



THE NBM B.I.G. SHOW

Indiana Convention Center

Halls I-K

Indianapolis, IN

June 4-6, 2015



AGS EXPO
SERVICES

Introducing



Trade Show Planning: Your Road Map to Success

NO EXHIBITOR LEFT BEHIND is more than a motto—it's our pledge to you. Our new Exhibitor Success Kit is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

“easy-to-use kit”

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager on 407-292-0025 or eventservices@ags-expo.com

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Conference Information

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Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

AUDIO VISUAL

Audio-visual or sound equipment will be permitted only in the exhibitor's space and in such intensity as it does not interfere with the activities of neighboring exhibitors. Any devices which project sound must be tuned to conversation level.

BOOTH DESIGNS

Exhibits must be designed, constructed and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage with a close off, any unsightly or unused booth materials stored behind booth curtains.

BOOTH HEIGHT

Standard booth (Illustration A) height is eight feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

DEMONSTRATIONS (IN BOOTH)

Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product or packing materials may be left in the aisle during show hours.
7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.



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Guidelines for Display

HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. This will be strictly enforced!

ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.

MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be not less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled.

NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

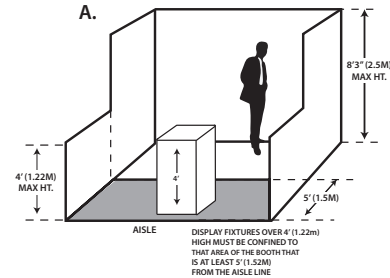
STAFFING

Exhibit space must be staffed throughout ALL show hours.

Guidelines for Display

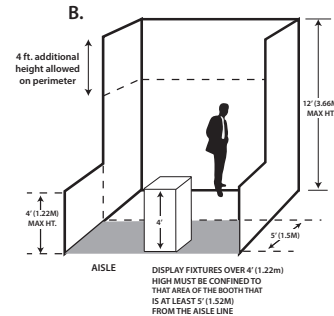
STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



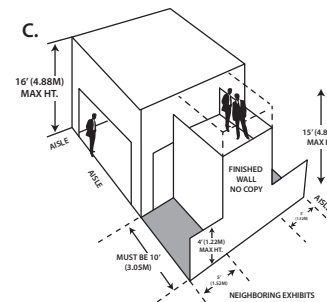
PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



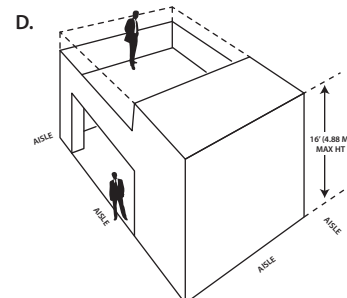
PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



ISLAND (ILLUSTRATION D)

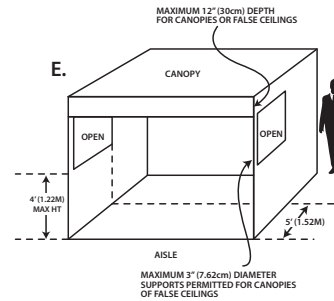
- Maximum Height:** 16'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



Guidelines for Display

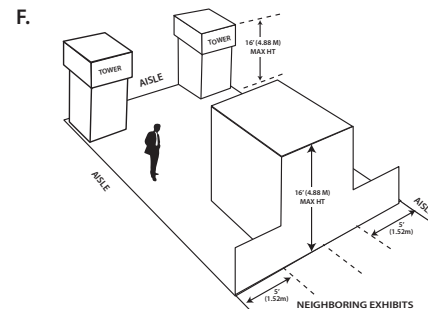
CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Drape:** 16'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



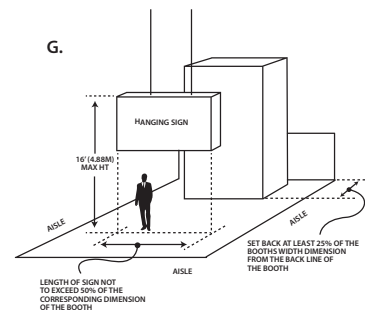
TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard
12' - Perimeter
16' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection. The signature/stamp of a structural engineer and exhibit company.



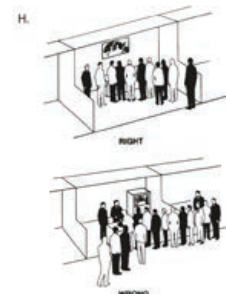
HANGING SIGNS (ILLUSTRATION G)

- Maximum Height:** 16' (to top of sign) Island or Peninsula;
12' (to top of sign) Perimeter only
- Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).
- Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.
- Approval:** Must be obtained prior to move-in from Show Management.



DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.



Official Contractor

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





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**Discount Price
Deadline Date
MAY 18TH**
Method of payment must accompany your order



Official Show Information

As the Official Service Contractor for the The NBM B.I.G. Show 2015, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services

Phone: 407.292.0025

4561 SW 34th Street

Fax: 407.292.4414

Orlando, FL 32811

Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Halls I-K

Backwall Drape: Black & Beige

Siderail Drape: Black

Exhibit Hall Carpet Color: Hall is not carpeted - floor covering is mandatory

Aisle Carpet Color: Black

Booth Equipment

Booth Size: 10' x 10'

Includes: 8' Pipe and Drape

3' Pipe and Drape

ID Sign (must be ordered in advance)

Show Schedule

Other Details

EXHIBITOR MOVE-IN

Tuesday June 2, 2015 1:00 PM - 5:00 PM

Wednesday June 3, 2015 8:00 AM - 5:00 PM

EXHIBIT HOURS

Thursday June 4, 2015 10:00 AM - 5:00 PM

Friday June 5, 2015 10:00 AM - 5:00 PM

Saturday June 6, 2015 10:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Saturday June 6, 2015 3:00 PM - 8:00 PM

Sunday June 7, 2015 8:00 AM - 12:00 PM

- Empty crates and cartons will be returned beginning at **3:00 PM on Saturday, June 6, 2015**
- All carriers must check-in no later than **10:00 AM on Sunday, June 7, 2015**
- All exhibitor materials must be removed from the exhibit facility by **12:00 PM on Sunday, June 7th**
- **Freight Re-Route Deadline:**
All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, UPS Freight at **10:01 AM on Sunday, June 7, 2015**

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

The NBM B.I.G. Show 2015

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o - UPS Freight
c/o - TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254

Delivery Window

- Deliveries only accepted between 5/1/15 - 5/25/15
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Indiana Convention Center
Halls I-K
100 South Capitol Avenue
Indianapolis, IN 46225

Delivery Window

- Tuesday, June 2, 2015 - 1:00 PM - 5:00 PM
- Wednesday, June 3, 2015 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Wednesday, June 3, 2015

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - May 18, 2015

Graphics Order Discount Deadline - May 18, 2015

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811

Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Order Online: www.ags-expo.com



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Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- a. Ensure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all exhibitors according to 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 enforced.
- e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify in writing show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide if requested evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



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Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
Event Forms			
☐ Method of Payment			
☐ Notification of Intent to Use Non-official Contractor	5/1/15		
☐ Appointed Contractors Insurance Certificate	5/1/15		
Event Services			
☐ Booth Carpeting	5/18/15		
Furnishings & Accessories			
☐ Standard	5/18/15		
☐ Custom	5/18/15		
☐ Modular Displays	5/18/15		
☐ Sign & Graphics Printing	5/18/15		
Labor Services			
☐ Labor (Installation & Dismantle)	5/18/15		
☐ Booth Set-up Diagrams	5/18/15		
☐ Outbound Shipping Information	5/18/15		
☐ Forklift Labor	5/18/15		
☐ Sign Hanging Services	5/18/15		
☐ Booth Cleaning and Porter Service			
Material Handling Services			
☐ Material Handling - Advance/Direct Freight			
☐ Premium Return Services - Priority Storage Return			
☐ Shipping Method - UPS Freight.			
Ancillary Services			
☐ Electrical/Utilities			
☐ Floral			
☐ Telephone			
☐ Internet			
☐ Insurance			
☐ Audio-Visual & Computer Rentals			
☐			
☐			



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Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

All exhibitors are required to have a credit card on file as a primary method of payment.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

☐ Personal ☐ Company ☐ Third Party ☐ Visa ☐ Master Card ☐ American Express

Acct.#: _____ Exp. Date: _____

Card Holder Name (Print): _____

Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Account Option *(please select one)*

☐ Keep this Method of Payment on file for future events **OR** ☐ Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency**.
- Please print show name and booth number.
- Company checked must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.

Check Number: _____

Amount Due: _____

Wire Transfers

*If you wish to make a payment via Wire Transfer, please call 407-292-0025,
or email us at eventservices@ags-expo.com,
to obtain bank information and routing identifiers.*

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

Submit Form

METHOD OF PAYMENT FORM



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
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Discount Price
Deadline Date
MAY 18TH

Method of payment must accompany your order



Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard or American Express. All payments must be made in U.S. Funds.
4. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
5. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.
6. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
7. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
8. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
9. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.
10. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
11. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
12. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. No later than 30 days in advance. Resale Certificates are not valid unless you are re-billing these charges to your customers.
13. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
14. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
15. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
16. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply.
17. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
18. Once services have been rendered and no issues/complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
19. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Deadline Date
May 1st
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

Please provide the following information:

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

Notification Deadline: **Friday, May 1, 2015**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
3. All booth personnel must wear proper identification at show site.
4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

Example Certificate of Insurance

The example below outlines all of the required information regarding a Certificate of Liability Insurance for your appointed contractor. In order for a third party contractor to provide labor or services, an insurance certificate must be on file for each non-official service provider.

ACORD TM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 07/19/2007	
PRODUCER (407)849-0333 FAX (407)425-5694 Insurance Agent of America 1111 America Lane Orlando, FL 32801				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED AEC Company 1234 Corporate Lane Orlando, FL 32801				INSURERS AFFORDING COVERAGE		NAIC #	
				INSURER A: Scottsdale Ins Co			
				INSURER B: Hartford Underwriter		30104	
				INSURER C: Maxum Indemnity Company			
				INSURER D: A B C Insurance Company			
				INSURER E:			
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	ADD'L TR. INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY	12345678	05/25/2007	05/25/2008	EACH OCCURRENCE	\$ 1,000,000
		☒ COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (BASIC)	\$ 100,000
		☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person)	\$ -0-
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:					
		☐ POLICY ☐ PRO- JECT ☐ LOC				PRODUCTS - COMP/OP AGG	\$ 1,000,000
B		AUTOMOBILE LIABILITY	246810	05/25/2007	05/25/2008	COMBINED SINGLE LIMIT (E & A accident)	\$ 1,000,000
		☒ ANY AUTO				BODILY INJURY (Per person)	\$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		☒ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		☒ HIRED AUTOS					
		☒ NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						ADD	\$
C		EXCESS/UMBRELLA LIABILITY	36912	05/25/2007	05/25/2008	EACH OCCURRENCE	\$ 2,000,000
		☒ OCCUR ☐ CLAIMS MADE				AGGREGATE	\$ 2,000,000
		☐ DEDUCTIBLE					\$
		☐ RETENTION \$					\$
							\$
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC1234567	05/25/2007	05/25/2008	WC STATU- TORY LIMITS	OTH- ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED?				E L EACH ACCIDENT	\$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E L DISEASE - EA EMPLOYEE	\$ 1,000,000
						E L DISEASE - POLICY LIMIT	\$ 1,000,000
		OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
A G S Exposition Service Company, Inc. are hereby named as additional insured, except for Workers Compensation. The insurance provided for the benefit of A G S Exposition Service Company Inc shall be primary insurance as respect any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other Insurance maintained by A G S Exposition Service Company Inc shall be excess and non-contributory.							
CERTIFICATE HOLDER				CANCELLATION			
A G S Exposition Service Company Inc 4561 S W 34th Street Orlando, FL 32811				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL			
				30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			
				Byron Holton/CAF			
ACORD 25 (2001/08)				©ACORD CORPORATION 1988			



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

**Discount Price
Deadline Date
MAY 18TH**
Method of payment must accompany your order



Labor Rules & Regulations

INDIANAPOLIS, IN

UNION JURISDICTIONS

To assist you in planning your participation in The NBM Show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING LABOR

Exhibitor personnel may set up their own exhibits if so desired, provided they are full-time employees of the exhibiting company.

Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. If, however, you hire any labor to assist you, it must be through a contractor which meets all of the regulations as an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor order form, or by ordering at show site from the AGS Expo Service Center.

FREIGHT HANDLING LABOR

AGS Expo Services, in cooperation with the Teamsters Union, has the responsibility of receiving and handling all exhibit materials and empty crates. AGS has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. AGS Expo Services will not be responsible, however, for any material they do not handle.

Exhibitors may unload Personally Owned Vehicles (cars, passenger vans and pick-up trucks) at an area designated by AGS Expo Services and may hand-carry materials to their exhibit space without the use of hand trucks, dollies or pallet jacks. AGS Expo Services will have complete control of the loading docks at all times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with AGS Expo Services to store empty crates. Please refer to the Material Handling information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibition Manager and AGS Expo Services.

IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to AGS Expo Services and/or Exhibition Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibition Manager or AGS Expo Services.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.



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Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

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MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Identification Sign Order Form

AGS Expo Services can provide your booth with a complimentary Identification Sign. This signage is designed to identify your booth space to attendees and show management and includes your company name and booth number. AGS realizes that many companies bring their own signage; therefore, in an effort to reduce waste, we do not automatically provide complimentary ID signage for your booth space. Please complete the form below and return to AGS by the deadline date at the top of this page.

Example Complimentary ID Sign:



- Company name must fit into a single line.
- Standard font color is black.
- ID signage is hung from your booth's backwall pipe & drape.

Please check one of the boxes below:

- ☐ Yes, we would like a complimentary ID sign for our booth at this event.
- ☐ No, we will not need a complimentary ID sign for our booth at this event.

Company Name: _____

Please note:

- There is limited capability for producing ID signs at show site. As a result, AGS makes no guarantee to offer on-site printing services for ID signs that were not requested prior to the event.
- To ensure your ID Sign Order is properly handled, AGS must receive this form by the cut-off date listed at the top of this page. **Orders received after the cut-off date will be billed a \$45.00 printing fee.**

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

IDENTIFICATION SIGN ORDER FORM

Standard Furnishings

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Packages

The NBM B.I.G. Show 2015 is proud to offer you optional booth packages designed to make your planning and ordering process simpler. Each package contains unique options that can help to create a professional look for your exhibit.

Please check only one package type.

STEP 1 - Select a package type:

☐ Booth Package A (10' x 10' space) _____ \$361.20 ☐ Booth Package B (10' x 10' space) _____ \$398.65

BOOTH PACKAGE "A"

- (1) 10' Carpet
- ☐ (1) 6' x 30" Table or
- ☐ (1) 8' x 30" Table
- (2) Side Chairs (padded)
- (1) Wastebasket

BOOTH PACKAGE "B"

- (1) 10' Carpet
- ☐ (1) 6' x 42" Table or
- ☐ (1) 8' x 42" Table
- (2) Stools (padded)
- (1) Wastebasket

☐ Booth Package C (10' x 20' space) _____ \$704.69 ☐ Booth Package D (10' x 20' space) _____ \$797.30

BOOTH PACKAGE "C"

- (1) 20' Carpet
- ☐ (2) 6' x 30" Tables or
- ☐ (2) 8' x 30" Tables
- (4) Side Chairs (padded)
- (2) Wastebaskets

BOOTH PACKAGE "D"

- (1) 20' Carpet
- ☐ (2) 6' x 42" Tables or
- ☐ (2) 8' x 42" Tables
- (4) Stools (padded)
- (2) Wastebaskets

STEP 2 - Select color options (if applicable):

CARPET COLOR

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

SKIRT COLOR

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Gold ☐ White ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

Sub Total _____ package price + Sales Tax (7.00%) = TOTAL = _____

Please Note:

- Only advanced orders will be accepted (May 18, 2015 deadline).
- One (1) booth package allowed per exhibitor.
- Standard colors only for skirts and carpet.
- **Items in packages cannot be exchanged for other items, no substitutions.**
- If no color is selected for carpet or skirt, the show color will apply.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email eventservices@ags-expo.com

Web: www.ags-expo.com

Submit Form



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
☐	10'x10'	\$152.46	\$198.20
☐	10'x20'	\$304.92	\$396.40
☐	10'x30'	\$457.38	\$594.59
☐	10'x40'	\$609.84	\$792.79

Island Booth								
Booth Dimensions 20x20 Min.					Total Area	Discount Price	Standard Price	Total Price
	x		=			\$2.53/sq.ft.	\$3.05/sq.ft.	\$
• Please note that all carpet is 10 ft wide and is installed accordingly								

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions			Total Area		Discount Price or	Standard Price		Total Price
	x	=		sq.ft. x	\$3.66/sq.ft.	\$4.69/sq.ft.	=	\$

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

Additional Items

All items are available with standard, custom cut or plush carpets.

Booth Dimensions			Total Area		Discount Price or	Standard Price		Total Price
1/2" Foam Padding	x	=		sq.ft. x	\$1.14 /sq.ft.	\$1.37 /sq.ft.	=	\$
1" Foam Padding	x	=		sq.ft. x	\$2.28 /sq.ft.	\$2.73 /sq.ft.	=	\$
Visqueen	x	=		sq.ft. x	\$0.82/sq.ft.	\$0.98/sq.ft.	=	\$
Carpet Tape	x	=		sq.ft. x	\$1.76 /ft.	\$1.89 /ft.	=	\$

Please Note:

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

Cancellation Policy

- **Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.**

Total Order

Subtotal: \$ _____
Sales Tax (7.00%): \$ _____
Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

[Submit Form](#)

CARPET ORDER FORM



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$107.84	\$140.19
	4' Table - 42" high	\$118.86	\$154.52
	6' Table - 30" high	\$132.83	\$172.67
	6' Table - 42" high	\$139.18	\$180.94
	8' Table - 30" high	\$141.12	\$183.14
	8' Table - 42" high	\$149.78	\$194.72

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$51.18	\$66.53
	4' Table - 42" high	\$71.42	\$92.84
	6' Table - 30" high	\$62.22	\$80.88
	6' Table - 42" high	\$81.94	\$106.52
	8' Table - 30" high	\$70.61	\$91.79
	8' Table - 42" high	\$90.39	\$117.51

Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$54.00	\$70.20
	6'L x 8"W x 8"H	\$58.80	\$76.44
	8'L x 8"W x 8"H	\$66.00	\$85.80

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$64.84	\$84.29
	4th Side Skirted 42"h	\$64.84	\$84.29

STEP 2 – Select Skirt Color

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red ☐ Black ☐ Purple ☐ White ☐ Gray ☐ Burgundy ☐ Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: \$ _____
Sales Tax (7.00%): \$ _____
Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
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[Submit Form](#)

TABLE ORDER FORM



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$80.25	\$104.32
	Padded Side Chair	\$72.82	\$94.67
	Padded Stool	\$93.72	\$121.84

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$572.25	\$743.93
	Display Case (6'x36" full view)	\$656.25	\$853.13
	Vert. Display Case (6' - 5 shelf)	\$656.25	\$853.13
	Ticket Tumbler	\$71.65	\$93.15
	Tack Board (vert. or hori.)	\$236.25	\$307.13
	Grid Panel (per meter)	\$190.00	\$247.00
	Chrome Sign Holder 22"x28"	\$86.00	\$111.80
	Literature Rack	\$97.20	\$126.36
	Easel	\$51.34	\$66.74
	Bag Rack	\$75.23	\$97.81
	Garment Rack	\$75.23	\$97.81
	Clothes Tree	\$75.23	\$97.81
	Fishbowl	\$23.10	\$30.03

Specialty Items			
Qty	Item	Discount	Standard
	Chrome Stanchion	\$78.00	\$86.79
	Plastic Chain (per foot)	\$3.15	\$4.10
	Black Velour Rope (8' sections)	\$40.70	\$52.91

Specialty Tables			
Qty	Item	Discount	Standard
	Rectangle Table 18"x36"x18"H	\$80.73	\$104.95
	Square Table 17"x17"x18"H	\$78.40	\$101.93
	Pedestal Table 30"Dx30"H	\$139.25	\$181.03
	Pedestal Table 30"Dx40"H	\$153.20	\$199.16

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$21.58	\$28.06
	Shrink Wrap (per roll)	N/A	\$85.00
	Banding (per foot)	N/A	\$2.65
	Velcro (per foot)	N/A	\$2.36
	Clear Packing Tape (roll)	N/A	\$21.09
	Drape Hardware/Bases & Poles	\$12.72	\$18.43

Specialty Drape (Show management approval)			
Qty	Item	Discount	Standard
	8' High Drape (per foot)	\$11.25	\$14.94
	3' High Drape (per foot)	\$7.81	\$11.85
	Booth Close-off (Show Colors)	\$48.93	\$66.95

Specialty Drape Color:			
☐ Blue	☐ Teal	☐ Hunter Green	☐ Red
☐ Black	☐ Purple	☐ White	☐ Gray
☐ Burgundy	☐ Gold		

CANCELLATION POLICY: At show site, 50% of original price.

Total Order

Subtotal: \$ _____

Sales Tax (7.00%): \$ _____

Total: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

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Web: www.ags-expo.com

Submit Form

Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

Skirted Tables



Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

Popular Accessories



Rolling Rack



Literature Rack



Tack Board
Vert - 4' x 8'
Hori - 8' x 4'



Gray Pedestal Table
30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



Rectangle Table
18"x36"x18"H



6' & 5' Display Case
(6' Vert. Opt.)



Chrome Stanchions
(Pictured with Chain)



Easel



Bag Rack



Chrome Sign Holder

Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

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How Can We Help?

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Show Specials



CREATIVE SERVICES

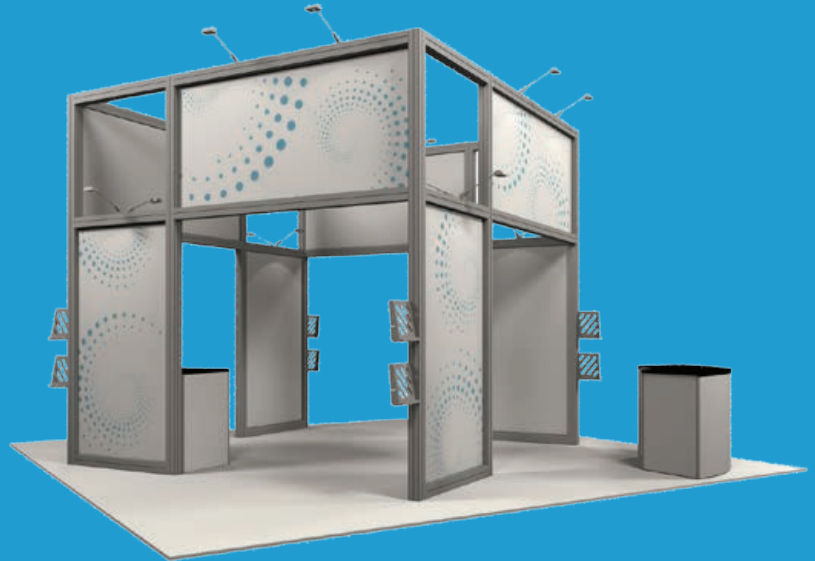
PRO 10

MODERN & BOLD

- Modern aluminum system
- 153"w x 142"h x 153"d
- Double counter with panel
- Storage cabinet
- 8 graphic spaces
- Literature holder

PRICE\$11,332.23

ORDER NOW >>



PRO 6

FLEXIBLE DESIGN WITH CUSTOM GRAPHICS

- 228"w x 96"h x 44"d
- Laminate panel reception counter
- Two work stations
- Seamless graphic space
- 2 monitor mounting brackets



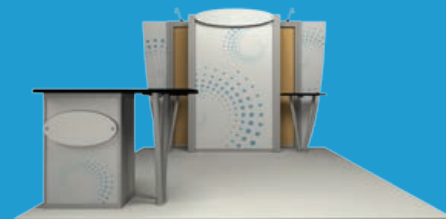
PRICE\$7,192.66

ORDER NOW >>

PRO 3

AFFORDABLE OPTION WITH OPTIMAL GRAPHICS

- 120"w x 99"h x 24"d
- V leg counter with graphic
- Two V leg tables
- Large graphic space
- Unique frosted plexi wings



PRICE\$5,044.15

ORDER NOW >>

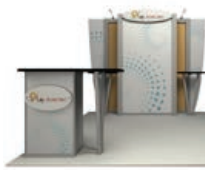
CONTACT US

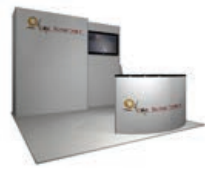
call: 1.800.292.6162

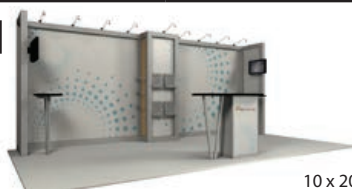
email: eventservices@ags-expo.com

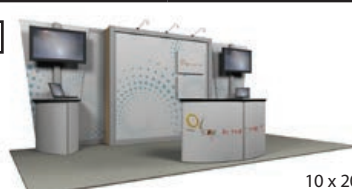
Elite Displays

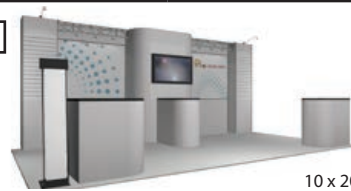
Pro 1	
	
10 x 10	
BASE RENTAL	\$3,903.06**
1 x frame: 118"w x 99"h x 46"d 1 x V leg counter 2 x V leg tables 4 x 50 watt spotlights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

Pro 3	
	
10 x 10	
BASE RENTAL	\$5,044.15**
1 x frame: 120"w x 99"h x 24"d 1 x V leg counter 2 x V leg tables 2 x frosted plex wings 2 x 50 watt spotlights Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

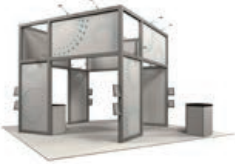
Pro 4	
	
10 x 10	
BASE RENTAL	\$6,426.21**
1 x frame: 117"w x 96"h x 25"d 1 x laminate panel double counter/storage cabinet 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

Pro 5	
	
10 x 20	
BASE RENTAL	\$6,101.18**
1 x frame: 228"w x 96"h x 42"d 1 x V leg counter 2 x straight leg tables 4 x literature holders 9 x 50 watt spotlights 6 x shelves 2 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

Pro 6	
	
10 x 20	
BASE RENTAL	\$7,192.66**
1 x frame: 228"w x 96"h x 44"d 1 x laminate panel reception counter 2 x laminate panel workstations 3 x 50 watt spotlights 2 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

Pro 7	
	
10 x 20	
BASE RENTAL	\$9,170.07**
1 x frame: 228"w x 96"h x 62"d 3 x laminate panel counters/storage cabinets 2 x 50 watt spotlights 2 x track lights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate	

Elite Displays

Pro 10		Pro 11		Pro 12	
☐  20 x 20		☐  20 x 20		☐  20 x 20	
BASE RENTAL	\$11,332.23**	BASE RENTAL	\$16,102.12**	BASE RENTAL	\$15,850.12**
1 x frame: 153.5"w x 142"h x 153.5"d 1 x laminate panel double counter/storage cabinet 16 x 120 watt floodlights 8 x literature holders Standard Carpet, 16oz. See Choice of Colors		1 x frame: 236"w x 189"h x 230"d 2 x counters 4 x V leg counters 16 x 120 watt floodlights 5 x monitor brackets (monitor not included) Standard Carpet, 16oz. See Choice of Colors		1 x frame: 236"w x 189"h x 235"d 1 x double counter 8 x 120 watt floodlights 1 x monitor bracket (monitor not included) Standard Carpet, 16oz. See Choice of Colors	
** Graphics pricing separate		** Graphics pricing separate		** Graphics pricing separate	

Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit. Electrical not included with Pro Displays.

PLEASE CHOOSE YOUR STANDARD CARPET COLOR:



☐ **PREMIUM PACKAGE** - Add \$1,127.00 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Daily Vacuuming for Exhibit
- \$250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table
- (2) Padded Side Chairs

PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:



- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

PRO DISPLAY CUSTOM GRAPHICS - \$250.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Elite Display Units

Quantity	Unit Name	Size	Discount Rental
	Pro 1	10 x 10	\$3,903.06**
	Pro 3	10 x 10	\$5,044.15**
	Pro 4	10 x 10	\$6,426.21**
	Pro 5	10 x 20	\$6,101.18**
	Pro 6	10 x 20	\$7,192.66**
	Pro 7	10 x 20	\$9,170.07**
	Pro 10	20 x 20	\$11,332.23**
	Pro 11	20 x 20	\$16,102.12**
	Pro 12	20 x 20	\$15,850.12**
**Graphics pricing separate			

PLEASE NOTE:

- Complete Pro packages can only be guaranteed if ordered prior to the discount deadline date.
- A 50% surcharge will apply to all orders made after the discount deadline depending upon availability of Pro Displays and Pro accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from Pro Displays and accessories.
- No units include electrical service. Electrical services must be ordered separately.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

Pro Base Rental Price: \$ _____

Premium Package (If applicable): \$ _____

Sales Tax (7.00%): \$ _____

Total Pro Package: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com

Web: www.ags-expo.com

[Submit Form](#)

ELITE DISPLAY ORDER FORM



AGS EXPO
SERVICES

ESSENTIAL DISPLAYS

CREATIVE SERVICES

From interlocking systems to pop-up displays, our Essential Display Units and accessories successfully promote your marketing vision and brand.

Designed with the exhibitor in mind, each unit is unique, customizable and affordably priced.

- Low cost display options for any budget
- Wide variety of counters, pull-out displays and kiosks
- Varying lengths available to accommodate your space
- Turnkey display services include installation and dismantle
- Floor coverings and other on-site services available



ESSENTIAL DISPLAYS | Mod 1

With a distinct curved header and a two-meter wide graphic space for branding and messaging opportunities, the Mod 1 unit is one of our most popular structures. This display has a unique integrated counter and accessible storage space for a variety of uses. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling - a custom look without the custom price tag.

The Mod 1 display is constructed from silver anodized aluminum and has a full two-meter curved header. This model can be customized to include cabinets, counters or kiosks.

Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

Mod 1 10' x 20' PLUS



Rental Price: \$2,706.58

Mod 1 | 10' x 10' PLUS



Order Now | 407.292.0025

ESSENTIAL DISPLAYS | Mod 2

The Mod 2 display, with its unique curved design element, is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 2 display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- LCD Display or Mount



Rental Price: \$2,495.96

Mod 2 | 10' x 10' PLUS



Order Now | 407.292.0025

ESSENTIAL DISPLAYS | **Mod 3**

The Mod 3 display has a distinct column like graphics structure and a wide back-wall space for extended marketing content. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 3 display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

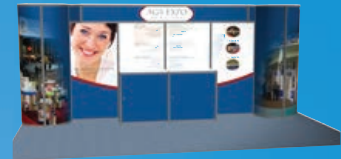
Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

Custom Options::

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

Mod 3 10' x 20' PLUS



Rental Price: \$2,285.34

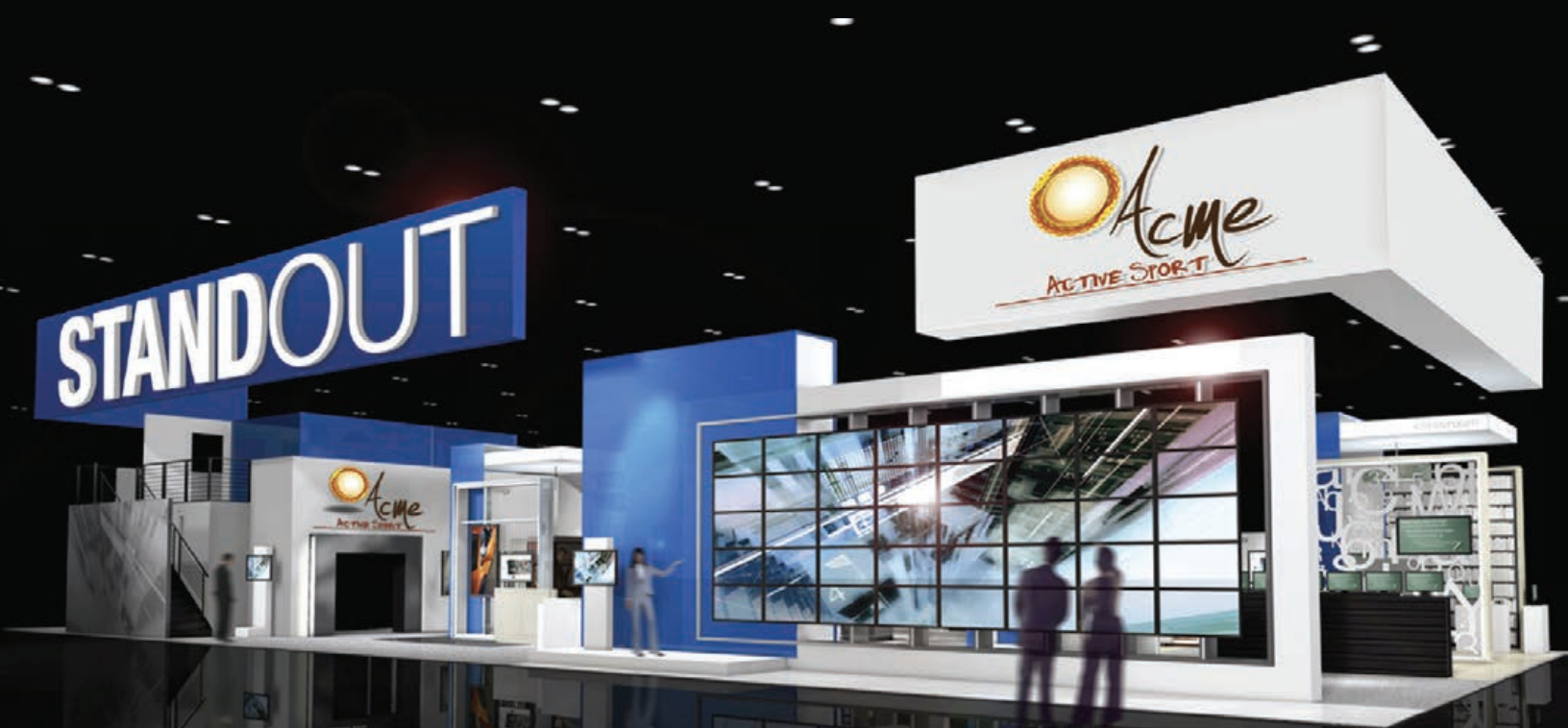
Mod 3 | 10' x 10' PLUS



Order Now | 407.292.0025

GET CREATIVE

CUSTOM DISPLAYS



AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness and deliver your message with flair and creativity.

AGS has a long history of quality and experience in compelling display graphics. Our blending of efficient practices, new printing technologies and high-quality materials results in flawless graphics, customer focused service and on-time delivery.



Custom Display Services:

- Hardwall or modular system designs
- Specialty floor coverings
- Unique counters & kiosks
- A/V solutions & presentation services
- Fully CAD rendered designs & drawings
- Multi-Level structures

Display Graphics:

- Theme & logo design
- Computer-cut vinyl
- Pull-out banners & backdrops
- Back-lit images/duratrans
- Flooring/carpet graphics
- Photo-realistic prints & enlargements

Let's Get Started!

phone: 407.219.3908

fax: 1.407.292.4414

email: exhibits@ags-expo.com

website: www.ags-expo.com/exhibits



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Essential Displays Order Form

Make your exhibit stand out. AGS offers distinct turnkey displays to give your exhibit the look you need. Because our system is so flexible, we can design just about anything. If there is something special you would like constructed, please allow us the opportunity to provide your company with a specialized quote. Follow the steps below to organize and complete an Essential Display that fits your needs and budget.

All Orders Include:

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

STEP 1 - Select a Display (See next page for remaining steps)

Mod 1			
☐ 10' x 10'	\$2,249.32	☐ 10' x 20'	\$4,393.34

Mod 1 PLUS			
☐ 10' x 10'	\$2,706.58	☐ 10' x 20'	\$5,307.86

Mod 2			
☐ 10' x 10'	\$2,038.70	☐ 10' x 20'	\$3,972.10

Mod 2 PLUS			
☐ 10' x 10'	\$2,495.96	☐ 10' x 20'	\$4,637.26

Mod 3			
☐ 10' x 10'	\$1,828.08	☐ 10' x 20'	\$3,656.16

Mod 3 PLUS			
☐ 10' x 10'	\$2,285.34	☐ 10' x 20'	\$4,570.68

ESSENTIAL DISPLAYS ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Essential Displays Order Form

STEP 2 - Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

Electrical not included with Essential Displays

PLEASE CHOOSE YOUR STANDARD CARPET COLOR:

☐ Blue	☐ Red	☐ Burgundy	☐ Gray	☐ Black	☐ Purple	☐ Hunter Green	☐ Teal
-------------------------------	------------------------------	-----------------------------------	-------------------------------	--------------------------------	---------------------------------	---------------------------------------	-------------------------------

PLEASE INDICATE YOUR HEADER COPY:

- All header copy is printed in standard black lettering.

ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

☐ Blue	☐ Red	☐ Gray	☐ Black	☐ Green
-------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------

- All Essential Displays come with standard white panels.

☐ **PREMIUM PACKAGE** - Add \$1,127.00 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Two Stylish Arm Lights (per 10' unit)
- Daily Vacuuming for Exhibit
- \$250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table, (2) Padded Side Chairs

PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:

☐ Cherry Red	☐ Onyx Black	☐ Charcoal	☐ Colony Blue	☐ French Beige	☐ Emerald	☐ Gray Pearl
-------------------------------------	-------------------------------------	-----------------------------------	--------------------------------------	---------------------------------------	----------------------------------	-------------------------------------

- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

ESSENTIAL DISPLAY CUSTOM GRAPHICS - \$250.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please review the Graphic File Requirements page for details on how to prepare your graphics submission.

ALTERNATE PANEL COLORS (ADDITIONAL 35% CHARGE):

☐ Blue	☐ Red	☐ Gray	☐ Black	☐ Green
-------------------------------	------------------------------	-------------------------------	--------------------------------	--------------------------------

- All Essential Displays come with standard white panels.

ESSENTIAL DISPLAYS ORDER FORM

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Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Essential Displays Order Form

STEP 3 - Select Your Accessories:

Cabinets		
Qty	Item	Discount
	30" - 1 Meter x 1/2 Meter	\$402.93
	30" - 2 Meter x 1/2 Meter	\$546.64
	30" - 1 Meter Curved	\$451.28
	30" Sliding Doors	\$73.87
	42" - 1 Meter x 1/2 Meter	\$457.26
	42" - 2 Meter x 1/2 Meter	\$601.11
	42" - 1 Meter Curved	\$505.95
	42" Sliding Doors	\$87.78

Shelving		
Qty	Item	Discount
	Straight Shelves	\$73.87
	Angled Shelves	\$73.87
	Interior Shelves	\$73.87

Lighting & Light Boxes		
Qty	Item	Discount
	Swivel Flood Light	\$60.44
	Light Box - Small	Quote Only
	Light Box - Medium	Quote Only
	Light Box - Large	Quote Only

Literature Holders		
Qty	Item	Discount
	Leaflet Holder	\$21.49
	Brochure Holder	\$33.58
	Literature Rack	\$97.20

Paneling & Hooks		
Qty	Item	Discount
	1 Meter x 8' Slatwall	\$61.05
	Waterfall Hooks	\$161.17

PLEASE NOTE:

- Complete Essential Display packages can only be guaranteed if ordered prior to the discount deadline date.
- A 50% surcharge will apply to all orders made after the discount deadline depending upon availability of Essential Displays and Display accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from Displays and accessories.
- No units include electrical service. Electrical services must be ordered separately.

CANCELLATION POLICY

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

Total Order

STEP 1 Essential Displays Rental Price: \$ _____

STEP 2 Premium Package (If applicable): \$ _____

Alternate Panel Color (35% of Basic Pkg Price if applicable): \$ _____

STEP 3 Accessories - Subtotal: \$ _____

Sales Tax (7.00%): \$ _____

Total Essential Display Package: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

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ESSENTIAL DISPLAYS ORDER FORM



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

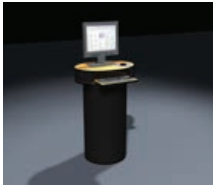
Computer Kiosk Order Form

Stylish and functional, each computer kiosk is constructed from anodized aluminum. These kiosks can serve as a centerpiece to any exhibit offering ample space to display computers, digital displays or information. Every unit can be customized for your needs to include custom counter tops, graphic panels and backlights.

All Orders Include:

- Installation & Dismantle of Unit
- White Sintra Panels
- Custom Graphics Upgrade Options
- Ample Counter Space for Computers

Select a Kiosk:



Kiosk A ☐

\$380.00 per unit

Designed with space in mind, this smaller Velcro® receptive unit can be covered in unique display graphics.



Kiosk B ☐

\$665.00 per unit

This kiosk offers wide tower graphic space with a full meter high counter and lockable storage space upon request.



Kiosk C ☐

\$520.00 per unit

With a wide semi-circular counter top, this kiosk has ample space for large monitors and computers.

Please Note:

- Computer kiosks can only be guaranteed if ordered prior to the discount deadline date posted at the top of this page.
- All orders received after the discount deadline date will be assessed a 30% surcharge and are subject to availability at the time the order is received.
- Units do not include electrical service. Electrical services must be ordered separately using the appropriate order form included in this Exhibitor Service Manual.

Total Order

Order Subtotal: \$ _____
Sales Tax (7.00%): \$ _____
Total Computer Kiosk Order: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

COMPUTER KIOSK ORDER FORM

Digital Graphics & Signage

Digital Graphics & Signage

Whatever your graphic needs, AGS will work closely with you to create effective and attractive display graphics. Tell us your objective and we will match you with the best product. Our creative team can also assist you with design and branding ideas that are sure to enhance the impact of your exhibit. If you have any questions, please contact us at 407.292.0025 or email us at eventservices@ags-expo.com.



VINYL BANNERS

Unlimited sizes, priced per square foot. Perfect for hanging in your booth.

STANDARD SHOWCARD SIGNS

Available in foamcore, sintra, gator board and other substrates in a range of standard sizes: 7"x11", 7"x22", 7"x44", 11"x14", 14"x44", 22"x28", 28"x44" and 40"x60"

BANNER STANDS

Our ultra-portable, lightweight, pullout banners are perfect for showcasing new products or show specials.

- Standard size 31.5" x 84", double-sided or single-sided graphics
- Other sizes also available
- Each unit comes with its own carrying case
- Several styles to choose from
- Each display is durable providing a lifetime of use



* Chrome easels and sign holders ordered separately.

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com



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MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Digital Graphics & Signage

Standard Sign Sizes		
Quantity	Size (h x w)	Price
	7" x 11"	\$38.70
	7" x 22"	\$39.90
	7" x 44"	\$41.10
	11" x 14"	\$48.40
	14" x 44"	\$67.80
	22" x 28"	\$72.60
	28" x 44"	Quote Only
	40" x 60"	Quote Only
Vinyl Banners		
		Quote Only
Banner Stands		
	Pacific	\$225.00
	Spring Back	\$142.50
	Trio Pocket	\$202.50
	Quickwall	\$640.50
Banner stands are also available for rental. Please call for quote.		

Digital Graphics		
Width	Hieght	Sq. ft.
Ttl. sq. ft.	x discout price	x standard price

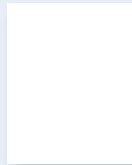
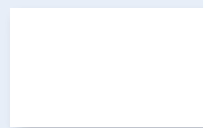
Width	Hieght	Sq. ft.
Ttl. sq. ft.	x discout price	x standard price

Width	Hieght	Sq. ft.
Ttl. sq. ft.	x discout price	x standard price

SUBSTRATES

☐ Foamcore ☐ Acrylic ☐ Banner
☐ Duratrans ☐ Sintra ☐ Gator Board
☐ Canvas ☐ Show Card ☐ Ultra Board

LAYOUT

VERTICAL HORIZONTAL

***To place your order after the discount deadline, please call for availability and price quote**

Sign Copy (please include any text, sketches, image files or design ideas when submitting your order)

Total Order

Order Subtotal: \$ _____

Sales Tax(7.00%): \$ _____

Total Order: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

DIGITAL GRAPHICS & SIGNAGE ORDER FORM

Graphic File Requirement Guidelines

AGS's Preferred File Formats

Do not send images obtained from the Internet, Microsoft Word documents or Power Point slides for large format production. These are the preferred formats in order of preference:

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)

Fonts

Please convert all fonts to "Outlines" before sending files. If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I101 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs or JPEGs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

* Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

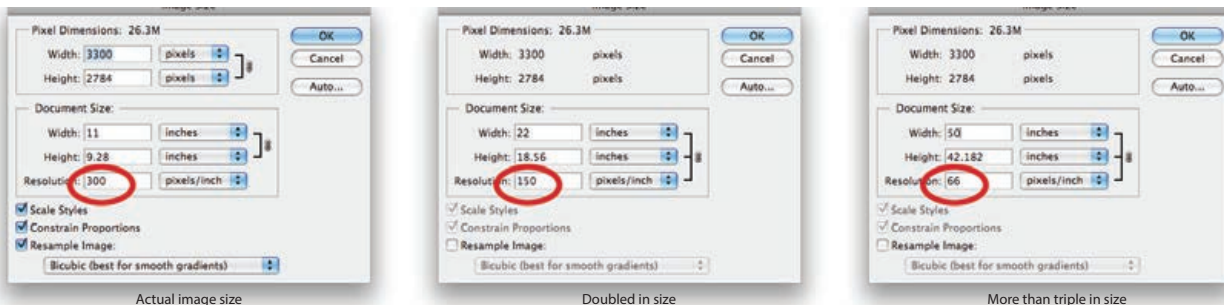
Graphic File Requirement Guidelines

Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6' x 4' at 36 dpi) You can figure out if a file will print properly by opening it in Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.



Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions or need information on accessing the FTP site, please contact our Director of Graphic Operations, Mr. Aziz Khan.

Phone: **407.292.0025**

email: **akhan@ags-expo.com**

Custom Furnishings

Furnishings Catalog and Order Forms

Custom Furnishings Catalog.....	45
Custom Furnishings Order Form	65

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





WELCOME

Explore our new Custom Furnishings catalog, featuring great collections to help create an exhibit that communicates your company's unique brand message.

AGS is a leader in modern rental furnishing options for the trade show and exhibit industry with an extensive selection of high-quality furnishings available nationwide. We provide flexible design options that bring your exhibit to life and make it easy to transform your space into a comfortable selling environment.

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



CHR003



SFA003

MIRABEL



CHR001



SFA001

ALLEGRO



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



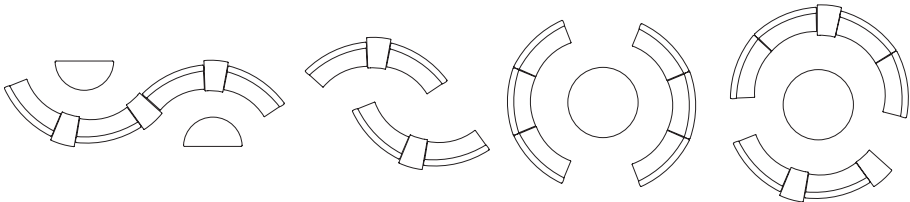
OTS

S01



S02

Suggested Uses of South Beach



PREMIER COLLECTIONS (CONT.)

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

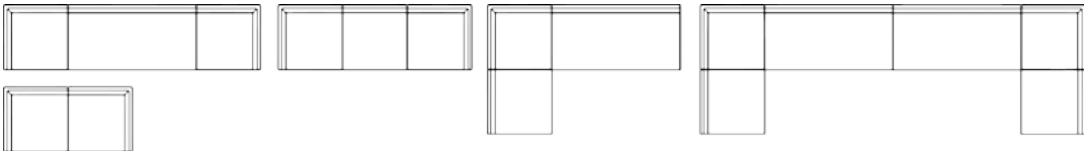


HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

LOVESEATS



LSM



NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

sfa003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

- CHR003 Roma Chair**
White Vinyl
37"L 31"D 33"H
- CHR001 Mirabel Chair**
Brown Leather
36"L 35"D 32"H
- CHR002 Allegro Chair**
Blue Fabric
36"L 34.5"D 30"H
- NPLCHR Naples Chair**
Black Vinyl
36"L 30"D 28"H

- TANCHR Tangiers Chair**
Beige Textured
34"L 37"D 36"H
- OCB Key West Tub Chair**
Black
31"L 31"D 31"H
- HCH08 Heathrow Chair**
Black Vinyl
24"L 24"D 28"H
- HC008 Heathrow Corner Chair**
Black Vinyl
24"L 24"D 28"H

- OCCASIONAL CHAIRS**
- SWAN Swanson Swivel Chair**
White Vinyl
28"L 25"D 18"H
- OCA T-Vac Chair**
Translucent, Chrome
25"L 23"D 30"H
- OCH Madrid Chair**
Black Leather
30"L 30"D 31"H
- BCW Madrid Chair**
White Leather
30"L 30"D 31"H

- CCE Ice Chair**
Transparent, Chrome
17.25"L 20"D 32"H
- LABREA La Brea Swivel Chair**
Charcoal Gray, Fabric
35"L 27"D 40"H
- MADGRY Madden Arm Chair**
Light Gray, Vinyl
27"L 32"D 33"H

- MEETING CHAIRS**
- OCMESP Meeting Chair**
Espresso Leather
25.5"L 23.5"D 34"H
- OCMTAU Meeting Chair**
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN Rustique Chair

with arms

Gunmetal
20"L 18"D 31"H

DUET Duet Chair

Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair

Black
18"L 22"D 32"H

CS9 Berlin Chair

Red
18"L 22"D 32"H

SC4 Jetson Chair

Black
19"L 18"D 31"H

SC1 New York Chair

Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair

White Vinyl, Chrome
17"L 19"D 35"H

SC9 Pantan Chair

White
20"L 24"D 33"H

SC10 Razor Chair

White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair

Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair

Black, White
19"L 21"D 32"H

SCC Fusion Chair

Clear, White
19"L 21"D 32"H

SCE Fusion Chair

Red, White
19"L 21"D 32"H

SCD Fusion Chair

Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels

24"L 22"D 31"H

SC3 Brewer Chair

Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair

Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair

Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair

Black
26"L 24"D 38"H

COCKTAIL TABLES



SIDE AND END TABLES



COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CB1



CONF42

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated
Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table

White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table

8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table

Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

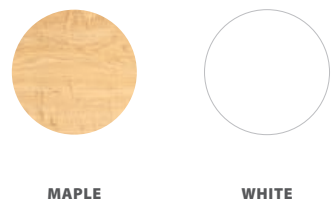
EXECUTIVE CHAIRS



G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



TABLE TOP OPTIONS



EXECUTIVE CHAIRS

- PROEXE Pro Executive Chair**
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable
- XC2 Luxor Executive Chair**
Mid Back, Black Leather
27"L 28"D 41"H Adjustable
- XC1 Luxor Executive Chair**
High Back, Black Leather
27"L 28"D 47"H Adjustable
- XC5 Altura Executive Chair**
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

- XC4 Altura Executive Chair**
High Back, Black Crepe
25"L 25"D 43"H Adjustable
- OTO Perth Chair**
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES

- G30BMS Bar Table**
Maple Top
72"L 26"D 42"H
- G30BMW Bar Table**
with Grommet Holes, Maple Top
72"L 26"D 42"H
- G30BWS Bar Table**
White Top
72"L 26"D 42"H

- G30BWW Bar Table**
with Grommet Holes, White Top
72"L 26"D 42"H

CAFÉ TABLES

- G30DMS Café Table**
Maple Top
72"L 26"D 30"H
- G30DMW Café Table**
with Grommet Holes, Maple Top
72"L 26"D 30"H
- G30DWS Café Table**
White Top
72"L 26"D 30"H

- G30DWW Café Table**
with Grommet Holes, White Top
72"L 26"D 30"H

COCKTAIL TABLES

- G30CMS Cocktail Table**
Maple Top
72"L 26"D 18"H
- G30CMW Cocktail Table**
with Grommet Holes, Maple Top
72"L 26"D 18"H
- G30CWS Cocktail Table**
White Top
72"L 26"D 18"H

- G30CWW Cocktail Table**
with Grommet Holes, White Top
72"L 26"D 18"H

BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD

BARSTOOLS

RSTSTL Rustique Barstool

Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool

White, Chrome
22"L 19"D 34-44"H

BS002 Zoey Barstool

White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool

Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool

Red Vinyl
15" Round
23-33.5"H Adjustable

ROLLGY Lift Barstool

Gray Vinyl
15" Round
23-33.5"H Adjustable

ROLLWH Lift Barstool

White Vinyl
15" Round
23-33.5"H Adjustable

ROLLBL Lift Barstool

Black Vinyl
15" Round
23-33.5"H Adjustable

BSN Jetson Barstool

Black
18"L 19"D 29"H

BCE Ice Barstool

Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool

Black, Chrome
21"L 22"D 30"H

BST Banana Barstool

White, Chrome
21"L 22"D 30"H

BSL Gin Barstool

Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool

White
17"L 20"D 30"H

BSD Oslo Barstool

Blue
17"L 20"D 30"H

BAR TABLES



TABLE TOP OPTIONS



MAPLE



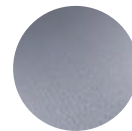
GRAPHITE NEBULA



WHITE LAMINATE



MAHOGANY



SILVER TEXTURED



BRUSHED RED



BRUSHED BLUE

BAR TABLES

Standard Black Base

30" Round 42"H

VTK Maple Top

VTJ Graphite Nebula Top

30MHSB Mahogany Top

VTG Silver Textured Top

VTB Brushed Red Top

VTC Brushed Blue Top

Standard Black Base

36" Round 42"H

VTP Maple Top

VTN Graphite Nebula Top

VTW White Laminate Top

Tulip Chrome Base

30" Round 42"H

WTK Maple Top

WTJ Graphite Nebula Top

30MHTB Mahogany Top

WTS Silver Textured Top

WTB Brushed Red Top

WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H

WTP Maple Top

WTN Graphite Nebula Top

WTW White Laminate Top



CAFÉ TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTQ



30MHSC



ZTG



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTR



30MHTC



XTS



XTB



XTC

SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top



TRAINING ROOM



CONFMER



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



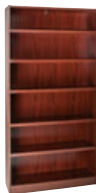
PMB42



PDL



36"- PDL36W
42"- PDL42W



BC6



BC7



36"- PDL36B
42"- PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

CONFMER Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS



LAMPS



LIGHTED PRODUCTS

LED color guide



MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer
Holder**
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

**TBSTDW Mobile
Tablet Stand**
White
14"L 13"D 44.5"H

**TBSTND Mobile
Tablet Stand**
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

**CUBL20 Edge
LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

**CUBTBL Edge LED
Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

BARS



BRC

Suggested Uses of Martini Bar



BR1



BARS

BRC Martini Bar Circle

Comprised of three

BR1 Martini Bars

100"L 100"D 45"H

BR1 Martini Bar

67"L 22"D 45"H



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
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Company Name	Tel #	Booth Number
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Sofas, Sectionals and Loveseats			
	SFA001 Mirabel Sofa	76"L 35"D 32"H	\$651.20
	SFA002 Allegro Sofa	73"L 34.5"D 30"H	\$577.83
	SFA003 Roma Sofa	78"L 31"D 33"H	\$658.90
	SO1 South Beach Sofa	69"L 29"D 33"H	\$548.90
	HEA08 Heathrow Sofa	48"L 24"D 28"H	\$548.90
	HS008 Heathrow 3 pc. Sectional	72"L 48"D 28"H	\$1,440.04
	SOM Key West Sofa	85"L 35"D 33"H	\$465.66
	NPLSOF Naples Sofa	87"L 30"D 28"H	\$691.90
	NPLLOV Naples Loveseat	62"L 30"D 28"H	\$581.90
	SO2 South Beach 3 pc. Sectional	152"L 40"D 33"H	\$1,317.68
	TANSOF Tangiers Sofa	54"L 34"D 33"H	\$548.90
	LSM Key West Loveseat	57"L 35"D 33"H	\$405.90
Chairs, Group Seating and Barstools			
	CHR003 Roma Chair	37"L 31"D 33"H	\$449.80
	CHR001 Mirabel Chair	36"L 35"D 32"H	\$424.60
	CHR002 Allegro Chair	36"L 34.5"D 30"H	\$405.90
	NPLCHR Naples Chair	36"L 30"D 28"H	\$482.90
	TANCHR Tangiers Chair	34"L 37"D 36"H	\$356.13
	OCB Key West Tub Chair	31"L 31"D 31"H	\$328.90
	HCH08 Heathrow Chair	24"L 24"D 28"H	\$427.90
	HC008 Heathrow Corner Chair	24"L 24"D 28"H	\$460.90
	SWAN Swanson Swivel Chair	28"L 25"D 18"H	\$295.90
	LABREA La Brea Swivel Chair	35"L 27"D 40"H	\$339.90
	MADGRY Madden Arm Chair	27"L 32"D 33"H	\$350.63
	CCE Ice Chair	17.25"L 20"D 32"H	\$181.28
	OCA T-Vac Chair	25"L 23"D 30"H	\$229.90
	OCH Madrid Chair	30"L 30"D 31"H	\$618.20
	BCW Madrid Chair	30"L 30"D 31"H	\$618.20
	OCMESP Meeting Chair - Espresso	25.5"L 23.5"D 34"H	\$229.90
	OCMTAU Meeting Chair - Taupe	25.5"L 23.5"D 34"H	\$225.50
	SCE Fusion Chair Red, White	19"L 21"D 32"H	\$115.57
	SCC Fusion Chair Clear, White	19"L 21"D 32"H	\$115.57
	SCF Fusion Chair Black, White	19"L 21"D 32"H	\$115.57
	SC9 Pantan Chair White	20"L 24"D 33"H	\$163.90
	SC1 New York Chair Onyx Seat, Maple Back, Chrome Legs	23"L 32"D 33"H	\$159.75
	SC8 Flex Chair W/ Wheels	24"L 22"D 31"H	\$141.90
	SC4 Jetson Chair	19"L 18"D 31"H	\$159.75
	RSTDIN Rustique Chair W/Arms	20"L 18"D 31"H	\$119.90
	DUET Duet Chair	21"L 23"D 33"H	\$53.90
	XCHR Christopher Chair	17"L 19"D 35"H	\$86.90
	SC10 Razor Chair	15.38"L 15.5"D 30.5"H	\$64.90

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Chairs, Group Seating and Barstools (continued)			
	SC3 Brewer Chair Onyx, Black	20"L 20"D 32"H	\$144.10
	SCD Fusion Chair	19"L 21"D 32"H	\$115.57
	CH002 Wendy Chair	15"L 20"D 36"H	\$97.90
	CO4 Iso Mesh Chair	26"L 24"D 38"H	\$243.10
	XC3 Luxor Guest Chair	27"L 28"D 40"H	\$287.10
	XC6 Altura Guest Chair	25"L 20"D 34"H	\$255.20
	CS8 Berlin Chair Black	18"L 22"D 32"H	\$104.24
	CS9 Berlin Chair Red	18"L 22"D 32"H	\$104.24
	PROEXE Pro Executive Chair	27.5"L 27.5"D 45.7"H	\$306.90
	XC2 Luxor Executive Chair Mid Back, Black Leather	27"L 28"D 41"H Adjustable	\$312.40
	XC1 Luxor Executive Chair High Back, Black Leather	27"L 28"D 47"H Adjustable	\$332.20
	XC5 Altura Executive Chair Mid Back, Black Crepe	25"L 25"D 37"H Adjustable	\$280.50
	XC4 Altura Executive Chair High Back, Black Crepe	25"L 25"D 43"H Adjustable	\$305.80
	OTO Perth Chair High Back, Black	23"L 21"D 43"H Adjustable	\$349.80
	SY1 Altura Steno Chair Black Crepe	25"L 26"D 21"H	\$163.90
	DF1 Altura Drafting Stool Black Crepe	25"L 26"D 34"H	\$251.90
	BS001 Shark Swivel Barstool White Plastic W/ Arms, Chrome Base	22"L 19"D 34" — 44"H	\$262.90
	BS002 Zoey Swivel Barstool White Vinyl, Chrome Base	15"L 16"D 26" — 30.5"H	\$240.90
	BS003 Zoey Swivel Barstool Black Vinyl, Chrome Base	15"L 16"D 26" — 30.5"H	\$240.90
	BSN Jetson Barstool Black	18"L 19"D 29"H	\$220.00
	BST Banana Barstool White, Chrome	21"L 22"D 30"H	\$206.21
	BSS Banana Barstool Black, Chrome	21"L 22"D 30"H	\$206.21
	BCE Ice Barstool Transparent, Chrome	16"L 14"D 33"H	\$218.67
	BSD Oslo Barstool Blue	17"L 20"D 30"H	\$216.40
	BSC Oslo Barstool White	17"L 20"D 30"H	\$216.40
	RSTSTL Rustique Barstool	13"L 13"D 30"H	\$108.90
	ROLLRD Lift Barstool, Red Vinyl	15"D 23-33.5" H Adjustable	\$174.90
	ROLLGY Lift Barstool, Gray Vinyl	15"D 23-33.5" H Adjustable	\$174.90
	ROLLWH Lift Barstool, White Vinyl	15"D 23-33.5" H Adjustable	\$174.90
	ROLLBL Lift Barstool, Black Vinyl	15"D 23-33.5" H Adjustable	\$174.90
	BSL Gin Barstool Maple, Chrome	16"L 16"D 29"H	\$163.90
Ottomans			
	VIB01 Green Vinyl	18"L 18"D 18"H	\$115.57
	VIB02 Blue Vinyl	18"L 18"D 18"H	\$115.57
	VIB03 Pink Vinyl	18"L 18"D 18"H	\$115.57
	VIB04 Red Vinyl	18"L 18"D 18"H	\$115.57
	VIB05 Yellow Vinyl	18"L 18"D 18"H	\$115.57
	VIB06 Gold/Bronze Vinyl	18"L 18"D 18"H	\$115.57
	VIB07 Beige Vinyl	18"L 18"D 18"H	\$115.57
	VIB08 Orange Vinyl	18"L 18"D 18"H	\$115.57
	CUBL20 Edge Lighted Cube - Plastic	20"L 20"D 20"H	\$163.15

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	PUZ2SW Puzzle Bench	48"L 24"D 18"H	\$255.20
	OTH Milano Black Leather	17"L 17"D 18"H	\$104.24
	OSC Milano White Leather	17"L 17"D 18"H	\$104.24
	OTK Half Round Black Leather	72"L 36"D 17"H	\$319.00
	OTL Half Round Ottoman White Leather	72"L 36"D 17"H	\$319.00
	CCB Black Leather Circle	72"L 72"D 17"H	\$526.90
	CCW White Leather Circle	72"L 72"D 17"H	\$526.90
	CCZ Black/White Leather Circle	72"L 72"D 17"H	\$526.90
	BNO08 Bench Ottoman, Black Vinyl	60"L 20"D 18"H	\$339.90
	BNO75 Bench Ottoman, White Vinyl	60"L 20"D 18"H	\$339.90
	END02B Endless Square Ottoman, Black	34"L 34"D 15"H	\$295.90
	END02W Endless Square Ottoman, White	34"L 34"D 15"H	\$295.90
	SAL Sally Stool, White	12" D 17"H	\$75.90

Cocktail Tables			
	C1C Chrome Geo (rectangle)	50"L 22"D 16"H	\$207.90
	C1D Soho/steel base, espresso top	38"L 38"D 18.5"H	\$328.57
	C1E Silverado	36" RND 17H	\$230.00
	C1F Black Geo (rectangle)	50"L 22"D 16"H	\$207.90
	C1K Inspiration	42"L 28"D 18"H	\$256.06
	COLI Oliver Cocktail Table, Oval Wood	47"L 27"D 19"H	\$198.00
	C1W Sydney, White	48"L 26"D 18"H	\$233.20
	C1Y Sydney, Black	48"L 26"D 18"H	\$233.20

End Tables			
	CUBTBL Edge Lighted Cube Table	20"L 20"D 20"H	\$163.90
	CDYTB Candy Table	18"L 18"D 18"H	\$174.90
	E1C Chrome Geo	26"L 26"D 20"H	\$203.94
	E1D Soho/steel base, chocolate top	26"L 26"D 27"H	\$295.90
	E1E Silverado	24"RND 22H	\$218.90
	E1F Black Geo	26"L 26"D 20"H	\$203.50
	E1K Inspiration	24"L 28"D 22"H	\$240.90
	EOLI Oliver End Table	22" RND 22"H	\$176.00
	E1W Sydney, White	27"L 23"D 22"H	\$210.10
	E1Y Sydney, Black	27"L 23"D 22"H	\$210.10
	TMBTBL Timber Tale	16"RND 17"H	\$141.90
	NEMSAC Mosaic Tables (Set of 3)	12"L 14"D 16"H 16.5"L 15"D 18"H 20.5"L 16"D 20"H	\$240.90
	ETBL E Table	21"L 15.5"D 27.5"H	\$147.29
	AURA Aura Round Table	15"RND 22"H	\$119.90

Conference Tables			
	CB1 42" Round Graphite Nebula	42"RND 29"H	\$317.90
	CB2 6' Graphite Nebula	72"L 42"D 29"H	\$390.89

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	CB3 8' Graphite Nebula	96"L 48"D 29"H	\$461.13
	CC5 42" Round Mahogany	42" RND 29"H	\$317.90
	CC6 6' Rectangle Mahogany	72"L 36"D 29.5"H	\$390.89
	CC7 8' Rectangle Mahogany	96"L 48"D 29.5"H	\$461.13
	CC8 10' Rectangle Mahogany	120"L 48"D 29.5"H	\$691.90
	CD2 6' Grey Nebula	72"L 42"D 29"H	\$390.89
	CD3 8' Grey Nebula	96"L 48"D 29"H	\$461.13
	CONFMER Merlin Multi Use Table	46"L 29"D 30"H	\$284.90
	CE1 Geo, Square Round Glass/Chrome	42"L 42"D 29"H	\$262.90
	CE2 Geo, Rect. Glass/Chrome	60"L 36"D 29"H	\$372.90
	CF1 Geo, Square Round Glass/Black	42"L 42"D 29"H	\$262.90
	CF2 Geo, Rectangle Glass/Black	60"L 36"D 29"H	\$372.90
	CG1 Manhattan, Black/Glass	42"RND 29"H	\$273.90
	OCT6W 6' Nova Oval Conference Table	71"L 36"D 29"H	\$438.90
	CT06GR Conf Table, Granite, 6-Foot	72"L 36"D 29"H	\$390.89
	CT08GR Conf Table, Granite, 8-Foot	96"L 44"D 29"H	\$461.13
	CONF42 Table, Laminate, White	42" RND 29"H	\$317.90
	WD3 Work Table, Laminate, White	48"L 24"D 30"H	\$273.90
	CT10GR Conf Table, Granite, 10-Foot	120"L 46"D 29"H	\$691.90

G30 Communal Bar Cafe & Cocktail Tables			
	G30BMW G-30 Bar Table w/grommets - Maple	72"L 26"D 42"H	\$548.90
	G30BMS G-30 Bar Table, solid - Maple	72"L 26"D 42"H	\$548.90
	G30BWW G-30 Bar Table, w/grommets - White	72"L 26"D 42"H	\$548.90
	G30BWS G-30 Bar Table, solid - White	72"L 26"D 42"H	\$548.90
	G30DMW G-30 Café Table, w/grommets - Maple	72"L 26"D 30"H	\$438.90
	G30DMS G-30 Café Table, solid - Maple	72"L 26"D 30"H	\$438.90
	G30DWW G-30 Café Table, w/grommets - White	72"L 26"D 30"H	\$438.90
	G30DWS G-30 Café Table, solid - White	72"L 26"D 30"H	\$438.90
	G30CMW G-30 Cocktail Table, w/grommets - Maple	72"L 26"D 18"H	\$306.90
	G30CMS G-30 Cocktail Table, solid - Maple	72"L 26"D 18"H	\$306.90
	G30CWW G-30 Cocktail Table, w/grommets - White	72"L 26"D 18"H	\$306.90
	G30CWS G-30 Cocktail Table, solid - White	72"L 26"D 18"H	\$306.90

Bar Tables			
	WTB Brushed Red w/Tulip Chrome Base	30"RND 42"H	\$313.50
	WTC Brushed Blue w/Tulip Chrome Base	30"RND 42"H	\$313.50
	30MHTB Mahogany with Tulip Chrome Base	30"RND 42"H	\$313.50
	WTJ Graphite Nebula w/Tulip Chrome Base	30"RND 42"H	\$313.50
	WTS Silver Textured Top w/Tulip Chrome Base	30"RND 42"H	\$313.50
	WTK Maple w/Tulip Chrome Base	30"RND 42"H	\$313.50
	WTN Graphite Nebula w/Tulip Chrome Base	36"RND 42"H	\$328.90
	WTW White Laminate Top w/Tulip Chrome Base	36"RND 42"H	\$328.90

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	WTP Maple w/Tulip Chrome Base	36"RND 42"H	\$328.90
	VTB Brushed Red w/Standard Base	30"RND 42"H	\$203.50
	VTC Brushed Blue w/Standard Base	30"RND 42"H	\$203.50
	30MHSB Mahogany with Black Base	30"RND 42"H	\$238.70
	VTG Silver Textured Top with Black Base	30"RND 42"H	\$203.50
	VTJ Graphite Nebula w/Standard Base	30"RND 42"H	\$203.50
	VTK Maple w/Standard Base	30"RND 42"H	\$203.50
	VTW White Laminate Top w/Standard Base	36"RND 42"H	\$218.90
	VTN Graphite Nebula w/Standard Base	36"RND 42"H	\$218.90
	VTP Maple W/Standard Base	36"RND 42"H	\$218.90

Café Tables			
	XTB Brushed Red w/Tulip Chrome Base	30" RND 29"H	\$295.90
	XTC Brushed Blue w/Tulip Chrome Base	30" RND 29"H	\$295.90
	XTJ Graphite Nebula w/Tulip Chrome Base	30" RND 29" H	\$295.90
	XTK Maple w/Tulip Chrome Base	30" RND 29"H	\$295.90
	XTS Silver w/Tulip Chrome Base	30" RND 29"H	\$295.90
	30MHTC Mahogany w/Tulip Chrome Base	30"RND 29"H	\$295.90
	XTN Graphite Nebula w/Tulip Chrome Base	36"RND 29"H	\$313.50
	XTP Maple w/Tulip Chrome Base	36"RND 29"H	\$313.50
	XTR White Laminate Top w/Tulip Chrome Base	36"RND 29"H	\$313.50
	30MHSC Mahogany with Black Base	30"RND 29"H	\$228.80
	ZTB Brushed Red w/Standard Base	30" RND 29"H	\$185.90
	ZTC Brushed Blue w/Standard Base	30" RND 29"H	\$185.90
	ZTG Silver w/ Standard Base	30" RND 29"H	\$185.90
	ZTJ Graphite Nebula w/Standard Base	30" RND 29"H	\$185.90
	ZTK Maple w/Standard Base	30" RND 29"H	\$185.90
	ZTN Graphite Nebula w/Standard base	36"RND 29"H	\$202.40
	ZTP Maple w/Standard Base	36"RND 29"H	\$202.40
	ZTQ White Laminate w/Standard Base	36"RND 29"H	\$202.40

Training Room			
	CONFMER Merlin Multi Use Table	46"L 29"D 30"H	\$284.90
	WD3 Work Table	48"L 24"D 30"H	\$273.90

Bookcases and Product Displays			
	PMB36 Molded Plastic Pedestal, 24"x36"	24"L 24"D 36"H	\$328.90
	PMB42 Molded Plastic Pedestal, 24"x42"	24"L 24"D 42"H	\$383.90
	BC6 Mahogany Bookcase	36"L 13"D 71"H	\$317.90
	BC7 Graphite Bookcase	36"L 13"D 71"H	\$284.90
	PDL Black Locking Pedestal with Door	24"L 24"D 42"H	\$394.90
	ET1 Etagere Pewter Silver Finish	30"L 16"D 70"H	\$284.90
	PDL30PW White Powered Locking Pedestal	24"L 24"D 30"H	\$394.90
	PDL42PW White Powered Locking Pedestal	24"L 24"D 42"H	\$471.90
	PDL30PB Black Powered Locking Pedestal	24"L 24"D 30"H	\$394.90

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	PDL42PB Black Powered Locking Pedestal	24"L 24"D 42"H	\$471.90
	ET2 Étagère Black	30"L 16"D 70"H	\$284.90
Desks and Credenzas			
	JD6 Mahogany Executive Desk	60"L 30"D 29"H	\$460.90
	JD7 Granite Executive Desk	60"L 30"D 29"H	\$449.90
	CR6 Mahogany Storage Credenza	72"L 24"D 29"H	\$460.90
	CR7 Graphite Storage Credenza	72"L 24"D 29"H	\$438.90
File Cabinets			
	VF2 2 drawer Vertical File	27"L 19"D 28"H	\$154.00
	VF4 4 drawer Vertical File	27"L 19"D 52"H	\$210.10
	L26 Mahogany Lateral File	36"L 20"D 29"H	\$361.43
	L27 Granite Lateral File	36"L 20"D 29"H	\$350.90
Fridges			
	R1Q White 4.0 cubic feet Refrigerator	20"L 22"D 33"H	\$251.90
	R1R White 14.0 cubic feet Refrigerator	28"L 28"D 64"H	\$717.19
Mobile Tablet Stands			
	TBSTDW Mobile Table Stand - White	14"L 13"D 44.5"H	\$229.90
	TBSTND Mobile Table Stand - Black	14"L 13"D 44.5"H	\$229.90
	TBBCHR Brochure Holder	8.625"L 1.1"D 11.325"H	\$53.90
	TBSHLF Charging Shelf	14.85"L 7.17"D 1"H	\$53.90
	TBPNTN Wireless Printer Holder	3.3"L 1.9"D 5.28"H	\$53.90
Lamps			
	LA15 Mason Floor Lamp - Brushed Silver	18" RND 55"H	\$181.50
	LA14 Mason Table Lamp - Brushed Silver	16" RND 26"H	\$118.80
Lighted Products			
	CUBL20 Edge Lighted Cube - Plastic	20"L 20"D 20"H	\$163.15
	CUBTBL Edge Lighted Cube Table	20"L 20"D 20"H	\$163.90
Bars			
	BR1 Martini Bar	67"L 22"D 45"H	\$1,112.10
	BRC Martini Bar Circle (3) Comprised of 3 BR1s	100"L 100"D 47"H	\$3,202.10

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Custom Furnishings Order Form

AGS offers a variety of Custom Furnishing options, including tables, chairs, bars, couches, desks and other stylish additions for your exhibit space. We ask that you include those pages with your order that indicate both the item and quantity. Please also submit this page as a confirmation of the total value of your Custom Furnishings order.

The information provided below outlines the terms of service related to our Custom Furnishings. If you need more information regarding this service please contact our Event Services Department, eventservices@ags-expo.com. Please remember to include your event name, company name and booth number so that we may better assist in answering your questions.

Please Note:

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- In order to be guaranteed items for delivery, custom furnishing orders must be received with payment on or before the deadline date listed above.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

Cancellation Policy: Orders cancelled at show site will be subject to a 100% cancellation fee

CUSTOM FURNISHINGS ORDER FORM

Total Order

Subtotal: \$ _____
19% Service Charge: \$ _____
Sales Tax (7.00%): \$ _____
Total Custom Furnishings Order: \$ _____

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Booth Labor & Cleaning

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Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$81.11	\$97.34
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$133.88	\$160.65
Sunday/Holidays:	All day Sunday and observed holidays.	\$156.71	\$188.21

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)				Total Labor Cost:		\$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

Exhibitor Supervision

Install ☐ Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.

On-Site Representative Name/Company & Cell: _____

AGS Supervision

Install ☐ Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.

Exhibitor must also include outbound shipping instructions with this labor order.

(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____
AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____
Total Booth Labor: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

BOOTH LABOR ORDER FORM



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price Deadline Date
MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS Supervised Labor Only

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier _____

☐ Ship via official show freight carrier, **UPS Freight**

☐ Ground

☐ Air

Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.

Outbound Shipping Instructions

Bill Shipping Charges to (if different from above):

Shipper (Print): _____ Phone: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Forklift Order Form

A forklift with operator is required when moving equipment or materials weighing 200 lbs. or more within your booth space. AGS suggests ordering the use of a forklift when setting-up or dismantling displays which require excess heavy lifting of materials or machinery that do not move under their own power. The rates below cover the cost of a forklift with operator.

Forklift Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$159.08	\$191.10
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$238.61	\$286.39
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$256.20	\$307.39
• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.			

- After the 1st hour time can be billed in 1/2 hour increments.

Forklift Crew						
	Date	Time	# of Crews	Total Hours	Rate per Crew	Total Cost
Installation		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Total Labor Cost: \$						\$

Describe Work to Be Performed:

Forklift Information & Policies

Minimum charge for forklift is 1 hour per crew and includes:

- Getting tools and reporting to the booth.
- For the exhibitor's representative to return the crew to the service center upon completion of the work, check and approve the work order by signing it.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by AGS Expo Services.

Larger forklift/crane service available by advance request.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged as Material Handling. All rates subject to change.

Crew size is based on local Union jurisdiction and rules.

Order Confirmation

So that labor and equipment do not stand idle at your expense (due to uncertainties of truck arrivals), your order will be considered only a reservation and must be confirmed by a signed work order at the service center prior to the date and time specified by your order. We cannot guarantee the availability of crews at specific times without confirmation. Please confirm dismantling labor at the service center and allow time for return of empty crates and containers.

NOTE: If an exhibitor fails to request their labor at the reserved time, a 1 hour "No Show" charge per forklift and crew will be assessed. We understand that your calculation is only an estimate. Adjustments will be made accordingly and invoicing will be done based on actual hours worked.

Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Sign Hanging Order Form

All hanging signs must conform to the Sign Hanging Requirements set forth in the Sign Hanging Approval Form section of this Exhibitor Service Manual. This also includes any rules or regulations outlined by show management or by the facility. If Union jurisdiction dictates that the Official Contractor must assemble all hanging signs, an additional hour of labor must be ordered (See Labor Order Form).

Overhead signs must be sent in separate containers labeled "Hanging Sign" directly to the Advance Warehouse by May 25, 2015. Hanging anchor points must be prefabricated and ready for use. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on hanging services. Cable, clamps, etc. have additional charges.

Sign Hanging Rates (Equipment w/Crew)		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$300.98	\$361.20
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$377.58	\$453.08
Sunday/Holidays:	All day Sunday and observed Holidays where applicable.	\$418.64	\$502.37

Calculate Labor					
	Date 00 / 00 / 00	Time 00:00	Total Hours	Rate	Total Cost
Installation		AM / PM		\$	\$
Dismantle		AM / PM		\$	\$
Example Calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost				Total Labor Cost: \$	\$

Supervision of Sign Hanging

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

Exhibitor Supervision	Install ☐	Dismantle ☐	Contact: _____
Display House Supervision	Install ☐	Dismantle ☐	Contact: _____
AGS Supervision	Install ☐	Dismantle ☐	For supervision services AGS charges a fee of 35% or a \$50 minimum, per service (install/dismantle).

Please Note:

- An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantle of a job and charges will be billed according to prevailing labor rates (See Labor Order Form) or material costs.
- Twenty-four (24) hour notice is required for cancellation of labor services. The exhibitor will be charged one hour minimum per crew ordered if they fail to check-in at the AGS Service Center to confirm.
- After the 1st hour time can be billed in 1/2 hour increments.

Total Order

Total Sign Hanging Cost- Subtotal: \$ _____
Add. Spotter Cost and/or Supervision Charge - Subtotal: \$ _____
Total Sign Hanging Labor: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
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Submit Form

SIGN HANGING ORDER FORM



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Sign Hanging Approval Form

In conjunction with event management, AGS Expo Services has established the following rules and regulations for all sign hanging during this event. In order to hang a sign, each exhibitor must comply with the requirements below. Please complete and return this form by the deadline date at the top of this page.

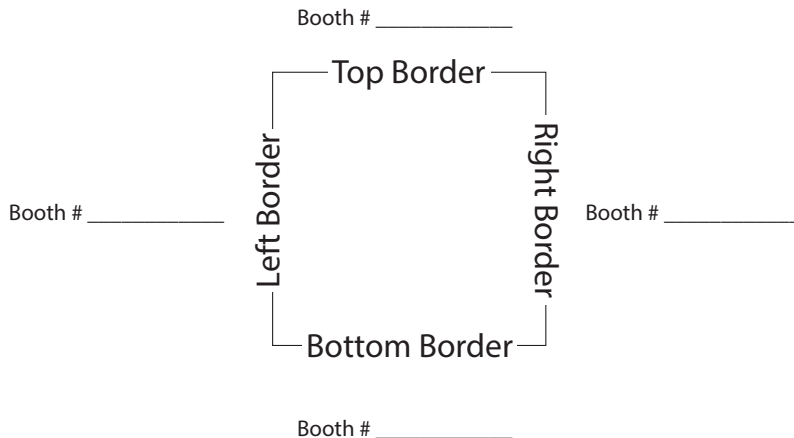
SIGN HANGING REQUIREMENTS

1. All hanging signs must conform to the rules and regulations set for this event and the limitations of the facility. From the floor to the highest point of any sign, height is not to exceed 20' for islands and peninsulas (4 or more booth spaces) and/or 16' for perimeter booths.
2. All signs must have rigging points (with the exception of cloth banners). Both the exhibitor and/or their display house will be required to personally sign a statement guaranteeing the stress points are properly engineered.
3. AGS Expo Services may be responsible for pre-assembling hanging signs based on local Union jurisdictions. Set-up instructions must be provided for signs that require assembly. Please include an image of sign,
4. Suspended signs must be 100% directly over the booth space of the exhibitor. Only islands and peninsulas (4 or more booth spaces) qualify for suspended signs.
5. Hanging-sign violations will require that the sign be removed and/or re-hung prior to the show's opening. Such removal and/or re-hanging will be invoiced at the expense of the violating exhibitor.

SIGN PARAMETERS & PLACEMENT

Size of Sign: Height _____ Length _____ Width _____ Weight _____
Shape of Sign: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other
Number of feet from floor to top of sign: _____

Using the diagram below to represent your booth space, indicate how far from each boundary you would like your sign to be placed. Please include the booth numbers from all neighboring booths. For island and peninsula booths, indicate all neighboring across-the-aisle booths.



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SIGN HANGING APPROVAL FORM



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____	(sq. ft. round up to the nearest 100 sq. ft.)
---------------------------------------	--

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- ☐ Vacuuming Nightly \$0.43/sq. ft.* ☐ Vacuuming Once Before Event \$0.48/sq. ft.

**Please calculate for (3) event days.*

Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- ☐ Periodic Porter Service - Daily .. \$140.00/day** ☐ Day-Specific Porter Service \$155.00/day

***Please calculate for 3 event days*

(Please indicate days) _____

- ☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal and other similar labor services.

Quoted as needed.***

- **Straight-Time:** \$50.00/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** \$65.00/hr ... 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . \$75.00/hr ... all day Sunday and observed Holidays, where applicable.

****One (1) Hour Minimum for all service calls.*

Other Cleaning Services

- ☐ Shampooing of Carpet \$0.75/sq. ft.
☐ Mopping and Waxing..... \$0.75/sq. ft.
☐ Anti-Static Carpet Treatment.... \$0.75/sq. ft.
• Shampooing and mopping available before show opens **ONLY**

Total Order

Total Sq. Ft.

	X
-------------	---

Vacuuming:	\$0.43/sq. ft. or	\$0.48/sq. ft. x _____	Days = \$ _____
Shampooing/Mopping:		\$0.75/sq. ft. x _____	Days = \$ _____
Anti-Static Treatment:		\$0.75/sq. ft. x _____	Days = \$ _____
Porter Service:	\$140.00 or	\$155.00/day x _____	Days = \$ _____

Tax (7.00%): \$ _____

Total Booth Cleaning Order: \$ _____

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Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Submit Form

BOOTH CLEANING ORDER FORM

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- ☐ Pegboard / Tackboard - *Seating & Accessories Form*
- ☐ Special Colored Drape - *Seating & Accessories Form*
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- ☐ Installation and Dismantling - *Labor Order Form*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent
booth or
aisle number:

indicate adjacent
booth or
aisle number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

Shipping & Material Handling

Information and Order Forms

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





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June 4-6, 2015

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Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

SHIPPING INFORMATION

Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



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Material Handling Information & Rates

Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses or other erroneous information not related to this specific event.

Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

Rate Classification

Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o UPS Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). **The ROUND TRIP RATE of \$86.90 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$26.07 with a 200 lb. minimum.**

Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Indiana Convention Center and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$80.90 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**



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Material Handling Information & Rates

Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- for each 100 lbs. or fraction thereof per shipment, the rate is **\$24.18** with a **200 lb. minimum**.

Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to but is not limited to moving van shipments or shipments by any trucks which because of their truck bed height cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of \$121.65 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.

NOTE: In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Indiana Convention Center and labeled with appropriate show name, company name and booth number. Such items considered small packages are cartons, envelopes and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks, at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where



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Material Handling Information & Rates

Small Package Rates (Cont.)

the first piece is \$40.00 and each subsequent piece is \$10.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Machinery Handling & Rates

This is a third-tier classification of items that includes machines and other such equipment constituting bulk, single piece machinery. These items are either skidded, on wheels or require the use of special material handling equipment. These items can ONLY be received direct to the exhibit site and should be scheduled for delivery through AGS Expo Services to ensure that the proper unloading equipment will be present. If the Bill of Lading does NOT identify the weights of the various classifications (i.e. machinery, display, etc.), the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.

Machinery will be unloaded from moving vans, exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of show; moved to the loading area; and reloaded on trucks.

Please see the Machinery Rate section of this Exhibitor Service Manual for the appropriate charges and weight classifications.

Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The base fee for this premium service to return empty storage containers at the close of show is \$125.00 for the first three containers. An additional surcharge applies per container thereafter, as specified on the Premium Return Service Order Form.**

Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, a Service Fee of \$300.00 or \$0.30/lb (whichever is greater) will be assessed by AGS in addition to any fees applied by the Official Show Carrier for transportation and/or storage. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.



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Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

TIPS FOR SENDING TO:

THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form, or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

Here are some common mistakes that can result in higher material handling charges:

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

EXAMPLE OF SAVINGS

Received - *Multiple Shipments*

51 lbs.	charged @ \$86.90 per cwt. 200 lbs. min. = \$173.80	
43 lbs.	charged @ \$86.90 per cwt. 200 lbs. min. = \$173.80	
64 lbs.	charged @ \$86.90 per cwt. 200 lbs. min. = \$173.80	TOTAL = \$521.40

Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$86.90 per cwt. 200 lbs. min. = \$173.80	TOTAL = \$173.80
------------------	---	-------------------------

SAVE \$347.60

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

**Discount Price
Deadline Date
MAY 18TH**
Method of payment must accompany your order



Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

Driver Check-in: Sunday, June 7th by 10:00 AM

Freight Re-Route Time: Sunday, June 7th at 10:01 AM

What is Freight Re-Route?

A "re-route" occurs when a carrier does not check-in or show-up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center and AGS Expo Services.

Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors and to service show management and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.



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Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

The NBM B.I.G. Show 2015

Booth #: _____

{PLACE APPROPRIATE ADDRESS HERE}

Advance Shipments to Warehouse

AGS Expo Services
c/o - UPS Freight
c/o - TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254

Delivery Window

- Deliveries only accepted between 5/1/15 - 5/25/15
- Receiving Dock Open - 8:00 am - 4:30 pm
- Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Indiana Convention Center
Halls I-K
100 South Capitol Avenue
Indianapolis, IN 46225

Delivery Window

- Tuesday, June 2, 2015 - 1:00 PM - 5:00 PM
- Wednesday, June 3, 2015 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Wednesday, June 3, 2015.

- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- **Mislabeled packages have the potential of being refused at show site.** Please remember to include **AGS Expo Services c/o Indiana Convention Center or UPS Freight** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.



TO: AGS Expo Services
c/o - UPS Freight
c/o - TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254

The NBM B.I.G. Show 2015

COMPANY NAME: _____

BOOTH NUMBER: _____

ADVANCE WAREHOUSE RECEIVING DATES:
5/1/15 - 5/25/15

ADVANCE SHIPPING LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: AGS Expo Services
c/o - UPS Freight
c/o - TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254

The NBM B.I.G. Show 2015

COMPANY NAME: _____

BOOTH NUMBER: _____

ADVANCE WAREHOUSE RECEIVING DATES:
5/1/15 - 5/25/15

ADVANCE SHIPPING LABEL



**TO: AGS Expo Services
c/o - UPS Freight
c/o - TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254**

The NBM B.I.G. Show 2015

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
5/1/15 - 5/25/15**

HANGING SIGNS LABEL



PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE



PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services
c/o - UPS Freight
c/o - TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254**

The NBM B.I.G. Show 2015

COMPANY NAME: _____

BOOTH NUMBER: _____

**ADVANCE WAREHOUSE RECEIVING DATES:
5/1/15 - 5/25/15**

HANGING SIGNS LABEL



**TO: AGS Expo Services
c/o Indiana Convention Center
Halls I-K
100 South Capitol Avenue
Indianapolis, IN 46225**

The NBM B.I.G. Show 2015

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE DELIVERED:

Tuesday, June 2, 2015 - 1:00 PM - 5:00 PM

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DIRECT SHIPPING LABEL



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**TO: AGS Expo Services
c/o Indiana Convention Center
Halls I-K
100 South Capitol Avenue
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The NBM B.I.G. Show 2015

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Tuesday, June 2, 2015 - 1:00 PM - 5:00 PM

Wednesday, June 3, 2015 - 8:00 AM - 5:00 PM

DIRECT SHIPPING LABEL



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

MATERIAL HANDLING RATES (DEADLINE DATES)

Advanced Warehouse - (5/1/15 - 5/25/15)

- \$86.90 per 100 lbs, 200 lbs min.

Direct to Show Site - (6/2/15 - 6/3/15)

- \$80.90 per 100 lbs, 200 lbs min.

Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend move-out.**

Special Handling at Show Site - (6/2/15 - 6/3/15)

- \$121.65 per 100 lbs, 200 lbs min.

Small Packages - <30 lbs - (Show Site Only)

- \$40.00 1st Carton, \$10.00 each add., per day

Advance Shipments to Warehouse

We will ship.... _____ lbs. @ \$86.90 per 100 lbs. (200 lbs. min, \$173.80 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

Direct Shipments to Show Site

We will ship.... _____ lbs. @ \$80.90 per 100 lbs. (200 lbs. min, \$161.20 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

- *Materials received prior to move-in date/time will be assessed an off-target charge, or may be refused by the facility.*

Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ \$121.65 per 100 lbs. (200 lbs. min, \$243.30 Minimum)

Total Weight _____ lbs. x \$ _____ rate per 100 lbs. = \$ _____

Small Packages

We will ship.... _____ Packages @ \$40.00 for the first package and \$10.00 for each additional package contained in the same shipment

Total Number of Packages _____ x \$40.00 / \$10.00 = \$ _____

Total Order

Material Handling Services - Subtotal: \$ _____

30% Overtime Surcharge (Subtotal x 30%): \$ _____

Total Material Handling Cost: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

MATERIAL HANDLING ORDER FORM



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MAY 18TH
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Machinery Rate Information

Applies to machinery only. Rates are based on cumulative daily weights and includes outbound overtime.

Weight	Overtime Rate
2,000 - 5,000 lbs.	\$62.48 cwt.
5,001 - 10,000 lbs.	\$56.86 cwt.
10,001 + lbs.	\$50.61 cwt.

Important Note:

- All crated machinery must be indentified on the Bill of Lading according to classification or the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.
- Machinery without integral lifting points or skids that do not accommodate forklift loading/unloading will be assessed a 25% special handling surcharge to the above rates. Machines on wheels that require minimum handling will NOT be subject to any additional Special Handling Surcharges, they will qualify for the above pricing rate.
- **IMPORTANT:** Equipment in excess of 15,000 lbs. will require special equipment off-loading. Contact AGS Expo Services for special assistance.
- Machinery cannot be received at the advance warehouse.
- AGS Expo Services will not be responsible for any damages or loss to any equipment mishandled while under the direct supervision of any exhibitor without the consultation of a recognized AGS Expo Services rigging foreman.
- Overtime charges may apply for machinery handled anytime Monday through Friday before 8:00 AM and after 4:30 PM, including all day Saturday, Sunday and Holidays. Refer to the Official Show Information section in this manual for move-in/move-out dates and times.

CALCULATION OF MACHINERY CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Piece #	Length	Width	Height	Weight	Mounted on Skids?	Arrival Date at Exhibit Site	Approximate Arrival Time	Total Price
								\$
								\$
								\$
								\$
I agree in placing this order that I have accepted AGS Payment Policy and AGS Terms & Conditions of Contract.						1. Total Estimated Charges		\$
						2. Payment Enclosed		\$
Authorized Signature - Please Sign:						X		
						AUTHORIZED NAME - PLEASE PRINT		Date

Special Instructions: _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)

MACHINERY RATE INFORMATION FORM



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get return of your crates and boxes as a priority to expedite dismantle and reduce and avoid long move-outs.

QUICK RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.

AVOID LONG DISMANTLES

PREMIUM RETURN SERVICE: \$125.00

☐ Yes, we would like *Premium Return Service*

We are storing: # of Pieces _____ ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Case ☐ Other

Service Includes

- The storage of up to three (3) pieces; additional pieces \$25.00 per item up to a maximum total piece count of seven (7)
- Priority return of stored materials

Subtotal: \$ _____

(add additional pieces): \$ _____

Total Order: \$ _____

Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.
- If you should require more than seven (7) pieces for premium return service please call event services at 407-292-0025.



PREMIUM RETURN SERVICE

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

[Submit Form](#)



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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Cartload Service Order Form



AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. The maximum capacity for this cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Please see details of service and order form below.

Cartload Rate
\$75.00 per cartload trip

Availability of Service

The cartload service begins on **Tuesday, June 2, 2015** and will be available to exhibitors during scheduled move-in hours only. Move-out will begin on **Saturday, June 6, 2015** and be available to exhibitors during scheduled move-out hours only. Please refer to the Show Information section of this Service Manual for scheduled move-in and move-out times.

Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock.

Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pickup trucks, passenger vans, taxis and limousines. The maximum carry weight for the cartload service is 199 lbs. Anything greater than 199 lbs. will be assessed appropriate material handling charges. Cartload service does not include the storage of empty containers.

Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$75.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	Time	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	3:00 PM	1	\$75.00	\$75.00
Total Cartload Service Order:				\$

CARTLOAD SERVICE ORDER FORM

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Submit Form

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Vehicle Spotting Order Form

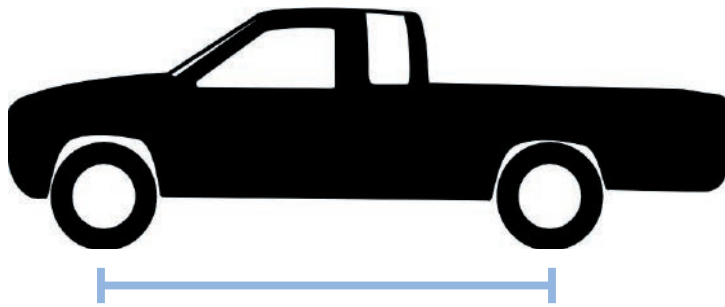
AGS Expo Services charges a round-trip fee of \$150.00 per vehicle to place a vehicle on the trade show floor or as hourly labor cost, whichever is greater. The facility requires all vehicles must be pushed in without the engine running.

For rolling/self-propelled/towed/pushed vehicles, AGS will receive equipment at show site and deliver to the exhibitor's booth. AGS will also handle the outbound as an inclusive service.

Vehicle Diagram



A) Front Axle Distance



B) Distance From Front
to Rear Axle

Vehicle Description	A) Distance	B) Distance	Total Weight	Total Price
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
Total All Items Ordered				\$
Payment Enclosed				\$

Please Note:

- The maximum amount of fuel (gasoline, diesel, liquefied petroleum gas, and liquefied natural gas) permitted to remain in the tank is less than one-fourth (1/4) of a tank. Fuel tank covers must be locked, taped or sealed and approved by the State of Indiana Fire Marshal and City of Indianapolis Fire Department. See also Section 4.1 FIRE SAFETY.
- The vehicle electronic system shall be de-energized by removing the battery or by disconnecting the battery cables and covering them with electrical tape, to avoid any chance of sparks upon termination of the move-in until commencement of the move-out.
- Fueling and de-fueling of vehicles must occur outside of the ICCLOS. Fuel should be removed with the appropriate safety equipment and may never be "dumped" on ICCLOS property.
- If necessary, precautions may be required to prevent vehicles from rolling. In addition, drip pans may be required under vehicles if any type of product leak is obvious or anticipated.



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Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

1. Scope/Binding Effect:

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

2. Definitions:

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or

Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

3. Customer Obligations:

a. Payment for Services. Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

c. HAZMAT Compliance. Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and



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Terms & Conditions of Contract - Material Handling Services

completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

4. ICCTA Waiver; Mutual Indemnification:

a. ICCTA Waiver. Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

b. Customer Indemnification. Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

c. AGS Indemnification. To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the

limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

5. Disclaimer And Limitation Of Liability:

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.

6. No Liability for Loss or Damage to Goods:

a. Condition of Goods. AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.



THE NBM B.I.G. SHOW
Indiana Convention Center
Indianapolis, IN
June 4-6, 2015

Discount Price
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MAY 18TH
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Terms & Conditions of Contract - Material Handling Services

b. Receipt of Goods. AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure. AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

e. Empty Storage. AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

f. Freight Re-Route. AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled.

g. Concealed Damage. AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

h. Unattended Goods. AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire

term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

i. Unattended Booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

j. Special Handling Needs. AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:

a. AGS Not Bailee or Shipper. The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will



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do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

b. AGS Retained Authority to Substitute Carriers. In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

8. Measure of Damage:

a. Sole Relief. If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

b. Labor. AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

9. Miscellaneous:

a. Insurance. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

b. Notice of Loss or Damage. In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

c. Filing of Claim. Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

i. Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

ii. Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit. Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

10. Jurisdiction, Choice of Forum; Prevailing Party Fees:

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.



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Terms & Conditions of Contract - Material Handling Services

11. Advanced Warehousing/Temporary Storage/Long Term Storage:

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

TERMS & CONDITIONS OF CONTRACT - MATERIAL HANDLING SERVICES

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Web: www.ags-expo.com

100



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed * and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at ltl.upsfreight.com and any other applicable contract, as other restrictions may apply.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at lhl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

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Multimodal capabilities



☐ STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

UPS Freight®



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance

800-988-9889

www.upsfreight.com/tradeshows

DATE _____ B/L NO. _____ KEYWORD SHOW

1 SHIPPER: COMPLETE BLOCKS 1-8

FROM: SHIPPER NAME (EXHIBITOR)		
C/O		
ADDRESS		
CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

2

TO: CONSIGNEE NAME		
C/O		
ADDRESS		
DESTINATION CITY	STATE	ZIP CODE
SHOW NAME		BOOTH #

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS		
CITY	STATE	ZIP CODE
ATTN:	PHONE NUMBER	

4 FREIGHT CHARGES ARE

☐ COLLECT

☒ PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE	
☐ ADVANCE WAREHOUSE → DELIVER BY _____	
☐ SHOW SITE → TARGET/MOVE-IN DATE _____	

7 # OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125
				125
				125
				125
				125

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. "Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____."Shipper requests Excess Declared Value Coverage in the amount of \$ _____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) _____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8 EXHIBITOR/COMPANY NAME		CARRIER UPS Freight		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

GF704

MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS *** Now available at www.upsfreight.com - UPGF 102 Series Rules Tariff

RULES

▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

Sec. 1. (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassable highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec. 2. Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec. 3. (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec. 4. (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec. 5. (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

Sec. 6. Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec. 7. (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. § 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec. 8. If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec. 9. If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

Ancillary Services

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The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





2015 Electrical Service Order

FAX with complete credit card information or purchase order to **317-262-3419**

OR Mail completed form with check, credit card information, or purchase order to:

Indiana Convention Center & Lucas Oil Stadium– Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.icclos.com>

Utility Department

317-262-3467

utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 92.00	\$ 131.00	\$
10 amp (1100 watts)		\$ 119.00	\$ 168.00	\$
15 amp (1650 watts)		\$ 146.00	\$207.00	\$
20 amp (2200 watts)		\$159.00	\$225.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 46.00	\$ 65.50	\$
	10A	\$ 59.50	\$ 84.00	\$
	15A	\$ 73.00	\$ 103.50	\$
	20A	\$ 78.00	\$ 112.50	\$

Labor Charge for Requested Placement

Location of ANY electrical (per hour)

\$ 91.00

\$

****NOTE:** For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE

Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$288.00	\$460.00	\$
30 amp		\$350.00	\$559.00	\$
40 amp		\$399.00	\$638.00	\$
60 amp		\$505.00	\$808.00	\$
100 amp		\$800.00	\$1280.00	\$
200 amp		\$1513.00	\$2421.00	\$

208 VOLTS / 3 PHASE

20 amp		\$357.00	\$571.00	\$
30 amp		\$450.00	\$719.00	\$
40 amp		\$545.00	\$872.00	\$
60 amp		\$688.00	\$1100.00	\$
100 amp		\$1122.00	\$1795.00	\$
200 amp		\$2000.00	\$3200.00	\$

Standard USA voltages are available (call 317-262-3467 for pricing)

208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

\$

\$

\$

\$

\$

\$

All other voltages are special order and require 30 day notice prior to show setup

RENTAL ITEMS

Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 24.92	\$ 41.50	\$
Extension Cord		\$ 24.92	\$ 41.50	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 141.10	\$199.23	\$
TOTAL ELECTRIC ORDER (U.S. FUNDS)				\$

NO REFUNDS AFTER INSTALLATION OF SERVICE.

CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE

Event

Name _____

Event

Date _____

Booth/

Room# _____

Exhibitor

Firm

Name _____

Exhibitor

Contact

Name _____

Street

Address _____

City/

Province _____

State, ZIP,

Country _____

Phone

No. _____

Fax

No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment **MUST** be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form.

No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____)
(Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/15 – subject to change without notice.

ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **"House electricians" may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — **NO REFUND.**
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. **NO** checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Booth/Room #:

Event Name:

Date:

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle #

Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

Adjacent Booth or Aisle #

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) . **Scale** = 1 Box is equal to ft

2015 Gas / Water / Drain / Compressed Air Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium – Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

PAYMENT MUST ACCOMPANY ORDER

NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.

CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to ½" Max.		\$ 245.00	\$ 392.00	\$
Each add'l conn.		\$ 140.00	\$ 224.00	\$

COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet

First – Up to ½" Max.		\$ 245.00	\$ 343.00	\$
Each add'l conn.		\$ 171.00	\$ 239.00	\$

WATER (continuous) Outlet ½". Minimum pressure 45 PSI – maximum pressure 60 PSI

First Connection		\$ 196.00	\$ 274.00	\$
Each add'l conn.		\$ 135.00	\$ 189.00	\$

DRAINAGE

First Connection		\$ 127.00	\$ 203.00	\$
Each add'l conn.		\$ 67.00	\$ 107.00	\$

UTILITY SERVICE SUB-TOTAL \$

RENTAL ITEMS (includes 7% Indiana Sales Tax)

Water Heater (electrical hook-up must be ordered with water heater)		\$ 88.81	\$ 175.48	\$
Sink (sink hook-up must be ordered with water connection and drain connection)		\$ 43.99	\$ 61.60	\$

****Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).**

Labor Charge for Requested Placement Location of <u>ANY</u> Connection (per hour)	\$91.00	\$
--	----------------	-----------

****NOTE:** For requested placement – attach diagram with location measurements and direction orientation.

One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.

_____ gallons of water \$ _____

TOTAL SERVICE ORDER
(U.S. DOLLARS)

\$ _____

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment **MUST** be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____
Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

EXPIRATION DATE ____/____/____ SECURITY CODE (_____) (MUST BE VALID ONE MONTH AFTER EVENT)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/15 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.
Cancellations must be received prior to set-up of event to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCLOS RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
9. **The ICCLOS WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
10. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
11. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
12. **UNLESS OTHERWISE DIRECTED**, ICCLOS plumbers are authorized to cut floor coverings to permit installation of service.
13. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
14. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order forms must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS:** After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than \$15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



2015 CUSTOMER CONTRACT

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:		Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /	
Billing Company Address:		Incentive Order Deadline: (see Incentive Price & # 8 below)	
City, State / Country, Zip:		Phone Number: () -	
Contact:		Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa		Expire Date(MM/YY):	Sec Code:
Cell Number: () -			
Credit Card Billing Address:		Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):		Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/Facilities/Locations.aspx

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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Dedicated – Routers Supported Connection speeds of 3Mbps and up Required for: - Web Casting - HD Streaming - Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium – Routers Prohibited Shared Connection speeds up to 10Mbps Recommended for: - Wired Cyber Cafe - Social Media Feeds - Multi Media Downloads Includes 1 Static Private IP Address	Basic – Routers Prohibited Shared Connection speeds up to 1.54Mbps Recommended for: - Email - Surfing the Internet Supports 1 device only
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Important! All online orders will receive a 5% discount.

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/Ordering.aspx>

Incentive rate applies to orders received with payment 14 days prior to 1st day of show

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	Total
a. Premium Internet Service		\$1,095	\$1,395	
b. Public IP Address Upgrade for Premium Internet Service		\$199	\$299	
c. Additional Devices for Premium Service		\$150	\$185	
d. Basic Internet Service		\$695	\$895	
2. Dedicated Internet Services – Routers Supported				
a. Dedicated 3Mbps		\$3,495	\$4,370	
b. Dedicated 6Mbps		\$5,900	\$7,375	
c. Dedicated 10Mbps		\$7,850	\$9,420	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	
Higher Bandwidth Services Available Online		www.smartcitynetworks.com/Order/Ordering.aspx		
3. Internet Equipment & Labor				
a. Switch Rental – up to 24 ports		\$185	\$225	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	
4. Special Quote – Attachment A or Statement Of Work(if applicable)				
5. Distance Fee of \$500 Internet for each line outside the convention venue	x(number of lines)			
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.				
		SUBTOTAL		
Mail or Fax Completed Orders with Payment and Floor Plan To: Smart City Networks 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NV 89118 (888) 446-6911 FAX (702) 943-6001		ESTIMATED 10% TAX / FEES		
		GRAND TOTAL		

For Smart City Use Only:	Customer No: 2015 – 014 -
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Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 014 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: **Indiana CC + Lucas Oil Stdm (014) - IN**
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: **2015 - 014 -**

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____									
Adjacent Booth or Aisle#									
Adjacent Booth or Aisle# _____									

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Smart City Wireless Services • [Indiana](#) Convention Center & Lucas Oil Stadium

Wi-Fi Quick [Access](#) Guide

Wireless services are now a self-service option you may purchase at any time.



- ❏ Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- ❏ You should see a page resembling the graphic shown.*
- ❏ If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- ❏ If you have already created an account and are returning for an additional session click LOGIN.
- ❏ Please note User Name and Password are Case SensiTive.

*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet".

Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.

- ❏ [Exhibitor Internet](#) - Available throughout the convention center & stadium. Price is \$79.99 per 24 clock hours per device (up to 1.54Mbps up/1.54Mbps down). \$159.99 for 3 days or \$239.99 for 5 days.
- ❏ [Instant Internet](#) - Available throughout the convention center & stadium for the **exception** of the Exhibit Halls. Price is \$12.95 per 24 clock hours per device (up to 512k up/512k down).
- ❏ [Free Internet](#) - Available throughout each Food Court located in the Indiana Convention Center. Complimentary WiFi per calendar day per computer (up to 128k up/256K down).



Questions? Please call Smart City at
888-446-6911

or pick up the white phone on the service desk which will connect you to our customer service department.

**Also Available from Smart City:
Wired Internet**



2015 Telephone Service Order

Utility Department
317-262-3467
utilities@icclos.com

FAX with complete credit card information or purchase order to **317-262-3419**
OR Mail completed form with check, credit card information, or purchase order to:
Indiana Convention Center & Lucas Oil Stadium – Utility Department
100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

Please TYPE or PRINT legibly

PAYMENT MUST ACCOMPANY ORDER

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES

SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL	QTY
DIGITAL Telephone ¹ VOIP Service with Unlimited Local Calling	\$271.00	\$376.00	\$	
ANALOG Service with Unlimited Local Calling(CREDIT CARD MACHINE, FAX, modem)	\$271.00	\$376.00	\$	
Unlimited Domestic Long Distance per Phone	\$50.00	\$50.00	\$	
Dry Pair ²	\$258.00	\$344.00	\$	
Additional Services: (ISDN,T1 Extension, Dark Fiber)	Call for Quote		\$	
TOTAL (U.S. FUNDS)			\$	

¹ No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of \$250.00 will be billed.

² Dry pairs may require additional time and material charges.

DIALING "9" IS REQUIRED TO GET AN OUTSIDE LINE

NO REFUNDS AFTER INSTALLATION OF SERVICE

Cancellations must be received prior to set-up of event in order to receive refund.

PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.

Event Name _____

Event Date _____ Booth/ Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/ Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do **NOT** reserve the advance rate. Full payment **MUST** be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check# _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ Security code (____)
(Must be valid one month after event)

AUTHORIZED BY (PRINTED NAME)

AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/15 – subject to change without notice.

INTERNET ACCESS: Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see www.icclos.com for additional information.

TELEPHONE RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
7. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
8. **UNLESS OTHERWISE DIRECTED**, ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
9. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
10. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed after processing.



FLOOR PLAN – TELEPHONE LINES

Booth/Room #: _____ Event Name: _____

Date: _____

IMPORTANT!! Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____									

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

X = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Order online: <http://shop.bartizan.com/NBMBIG.html>

Fax Order to: 914-965-7746

Modernize Your Booth Marketing

What is the iLeads App?

Capture leads by typing Badge ID # or scan the Barcode.

Supported devices:

- ✓ iPod touch®, iPhone®, iPad®
(Minimum Operating System required is 7.0)
- ✓ Android™ Smartphone, tablet or Android based Kindle
(Minimum Operating System required is 4.0.3)
- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ Customizable. Add action items and notes to leads.
- ✓ Follow up instantly by tapping attendee's telephone # or email address
- ✓ Live Reporting. Run real-time lead analysis reports.
- ✓ Backed up and synched on a secure website.



Expo! Leads2Go®

Wireless handheld lead retrieval terminal that is capable of more than just capturing leads. This light-weight device has the ability to play video, display images, and even has the capacity to attach a voice memo to a lead record.



Expo! Ultra™

Desktop, stand-alone lead retrieval terminal that automatically saves lead data without downloads or internet access. Leads can be exported from the built in printer or saved to a USB memory stick for transfer to a PC or CRM system. These units have been used by well over a million exhibitors since their introduction and are recognizable to many on the tradeshow floor.



Marketing Extras, included, no extra charge

• Attendee Notification

Bartizan e-mails each attendee with an interactive list of the booths they visited.

Lets attendees follow up on you.

• Lead Management Software

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 12 months after the show.

• Exhibitor Education

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

Order online: <http://shop.bartizan.com/NBMBIG.html>

Fax Order to: 914-965-7746

Mobile Lead Management Packages



All Lead App Packages Include:

- ✓ iLeads App Data Licenses for Your Booth
- ✓ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

iLeads - Lead Retrieval Option

Capture leads by typing Badge ID # or scan the Barcode by using your own device.

Booth Price Packages:

1 License:

2 Licenses:

3 Licenses:

4 Licenses:

5 Licenses:

Additional Licenses available after 5th license for \$50.00 per license

QTY	ORDER BY 5/5/2015	ORDER BY 5/19/2015	ONSITE	TOTAL
	\$175.00	\$185.00	\$195.00	_____
	\$245.00	\$255.00	\$265.00	_____
	\$315.00	\$325.00	\$335.00	_____
	\$375.00	\$385.00	\$395.00	_____
	\$425.00	\$435.00	\$445.00	_____
☐	\$50.00	\$50.00	\$50.00	_____

Discounted Pricing 3 or More NBM Shows

Use iLeads at multiple NBM shows and SAVE!

Exhibitors attending 3 or more shows will receive discounted pricing. Upon placing your order for the 3rd show the discounted pricing will apply.

Please Note Standard pricing applies for 1st and 2nd show. Discount will be applied for the 3rd, 4th and 5th shows.

1 License:

2 Licenses:

3 Licenses:

4 Licenses:

5 Licenses:

Additional Licenses available after 5th license for \$50.00 per license

	\$155.00	\$165.00	\$175.00	
	\$225.00	\$235.00	\$245.00	
	\$295.00	\$305.00	\$315.00	
	\$355.00	\$365.00	\$375.00	
	\$405.00	\$415.00	\$425.00	
☐	\$50.00	\$50.00	\$50.00	

iPod touch Rental: Includes iLeads lead retrieval app pre-loaded.

☐	\$300.00	\$325.00	N/A	_____
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iPad Rental: Includes iLeads lead retrieval app pre-loaded.

☐	\$400.00	\$425.00	N/A	_____
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iPad Rental with 3G Service: Includes iLeads lead retrieval app pre-loaded

☐	\$480.00	\$505.00	N/A	_____
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Company Name _____

→ **GRAND TOTAL** _____



THE NBM BIG SHOW

Indiana Convention Center & Lucas Oil Stadium, Indianapolis, IN
June 4th – 6th, 2015

Order online: <http://shop.bartizan.com/NBMBIG.html>

Fax Order to: 914-965-7746

All Lead Packages Include:

- ✓ **Lead Retrieval for Your Booth**
- ✓ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, check lists and more.

Standard Lead Retrieval Options

QTY	ORDER BY By 5/5/2015	ORDER BY By 5/19/2015	ONSITE	TOTAL
-----	----------------------------	-----------------------------	--------	-------

Expo! Leads2Go® Package

Portable handheld unit. Saves all leads to an included SD card. No electricity required.

☐

\$350.00

\$375.00

\$400.00

Bluetooth Printer – Add a wireless mini printer for hardcopy on demand lead printouts

☐

+\$35.00

+\$35.00

N/A

Expo! Ultra™ Package

Desktop unit. Saves leads to included USB memory stick. Built-in printer
Electricity required

☐

\$285.00

\$310.00

\$335.00

iLeads Add On Add a iLeads license to Expo!
Leads2Go® and Expo! Ultra™ order.

☐

\$70.00

\$80.00

\$90.00

Helpful Extras – Optional Add-Ons

Customized Qualifiers for use with Expo! Leads2Go® and Expo! Ultra™

☐

\$50.00

\$95.00

N/A

Booth Delivery

☐

\$50.00

\$50.00

N/A

Company Name _____

→ **GRAND TOTAL** _____

Customized Qualifying Questions Order Form for EXPO! Leads2Go & EXPO! Ultra ONLY

• Booth # _____ • Date Ordered _____

• Company Name _____ • Contact Name _____

- If you choose to take advantage of our Custom Qualifiers, please type or print your Custom Checklist below.
- All questions must be statements (i.e. *Send Catalog, need product in 3 months*) or have a range (i.e. *200-500 Employees;*
- *\$5 - \$15 million in sales*)
- Qualifiers already come standard with your units but can be replaced with your customized ones.
- Custom codes can include listing different time periods for sales rep. follow-up, list your specific products the leads are interested in, assign sales reps names for immediate follow up or action items.

Please type or clearly print your Custom Questions below

E-mail: customerservice@myleadretrievalorder.com or Fax: 914-965-7746

We encourage you to take advantage of our custom qualifier codes.

If you choose not to use custom qualifiers for your scanner, your device will come with these standard codes.

1. Send Line Card
2. Send Catalog
3. Send detailed data
4. Send Samples
5. Have Salesman Call
6. Provide Quote
7. Immediate Need
8. Setup Demo
9. End User
10. Distributor
11. VAR
12. OEM
13. Does Purchasing
14. Recommends
15. Final Say

Number	Qualifying Question (limited to 25 characters)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	



Contact Information

COMPANY: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____ CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

Email:

ORDER ONLINE:

<http://shop.bartizan.com/NBMBIG.html>

Mail Checks to:

Bartizan Connects,
Attn: Customer Service
217 Riverdale Avenue,
Yonkers, NY 10705

Phone: 800.899.2278

Order by Fax: 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below.

My Tradeshow Connections:

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please log on to: www.leadslightning.com/leadslightning/NBMBIG2015 to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

TERMS AND CONDITIONS

1. Cancellations made 7 or more days prior to the event are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.
2. Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
3. It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.
4. Replacement cost for lost equipment: iPod Touch®: \$300.00. iPad®: \$650.00

PAYMENT



Check# _____

Cardholder Name

Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

Card Number

Expiration Date

Security Code

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____
Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card
Show Decorator: _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX
Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: _____ Time: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$60.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$50.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or
email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H
\$20.00 each

Qty _____

White _____

Yellow _____

Bronze _____

Lavender _____



Azaleas—12"H
\$35.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H
\$35.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can provide the following:

- Water Features
- Fountains
- Ponds
- Water falls
- Swamps
- Garden Areas

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

*See next
page for
green plants.*

FLORAL ORDER FORM

Ferns



Ferns
\$35.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$35.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$35.00 each

Qty ____



770) 507-6777
plant@tfc-florist.com
www.tfc-florist.com

2' Green Plants



\$29.95 each Qty ____

3' Green Plants



\$39.95 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$49.95 each Qty ____

5' @ \$59.95 each Qty ____

6' @ \$69.95 each Qty ____

7' H & Taller plants & Planters are available
Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ bronze, __ lavender

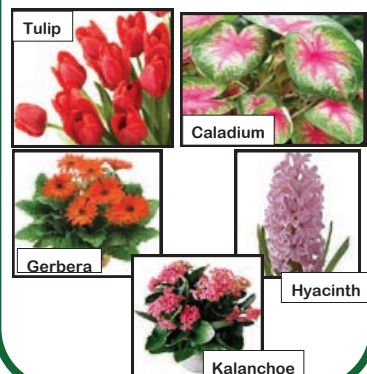


4' @ \$125.00 each, Qty ____

5' @ \$135.00 each, Qty ____

6' @ \$145.00 each, Qty ____

Seasonal Flowering Plants
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **There is a 1.5% energy surcharge added to each order.** **Orders placed after the open of an event may be subject to a delivery fee.**

Order Cost Summary

Select Container (Included in rental cost)

__ Black __ White __ Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

Subtotal ____

6% Sales Tax ____

Total ____

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EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE

The NBM Show recommends requires that all exhibitors carry Commercial General Liability insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. Capital Improvement Board of Managers of Marion County, IN and its officers, board, agents and employees shall be named as Additional Insured. This insurance must be in force during the lease dates of the event, June 2-7, 2015.

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is \$75 per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family and even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the cost ranges from \$250 to \$750 per event.

IT'S EASY TO APPLY...

- Go to <http://www.buttine.com/eventExhibitor.html> to complete our online applications
- We accept Visa or MasterCard
- Deadline to apply for these insurance programs is **Friday, May 15, 2015**

QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC
Attn: Kendra Reilly Monahan
Phone: 212-697-1010 ext. 49
Email: kar@buttine.com

June 4-6

AUDIOVISUAL EQUIPMENT

Lucas Oil Stadium

1 ORDER INFORMATION	
BOOTH #s	HALL(S) I-K
COMPANY NAME _____	
Address _____	
City _____	
State _____	Zip _____
Phone: _____	
Fax #: _____	
Email: _____	
Ordered By: _____	
Contact On-Site: _____	
Contact Phone #: _____	
Delivery Date: _____	
Delivery Time: <i>please circle one of the delivery time frames</i>	
8am-12pm	1pm-4pm
Any between 8am-4pm	
Pickup Date: _____ * Time: _____	
<i>Someone must be present at your booth to accept delivery.</i>	
<i>Delivery will be delayed two hours if no one is present.</i>	

2 PAYMENT OPTIONS	
A confirmation will be sent back to you with an order number.	
☐	COMPANY CHECK (no personal checks please.)
*Make check payable to Markey's Rental & Staging	
☐	CREDIT CARD (please circle card type)
AmEx Visa MasterCard Discover	
Name on Card _____	
Card Number _____	
Security Code _____	
Expiration Date _____	
Signature of Cardholder (please sign on line below)	

Mail Form and Payment To:	Markey's Rental & Staging 2365 Enterprise Park Place Indianapolis, Indiana 46218 attn: Megs Neyer mneyer@markeys.com
Email Form and Payment to	mneyer@markeys.com
Fax Form and Payment To:	Fax: (317) 781-4110 Attn: Megs Neyer

3 TERMS OF RENTAL AGREEMENT	
1	Payment is due upon ordering of equipment.
2	Orders received without payment will be returned.
3	100% cancellation fee for less than 24 hours notice from delivery.
4	All cancellations and changes must go through Megs Neyer.
5	Someone must be present at your booth to accept delivery.
6	
7	20% After Deadline Fee for orders received after May 18, 2015
PLEASE SIGN AND DATE ON LINE BELOW	

We understand and agree to the terms listed above.	

4 EQUIPMENT	Show Rate	Qty	Total
MONITORS & PROJECTORS			
65" 16x9 LED HDTV w/ Stand	\$1,000.00	_____	= _____
55" 16x9 LCD HDTV w/ Stand	\$800.00	_____	= _____
42" 16x9 LCD HDTV w/ Skirted Cart	\$600.00	_____	= _____
32" 16x9 LCD HDTV w/ Skirted Cart	\$300.00	_____	= _____
21" Flat Screen LCD PC Monitor	\$150.00	_____	= _____
LCD Projector with Skirted Stand	\$500.00	_____	= _____
VIDEO PLAYERS			
DVD Player with Auto Repeat	\$70.00	_____	= _____
BluRay DVD Player	\$140.00	_____	= _____
AUDIO			
100 Watt Powered Speaker	\$200.00	_____	= _____
Wireless Lavalier or Handheld Mic*	\$190.00	_____	= _____
Microphone with Floor Stand *	\$70.00	_____	= _____
CD Player *	\$50.00	_____	= _____
4-Channel Microphone Mixer	\$70.00	_____	= _____
*speaker required for this item.			
MISCELLANEOUS			
A-Frame Easel	\$20.00	_____	= _____
Tripod Screen - 70" to 8' wide	\$80.00	_____	= _____
48" Skirted Monitor Cart	\$30.00	_____	= _____
25' AC Cord**	\$20.00	_____	= _____
Multiple Outlet Power Strip**	\$20.00	_____	= _____
25' VGA Computer Extension Cord	\$30.00	_____	= _____
other	\$	_____	\$
COMPUTERS AND PRINTERS			
HP Laptop w/2.4 Ghz, 4MB Ram, 17"	\$260.00	_____	= _____
HP Desktop w/ 20" Flat, 2.4 Ghz	\$200.00	_____	= _____
HP 4350 Laserjet Printer	\$240.00	_____	= _____
MARKEY'S			
RENTAL & STAGING			
QUESTIONS - PLEASE CALL MEGS NEYER (317) 780-3993			

5 ORDER TOTAL	
EQUIPMENT SUBTOTAL	_____
20% AFTER DEADLINE FEE	_____
Delivery, Pickup, 30-Minute Setup	\$125.00
EQUIPMENT SUBTOTAL	_____
Labor	_____
OTHER LABOR (if applicable) \$75/hr.	_____
7% SALES TAX	_____
GRAND TOTAL	_____
 THANK YOU FOR YOUR ORDER. PLEASE REMEMBER TO SIGN THE FORM.	