors.**

**SERVICES AND EQUIPMENT ORDERED**

<b>RENTALS:</b>	Modular Display Rental Order.....	Sub Total	\$ _____
	Furniture Rental Order.....	Sub Total	\$ _____
	Custom Furniture Rental Order.....	Sub Total	\$ _____
	Carpet Rental Order.....	Sub Total	\$ _____
	Panelboard Rental Order.....	Sub Total	\$ _____
	Sign and Art Work Order.....	Sub Total	\$ _____
	Floral Rental Order.....	Sub Total	\$ _____
<b>SERVICES:</b>	Display Labor Charges ( Pay Estimated Cost).....	Non Taxable Total	\$ _____
	Cleaning Service Order.....	Non Taxable Total	\$ _____
<b>SHIPPING:</b>	Shipping Info & Freight Service Order (Pay Estimated Cost).....	Non Taxable Total	\$ _____
	Fern Transportation.....	Non Taxable Total	\$ _____
		Sub Total Not Taxable:	\$ _____
		Sub Total Taxable:	\$ _____
		(If not included above) 7.725% Tax:	\$ _____
		<b>GRAND TOTAL:</b>	\$ _____

**PAYMENT INFORMATION**

Advance charges may be paid by company check however credit card information is required for material handling, freight transportation, additional services or rentals ordered at show site which will be applied to the credit card. An invoice will be e-mailed to the e-mail address on file every time the credit card is charged. No credit will be given after close of event on items or services ordered but not received.

PRINT Cardmember Name \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Charge to:     \*VISA     \*DISCOVER CARD     \*AMERICAN EXPRESS     \*MASTER CARD

Account Number \_\_\_\_\_      Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Check Payments

Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your **credit card**. If making payment with a check we can only accept checks written on United States Banks. If your bank is located outside the US you will need to pay with either a credit card or bank wire transfer.

Bank Wire Transfer

Advance charges may be paid by bank wire transfer but a credit card is required for freight (if applicable), additional services or rental ordered on site which will be invoiced to your credit card. If your bank is located outside the US you will need to pay with either a credit card or bank wire transfer. **Bank Wire needs to be sent to Bank of America, 100 Federal Street, Boston, Massachusetts, Routing # 011000138, Account #4625100543. Our company name as it appears on this account is WCP/Fern Exposition Services LLC Depository. Add \$25.00 for processing wire transfer. Reference your Company Name/Show Name & Booth Number.**

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

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information above. Advance payment in full must accompany order including estimated labor and drayage charges. Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from 3rd party representative in advance with order or at show site before services can be rendered. We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay, all charges will be paid by the exhibiting company on demand.

\_\_\_\_\_ (Exhibiting Firm)      \_\_\_\_\_ (Display House/3rd Party)

By: \_\_\_\_\_ (Authorized Signature)    By: \_\_\_\_\_ (Authorized Signature)

Name of Event **Liquid Feed Symposium - September 13 - 15, 2011 (7617)**    Booth# \_\_\_\_\_    Phone (    ) \_\_\_\_\_

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

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

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




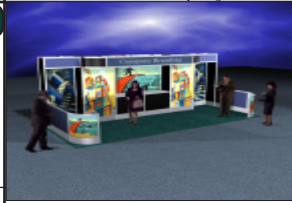

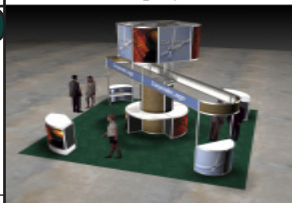
Print/Type Name \_\_\_\_\_    Signature \_\_\_\_\_

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

**DEADLINE** August 30, 2011  
**For Discount Prices**

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

### Professional Exhibit Solutions

	<p><b>8' Table Top Display</b></p> <p>* Enhanced Package Depicted. See Brochure for Complete Package Details</p> <p>Circle your Table Skirting Color: Black (04) Blue (06) Burgundy (11) Gold (08) Gray (09) Green (10) Plum (19) Red (14) Teal (18) White (16)</p>		<p><b>10' Curved Display</b></p> <p>* Enhanced Package Depicted. See Brochure for Complete Package Details</p>																		
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<p><b>Select Standard Booth Panels Color</b></p> <p><input type="checkbox"/> Black PVC (04) <input type="checkbox"/> White PVC (16) <input type="checkbox"/> Blue Velcro (55) <input type="checkbox"/> Gray Velcro (56)</p>	<p><b>Select Carpet Colors (circle)</b></p> <p>Blue (06) Grey (09) Red (14) Black (04) Burgundy (11) Plum (19) Seafoam (20) Madison (80)</p>
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<p><b>Standard Booth Graphics</b></p> <p>Your company name will be printed in block lettering on the White Header Sign. Circle lettering color: <b>BLACK BLUE RED</b></p> <p>Indicate your Header Sign Copy: _____</p>	<p><b>Enhanced Booth Graphics</b></p> <p>Please email your full color graphics for Enhanced Booth Packages</p> <p>Please provide in one of the following IBM compatible formats: If Vector art, provide in EPS or AI, (Illustrator), or compatible. If Rastor, provide in TIFF, JPG, or BMP.</p>
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Remember to order the following items, as desired. They are NOT included in booth package:

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

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

<b>Sub Total:</b>	\$ _____
<b>7.725% Tax:</b>	\$ _____
<b>TOTAL:</b>	\$ _____

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

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

**DEADLINE**  
For Discount Prices

**August 30, 2011**

**CANCELLATION:** No refunds on orders cancelled after the deadline.

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

### Stand-Alone Fixtures and Exhibit Components

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

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

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

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

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

**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

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

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

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



EXPOSITION & EVENT SERVICES

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

**EXHIBIT FURNITURE RENTAL  
 ORDER FORM**

**DEADLINE August 30, 2011**  
**For Discount Prices**

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

**DISPLAY TABLES - 30" high, 24" wide**      **DISPLAY TABLES COUNTERS - 40" high, 24" wide**

Qty.	Code	Description	Discount Rate	Standard Rate	Amount	Qty.	Code	Description	Discount Rate	Standard Rate	Amount
	223	4' long table SKIRTED 3 sides	70.00	94.55			229	4' long table SKIRTED 3 sides	89.60	121.00	
	233	6' long table SKIRTED 3 sides	89.60	121.00			239	6' long table SKIRTED 3 sides	106.00	143.25	
	253	8' long table SKIRTED 3 sides	108.15	146.00			259	8' long table SKIRTED 3 sides	127.75	172.50	
	522	4th side skirted (additional) all sizes	37.00	50.00			530	4th side skirted (additional) all sizes	49.50	66.75	
	222	4' long table NOT skirted	36.00	48.60			228	4' long table NOT skirted	44.00	59.50	
	232	6' long table NOT skirted	44.00	59.40			238	6' long table NOT skirted	54.00	73.00	
	252	8' long table NOT skirted	52.00	70.20			258	8' long table NOT skirted	60.00	81.00	
CIRCLE SKIRT COLOR (Includes Top Covered in White Plastic) Black (4) Blue (6) Gold (8) Maroon (11) Plum (19) Green (10) Gray (9) Red (14) Teal (18) White (16)						CIRCLE SKIRT COLOR (Includes Top Covered in White Plastic) Black (4) Blue (6) Gold (8) Maroon (11) Plum (19) Green (10) Gray (9) Red (14) Teal (18) White (16)					

**CHAIRS, STOOLS, COFFEE TABLES**      **ACCESSORIES**

	105	Padded Arm Chair, Grey	49.50	66.75			401	Wastebasket	12.50	16.75	
	103	Padded Side Chair, Grey	40.25	54.25			409	Chrome Bag Stand	67.00	90.50	
	101	Armless Side Chair	37.00	50.00			407	Easel, tripod	20.50	27.85	
	121	Swivel Desk Chair	89.60	121.00			427	Literature Rack	94.75	128.00	
	131	Stool - Padded with Back	55.00	74.25			413	Chrome Clothes Tree	31.00	41.75	
	215	Pedestal Table - 30" Dia. 30" ht.	61.50	83.00			435	Chrome Stanchion	29.00	39.00	
	216	Pedestal Table - 30" Dia. 40" ht.	71.00	96.00		ft.	437	White Plastic Chain (per ft.)	2.35	3.15	
	224	Pedestal Table - 36" Dia. 30" ht.	73.15	98.75			415	Garment Rack - 5' long	54.50	73.75	
	225	Pedestal Table - 36" Dia. 40" ht.	84.00	113.35							

**TABLETOP RISERS - Each step is 9" x 9"**      **SPECIAL BOOTH DRAPERIES**

	270	4' long, Single Step	22.65	30.50		ft.	541	Special color siderail drapes, 36" high - Price per linear foot.	8.25	11.00	
	272	6' long, Single Step	38.15	51.45		ft.	543	Special color background drapes, 8' high - Price per linear foot.	12.50	16.75	
	274	8' long, Single Step	49.45	66.75							
	281	4' long, Double Step	40.15	54.25			CIRCLE DRAPERY COLOR Black (4) Blue (6) Gold (8) Maroon (11) Plum (19) Green (10) Gray (9) Red (14) Teal (18) White (16)				
	283	6' long, Double Step	45.35	61.25							
	285	8' long, Double Step	53.50	72.50							

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

**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_



EXPOSITION & EVENT SERVICES

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

**CUSTOM FURNITURE  
RENTAL ORDER FORM**

**DEADLINE August 30, 2011**  
For Discount Prices

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

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

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

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

**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event **Liquid Feed Symposium - September 13 - 15, 2011 (7617)** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

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



EXPOSITION & EVENT SERVICES

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

**CUSTOM FURNITURE  
RENTAL ORDER FORM**

**DEADLINE August 30, 2011**  
For Discount Prices

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

Brochure Pages 16 - 19				Brochure Pages 20 - 22			
Qty.	Description	Discount	Standard	Qty.	Description	Discount	Standard
(4386)	SB-204 Euro Black - Barstool - Black Vinyl	\$ 145.00	\$ 195.75	(4431)	DE-131 Desk - Maple 60" x 30" Double Ped	\$ 450.00	\$ 607.50
(4387)	CH-301 Euro Black - Chair - Black w/o Arms	\$ 80.00	\$ 108.00	(4432)	DE-136 Desk - Maple 60" x 30" Single Ped	\$ 425.00	\$ 573.75
(4388)	CH-302 Euro Black - Chair - Black w/Arms	\$ 85.00	\$ 114.75	(4433)	CR-212 Credenza - Maple	\$ 425.00	\$ 573.75
(4389)	TC-504 Euro Black - Cafe Table - 30" Blk/Chr	\$ 155.00	\$ 209.25	(4434)	LF-206 Lateral File - Maple 2 Drawer w/lock	\$ 295.00	\$ 398.25
(4390)	TC-505 Euro Black - Cafe Table - 36" Blk/Chr	\$ 165.00	\$ 222.75	(4435)	DE-206 Desk - Walnut 60" x 30" Double Ped	\$ 395.00	\$ 533.25
(4391)	TC-108 Euro Black - Cafe Table - 42" Blk/Chr	\$ 175.00	\$ 236.25	(4436)	DE-201 Desk - Walnut 72" x 36" Double Ped	\$ 440.00	\$ 594.00
(4392)	TC-502 Euro Black - Cafe Table - 30" Blk/Blk	\$ 155.00	\$ 209.25	(4437)	DE-205 Credenza - Walnut	\$ 425.00	\$ 573.75
(4393)	TC-503 Euro Black - Cafe Table - 36" Blk/Blk	\$ 165.00	\$ 222.75	(4438)	DE-102 Desk - Grey 60" x 30" Double Ped	\$ 355.00	\$ 479.25
(4394)	TC-107 Euro Black - Cafe Table - 42" Blk/Blk	\$ 175.00	\$ 236.25	(4439)	CR-100 Credenza - Grey	\$ 355.00	\$ 479.25
(4395)	TB-204 Euro Black - Bar Table - 30" Blk/Blk	\$ 160.00	\$ 216.00	(4440)	BC-103 Bookcase - Grey 5 shelves	\$ 310.00	\$ 418.50
(4396)	TB-205 Euro Black - Bar Table - 36" Blk/Blk	\$ 165.00	\$ 222.75	(4441)	DE-300 Desk - Mahogany 72" x 36" Double Ped	\$ 475.00	\$ 641.25
(4400)	CH-309 Euro Maple - Chair - Maple/Black	\$ 115.00	\$ 155.25	(4442)	CR-301 Credenza - Mahogany	\$ 475.00	\$ 641.25
(4401)	TC-102 Euro Maple - Cafe Table - 42"	\$ 185.00	\$ 249.75	(4443)	CH-908 Chair - High Back Burgundy Leather	\$ 215.00	\$ 290.25
(4402)	CH-311 Park Ave - Cafe Chair - Maple/Chrome	\$ 135.00	\$ 182.25	(4444)	BC-107 Bookcase - Mahogany 5 shelves	\$ 425.00	\$ 573.75
(4403)	SB-209 Park Ave - Barstool - Maple/Chrome	\$ 150.00	\$ 202.50	(4445)	CH-904 Chair - Guest Burgundy Leather	\$ 180.00	\$ 243.00
(4404)	TC-200 Park Ave - Cafe Table - 30" Maple/Chr	\$ 155.00	\$ 209.25	(4446)	CH-905 Chair - Guest w/casters Burg Leather	\$ 185.00	\$ 249.75
(4405)	TC-501 Park Ave - Cafe Table - 36" Maple/Chr	\$ 165.00	\$ 222.75	(4447)	LF-204 Lateral File - Walnut 2 Drawer w/lock	\$ 295.00	\$ 398.25
(4406)	TB-200 Park Ave - Bar Table - 30" Maple/Chr	\$ 160.00	\$ 216.00	(4448)	BC-109 Bookcase - Walnut 5 shelves	\$ 325.00	\$ 438.75
(4407)	TB-201 Park Ave - Bar Table - 36" Maple/Chr	\$ 170.00	\$ 229.50	(4449)	TC-104 Queen Anne - Table - 42" Mahogany	\$ 350.00	\$ 472.50
(4408)	CH-404 Conference - High Back Exec - Blue/Blk	\$ 175.00	\$ 236.25	(4450)	CH-900 Queen Anne - Chair - Mahogany/Cream	\$ 125.00	\$ 168.75
(4409)	CH-405 Conference - High Back Exec - Blk/Chr	\$ 175.00	\$ 236.25	(4451)	DE-601 Queen Anne - Writing Desk - Mahogany	\$ 275.00	\$ 371.25
(4410)	CH-201 Conference - High Back Exec - Black	\$ 175.00	\$ 236.25	(4452)	LF-106 Lateral File - Black 2 Drawer	\$ 275.00	\$ 371.25
(4411)	CH-200 Conference - Mid Back Exec - Black	\$ 165.00	\$ 222.75	(4453)	VF-202 Vertical File - Black 4 Drawer Legal	\$ 165.00	\$ 222.75
(4412)	TC-600 Conference - Table - 6' Maple Rectangle	\$ 395.00	\$ 533.25	(4454)	VF-203 Vertical File - Grey 4 Drawer Legal	\$ 165.00	\$ 222.75
(4413)	TC-601 Conference - Table - 8' Maple Rectangle	\$ 425.00	\$ 573.75	(4455)	VF-200 Vertical File - Black 2 Drawer Legal	\$ 135.00	\$ 182.25
(4414)	TC-312 Conference - Table - 6' Black Oval T	\$ 395.00	\$ 533.25	(4456)	VF-201 Vertical File - Grey 2 Drawer Legal	\$ 135.00	\$ 182.25
(4415)	TC-300 Conference - Table - 10' Grey Oval	\$ 495.00	\$ 668.25	(4457)	LF-101 Lateral File - Grey 2 Drawer	\$ 275.00	\$ 371.25
(4416)	TC-301 Conference - Table - 10' Black Oval	\$ 495.00	\$ 668.25	(4458)	AC-111 Refrigerator - 4 cu ft	\$ 270.00	\$ 364.50
(4417)	TC-309 Conference - Table - 6' Black Oval	\$ 395.00	\$ 533.25	(4459)	AC-112 Bar - Black 2 shelves	\$ 250.00	\$ 337.50
(4418)	TC-303 Conference - Table - 8' Black Oval	\$ 425.00	\$ 573.75	(4460)	PE-103 Pedestal - Black - 14" x 14" x 30"	\$ 175.00	\$ 236.25
(4419)	TC-307 Conference - Table - 6' Mahogany Oval	\$ 395.00	\$ 533.25	(4461)	PE-102 Pedestal - Black - 14" x 14" x 36"	\$ 190.00	\$ 256.50
(4420)	TC-302 Conference - Table - 8' Mahogany Oval	\$ 450.00	\$ 607.50	(4462)	PE-101 Pedestal - Black - 14" x 14" x 42"	\$ 225.00	\$ 303.75
(4421)	CH-102 Conference - Chair - Guest Black Leather	\$ 175.00	\$ 236.25	(4463)	PE-108 Pedestal - Grey - 14" x 14" x 30"	\$ 175.00	\$ 236.25
(4422)	CH-101 Conference - Chair - High Back Black	\$ 215.00	\$ 290.25	(4464)	PE-107 Pedestal - Grey - 14" x 14" x 36"	\$ 190.00	\$ 256.50
(4423)	CH-100 Conference - Chair - Mid Exec Black	\$ 180.00	\$ 243.00	(4465)	PE-106 Pedestal - Grey - 14" x 14" x 42"	\$ 225.00	\$ 303.75
(4424)	CH-907 Conference - Chair - Parsons Black	\$ 135.00	\$ 182.25	(4466)	PE-113 Pedestal - White - 14" x 14" x 30"	\$ 175.00	\$ 236.25
(4425)	CH-202 Conference - Chair - Black Sled Base	\$ 155.00	\$ 209.25	(4467)	PE-112 Pedestal - White - 14" x 14" x 36"	\$ 190.00	\$ 256.50
(4426)	CH-203 Conference - Chair - High Back Grey	\$ 175.00	\$ 236.25	(4468)	PE-111 Pedestal - White - 14" x 14" x 42"	\$ 225.00	\$ 303.75
(4427)	CH-400 Task - Chair - Black/Casters w/arms	\$ 130.00	\$ 175.50	(4469)	PE-104 Pedestal - Black - 24" x 24" x 36"	\$ 275.00	\$ 371.25
(4428)	CH-401 Task - Chair - Black/Casters w/o arms	\$ 125.00	\$ 168.75	(4470)	PE-109 Pedestal - Grey - 24" x 24" x 36"	\$ 275.00	\$ 371.25
(4429)	SD-100 Task - Chair - Black/Casters w/arms	\$ 165.00	\$ 222.75	(4471)	PE-114 Pedestal - White - 24" x 24" x 36"	\$ 275.00	\$ 371.25
(4430)	SD-101 Task - Chair - Black/Casters w/o arms	\$ 160.00	\$ 216.00	(4472)	TO-605 Pedestal - Table Black - 24" x 24" x 21"	\$ 225.00	\$ 303.75
(4475)	AC-100 Coat Tree - Black	\$ 85.00	\$ 114.75	(4473)	TO-603 Pedestal - Table Black - 24" x 24" x 16"	\$ 180.00	\$ 243.00
(4476)	AC-104 Literature Rack - Black	\$ 125.00	\$ 168.75	(4474)	TO-604 Pedestal - Table Black - 30" x 30" x 16"	\$ 195.00	\$ 263.25
(4477)	PE-100 Storage Pedestal - Black - 24" x 24" x 42"	\$ 350.00	\$ 472.50	(4479)	PE-110 Storage Pedestal - White - 24" x 24" x 42"	\$ 350.00	\$ 472.50
(4478)	PE-105 Storage Pedestal - Grey - 24" x 24" x 42"	\$ 350.00	\$ 472.50	(4480)	TC-700 Computer Counter Walk Up - Graphite	\$ 165.00	\$ 222.75
				(4481)	TC-701 Computer Desk - Graphite	\$ 155.00	\$ 209.25

**Brochure Page 23**

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

**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

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Name of Event **Liquid Feed Symposium - September 13 - 15, 2011 (7617)** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

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



# CARPET RENTAL ORDER FORM

EXPOSITION & EVENT SERVICES

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

**DEADLINE**  
For Discount Prices

**August 30, 2011**

Please note the entire exhibit area is carpeted. You may order solid colored carpet to enhance your booth space.

**CANCELLATION:** Cancellation after deadline will be charged at 50% of prevailing rate.

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

**COLOR/SIZE:** Choices not indicated will be GRAY.

## STANDARD EXHIBIT BOOTH CARPET

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

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

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

CIRCLE COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

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

## COMPLETE EXHIBIT AREA CARPET

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

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

CIRCLE COLOR DESIRED FOR COMPLETE EXHIBIT AREA CARPET:

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

## CUSTOM DECORATORS PLUSH CARPET

**Custom carpet is an upgraded 34oz. carpet in 12 decorator colors. Swatches will be sent to you upon request.**

**Order must be received in our office 4 weeks prior to show. 100 sq. ft. minimum.**

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

CHECK COLOR DESIRED FOR COMPLETE CUSTOM CARPET:

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

## PADDING - PLASTIC COVERING

**90 sq. ft. Minimum!**

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

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

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

**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

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

03-708



EXPOSITION & EVENT SERVICES

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

CLEANING SERVICE ORDER FORM

DEADLINE For Discount Prices August 30, 2011

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

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

VACUUMING / SHAMPOO

All rates are based on the total square footage of your exhibit space. (100 square foot minimum)
Please check preference below:

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

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

PORTER SERVICE

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

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

Please check preference below:

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

DISPLAY WIPE DOWN

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

SPECIAL INSTRUCTIONS / CONCERNS

Blank lines for special instructions or concerns.

ESTIMATE CLEANING SERVICES COST FOR ADVANCE PAYMENT

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

I Yes, I have completed and enclosed the Payment Form
Sub Total: \$ \_\_\_\_\_
Non-Taxable: \$ \_\_\_\_\_
TOTAL: \$ \_\_\_\_\_

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

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_
Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_
Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_
City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_

**DEADLINE** August 30, 2011  
For Discount Prices

**CANCELLATION:** Cancellation after deadline will be charged at 50% of prevailing rate.  
**LATE REQUEST:** Request after deadline will be filled as available at the standard rate.

**PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED.**

BULLETIN BOARDS			STYLES	
<b>Quantity</b>	<b>Discount Rate</b>	<b>Standard Rate</b>		
_____ (603) 4' x 8' Grey Velcro	\$ 89.00.....	\$ 120.25		
NOTE: Velcro accommodates push pins.				
PERFORATED BOARD				
<b>Quantity</b>	<b>Discount Rate</b>	<b>Standard Rate</b>		
_____ (615) 4' x 8' perf. board panel _____	\$ 89.00 .....	\$ 120.25		
SELECT _____ Style "H" OR _____ Style "V"				
Perforated board is painted white but may be painted in a solid color of your selection at additional cost of ...				
_____ (619) Special color for 4'x8' (additional)	\$ 48.00 .....	\$ 64.65		
Specify color _____				
<b>Perforated board hooks NOT provided. 1/4" size hooks required.</b>				
SHELVING (FOR PERFORATED BOARD ONLY)				
<b>Quantity</b>	<b>Discount Rate</b>	<b>Standard Rate</b>		
_____ (631) 44" long x 8" deep-white _____	\$ 16.00 ea.....	\$ 21.55 ea		
_____ (637) Special color (per shelf addition) _____	\$ 16.00 ea.....	\$ 21.55 ea		

**Yes, I have completed and enclosed the Payment Form**  
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**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_  
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City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_

**DEADLINE** August 30, 2011  
For Discount Prices

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

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



### DIGITAL SIGNS

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

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

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

**PLEASE CHECK TYPE OF SIGN DESIRED:**

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

Vertical Sign

Horizontal Sign

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

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

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**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

# GEORGE fern

EXPOSITION & EVENT SERVICES

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

## FLORAL RENTAL ORDER FORM

**DEADLINE** August 30, 2011  
**For Discount Prices**

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



### POTTED PLANTS - Indicate Color Selection

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

### TROPICAL GREEN PLANTS

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

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

### FLOWER ARRANGEMENTS - Indicate Color Selection

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

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

### FLORAL PACKAGES - Show Specials!

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

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**Sub Total:** \$ \_\_\_\_\_  
**7.725% Tax:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

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

**EXHIBIT SERVICE ORDER AND BILLING FORM**

<b>Event:</b>	<b>Event Dates:</b>
<b>Company:</b>	<b>Booth/Table Number:</b>
<b>Address:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	<b>Fax Number:</b>

The Westin Crown Center accepts the following credit cards: Amex, Diners Club, Carte Blanche, MC and Visa I, (print name as it appears on the card) \_\_\_\_\_, authorize the Westin Crown Center Hotel to **immediately** charge my credit card according to the details listed below.

<b>Credit Card Number (A photo ID must accompany this form)</b>	<b>Credit Card Expiration Number:</b>
<b>Printed Authorized Name:</b>	<b>Authorized Signature:</b>

DATES	QUANTITY	REQUEST	UNIT PRICE	TOTAL
		<b>DID PHONE LINE (DEDICATED PHONE LINE)</b> (PLUS LOCAL/LONG DISTANCE PHONE CHARGES)	\$150.00 (\$50 each additional day plus usage)	
		<b>LOCAL/LONG DISTANCE PHONE</b> (PLUS LOCAL/LONG DISTANCE PHONE CHARGES)	\$50.00 (\$25 each additional day plus usage)	
		<b>HIGH SPEED INTERNET</b> ____ WIRELESS ____ WIRED	\$50.00 per connection, per day	
		<b>EXTENSIVE POWER IS PROVIDED BY ENGINEERING (STANDARD POWER/ELECTRICAL IS LISTED UNDER AV)</b>		
		<b>Extensive Power: 208 Volts to 50 Amp</b>	\$200 per day	
		<b>Extensive Power: 100 Amp 3 Phase</b>	\$300 per day	
		<b>Extensive Power: 200 Amp 3 Phase</b>	\$500 per day	
		<b>Extensive Power: Splitter Box</b>	\$200 per day	

\*Subject to 21% service charge plus applicable taxes\*

TOTAL

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AV EQUIPMENT (VAE)			AV EQUIPMENT (VAE)		
DESCRIPTION	QTY	DAY RATE	DESCRIPTION	QTY	DAY RATE
<b>PERSONAL COMPUTERS</b>					
Pent. IV, 512 RAM, 40 GB, CD/DVD, 17" Mon		\$250.00			
<b>PC LAPTOPS</b>			<b>PERIPHERALS</b>		
Pent, IV 512 RAM, 30 GB,		\$250.00			
			PC powered speakers pair		\$35.00
<b>AUDIO EQUIPMENT</b>					
Wireless Lavalier or Handheld		\$135.00	Keyboard and Mouse		\$25.00
Wired Lavalier or Handheld Microphone		\$40.00	<b>Standard Power/Electrical Hookup</b> (Price is for duration of conference and includes a \$50 labor fee)		\$125.00
Powered Speaker		\$125.00			
CD Player		\$50.00			
4 Mic Input Audio Mixer		\$45.00			
<b>VIDEO EQUIPMENT</b>			<b>DATA DISPLAYS</b>		
DVD Player		\$75.00	19" Flat Screen		\$150.00
1/2" VHS Videocassette Player		\$75.00	42" Plasma Display		\$350.00
27" TV/ VCR (or DVD) Package		\$175.00	Plasma Floor Stand/Table		CALL
27" Video Monitor		\$125.00	Audio for 42" Plasma		CALL
32" Video Monitor		\$200.00			
LCD Data/Video Projector (3300		\$425.00			
5'-8' Tripod Screen with Skirt		\$50.00	<b>PRINTERS</b>		
54" or 34" Cart with Skirt		\$35.00	HP Laserjet		\$250.00
Betacam player/recorder		CALL	HP Deskjet		\$150.00
Overhead Projector		\$65.00			
*Subject to 21% service charge plus applicable taxes*					
			TOTAL		

Shipment and storage for "large" loads must be made with an off-property exhibit company for delivery on "move-in day" and removal on "move-out day".

For other packages being sent directly to the hotel, a handling charge will be attached. Once you arrive, the Westin shipping and receiving department will assist you in the coordination of your shipment and delivery to your meeting room. If you have any questions regarding the shipment of your packages or if you need to make special arrangements, please contact the hotel shipping & receiving department directly at 816-474-4400 ext. 4407 during regular business hours.

**PLEASE COMPLETE FORM AND FAX TO:**

Lisa Rickman-Taylor, Credit Manager  
The Westin Crown Center Hotel  
**(816) 283-4946 fax**

For Questions, please call Conference Planning  
**(816) 283-4958**

Internal Use only  
Sales/Catering Initials: JD



EXPOSITION & EVENT SERVICES

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

**DISPLAY LABOR SERVICE**

**ORDER FORM**

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

**DEADLINE** August 30, 2011  
**For Discount Prices**

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

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

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

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

Please complete the Outbound Bill of Lading Form

**PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL**

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

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

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

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

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

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

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

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

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

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

**Sub Total:** \$ \_\_\_\_\_  
**Non-Taxable:** \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Name of Event Liquid Feed Symposium - September 13 - 15, 2011 (7617) Booth# \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

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

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

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

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

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



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

**INDEPENDENT DISPLAY HOUSE/  
 CONTRACTOR NOTIFICATION**

**DEADLINE: August 15, 2011**

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

**INDEPENDENT DISPLAY HOUSE CONTRACTORS**

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the Liquid Feed Symposium in Kansas City, Missouri and have completed the following questions.

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

**INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY**

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

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

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

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

Signature _____	Date _____	Print or Type Your Name _____
Name of Event <u>Liquid Feed Symposium - September 13 - 15, 2011 (7617)</u> Booth# _____ Phone ( ) _____		
Firm Name _____ Fax # ( ) _____		
Mailing Address _____ E-Mail _____		
City, State & Zip Code _____ Date _____		
Print/Type Name _____ Signature _____		

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

The Official Service Contractor is appointed to:

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

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

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

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

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



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

**SHIPPING INFORMATION AND FREIGHT HANDLING FORM**

**-IMPORTANT-**

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

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

**INSTRUCTIONS**

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

**ADVANCE RECEIVING WAREHOUSE**

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

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

**Event: Liquid Feed Symposium**

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

**Must arrive by: Friday, September 9th to avoid additional charges.**

**DIRECT TO EVENT SITE**

**\*SERVICE NOT AVAILABLE AT THIS EVENT\***

**FREIGHT HANDLING RATE SCHEDULE**

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

CATEGORY	DESCRIPTION	Rate per 100 lbs	Minimum Charge
<b>ADVANCE WAREHOUSE</b>			
A	Packaged Shipments to the Advance Warehouse via Common Carrier	\$56.00	\$112.00
B	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse	\$70.00	\$140.00
P	Small Package Shipment (shipments not exceeding 35 lbs) to the Advance Warehouse	\$50.00 per shipment	\$ 50.00 per shipment
	<b>Shipments arriving after Friday, September 9th will be charged a \$95.00 truck fee in addition to the above handling charges.</b>		

**OUTBOUND SHIPPING INSTRUCTIONS:**

All outbound shipments require a bill of lading. Please pick up a BOL from the Fern Representative prior to your departure on Thursday. If using Fern Transportation it is not necessary to schedule a pick up. For all other carriers you must schedule a pick up at the hotel between 10:00 AM - NOON on Thursday, September 15th.

Pick up address:

Westin Crown Center - Pershing Room  
 1 Pershing Road  
 Kansas City, MO 64108

**FREIGHT HANDLING PAYMENT COMPUTATION**

Shipment	Category	Numbers of Pieces	Weight (rounds up to next 100 lbs)	Rate per 100 lbs	Total (200 lb min)
Shipment 1	_____	_____	_____ lbs.	x _____	= \$ _____
Shipment 2	_____	_____	_____ lbs.	x _____	= \$ _____
<b>Sub Total:</b>					\$ _____
<b>Non-Taxable:</b>					\$ _____
<b>TOTAL:</b>					\$ _____

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

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

Name of Event **Liquid Feed Symposium - September 13 - 15, 2011 (7617)** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

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

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

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

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



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

# SHIPPING INFORMATION AND FREIGHT HANDLING FORM

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

## INBOUND SHIPMENT - FOR EVENT

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

## MISCELLANEOUS DRAYAGE SERVICES / COST AND GENERAL INFORMATION

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

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

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

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

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

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

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

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

**WEIGHT TICKETS:** All van lines must provide weight tickets, both light & heavy weights. This also applies to company trucks, flat beds and any other carrier that does not have a formal bill of lading with certified weight.

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Name of Event **Liquid Feed Symposium - September 13 - 15, 2011 (7617)** Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_ Date \_\_\_\_\_  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_

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



### EXPOSITION & EVENT SERVICES

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



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

**Must arrive by: Friday, September 9th**  
**Show Name: Liquid Feed Symposium**  
**Company Name: \_\_\_\_\_**  
**Booth Number: \_\_\_\_\_**

**EXHIBIT MATERIAL DO NOT DELAY**



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

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**EXHIBIT MATERIAL DO NOT DELAY**



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

**EXHIBIT MATERIAL DO NOT DELAY**



**Return to:**  
**751 Wyoming Street**  
**Kansas City, MO 64101**  
**P: 800-580-3735**  
**F: 816.471.1602**

# Fern Transportation Inbound Shipping Order Form

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

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

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

<b>EXHIBITOR INFORMATION</b>	
<b>Event/Show:</b>	<u>Liquid Feed Symposium (7617)</u>
<b>Booth#:</b>	_____

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

**PICK UP ADDRESS:**

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

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

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

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

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

**DELIVER TO ADDRESS:**

Level of Service:  Ground  Second Day  Overnight

Select One:  Advance Warehouse  Show Site

Declared Value \$:

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

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



**Return to:**  
**751 Wyoming Street**  
**Kansas City, MO 64101**  
**P: 800-580-3735**  
**F: 816.471.1602**

# Outbound Bill of Lading Request and Carrier Selection

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

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

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

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

<b>EXHIBITOR INFORMATION</b>	
<b>Event/Show:</b>	<u>Liquid Feed Symposium (7617)</u>
<b>Booth#:</b>	_____

**SHIP TO ADDRESS INFORMATION**

**# of Pieces:**

**Est. Weight:**

**Qty. of Labels:**

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

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

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

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

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

**BILL TO ADDRESS INFORMATION**

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

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

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

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

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

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

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

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

*Please complete this section below for Fern Transportation shipments*

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

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