



4601-C Proximity Drive  
Louisville, KY 40213  
Office: 502-962-1119 ► Fax: 502-962-1077  
[www.exceldecorators.com](http://www.exceldecorators.com)

**Fraternal Order of Police**  
**61<sup>st</sup> Biennial National Conference**  
**August 11 – 13, 2013**  
**Duke Energy Convention Center**  
**Cincinnati, Ohio**

Excel Decorators, Inc. is pleased to have been selected as your Official Service Contractor for the **Fraternal Order of Police 61<sup>st</sup> Biennial National Conference**. Our goal is to assist in making your participation a success. Please review the following information and attached forms, **PAYING CLOSE ATTENTION TO DEADLINES FOR DISCOUNTED PRICES**. If you are not the person responsible for coordinating your exhibit, please route this information to the correct personnel.

<b>DEADLINE DATES:</b>	<b>Advance Discount Prices Deadline:</b>	<u>Monday, July 29, 2013</u>
	<i>Must include full payment, including 6.5% sales tax</i>	
	<b>Shipping to Advance Warehouse Deadline:</b>	<u>Wednesday, August 7, 2013</u>
	<b>Shipping Direct to Show Site Start Date:</b>	<u>Saturday, August 10, 2013</u>

<b>EXHIBITOR MOVE-IN:</b>	<b>Saturday</b>	<b>August 10, 2013</b>	<b>Noon – 5:00 pm</b>
	<b>Sunday</b>	<b>August 11, 2013</b>	<b>7:00 am – 10:00 am</b>
<b>SHOW HOURS:</b>	<b>Sunday</b>	<b>August 11, 2013</b>	<b>11:00 am – 4:00 pm</b>
	<b>Monday</b>	<b>August 12, 2013</b>	<b>8:00 am – 3:00 pm</b>
	<b>Tuesday</b>	<b>August 13, 2013</b>	<b>8:00 am – 2:00 pm</b>
<b>EXHIBITOR MOVE-OUT:</b>	<b>Tuesday</b>	<b>August 13, 2013</b>	<b>2:00 pm – 6:00 pm</b>

**SHIPPING INFORMATION**      **To Advance Warehouse: Must Arrive by: 5 pm, Wednesday, August 7, 2013**

National FOP  
c/o Excel Decorators / UPS Freight  
3250 E. Kemper Road  
Sharonville, OH 45241

**To Show Site: Cannot Arrive prior to 8 am on Saturday, August 10, 2013**

National FOP  
c/o Excel Decorators/Duke Energy Conv Ctr  
525 Elm Street  
Cincinnati, OH 45202

Shipping Labels are included within this Exhibitor Kit. Be sure to include Booth Number on ALL shipping labels.  
**Exhibitors must fill out the Material Handling and Payment Forms within this kit.**  
**Freight without payment will be held until payment is made**

<b>PROVIDED FURNISHINGS:</b>	<b><u>Each 10' x 10' Booth Space</u></b>
	<ul style="list-style-type: none"> <li>• 8' high background drapery (Royal Blue/White/Gold)</li> <li>• 3' high side rail drapery (Royal Blue)</li> <li>• (1) 7"x44" identification sign</li> </ul>

These items are provided to you by Fraternal Order of Police and will automatically be installed in your booth space. You do not need to do anything in order to receive the items listed above. These items **CANNOT** be exchanged or returned for credit. Different furnishings are available in the Exhibitor's Service Kit and may be rented at the stated prices.

**CARPETING:**

Aisle Carpet is Royal Blue.

**PAYMENT POLICY:**

We require **100%** payment with the order for services, plus tax and anticipated freight handling charges. Credit card information for payment of advance orders and show site orders must be forwarded to Excel Decorators, Inc. in order for us to provide any equipment or services. All services/furnishings ordered on the show floor must be paid In full at the time the order is placed.

**UTILITY SERVICES:**

Electric & Cleaning: Duke Energy Convention Center

Phone & Internet: Smart City

The order forms can be accessed from our website, [www.exceldecorators.com](http://www.exceldecorators.com) using the same process used to download this Service Kit. **Please keep in mind these forms, as well as payment for these services, must be returned directly to the provider.**

**MOVE-OUT PROCEDURE:**

Exhibitors are not permitted to remove their materials from the hall until the official closing announcement has been made.

Exhibitor move-out:                      Tuesday, August 13, 2013                      2:00 pm – 6:00 pm

**Note:** At the close of this event, **DO NOT** leave any items (display, literature, etc.) unattended in your booth. Excel Decorators Inc. and Show Management are not responsible for items left unattended.

**FREIGHT SHIPMENTS:**

**ALL** freight shipments will incur a drayage (freight handling) charge, regardless of where they are shipped – warehouse or show site. The weight listed on the in-bound bill of lading will serve as the basis for the drayage charges for that shipment (you may use a certified scale weight slip in lieu of a bill of lading).

Enclosed you will find information detailing the shipment of items to this event. **ALL** shipments **MUST be prepaid**. Excel Decorators will not accept unpaid shipments. All shipments **MUST be consigned to Excel Decorators, Inc.** in order for us to accept them for handling. Excel Decorators, Inc. reserves the rights to refuse any shipment not properly consigned.

The Duke Energy Convention Center will not accept direct shipments consigned to them as they do not have freight receiving or storage facilities. We have enclosed labels for your convenience to use when shipping to the warehouse in advance or directly to the show site. Please be aware of the deadline dates for receiving freight.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight, and description of contents. Upon shipping, immediately forward a copy of the bill of lading to Excel Decorators, Inc. and your show site representative.

The weight of your vehicle empty and loaded **MUST** be documented with certified weight receipts for billing purposes. Excel Decorators, Inc. will unload all shipments after your driver submits certified weight receipts at the receiving site.

**ANY** shipment received, at either the advance warehouse or show site, without payment information on file with Excel Decorators, Inc. will be held in receiving until **ALL** charges are paid in full.

No second party shipments will be received unless information, including credit card information, is on file with Excel Decorators, Inc.

**EMPTY CARTON STORAGE:**

Empty cartons will be picked up, stored, and returned at the close of the show, IF they are affixed with the empty labels by the exhibitor. These labels are available at our Customer Service Desk and are for empty storage only. You will not be able to access the empty cartons during the show.

**OUTBOUND FREIGHT:**

The official show carrier is *UPS Freight*. You may, however, choose another carrier for your outbound shipping.

**It is the responsibility of each exhibitor to contact their freight carrier to arrange for pick-up of their shipment IF they are not using the official show carrier.**

An Excel Decorators' Bill of Lading is **REQUIRED** for **ALL** shipments regardless of carrier and must be turned in to the Excel Decorators' Customer Service Desk. Please do not leave the building thinking someone else will take care of it for you. Excel Decorators and Show Management are not responsible for items that do not have an Excel Decorators' Bill of Lading on file. Bills of Lading and blank shipping labels are available at the Excel Decorators' Customer Service Desk.

**Special Note – Shipping FedEx**

If shipping FedEx, shipments **MUST BE** picked up **BEFORE 6:00 pm Tuesday, August 13<sup>th</sup>**. Shipments not picked up by this time will be re-routed on to the Official Show Carrier and you will be invoiced for payment by the Show Carrier. **NO EXCEPTIONS!**

All carriers must check in with Excel Decorators' Freight Desk on-site at the Duke Energy Center **NO LATER THAN 6 pm, Tuesday, August 13, 2013.**

**Force/Re-Route Time: 6:00 pm Tuesday, August 13, 2013.**

Any shipment not picked up by 6:00 pm on Tuesday, August 13, 2013 will be FORCED/RE-ROUTED onto the official show carrier. You will either be invoiced for payment by the official show carrier or required to pay upon delivery of your shipment. **NO EXCEPTIONS!**

**Special Note**

All outbound shipping paperwork and Excel Decorators' Bill of Lading **MUST** be turned into the Excel Decorators' Customer Service Desk. Excel Decorators, Inc. will not be responsible or liable for any items left on the exhibitor floor without the proper documents turned into the Excel Decorators' Customer Service Desk. Forms can be picked up at the Excel Decorators' Customer Service Desk.

**AT NO TIME CAN ANY CARRIER OR INDEPENDENT CONTRACTOR  
SOLICIT ON THE EXHIBIT FLOOR.**

**ASSISTANCE:**

For questions, decorating and shipping assistance contact Excel Decorators, Inc., the Official Service Contractor, at 502-962-1119.

Barb Arbuckle [barbuckle@exceldecorators.com](mailto:barbuckle@exceldecorators.com)

Ben Allgeier [ballgeier@exceldecorators.com](mailto:ballgeier@exceldecorators.com)



# Payment Authorization



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

**Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119**

13KYCIN052013



If you are going to utilize any services provided by **Excel Decorators, Inc.**, this form must be completed and submitted. A credit card is required to be on file in order to process your order. If payment is to be made by Company Check, this credit card will not be charged as long as your account is current and/or alternate payment is received by the close of the show. Please indicate the method of payment you will be using for all services provided. If you fail to provide payment on your invoice at the close of the show, Excel Decorators, Inc. Reserves the right to charge the remaining balance to this credit card. *Please arrange for complete Payment by the close of the show.*

## PAYMENT POLICY

Payment in full of all charges, including **6.5% tax**, must accompany your Advance Order to qualify for **DISCOUNT RATES**. Payment may be made by check or credit card authorization. Orders received after the Discount Deadline and orders placed at Show Site will be charged at the **STANDARD RATES**. Charges are due and payable upon presentation of invoice at show.

A **\$55.00 BILLING CHARGE** applies to all accounts not paid in full by close of show.

After 30 days, any remaining balance on unpaid accounts will bear a **FINANCE CHARGE** of 1.5% per month which corresponds to an **ANNUAL PERCENTAGE RATE OF 18%**. All payments must reference show name, exhibitor name and booth number.

There will be a **\$55.00 NSF FEE** on all insufficient funds checks returned and a **\$40 SERVICE FEE** will be charged for credit cards declined during the billing process.

## MANDATORY CREDIT CARD INFORMATION TO BE PUT ON FILE

**Enter Credit Card Information** ☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces

Exp. Date (MM/YY)

Security No.\*

\*Security Numbers for VISA and MC the last 3 digits of a number printed on the back of the card above the signature box. The Security Number for AMEX is a 4 digit number printed on the front of the card to the right and above the card number.

PRINT Cardholder Name

Cardholder Billing Address

Billing City, State, ZIP

## FORM OF PAYMENT

**Our Federal ID# is 35-1134437**

☐ Please use the **ABOVE CREDIT CARD ON FILE** for all charges incurred.

☐ **COMPANY CHECK #** \_\_\_\_\_  
Make Checks payable to Excel Decorators, Inc.

☐ Please use the **ABOVE CREDIT CARD ON FILE** for all remaining balances not covered by the check

Credit Card Authorization Signature

Credit Card Authorization Signature

## THIRD PARTY BILLING

Excel Decorators, Inc. will present invoices to third parties at show site for payment of all services rendered provided the following conditions are met:

- The third party payment information completed below must be acceptable by Excel Decorators, Inc. Also, the credit card information below must be submitted to Excel.
- If there is any doubt who is to be charged for a service, the exhibiting firm will be charged. The exhibiting firm is ultimately responsible for the payment of all charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this form. Otherwise, the request will be denied. (Excel Decorators reserves the right to deny Third Party Payment terms to any party)

Exhibiting Company Name

Contact Name- Title

Authorized Signature

Date

Third Party Company Name

Third Party Contact Name- Title

Third Party Authorized Signature

Date

Third Party Street or PO Box

Third Party City, State, ZIP

Third Party Phone / FAX

**Enter Credit Card Information**

☐ VISA ☐ MasterCard ☐ American Express

Enter card number without spaces

Exp. Date (MM/YY)

Security No.\*

Items to be billed to Third Party: \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Booth Sign



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## BOOTH SIGN POLICY

**Each Exhibitor Is Provided With A Standard Booth Identification Sign At No Additional Charge.**



***If You Do NOT Return This Form -***

***Information for the booth sign will be generated from a database provided to us by Show Management.***

Should you receive your Booth Sign at show site and it requires changes to be made from that information supplied to us by Show Management, the exhibitor shall be responsible for the production and delivery of a replacement Booth Sign and the below costs incurred. Excel Decorators is NOT responsible for any typographical errors and or otherwise erroneous information as provided to us by Show Management. In order to guarantee that the Exhibitor receives a Booth Sign that is free of errors, we strongly advise each Exhibitor to return this completed form with your order.

**Replacement Booth signs will be subject to a \$18.00 charge and incur a \$28.25 delivery fee.**

***If You Do NOT Return This Form - You are responsible for the costs incurred to produce and deliver a replacement Booth Sign.***

*All standard booth signs will be black lettering on a white background and do not include any special artwork or logos. Signs are in ALL CAPITAL LETTERS and there is a maximum of 35 characters per line including spaces.*

7"

**YOUR COMPANY NAME, INC.**  
**CITY, STATE**

123

44"

## Enter Booth Sign Copy Below

Top Line

Bottom Line

**Maximum 35 characters per line includes spaces**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**



# Furniture & Floor Covering



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

INFO

Show Colors are: **Blue, White & Gold**  
Booth Size is: **10'x10'**  
Aisle Carpet is: **Blue**

## CHAIRS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Padded Side Chair w/out arms . . .	<b>\$62.50</b>	.. \$81.25	___
___	Plastic Side Chair . . . . .	<b>\$52.50</b>	.. \$68.25	___
___	High Stool, padded seat & back . .	<b>\$66.00</b>	.. \$86.00	___

## CARPETING

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	<b>Floor at facility: CONCRETE</b>			
___	10' x 10' . . . . .	<b>\$142.00</b>	.. \$184.50	___
___	10' x 20' . . . . .	<b>\$284.00</b>	.. \$369.20	___
___	10' x 30' . . . . .	<b>\$426.00</b>	.. \$553.80	___
___	10' x 40' . . . . .	<b>\$568.00</b>	.. \$738.40	___
* For Carpet Lengths Over 40', please use <b>SPECIAL CUT CARPETING</b> below				
___	3/8" Carpet Pad (per sq. foot) . . . . .	<b>\$1.00</b>	.. \$1.50	___
___	Carpet Taping (per running foot) . . .	<b>\$2.00</b>	.. \$2.50	___
___	Plastic Sheeting Cover (per sq. foot) .	<b>\$ .30</b>	.. \$ .40	___

### Carpet Color Desired - Please Check ONE

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

## SPECIAL CUT CARPETING

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	@ ___ ft. x ___ ft. = ___ sq. ft. x	<b>\$3.00</b>	.. \$3.90	___
___	Plastic Sheeting Cover (per sq. foot) .	<b>\$ .30</b>	.. \$ .40	___

### Carpet Color Desired - Please Check ONE

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

## ADDITIONAL DRAPE

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	running ft. of 8' high drape . . . . . x	<b>\$12.00</b>	.. \$16.50	___
___	running ft. of 3' high drape . . . . . x	<b>\$8.50</b>	.. \$11.50	___

### Drape Color Desired - Please Check ONE

- ☐ Teal ☐ Burgundy ☐ Hunter Green ☐ Red ☐ Gray  
☐ Blue ☐ Purple ☐ Dusty Rose ☐ Black ☐ White  
☐ Gold ☐ Beige ☐ Orange ☐ Peach ☐ Expo Green

\* **Additional Drape Sizes Available.**

Call for information on Lengths, Colors, Pricing and Availability.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

## TABLES

ALL Tables include white plastic table cover

Qty:	Description - 30" High x 2' Wide	Discount Rate	Std. Rate	TOTAL
___	4' Long, Skirted 4 Sides. . . . .	<b>\$98.50</b>	.. \$128.00	___
___	6' Long, Skirted 3 Sides. . . . .	<b>\$115.50</b>	.. \$150.25	___
___	8' Long, Skirted 3 Sides. . . . .	<b>\$133.50</b>	.. \$173.50	___
___	4' Long, NOT SKIRTED. . . . .	<b>\$43.00</b>	.. \$56.00	___
___	6' Long, NOT SKIRTED. . . . .	<b>\$49.50</b>	.. \$64.50	___
___	8' Long, NOT SKIRTED. . . . .	<b>\$57.00</b>	.. \$74.05	___
___	<b>ADD Skirt to 4th side of Table . . .</b>	<b>\$43.00</b>	.. \$56.00	___

## COUNTER HEIGHT TABLES

Qty:	Description - 42" High x 2' Wide	Discount Rate	Std. Rate	TOTAL
___	4' Long, Skirted 4 Sides. . . . .	<b>\$110.50</b>	.. \$143.75	___
___	6' Long, Skirted 3 Sides. . . . .	<b>\$128.50</b>	.. \$167.00	___
___	8' Long, Skirted 3 Sides. . . . .	<b>\$145.00</b>	.. \$188.50	___
___	4' Long, NOT SKIRTED. . . . .	<b>\$51.50</b>	.. \$67.00	___
___	6' Long, NOT SKIRTED. . . . .	<b>\$59.50</b>	.. \$77.50	___
___	8' Long, NOT SKIRTED. . . . .	<b>\$73.00</b>	.. \$95.00	___
___	<b>ADD Skirt to 4th side of Table . . .</b>	<b>\$48.75</b>	.. \$63.50	___

### Table Skirt Color Desired

Pick Skirt Color for Tables & Counter Height Tables from selection below

- ☐ Teal ☐ Burgundy ☐ Hunter Green ☐ Red ☐ Gray  
☐ Blue ☐ Purple ☐ Dusty Rose ☐ Black ☐ White  
☐ Gold ☐ Beige ☐ Peach ☐ Expo Green

**All tables have a maximum weight limit of 50 lbs. Excel Decorators is not liable for any damages if weight limit is exceeded.**

## TABLETOP RISERS

Qty:	Description - White Skirting	Discount Rate	Std. Rate	TOTAL
___	4'L x 12"W x 15"H /Skirt & Cover. .	<b>\$45.00</b>	.. \$58.50	___
___	6'L x 12"W x 15"H /Skirt & Cover. .	<b>\$55.00</b>	.. \$71.50	___
___	8'L x 12"W x 15"H /Skirt & Cover. .	<b>\$65.00</b>	.. \$84.50	___

## MISCELLANEOUS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Table Skirt (All Sizes) . . . . .	<b>\$86.50</b>	.. \$111.25	___
___	Round Pedestal Table(30"W x 30"H). .	<b>\$81.50</b>	.. \$106.00	___
___	Round Pedestal Table(30"W x 42"H). .	<b>\$94.50</b>	.. \$123.00	___
___	Easel . . . . .	<b>\$21.00</b>	.. \$28.00	___
___	Waste Basket with liner . . . . .	<b>\$14.25</b>	.. \$17.50	___
___	Bag Rack . . . . .	<b>\$74.00</b>	.. \$96.25	___
___	Literature Stand . . . . .	<b>\$110.00</b>	.. \$127.50	___

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Drapery

## Standard Colors



*Black*



*Hunter Green*



*Burgundy*



*White*



*Teal*



*Purple*



*Gray*



*Expo Green*



*Gold*



*Beige*



*Blue*



*Rose*



*Peach*



*Red*



*Orange*



# Custom Carpet & Padding



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## ORDERING POLICY

Custom Carpet orders **MUST** be received by the deadline date above to guarantee delivery.

Advance payment in full required for all orders.

Cancellation policy:

There will be a 100% charge for custom carpet cancelled within two weeks prior to show opening.

## CUSTOM CARPET

	Booth Size (Dims. In FEET)	Square Feet	Rate	TOTAL Cost
Custom Carpet	X	=	X \$6.25 sq.ft. = \$	

### Carpet Color Desired - Please Check ONE \*



☐ Red



☐ Peony



☐ Emerald



☐ Blue Mist



☐ Colony Blue



☐ Grey Pearl



☐ Charcoal



☐ Black



☐ White



☐ French Beige

\* Colors depicted on your monitor or reproduced by your printer may not accurately duplicate exact color of actual carpet.  
Colors are shown for demonstrative purposes only.

## CARPET PADDING

	Booth Size (Dims. In FEET)	Square Feet	Discount Rate	Std. Rate	TOTAL Cost
3/8" Carpet Padding	X	=	X \$1.25 sq.ft. or \$1.75 sq.ft. = \$		
1/2" Carpet Padding	X	=	X \$1.75 sq.ft. or \$2.00 sq.ft. = \$		

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

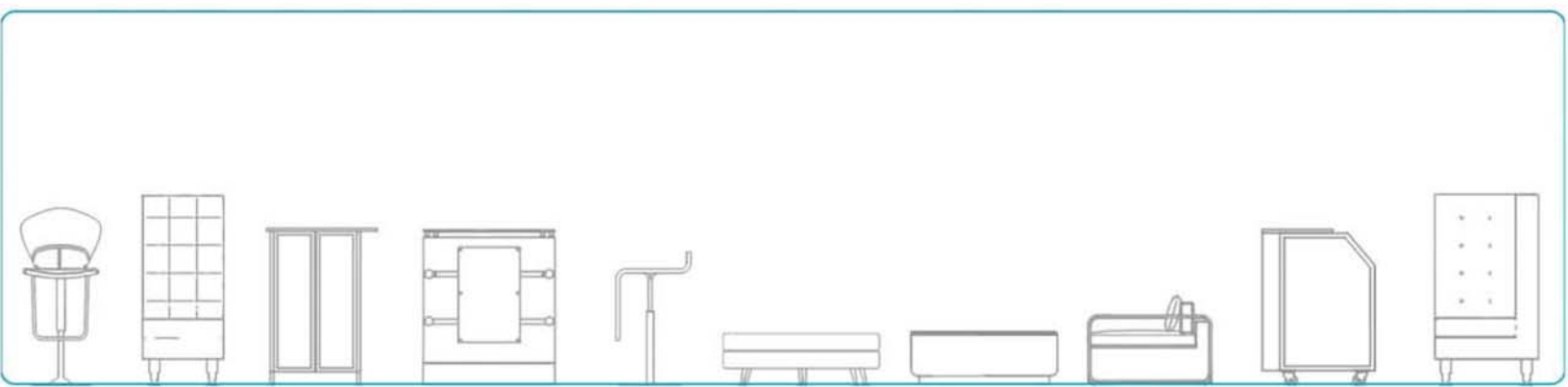
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





custom furnishings



### Miami - Right Arm Unit

White Leather  
LC 8001  
77"l x 35.5"w x 30"h

Large Pillow  
25"l x 17"w  
Small Pillow  
25"l x 9"w



### Miami-Chaise

White Leather  
LC 8003  
71"l x 34.5"w



### Miami-Tail Ottoman

White Leather  
LC 8004  
71"l x 34.5"w



### Miami-Armless

White Leather  
LC 8002  
71"l x 34.5"w



### Miami-Round Ottoman

White Leather  
LC 8006  
40"(round) x 17"h



### Boca Corner Unit

White Leather  
LC 6004  
22"l x 30.7"h x 28"w  
Black Leather  
LC 6004B  
22"l x 30.7"h x 28"w  
Seating: 22"d x 17.3"h



### Boca Armless Unit

White Leather  
LC 6002  
22"l x 30.7"h x 28"w  
Black Leather  
LC 6002B  
22"l x 30.7"h x 28"w  
Seating: 22"d x 17.3"h



### Vero-White High Back Corner

White Leather  
LC 6001  
28"l x 52.3"h x 28"w



### Vero-White High Back Armless

White Leather  
LC 6000  
22"l x 52.3"h x 28"w



### Malibu - Sofa

Leather  
 White ☐ LC 800  
 Red ☒ LC 803  
 77"w x 34"d x 32"h



### Malibu - Chair and Half

Leather  
 LC 801 ☐ White  
 LC 804 ☒ Red  
 53"w x 34"d x 32"h



### Malibu - Bench

Leather  
 White ☐ LC 802  
 Red ☒ LC 805  
 53"w x 27"d x 16"h

### Barcelona - Club Chair

Leather  
 LC 603 ☐ White  
 LC 601 ☒ Red  
 LC 605 ☒ Black  
 30.5"w x 35"d x 18"h



### Ottoman

Leather  
 LC 604 ☐ White  
 LC 602 ☒ Red  
 LC 606 ☒ Black  
 24"w x 24"d x 17"h



### Paloma - Swivel Chair

Leather  
 LC 612 ☒ Red  
 LC 613 ☒ Charcoal  
 39"w x 30"d x 17"h



### St. Tropez Arm Chair

All Weather Rattan Canvas Cushions

LC 9031B  Black  
 LC 9031W  White  
 LC 9031Y  Yellow  
 LC 9031R  Red  
 44"l x 21-1/2"h x 36"w



### St. Tropez Armless chair

All Weather Rattan Canvas Cushions

Red  LC 9030R  
 White  LC 9030W  
 Yellow  LC 9030Y  
 Black  LC 9030B  
 29"l x 21-1/2"h x 36"w





### Sausalito - Sofa

Black Microfiber

LC 611

83"w x 32"d x 32"h



### Sausalito - Club Chair

Black Microfiber

Black  LC 609

Cobalt Blue  LC 618

39"w x 32"d x 32"h



### Sausalito - Loveseat

Black Microfiber

LC 610

59"w x 32"d x 32"h



### Princeton - Sofa

Black Leather

LC 303

77"w x 34"d x 32"h



### Princeton - Club Chair

Black Leather

LC 301

34"w x 34"d x 32"h



### Princeton - Loveseat

Black Leather

LC 302

54"w x 34"d x 32"h



### Tribeca - Sectional

Black Microfiber

LC 614

34"w x 24"d x 18"h



### Tribeca - Corner

Black Microfiber

LC 615

35"w x 24"d x 18"h



### Tribeca - Bench

Black Microfiber

LC 616

61"w x 20"d x 17"h



### Cambridge - Sofa

Champagne Velour  
LC 403  
76"w x 30"d x 30"h



### Cambridge - Club Chair

Champagne Velour  
LC 401  
32"w x 30"d x 30"h



### Cambridge - Loveseat

Champagne Velour  
LC 402  
66"w x 30"d x 30"h



### Westchester - Sofa

Cognac Leather  
LC 103  
88"w x 38"d x 37"h



### Westchester Club Chair

Cognac Leather  
LC 101  
47"w x 38"d x 37"h

### Ottoman

Cognac Leather  
LC 705  
24"w x 24"d x 19"h



### Westchester - Loveseat

Cognac Leather  
LC 102  
67"w x 38"d x 37"h



### Manhattan - Sofa

Pewter Velour  
LC 203  
86"w x 36"d x 30"h



### Manhattan - Club Chair

Pewter Velour  
LC 201  
47"w x 36"d x 30"h



### Manhattan - Loveseat

Pewter Velour  
LC 202  
65"w x 36"d x 30"h



### Pacifica - Sofa

Soft Plum Velour  
LC 608  
77"w x 30"d x 17"h



### Pacifica - Club Chair

Soft Plum Velour  
LC 607  
39"w x 30"d x 17"h



### Pacifica - Bench

Soft Plum Velour  
LC 617  
61"w x 20"d x 17"h



### Floor Lamp

Black-Chrome  
FL 102  
65"h



### Cubes

Black Micro Suede	LC 703
Titan White	LC 712
Red Micro Suede	LC 702
Sunflower Fabric	LC 704
Concentric Print Red Fabric	LC 701

17"w x 17"d x 17"h



### Kobe

LC 708	Citrus Micro Suede
LC 706	Black Micro Suede
LC 707	Soft Plum Micro Suede
LC 709	Tangerine Micro Suede

34"w x 21"d x 17"h





### Sterling-Coffee Table

Silver/Glass  
TO 601  
36"d x 16"h



### Sterling-End Table

Silver/Glass  
TO 602  
25"d x 21"h



### Hampton-Coffee Table

Maple/Silver  
TO 501  
48"w x 24"d x 17"h



### Hampton-End Table

Maple/Silver  
TO 502  
24"d x 21"h



### Westchester-Coffee Table

Antique Silver/Gold/Smoked Glass  
TO 101  
52"w x 26"d x 18"h



### Westchester-End Table

Antique Silver/Gold/Smoked Glass  
TO 102  
24"w x 24"d x 22"h



### Hamilton-Coffee Table

Cherry Wood/Black-Glass  
TO 401  
50"w x 28"d x 18"h



### Hamilton-End Table

Cherry Wood/Black-Glass  
TO 402  
24"w x 26"d x 21"h



### Princeton-Coffee Table

Black Metal-Glass Top  
TO 201  
45"w x 21"d x 16"h



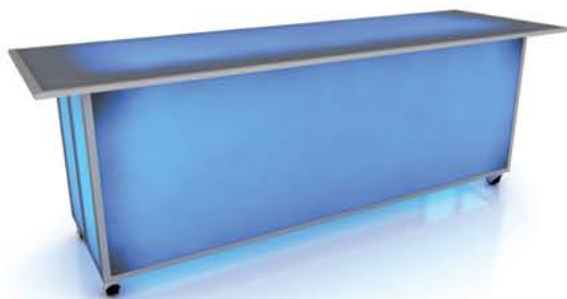
### Princeton-End Table

Black Metal-Glass Top  
TO 202  
21"w x 22"d x 21"h



### Cube Tables

Table Black  
TO 605  
24"w x 24"d x 21"h  
Table Black  
TO 603  
24"w x 24"d x 16"h  
TO 604  
30"w x 30"d x 16"h



### LED Buffet Table

LB 3005

Open 96"l x 34"h x 30"w  
Closed 96"l x 34"h x 6-3/8"w



### LED Communal Table

LB 3003

Open 96"l x 42-3/8"h x 30"w  
Closed 96"l x 49-3/4"h x 6-3/8"w



### LED Light Bar

LB 3000

Open 60"l x 47-1/4"h x 35-1/4"w  
Closed 60"l x 55-1/2"h x 6-1/2"w



### High Bar Table

LB 3001

Open 30"l x 42-3/8"h x 30"w  
Closed 30"l x 50-5/16"h x 6-3/8"w



### Bar

Black Bar  
AC 112B  
48"w x 16"d x 42"h  
White Bar  
AC 112W  
48"w x 16"d x 42"h



### Extension Bar

AC 201

33"l x 39"h x 25-1/2"w



### Corner Bar

AC 200

30-1/2"l x 39"h x 25-1/2"w





### Silk Black-Bar Stool

Clear/Black/Chrome Fame

SB 202

50"w x 28"d x 18"h



### Bombe-Bar Stool

Black/Chrome

SB 203

18.5"d x 34"h



### Trave-Bar Stool

Red Leather/Chrome

SB 208

18.5"w x 18.5"d x 32.5"h



### Lennox-Bar Stool

Mahogany Wood-Cream

SB 201

19"w x 17"d x 45.5"h



### Euro Black-Bar Stool

Black Vinyl

SB 204

21"w x 23"d x 43"h



### Park Ave.-Bar Stool

Maple/Chrome

SB 209

16"w x 19"d x 43"h



### Hourglass Barstool

White

SB 505W

18"l x 42-1/2h x 20"w

Black

SB 505B

18"l x 42-1/2h x 20"w



### Napa Stool

White

SB 501W

16"l x 35"h x 17"w



### Drafting Stool

Black Fabric/Casters w/Arm

SD 100

24"w x 24"d x 36"h

Black Fabric/Casters w/out Arm

SD 101



### Panton Chair

White  
CH 800W  
19.75"w x 23.5"d x 32.5"h  
Black  
CH 800B  
19.75"w x 23.5"d x 32.5"h



### Silk Black-Chair

Clear/Black/Chrome w/out Arms  
CH 307  
17"w x 17"d x 34"h



### Silk Black-Chair

Clear/Black/Chrome w/Arms  
CH 308  
20.5"w x 17"d x 34"h



### Euro Black-Chair

Black Fabric w/out Arms  
CH 301  
19"d x 17"h



### Euro Black-Chair

Black Fabric w/Arms  
CH 302  
22"d x 17"h



### Euro Maple-Chair

Maple/Black/Chrome  
CH 309  
20"w x 20"d x 30"h



### Park Ave.-Cafe Chair

Maple/Chrome  
CH 311  
16"w x 18"d x 31"h



### Queen Anne-Chair

Mahogany/Cream  
CH 900  
18"w x 19"d x 37"h



### Traditional Mahogany-Chair

Guest  
CH 904  
25"w x 22.5"d x 31"h  
Guest w/Casters  
CH 905  
25"w x 22.5"d x 31"h



### Parson Chair

Black Fabric  
CH 907  
25"w x 18.5"d x 39"h



### Lennox-Bar Table

.....  
Mahogany Wood

TB 103  
36"w x 36"d x 41"h



### Bombe-Bar Table

.....  
Two Tier Black/Chrome

TB 102  
28"d x 42"h



### Silk Bar Table

.....  
30"Black/Chrome Base  
TB 206  
30"d x 42"h  
36"Black/Chrome Base  
TB 207  
36"d x 42"h



### Trave Bar Table

.....  
Glass/Chrome

TB 100  
26"d x 42"h



### Euro Chrome-Bar Table

.....  
30"Black/Chrome Base  
TC 504  
30"d x 29"h  
36"Black/Chrome Base  
TC 505  
36"d x 29"h  
42"Black/Chrome Base  
TC 108  
42"d x 29"h



### Euro Black-Cafe Table

.....  
30"Black/Black Base  
TC 502  
30"d x 29"h  
36"Black/Black Base  
TC 503  
36"d x 29"h  
42"Black/Black Base  
TC 107  
42"d x 29"h



### Euro Black-Bar Table

.....  
30"Black/Black Base  
TB 204  
30"d x 42"h  
36"Black/Black Base  
TB 205  
36"d x 42"h



### Park Ave.-Cafe Table

.....  
30"Maple/Chrome Base  
TC 500  
30"d x 29"h  
36"Maple/Chrome Base  
TC 501  
30"d x 29"h



### Park Ave.-Bar Table

.....  
30"Maple/Chrome Base  
TB 200  
30"d x 42"h  
36"Maple/Chrome Base  
TB 201  
36"d x 42"h



### Euro Maple-Cafe Table

.....  
42"Maple/Chrome Base  
TC 102  
42"d x 29"h



### Carmel-Etagere

.....  
Maple/Silver 4 Glass Shelves  
BC 121  
26"w x 22"d x 58"h





### Conference Chair

Mid-Back Executive/Black Fabric  
CH 200  
25"w x 27"d x 39"h



### Conference Chair

High Back Executive Black Fabric  
CH 201  
25"w x 27"d x 45"h



### Conference Chair

Guest Black Fabric/Sled Base  
CH 202  
25"w x 22"d x 36"h



### Conference Chair

Mid-Executive Black Leather  
CH 100  
26"w x 25"d x 35"h



### Conference Chair

High Back Executive Black Leather  
CH 101  
26"w x 25"d x 46"h



### Conference Chair

Guest Black Leather-Sled Base  
CH 102  
24"w x 25"d x 36"h



### Task Chair

Black/Casters w/Arms  
CH 400  
24"w x 24"d x 36"h  
Black/Casters w/out Arms  
CH 401  
22"w x 24"d x 36"h



### Conference Chair

High Back Executive Grey Fabric  
CH 203  
25"w x 23"d x 46"h



### Traditional Mahogany-Chair

High Back Burgundy Leather  
CH 908  
29"w x 30"d x 44.5"h



### Conference Table

6' Maple Rectangle  
TC 600  
72" w x 36" d  
8' Maple Rectangle  
TC 601  
96" w x 48" d



### Conference Table

6 Black Racetrack Oval Special T  
TC 312  
72" w x 36" d



### Conference Table

6' Mahogany Racetrack Oval  
TC 307  
6' Black Racetrack Oval  
TC 309  
72" w x 36" d  
8' Mahogany Racetrack Oval  
TC 302  
8' Black Racetrack Oval  
TC 303  
96" w x 48" d  
10' Grey Racetrack Oval  
TC 300  
10' Black Racetrack Oval  
TC 301  
120" w x 40" d



### Queen Anne-Table

42" Mahogany  
TC 104  
42" d x 29" h



### Queen Anne-Writing Desk

Mahogany 1 Drawer  
DE 601  
42" w x 21" d x 29" h





### Chrome & Glass Table

5'Chrome/Glass  
TG 400  
60"w x 36"d x 29"h



### Chrome & Glass Table

42"Chrome/Glass  
TG 403  
42"d x 29"h



### Trestle Table

4'Chrome/Glass  
TG 401  
48"w x 32"d x 29"h  
32"Chrome/Glass  
TG 402  
32"w x 32"d x 29"h



### Storage Pedestal

Black ■ PE 100  
Grey ■ PE 105  
White ■ PE 110  
24"w x 24"d x 42"h



### Computer Counter

Graphite  
TC 700  
48"w x 24"d x 42"h



### Computer Desk

Graphite  
TC 701  
48"w x 24"d x 29"h



### Contemporary Grey-Bookcase

5 Shelves  
BC 103  
36"w x 12"d x 72"h



### Contemporary Grey-Credenza

Storage  
CR 100  
60"w x 20"d x 29"h



### Grey-Desk

Double Pedestal  
DE 102  
60"w x 30"d x 29"h



### Maple-Credenza

Storage  
CR 212  
72"w x 20"d x 29"h



### Maple-Desk

Single Pedestal  
DE 136  
60"w x 30"d x 29"h  
Double Pedestal  
DE 131  
60"w x 30"d x 29"h



### Maple-Lateral File

2 Drawer w/Lock  
LF 206  
36"w x 20"d x 29"h



### Walnut-Credenza

Storage  
CH 205  
72"w x 20"d x 29"h



### Walnut-Desk

Double Pedestal  
DE 206  
60"w x 30"d x 29"h  
Executive Double Pedestal  
DE 201  
72"w x 36"d x 29"h



### Walnut-Lateral File

2 Drawer w/Lock  
LF 204  
36"w x 20"d x 29"h



### Bookcase

Mahogany/5 Shelves  
BC 107  
36"w x 12"d x 72"h  
Walnut/5 Shelves  
BC 109  
36"w x 12"d x 72"h



### Mahogany-Credenza

Storage  
CR 301  
72"w x 21"d x 29"h



### Mahogany-Desk

Double Pedestal  
DE 300  
72"w x 36"d x 29"h



**Lateral File**  
 .....  
 2 Drawer Grey  
 LF 101  
 36"w x 20"d x 29"h



**Lateral File**  
 .....  
 2 Drawer Black  
 LF 106  
 36"w x 20"d x 29"h



**Refrigerator**  
 .....  
 Compact 4 cu ft  
 AC 111  
 19"w x 21"d x 33.5"h



### **Pedestal**

Black

PE 101  
 14"w x 14"d x 42"h  
 PE 102  
 14"w x 14"d x 36"h  
 PE 103  
 14"w x 14"d x 30"h

Grey

PE 106  
 14"w x 14"d x 42"h  
 PE 107  
 14"w x 14"d x 36"h  
 PE 108  
 14"w x 14"d x 30"h

White

PE 111  
 14"w x 14"d x 42"h  
 PE 112  
 14"w x 14"d x 36"h  
 PE 113  
 14"w x 14"d x 30"h



### **Pedestal**

Black

PE 104

PE 109

PE 114

24"w x 24"d x 36"h



### **Stanchion**

Chrome  
 SR 100  
 36"h

### **Stanchion Rope**

Red Velour  
 SR 101  
 6"w



### **Coat Tree**

Black  
 AC 100  
 70"h



### **Easel**

Wood/Oak  
 ES 100  
 36"w x 72"h



### **Literature Rack**

Black/Metal  
 AC 104  
 9"w x 14"d x 54.5"h



These items available in limited quantities. Please call for availability



**Metropolitan - Console Table**

Cherry / Brushed Nickel  
TO 303  
52"w x 17"d x 30"h



**Metropolitan-End Table**

Cherry / Brushed Nickel  
TO 302  
26"w x 22"d x 24"h



**Metropolitan - Coffee Table**

Cherry / Brushed Nickel  
TO 301  
48"w x 30"d x 19"h



**Literature Stand**

Aluminum  
AC 108  
9.5"w x 10.5"d x 57"h



**Lateral File**

Black VF 202  
Grey VF 203  
Black VF 200  
Grey VF 201  
26"wx 18" d x 52"/29"h



**Corona - Floor Lamp**

Brushed Nickel / White Fabric  
FL 100  
65" h



**Corona - Table Lamp**

Brushed Nickel / White Fabric  
TL 100  
24" h



**Rialto - Table Lamp**

Brushed Chrome  
TL 101  
24" h



**Up Light**

Chrome/ Frosted Glass  
FL 101  
65" h





# Custom Furniture



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

**Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119**

13KYCIN052013

Qty.	CODE	Item - Description	Disc. Rate	Std. Rate	Total	Qty.	CODE	Item - Description	Disc. Rate	Std. Rate	Total
------	------	--------------------	------------	-----------	-------	------	------	--------------------	------------	-----------	-------

Page 2				
LC 8001	Miami Right Arm Unit - White	\$ 454.25	\$ 590.53	\$
LC 8003	Miami Chaise - White	\$ 454.25	\$ 590.53	\$
LC 8004	Miami Tail Ottoman - White	\$ 339.25	\$ 441.03	\$
LC 8002	Miami Armless - White	\$ 454.25	\$ 590.53	\$
LC 8006	Miami Round Ottoman - White	\$ 339.25	\$ 441.03	\$

Page 3				
LC 6004	Boca Corner Unit - White	\$ 339.25	\$ 441.03	\$
LC 6004B	Boca Corner Unit - Black	\$ 339.25	\$ 441.03	\$
LC 6002	Boca Armless Unit - White	\$ 286.25	\$ 372.13	\$
LC 6002B	Boca Armless Unit - Black	\$ 286.25	\$ 372.13	\$
LC 6001	Vero High Back Corner - White	\$ 396.75	\$ 515.78	\$
LC 6000	Vero High Back Armless - White	\$ 339.25	\$ 441.03	\$

Page 4				
LC 800	Sofa - Malibu wht	\$ 684.25	\$ 889.53	\$
LC 803	Sofa - Malibu red	\$ 684.25	\$ 889.53	\$
LC 801	Chair & a Half - Malibu wht	\$ 546.25	\$ 710.13	\$
LC 804	Chair & a Half - Malibu red	\$ 546.25	\$ 710.13	\$
LC 802	Bench - Malibu wht	\$ 460.00	\$ 598.00	\$
LC 805	Bench - Malibu red	\$ 460.00	\$ 598.00	\$
LC 603	Club Chair - Barcelona wht	\$ 419.75	\$ 545.68	\$
LC 601	Club Chair - Barcelona red	\$ 419.75	\$ 545.68	\$
LC 605	Club Chair - Barcelona blk	\$ 419.75	\$ 545.68	\$
LC 604	Ottoman - Barcelona wht	\$ 201.25	\$ 261.63	\$
LC 602	Ottoman - Barcelona red	\$ 201.25	\$ 261.63	\$
LC 606	Ottoman - Barcelona blk	\$ 201.25	\$ 261.63	\$
LC 612	Swivel Chair - Paloma red	\$ 241.50	\$ 313.95	\$
LC 613	Swivel Chair - Paloma Charcoal	\$ 241.50	\$ 313.95	\$

Page 5				
LC 9031	Outdoor Arm Chair *	402.50	523.25	\$
LC 9030	Outdoor Armless Chair*	\$ 373.75	\$ 485.88	\$
*Available in <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Black				

Page 6				
LC 611	Sofa - Sausalito blk	\$ 465.75	\$ 605.48	\$
LC 609	Club Chair - Sausalito blk	\$ 299.00	\$ 388.70	\$
LC 618	Club Chair - Sausalito blu	\$ 350.75	\$ 455.98	\$
LC 610	Loveseat - Sausalito blk	\$ 425.50	\$ 553.15	\$
LC 303	Sofa - Princeton blk	\$ 468.00	\$ 608.40	\$
LC 301	Club Chair - Princeton blk	\$ 391.00	\$ 508.30	\$
LC 302	Loveseat - Princeton blk	\$ 477.25	\$ 620.43	\$
LC 614	Sectional - Tribeca blk	\$ 299.00	\$ 388.70	\$
LC 615	Corner - Tribeca blk	\$ 327.75	\$ 426.08	\$
LC 616	Bench - Tribeca blk	\$ 299.00	\$ 388.70	\$

Page 7				
LC 403	Sofa - Cambridge chpgn	\$ 523.25	\$ 680.23	\$
LC 401	Club Chair - Cambridge chpgn	\$ 350.75	\$ 455.98	\$
LC 402	Loveseat - Cambridge chpgn	\$ 460.00	\$ 598.00	\$
LC 103	Sofa - Westchester cgnc	\$ 598.00	\$ 777.40	\$
LC 101	Club Chair - Westchester	\$ 402.50	\$ 523.25	\$
LC 705	Ottoman - Westchester cgnc	\$ 201.25	\$ 261.63	\$
LC 102	Loveseat - Westchester cgnc	\$ 523.25	\$ 680.23	\$
LC 203	Sofa - Manhattan grey *	\$ 529.00	\$ 687.70	\$
LC 201	Club Chair - Manhattan grey*	\$ 356.50	\$ 463.45	\$
LC 202	Loveseat - Manhattan grey *	\$ 460.00	\$ 598.00	\$

\*Available in ☐CH-Chocolate ☐CN-Cimmaron ☐CM-Camel

Page 8				
LC 608	Sofa - Pacifica plum*	\$ 575.00	\$ 747.50	\$
LC 607	Club Chair - Pacifica plum*	\$ 419.75	\$ 545.68	\$
LC 617	Bench - Pacifica plum*	\$ 299.00	\$ 388.70	\$
FL 102	Floor Lamp	\$ 149.50	\$ 194.35	\$
LC 703	Ottoman - Cube blk	\$ 97.75	\$ 127.08	\$
LC 712	Ottoman - Cube Titan White	\$ 97.75	\$ 127.08	\$
LC 702	Ottoman - Cube red	\$ 97.75	\$ 127.08	\$
LC 704	Ottoman - Cube sunflower	\$ 97.75	\$ 127.08	\$
LC 701	Ottoman - Cube red print	\$ 97.75	\$ 127.08	\$
LC 708	Ottoman - Kobe citrus	\$ 178.25	\$ 231.73	\$
LC 706	Ottoman - Kobe blk	\$ 178.25	\$ 231.73	\$
LC 707	Ottoman - Kobe plum	\$ 178.25	\$ 231.73	\$
LC 709	Ottoman - Kobe tangerine	\$ 178.25	\$ 231.73	\$

\*Available in ☐Oyster ☐Merlot ☐Black

Page 9				
TO 601	Coffee Table - Sterling	\$ 189.75	\$ 246.68	\$
TO 602	End Table - Sterling	\$ 178.25	\$ 231.73	\$
TO 501	Coffee Table - Hampton	\$ 195.50	\$ 254.15	\$
TO 502	End Table - Hampton	\$ 189.75	\$ 246.68	\$
TO 101	Coffee Table - Westchester	\$ 201.25	\$ 261.63	\$
TO 102	End Table - Westchester	\$ 184.00	\$ 239.20	\$
TO 401	Coffee Table - Hamilton	\$ 212.75	\$ 276.58	\$
TO 402	End Table - Hamilton	\$ 207.00	\$ 269.10	\$
TO 201	Coffee Table - Princeton	\$ 195.50	\$ 254.15	\$
TO 202	End Table - Princeton	\$ 189.75	\$ 246.68	\$
TO 605	24" Cube Table 21"h black*	\$ 270.25	\$ 351.33	\$
TO 603	24" Cube Table 16"h black*	\$ 218.50	\$ 284.05	\$
TO 604	30" Cube Table 16"h black*	\$ 253.00	\$ 328.90	\$

\*Cube Table available in ☐White

p1

## Custom Furniture

SubTOTAL for PAGE 1 \$

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

**Custom Furniture  
Total on PAGE 3**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)

Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

**Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119**

13KYCIN052013

Qty.	CODE	Item - Description	Disc. Rate	Std. Rate	Total	Qty.	CODE	Item - Description	Disc. Rate	Std. Rate	Total
Page 10						Page 13 (cont.)					
	LB 3005	LED Buffet Table	\$1,149.00	\$1,493.70	\$		TB 204	Bar Table- Euro Black 30"d*	\$ 195.50	\$ 254.15	\$
	LB 3003	LED Communal Table	\$1,379.00	\$1,792.70	\$		TB 205	Bar Table- Euro Black 36"d*	\$ 201.25	\$ 261.63	\$
	LB 3000	LED Light Bar	\$1,144.25	\$1,487.53	\$		TC 500	Café Table - Park Ave 30"d	\$ 195.50	\$ 254.15	\$
	LB 3001	High Bar Table	\$ 799.25	\$1,039.03	\$		TC 501	Café Table - Park Ave 36"d	\$ 201.25	\$ 261.63	\$
	AC 112B	Bar - Black	\$ 310.50	\$ 403.65	\$		TB 200	Bar Table -Park Ave 30"d	\$ 195.50	\$ 254.15	\$
	AC 112W	Bar - White	\$ 310.50	\$ 403.65	\$		TB 201	Bar Table -Park Ave 36"d	\$ 201.25	\$ 261.63	\$
	AC 201	Extension Bar	\$ 396.75	\$ 515.78	\$		TC 102	Café Table- Euro Maple 42"d	\$ 224.25	\$ 291.53	\$
	AC 200	Corner Bar	\$ 396.75	\$ 515.78	\$		BC 121	Etagere- Carmel	\$ 477.25	\$ 620.43	\$
						*Euro Café/Bar Tables available in <input type="checkbox"/> White					
Page 11						Page 14					
	SB 202	Bar Stool - SilkBlack	\$ 172.50	\$ 224.25	\$		CH 200	Conf. Chair - Mid Back	\$ 195.50	\$ 254.15	\$
	SB 203	Bar Stool - Bombe	\$ 195.50	\$ 254.15	\$		CH 201	Conf. Chair - High Back	\$ 207.00	\$ 269.10	\$
	SB 208	Bar Stool - Trave	\$ 195.50	\$ 254.15	\$		CH 202	Conf. Chair - Guest blk	\$ 184.00	\$ 239.20	\$
	SB 201	Bar Stool - Lennox	\$ 195.50	\$ 254.15	\$		CH 100	Conf. Chair - Mid Back blk	\$ 218.50	\$ 284.05	\$
	SB 204	Bar Stool - Euro Black	\$ 172.50	\$ 224.25	\$		CH 101	Conf. Chair - High Back blk	\$ 258.75	\$ 336.38	\$
	SB 209	Bar Stool - Park Ave	\$ 184.00	\$ 239.20	\$		CH 102	Conf. Chair - Guest blk	\$ 212.75	\$ 276.58	\$
	SB 505W	Hourglass Bar Stool - White	\$ 189.75	\$ 246.68	\$		CH 400	Task Chair w/ARMS	\$ 149.50	\$ 194.35	\$
	SB 505B	Hourglass Bar Stool - Black	\$ 189.75	\$ 246.68	\$		CH 401	Task Chair w/o ARMS	\$ 155.25	\$ 201.83	\$
	SB 501W	Napa Stool	\$ 184.00	\$ 239.20	\$		CH 203	Conf. Chair - High Back grey	\$ 207.00	\$ 269.10	\$
	SD 100	Drafting Stool w/ARMS	\$ 201.25	\$ 261.63	\$		CH 908	Conf. Chair - High Back burg	\$ 270.00	\$ 351.00	\$
	SD 101	Drafting Stool w/o ARMS	\$ 195.50	\$ 254.15	\$						
Page 12						Page 15					
	CH 800W	Panton Chair - White	\$ 143.75	\$ 186.88	\$		TC 600	Conf. Table - Rect. 6' maple	\$ 477.25	\$ 620.43	\$
	CH 800B	Panton Chair - Black	\$ 143.75	\$ 186.88	\$		TC 601	Conf. Table - Rect. 8' maple	\$ 517.50	\$ 672.75	\$
	CH 307	Chair - Silk Black w/o ARMS	\$ 109.25	\$ 142.03	\$		TC 312	Conf. Table - Oval 6' blk	\$ 477.25	\$ 620.43	\$
	CH 308	Chair - Silk Black w/ ARMS	\$ 115.00	\$ 149.50	\$		TC 307	Conf. Table - Oval 6' mhgny	\$ 477.25	\$ 620.43	\$
	CH 301	Chair - Euro Black w/o ARMS	\$ 97.75	\$ 127.08	\$		TC 309	Conf. Table - Oval 6' blk	\$ 477.25	\$ 620.43	\$
	CH 302	Chair - Euro Black w/ ARMS	\$ 103.50	\$ 134.55	\$		TC 302	Conf. Table - Oval 8' mhgny	\$ 517.50	\$ 672.75	\$
	CH 309	Chair - Euro Maple w/ARMS	\$ 138.00	\$ 179.40	\$		TC 303	Conf. Table - Oval 8' blk	\$ 517.50	\$ 672.75	\$
	CH 311	Café Chair - Park Ave	\$ 161.00	\$ 209.30	\$		TC 301	Conf. Table - Oval 10' blk	\$ 598.00	\$ 777.40	\$
	CH 900	Side Chair - Queen Anne	\$ 149.50	\$ 194.35	\$		TC 104	Conf. Table - Rnd 42" mhgny	\$ 431.25	\$ 560.63	\$
	CH 904	Conf. Chair - Burgandy	\$ 218.50	\$ 284.05	\$		DE 601	Writing Desk - 1 drwr mhgny	\$ 333.50	\$ 433.55	\$
	CH 905	Conf. Chair - Burgandy w/csts	\$ 224.25	\$ 291.53	\$						
	CH 907	Conf. Chair - Parsons blk	\$ 149.50	\$ 194.35	\$	Page 16					
Page 13											
	TB 103	Bar Table - Lennox 36"d	\$ 235.75	\$ 306.48	\$		TG 400	Rect. Conf. Table - ChrmGloss	\$ 437.00	\$ 568.10	\$
	TB 102	Bar Table - Bombe 28"d	\$ 270.25	\$ 351.33	\$		TG 403	Rnd. Conf. Table - ChrmGloss	\$ 316.25	\$ 411.13	\$
	TB 206	Bar Table - SilkBlack 30"d	\$ 195.50	\$ 254.15	\$		TG 401	Rect. Conf. Table - Trestle	\$ 322.00	\$ 418.60	\$
	TB 207	Bar Table - SilkBlack 36"d	\$ 201.25	\$ 261.63	\$		TG 402	Sqr. Conf. Table - Trestle	\$ 299.00	\$ 388.70	\$
	TB 100	Bar Table - Trave 26"d	\$ 270.25	\$ 351.33	\$		PE 100	Storage Pedestal - black	\$ 419.75	\$ 545.68	\$
	TC 504	Café Table- Euro Bk/Ch 30"d*	\$ 195.50	\$ 254.15	\$		PE 105	Storage Pedestal - grey	\$ 419.75	\$ 545.68	\$
	TC 505	Café Table- Euro Bk/Ch 36"d*	\$ 201.25	\$ 261.63	\$		PE 110	Storage Pedestal - white	\$ 419.75	\$ 545.68	\$
	TC 108	Café Table- Euro Bk/Ch 42"d*	\$ 207.00	\$ 269.10	\$		TC 700	Computer Counter - graphite	\$ 201.25	\$ 261.63	\$
	TC 502	Café Table- Euro Black 30"d	\$ 195.50	\$ 254.15	\$		TC 701	Computer Desk - graphite	\$ 189.75	\$ 246.68	\$
	TC 503	Café Table- Euro Black 36"d	\$ 201.25	\$ 261.63	\$		BC 103	Bookcase - 5 Shelf Grey	\$ 373.75	\$ 485.88	\$
	TC 107	Café Table- Euro Black 42"d	\$ 207.00	\$ 269.10	\$		CR 100	Credenza - Grey	\$ 425.50	\$ 553.15	\$
							DE 102	Desk - Grey	\$ 431.25	\$ 560.63	\$

Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

**Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119**

13KYCIN052013

Qty. CODE Item - Description Disc. Rate Std. Rate Total

Page 17

CR 212	Credenza - maple	\$ 517.50	\$ 672.75	\$
DE 136	Desk - Sgl. Pdstl. maple	\$ 540.50	\$ 702.65	\$
DE 131	Desk - Dbl. Pdstl. maple	\$ 546.25	\$ 710.13	\$
LF 206	Lateral File - 2 drwr maple	\$ 362.25	\$ 470.93	\$
CR 205	Credenza - walnut	\$ 517.50	\$ 672.75	\$
DE 206	Desk - Dbl. Pdstl. walnut	\$ 483.00	\$ 627.90	\$
DE 201	Exec. Desk - Dbl. Pd. walnut	\$ 529.00	\$ 687.70	\$
LF 204	Lateral File - walnut	\$ 356.50	\$ 463.45	\$
BC 107	Bookcase - 5 Shelf mahogany	\$ 517.50	\$ 672.75	\$
BC 109	Bookcase - 5 Shelf walnut	\$ 391.00	\$ 508.30	\$
CR 301	Credenza - Mahogany	\$ 569.25	\$ 740.03	\$
DE 300	Desk - Dbl. Pdstl. mahogany	\$ 569.25	\$ 740.03	\$

Page 18

LF 101	Lateral File - 2 drwr grey	\$ 327.75	\$ 426.08	\$
LF 106	Lateral File - 2 drwr blk	\$ 327.75	\$ 426.08	\$
AC 111	Refrigerator - 4cu/ft	\$ 333.50	\$ 433.55	\$
PE 101	14" Pedestal 42"h black	\$ 276.00	\$ 358.80	\$
PE 102	14" Pedestal 36"h black	\$ 235.75	\$ 306.48	\$
PE 103	14" Pedestal 30"h black	\$ 212.75	\$ 276.58	\$
PE 106	14" Pedestal 42"h grey	\$ 276.00	\$ 358.80	\$
PE 107	14" Pedestal 36"h grey	\$ 235.75	\$ 306.48	\$
PE 108	14" Pedestal 30"h grey	\$ 212.75	\$ 276.58	\$
PE 111	14" Pedestal 36"h white	\$ 276.00	\$ 358.80	\$
PE 112	14" Pedestal 36"h white	\$ 235.75	\$ 306.48	\$
PE 113	14" Pedestal 30"h white	\$ 212.75	\$ 276.58	\$
PE 104	24" Pedestal 36"h black	\$ 333.50	\$ 433.55	\$
PE 109	24" Pedestal 36"h grey	\$ 333.50	\$ 433.55	\$
PE 114	24" Pedestal 36"h white	\$ 333.50	\$ 433.55	\$
SR 100	Stanchion - chrome	\$ 69.00	\$ 89.70	\$
SR 101	Stnchn Rope - 6' red velour	\$ 57.50	\$ 74.75	\$
AC 100	Coat Tree - 70"h black	\$ 103.50	\$ 134.55	\$
ES 100	Easel - 72" Wood	\$ 103.50	\$ 134.55	\$
AC 104	Literature Rack - blk metal	\$ 149.50	\$ 194.35	\$

Page 19

TO 303	Console Table - Metropolitan	\$ 224.25	\$ 291.53	\$
TO 302	End Table - Metropolitan	\$ 184.00	\$ 239.20	\$
TO 301	Coffee Table - Metropolitan	\$ 201.25	\$ 261.63	\$
AC 108	Literature Stand-Silver	\$ 161.00	\$ 209.30	\$
VF 202	Vert. File - 4 Drwr blk lgl	\$ 327.75	\$ 426.08	\$
VF 203	Vert. File - 4 Drwr grey lgl	\$ 327.75	\$ 426.08	\$
VF 200	Vert. File - 2 Drwr blk lgl	\$ 166.75	\$ 216.78	\$
VF 201	Vert. File - 2 Drwr grey lgl	\$ 166.75	\$ 216.78	\$
FL 100	Floor Lamp - Corona	\$ 161.00	\$ 209.30	\$
TL 100	Table Lamp - Corona	\$ 92.00	\$ 119.60	\$
TL 101	Table Lamp - Rialto	\$ 92.00	\$ 119.60	\$
FL 101	Floor Lamp - UpLight chrm	\$ 161.00	\$ 209.30	\$

# P3 Custom Furniture

SubTOTAL for PAGE 3 \$

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





# Signs & Banners



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

Prices Shown Are For Simple Design OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## POSTER SIGNS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	11" x 14" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . . .	\$34.00	. . . \$42.75	_____
___	14" x 22" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . .	\$48.75	. . . \$63.25	_____
___	22" x 28" Standard Poster - 4 color process printing on vinyl mounted to Polystyrene Backer (10 words) . .	\$68.00	. . . \$88.25	_____
___	24" x 36" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words).	\$78.00	. . . \$101.50	_____
___	36" x 36" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words).	\$96.00	. . . \$125.00	_____
___	36" x 48" Foamcore Panel - 4 color process printing on vinyl mounted to .1875" thick Foamcore (10 words)	\$112.25	. . . \$145.75	_____
___	38" x 93" Tall Foamcore Panel w/feet 4 color on vinyl mounted to .5" thick Foamcore (10 words) . . . .	\$285.00	. . . \$370.00	_____
___	38" x 93" 2-Sided Tall Foamcore Panel w/feet (same as above with print on 2 sides) . . . . .	\$427.50	. . . \$555.75	_____

Prices Shown Are For Simple Design OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## BANNERS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	3'x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$130.50	. . . \$169.75	_____
___	4'x 6' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$174.00	. . . \$226.25	_____
___	3'x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$174.00	. . . \$226.25	_____
___	4'x 8' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$232.00	. . . \$301.75	_____
___	3'x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$217.50	. . . \$282.75	_____
___	4'x 10' Vinyl Banner - 4 color process printing on 13oz vinyl scrim. Grommets along top (10 words) . . . . .	\$290.00	. . . \$377.00	_____

## OPTIONS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Add a cardboard easel back to any poster - suitable for posters on a tabletop. . . . .	\$10.00	. . . \$12.50	_____
___	Add velcro backing to any poster (price per linear foot) - order Qty. as linear feet . . . . .	\$5.75	. . . \$7.50	_____
___	Add Lamination to any poster (price per square foot) - gloss or texture finish, order Qty. as sq. Ft. . .	\$3.25	. . . \$4.25	_____

## Enter Sign Copy Here

☐ PORTRAIT orientation ☐ LANDSCAPE orientation ☐ whatever works best

### Special Directions or notes:

## Need Something Special?

Excel Decorators has a full service in-house sign department that is capable of producing just about anything you might need. We have the capabilities to produce (but not limited to) all of the following :

Backlit Transparent Graphics	Cut Vinyl Graphics
Large format Printing (8' wide)	POP Display Graphics
Vehicle Graphics	Solvent Ink Printing
Floor Graphics	Die Cut Signs
CAD Drawings	Creative Design

Contact our Sign Department for a quote on your special needs:

[signshop@exceldecorators.com](mailto:signshop@exceldecorators.com)

Please send artwork to the above e-mail address. (MAX=5mb)

Acceptable file types: .EPS, .PDF, .TIF, .AI, High Res. JPGs  
DO NOT SEND: .GIF, Word Docs. or Low Res. JPGs

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





# Banner Stands



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

Prices Shown Are For Simple Design  
OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## DELUXE ROLL-UP BANNER STAND

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Single Sided Banner Stand PURCHASE with banner . . . .	\$423.50	\$.549.00	_____
_____	Double Sided Banner Stand PURCHASE with 2 banners . .	\$630.25	\$.819.50	_____
_____	50 watt halogen spot light* mounted to top of stand . . . . .	\$29.75	\$.34.00	_____

\* Electrical connectivity not included - must order electric separately

► Enter Sign Copy Here

**Portable banner stand  
attractively displays your message!**

This deluxe roll-up banner stands supports  
a vinyl banner measuring 81" tall by 32.5" wide.  
Have our designers prepare artwork for your approval  
or provide your own print ready design.  
Add a light mounted to the top for extra attention.

The stand will be delivered to your booth  
at exhibitor set-up. At the end of the show,  
simply release the top clasp, wind the  
banner back inside the base, pack it in the  
provided soft shell case and carry it home!



Carrying Case Included!

► Special Directions or notes:

Prices Shown Are For Simple Design  
OR Provided Print Ready Design, Sign Purchase and Delivery To Booth.

## STANDARD X-FRAME BANNER STAND

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	X-Frame Stand PURCHASE with 24" x 63" Banner . . . .	\$278.25	\$.362.00	_____
_____	X-Frame Stand PURCHASE with 32" x 71" Banner . . . .	\$318.00	\$.413.50	_____

► Enter Sign Copy Here

**Economical stand  
travels where you go!**

This X-frame stand accommodates  
either a 24" x 63" vinyl banner or a  
32" x 71" vinyl banner. It's lightweight  
construction and ease of set up make it a  
practical and efficient point of advertisement.  
Stand breaks down quickly and stores in  
the provided carrying bag!



Carrying Case Included!

► Special Directions or notes:

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)

Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013



**Discount Rate**  
**\$697.50**  
  
**Std. Rate**  
**\$789.25**



**Discount Rate**  
**\$1,100.00**  
  
**Std. Rate**  
**\$1,265.00**



**Discount Rate**  
**\$918.00**  
  
**Std. Rate**  
**\$1,055.75**

## PRESET #1

This **BASIC BACKWALL** accommodates a 10' wide booth and comes standard with WHITE PVC panels, 3 meter Plexi header with company name and 3 swivel flood lights.

## PRESET #2

This **BASIC BACKWALL w/ COUNTER** accommodates a 10' wide booth and comes standard with WHITE PVC panels, 3 meter counter w/storage, 3 meter Plexi header with company name and 3 swivel flood lights.

## PRESET #3

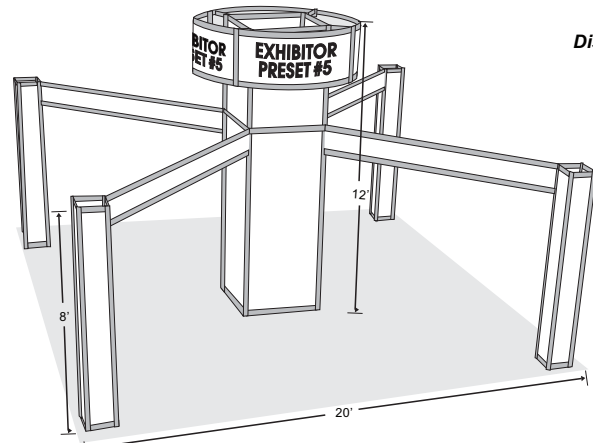
This **DELUXE BACKWALL** accommodates a 10 wide booth and comes standard with WHITE PVC panels, 2 meter Plexi header w/ company name and 3 swivel flood lights.



**Discount Rate**  
**\$1,760.75**  
  
**Std. Rate**  
**\$2,204.75**

## PRESET #4

This 20' wide **DOUBLE PRESET w/ COUNTERS** comes standard with WHITE PVC panels, 2 meter counter w/ storage, 3 meter Plexi header with company name and 4 swivel flood lights.



**Discount Rate**  
**\$2,161.00**  
  
**Std. Rate**  
**\$2,485.00**

## PRESET #5

This 20'x20' **ISLAND PRESET** towers above the show floor at 12' and comes standard with WHITE PVC panels, 4 satellite towers w/ connectors, 4 PVC curved headers with company name and 4 swivel flood lights.

### Enter Header Copy Here

**Header is included standard with black block letters.**

Contact our Art Department for Logos and Custom Graphics. Quoted upon request.

### Panel Color - White is STANDARD / Colors available

Colored Panels are available for an **additional 25%** of the Preset Price.

- ☐ Dk. Blue   ☐ Dk. Gray   ☐ Green   ☐ Red   ☐ Yellow  
☐ Lt. Blue   ☐ Lt. Gray   ☐ Beige   ☐ Black

**If Ordering Colored Panels, ADD 25% HERE**

Graphic Panels and Custom Artwork Quoted Upon Request.

**Orders placed after the Discount Deadline may be subject to availability and/or an additional delivery charge.**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**

Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

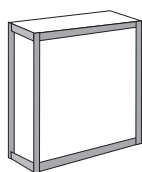
FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

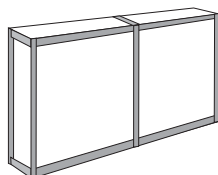
13KYCIN052013

## COUNTERS

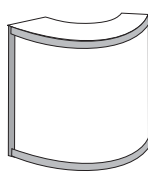
Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	1m wide by .5m deep by 42" tall Counter - Comes standard with white PVC panels . . . . .	\$184.25	..\$239.50	_____
___	2m wide by .5m deep by 42" tall Counter - Comes standard with white PVC panels . . . . .	\$293.50	..\$381.50	_____
___	1m Radius by .5m deep by 42" tall Curved Counter - Comes standard with white PVC panels . . . . .	\$243.75	..\$316.75	_____
___	Interior Shelf for above counters - per 1m x .5m shelf, curved or straight . . . . .	\$26.75	..\$34.75	_____
___	Sliding Doors for above counters (set of 2 panels) - Not available for 1m radius curved counter . . . . .	\$66.50	..\$86.25	_____
___	PVC panel for back side of counter - per 1m section, curved or straight . . . . .	\$33.75	..\$44.00	_____



1m Counter



2m Counter



1m Radius Counter

\* Standard Counters have PVC panels on 3 sides. leaving the back open

### Panel Color - White is STANDARD / Colors available

Colored Panels are available for an additional 25% of the Counter Price.  
All COUNTER TOPS are WHITE only.

- ☐ Dk. Blue   ☐ Dk. Gray   ☐ Green   ☐ Red   ☐ Yellow  
☐ Lt. Blue   ☐ Lt. Gray   ☐ Beige   ☐ Black

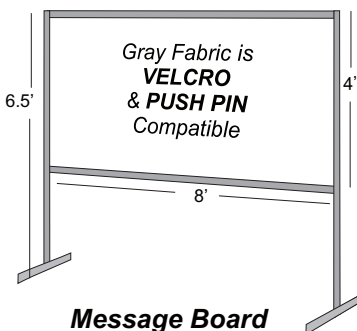
If Ordering Colored Panels, ADD 25% HERE \_\_\_\_\_

Graphic Panels and Custom Artwork Quoted Upon Request.

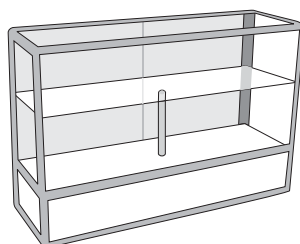
## ADDITIONAL ACCESSORIES

Qty:	Description	Discount Rate	Std. Rate	TOTAL
___	Message Board - SELECT: <input type="checkbox"/> VELCRO/PUSH-PIN compatible OR <input type="checkbox"/> WHITEBOARD dry erase . . .	\$140.25	..\$176.00	_____
___	Display Case - Glass top, front and sides. Has a solid bottom shelf. Lockable doors. . . . .	\$513.75	..\$667.75	_____
___	Leaflet Rack - Plexiglass construction with adhesive backing . . . . .	\$14.25	..\$18.75	_____
___	Brochure Rack - Plexiglass construction with adhesive backing . . . . .	\$23.00	..\$29.75	_____
___	Swivel Flood Lights - Metal construction with swivel base. 75 watt bulb . . . . .	\$43.50	..\$56.50	_____
___	Display Shelves for Preset Displays - 1m wide by 16" deep. White only . . . . .	\$29.25	..\$38.00	_____

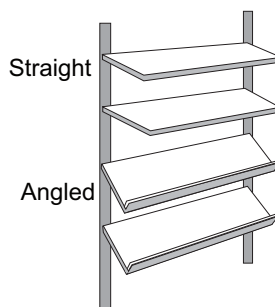
☐ Straight   ☐ Angled



Message Board



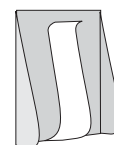
Display Case



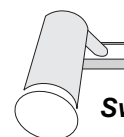
Display Shelves



Leaflet Rack



Brochure Rack



Swivel Flood Light

**NEED SOMETHING ELSE?** If you need a custom design preset booth or any other custom design hardwall construction, Excel Decorators can work with you to come up with the perfect preset design to meet your needs!

Orders placed after the Discount Deadline may be subject to availability and/or an additional delivery charge.

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)

Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

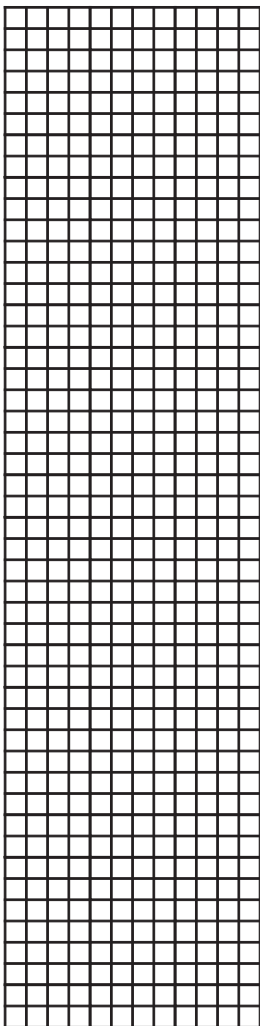
Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

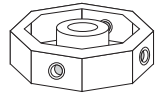
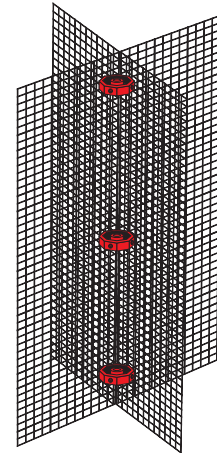
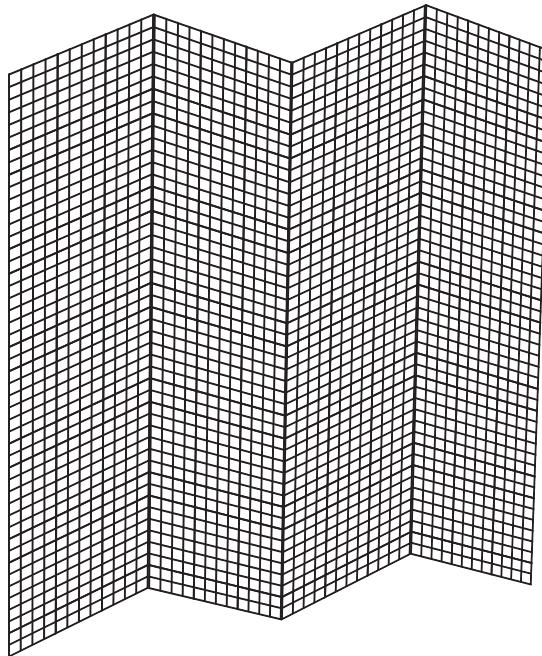
## WIRE MESH PANELS / HARDWARE

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Wire Mesh Grid Wall Panel - (Black, 2' x 8')	\$82.50	\$111.75	_____
_____	Grid Leg - (Black, price per leg)	\$12.75	\$17.50	_____
_____	4-Way Connector Bracket - (Connects 4 panels at 90° angles, price per bracket)	\$2.75	\$3.75	_____

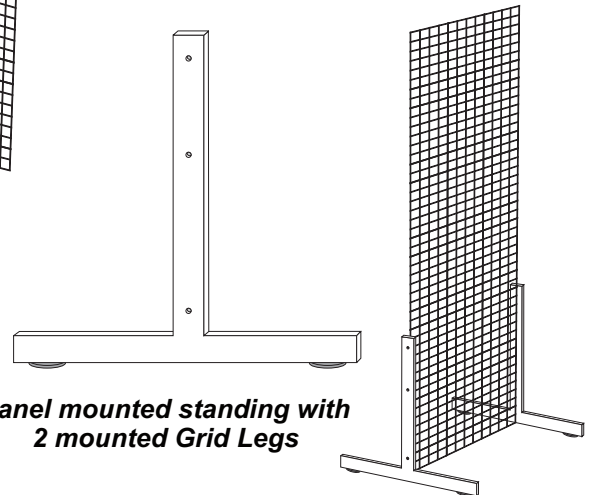
### Individual Panel



### Black Wire Mesh Grid Panels secured with plastic zip ties



### 4 panels mounted at 90 degrees using 4-Way Connector Bracket



### panel mounted standing with 2 mounted Grid Legs

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





# Plants & Flowers



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

Prices shown are for **Rental, Delivery, Care During Exhibit and Removal** at Close of Exhibit

## POTTED PLANTS / RENTALS

Qty:	Description	Color / Style Preference	Discount Rate	Std. Rate	TOTAL
_____	Azaleas - Available in Season .....		\$40.00	\$54.00	_____
_____	Chrysanthemums - Select color <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Rust .....		\$28.50	\$39.00	_____
_____	Boston Fern .....		\$40.00	\$54.00	_____

Prices shown are for **Rental, Delivery, Care During Exhibit and Removal** at Close of Exhibit

## TUBBED PLANTS / RENTALS

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	3' to 4' Tall - Select variety <input type="checkbox"/> Palm <input type="checkbox"/> Corn Plant <input type="checkbox"/> Schefflera <input type="checkbox"/> Dragon Tree <input type="checkbox"/> Peace Lilly ..	\$60.00	\$75.00	_____
_____	5' to 6' Tall - Select variety <input type="checkbox"/> Palm <input type="checkbox"/> Ficus <input type="checkbox"/> Rubber Tree <input type="checkbox"/> Fig .....	\$120.00	\$150.00	_____
_____	6' to 8' Tall - Select variety <input type="checkbox"/> Palm <input type="checkbox"/> Ficus .....	\$150.00	\$187.50	_____

Prices shown are for **Purchase and Delivery**

## CUT FLOWER ARRANGEMENTS / PURCHASE

Qty:	Description	Color / Style Preference	Discount Rate	Std. Rate	TOTAL
_____	Cut Flower Floor Based Arrangement - One Sided Viewing .....		\$225.00	\$281.25	_____
_____	Cut Flower Floor Based Arrangement - Round for Full Viewing .....		\$337.50	\$422.00	_____
_____	Cut Flower Tabletop Arrangement - 6" Base .....		\$112.50	\$140.75	_____
_____	Cut Flower Tabletop Arrangement - 8" Base .....		\$127.50	\$159.50	_____
_____	Cut Flower Tabletop Arrangement - 10" Base .....		\$142.50	\$178.25	_____
_____	Cut Flower Basket Arrangement - 6" Base .....		\$112.50	\$140.75	_____
_____	Cut Flower Basket Arrangement - 8" Base .....		\$127.50	\$159.50	_____
_____	Cut Flower Basket Arrangement - 10" Base .....		\$142.50	\$178.25	_____

Prices shown are for **Purchase and Delivery**

## CORSAGES / PURCHASE

Qty:	Description	Color / Style Preference	Discount Rate	Std. Rate	TOTAL
_____	Carnations .....		\$30.00	\$37.50	_____
_____	Gardenias .....		\$45.00	\$56.25	_____
_____	Orchids .....		\$37.50	\$47.00	_____

## SPECIAL ARRANGEMENTS

Qty:	Description	Type / Color / Style / Living or Artificial	Discount Rate	TOTAL
_____	Flowering/Ornamental Trees .....		\$ CALL	_____
_____	Tropical/Exotic Arrangements .....		\$ CALL	_____



Not all types of plants are available at all times. We reserve the right to make substitutions.

**Rental Items missing from booth at the end of show will be billed at full purchase price.**

Additional Services Available Upon Request

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Audio/Visual & Computers



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## FLAT SCREEN DISPLAYS

Prices shown are for Rental, Installation and Dismantle

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	15" Flat Panel Display (Computer Only) .....	\$120.00	..... \$160.00	_____
_____	19 or 20" Flat Panel Display (Computer Only) .....	\$240.00	..... \$320.00	_____
_____	26" Flat Panel Display (Video or Computer) .....	\$525.00	..... \$690.00	_____
_____	32" Flat Panel Display (Video or Computer) .....	\$675.00	..... \$880.00	_____
_____	42" Flat Panel Display (Video or Computer) .....	\$900.00	..... \$1,170.00	_____
_____	50" Flat Panel Display (Video or Computer) .....	\$1,200.00	..... \$1,560.00	_____

## FLAT SCREEN ACCESSORIES

Prices shown are for Rental, Installation and Dismantle

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Dual Post Stand for Plasma Display, 60" Height .....	\$150.00	..... \$200.00	_____
_____	Dual Post Stand for Plasma Display, 84" Height .....	\$150.00	..... \$200.00	_____
_____	Dual Post Stand for 2 Plasma Displays, 60" .....	\$200.00	..... \$260.00	_____
_____	Dual Post Stand for 2 Plasma Displays, 84" .....	\$200.00	..... \$260.00	_____
_____	Universal Wall Mount for 23" to 42" Display .....	\$50.00	..... \$70.00	_____
_____	Universal Wall Mount for 32" to 50" Display .....	\$50.00	..... \$70.00	_____
_____	Shelf for Dual Post Stand .....	\$30.00	..... \$40.00	_____

## COMPUTERS

Prices shown are for Rental, Installation and Dismantle

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	Laptop Computer (XP/Office/CD-RW/802.11b/g) .....	\$200.00	..... \$260.00	_____
_____	Desktop Computer (XP/Office/CD-RW) .....	\$200.00	..... \$260.00	_____

## LCD PROJECTORS

Prices shown are for Rental, Installation and Dismantle

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	2,000+ Lumen LCD Projector, XGA .....	\$450.00	..... \$585.00	_____
_____	5,000+ Lumen LCD Projector, XGA .....	\$1,500.00	..... \$1,950.00	_____
_____	10,000+ Lumen LCD Projector, XGA .....	\$3,000.00	..... \$3,900.00	_____

## A/V ACCESSORIES & SOUND SYSTEMS

Prices shown are for Rental, Installation and Dismantle

Qty:	Description	Discount Rate	Std. Rate	TOTAL
_____	DVD/VHS Player .....	\$75.00	..... \$100.00	_____
_____	6' Tripod Screen w/ Skirt .....	\$45.00	..... \$60.00	_____
_____	8' Tripod Screen w/ Skirt .....	\$60.00	..... \$80.00	_____
_____	Two-Speaker Sound System w/ Wired Microphone .....	\$465.00	..... \$610.00	_____
_____	Two-Speaker Sound System w/ Wireless Microphone .....	\$705.00	..... \$920.00	_____

**Custom Lighting Packages Available . . . Call for Pricing!**

**\*A \$75 Delivery/Pick-Up charge will be added to the NON-TAXED Summary Page with order.**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
 FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
 BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Material Handling Rates



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN060313



**Excel has been selected as EXCLUSIVE Drayage and Material Handling Contractor for this show.**

1. Mail this form and your advance payment to the order processing address noted above as soon as possible.

**SEE NEXT PAGE FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.**

2. All shipments must be consigned to Excel Decorators, Inc. All shipments must be sent pre-paid. Excel Decorators has the right to refuse any shipment that is not properly consigned. All shipments must be sent pre-paid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

3. All Warehouse shipments must be received at least **Two (2) business days** (EXCLUDES SAT. & SUN.) prior to decorator move-in. Any materials received at warehouse after that date will be subject to an additional handling charge. Warehouse Hours are: 8am - 5pm / Mon. - Fri. / Closed on Holidays

4. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading.

5. Actual Carrier shipping charges are billed through the Carrier. Rates below reflect Material Handling/ Drayage charges ONLY.

**Please select Shipping destination and estimate charges on the next page.**

## ► MATERIAL HANDLING SERVICES (200 lb. Minimum)

**Crated/Skidded:** Materials that are skidded or in any type of shipping container that can be unloaded at the dock without any additional handling.

**Loose/Uncrated:** Material delivered by the carrier in such a manner that it requires additional handling. Examples of addn'l. handling include, but are not limited to: constricted space unloading, loads mixed with pad wrapped material, loose or uncrated materials, unskidded boxes or cartons, and unskidded machinery with lifting bars or hooks. Federal Express, UPS, DHL and MOST package delivery services are included in this category due to their delivery procedures.

### ► To WAREHOUSE: Advance Shipments to Warehouse **MUST** be received by 5:00pm on Wed., Aug. 7, 2013

Shipments received and stored 30 days in advance and delivered to booth, removal and return of empty crates, handling of outbound shipment to common carrier.

**Crated/Skidded: \$78.00 Per CWT\***

**Loose/Uncrated: \$101.50 Per CWT\***

### ► DIRECT to SHOW: Direct to Show Shipments **CANNOT** arrive prior to 8:00am on Sat., Aug. 10, 2013

Shipments received at exhibit facility and delivered to your booth, removal and return of empty crates, handling of outbound shipment to common carrier,

**Crated/Skidded: \$88.00 Per CWT\***

**Loose/Uncrated: \$114.50 Per CWT\***

*Rates do not include movement or repositioning of equipment*

### ► ENVELOPES and SMALL PACKAGES:

Small Packages received at our WAREHOUSE or at SHOW  
**25lb. MAXIMUM PER SHIPMENT**

**ADV. to WAREHOUSE: \$46.00 Per Shipment**

**DIRECT to SHOW: \$52.00 Per Shipment**



**\* PER CWT = PER 100 lbs. There is a 200 LB. MINIMUM, Weights will be rounded up to next CWT.**

*Example: 46 lbs. Will round up to 2 CWTs - 318 lbs. Will round up to 4 CWTs.*

### ► Special Services And Rates

Banding for the packaging of displays and equipment is available at the Drayage Contractors Service Desk for \$.50 per lin. ft. plus labor at prevailing rates. Shrink wrap banding is available at \$40.00 per skid. Forklifts and drivers are available for spotting equipment in the booth at the prevailing rates for equipment and labor.



### Outbound Freight Will Be Forced If Not Picked Up Prior to 6:00pm on Tues., Aug. 13, 2013

**FORCED Freight will be shipped using destination information available at show site and MIGHT NOT be shipped to your desired destination. Outbound Freight that cannot be FORCED from show site for any reason shall be returned to the Warehouse of Excel Decorators and stored until the exhibitor selected carrier can expedite shipment. There will be a \$0.30 per pound surcharge for this service with a minimum charge of \$120.00.**

#### GENERAL INFORMATION AND TERMS: ALL SHIPMENTS MUST ARRIVE PREPAID

1. Rates quoted above apply on each shipment received, based on actual or estimated weight and are based on A 200 POUND MINIMUM CHARGE PER SHIPMENT WHETHER RECEIVED AT WAREHOUSE OR AT SHOW SITE. No allowance will be made for attrition during event.
2. EXCEL Decorators, Inc., as the EXCLUSIVE Material Handling Contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
3. Exhibitors requiring the use of docks to load or unload their vehicles/trucks are subject to Material Handling Rates referenced in this kit. All materials will be weighed and charged accordingly. Forklift rates are not permissible for loading/unloading
4. Shipments must be consigned to Excel Decorators, Inc. as the convention site does not have the facilities to receive such shipments and will refuse them.
5. Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
6. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event your special carrier fails to pick up within the allotted move-out time, such shipments will be rerouted by EXCEL Decorators, Inc., on designated carriers.
7. All shipments requiring special handling for any reason or due to length, width or height will be handled on a time and material basis.
8. Rates do not include movement or repositioning of equipment after first delivery to booth.
9. Although expedited to the best of our ability, EXCEL will not be responsible for delay of rush shipments. To avoid confusion, remove all expired shipping labels before outbound shipment.
10. Exhibits left on the Exhibit Floor without Return Instructions are subject to a 10% handling charge and will be forwarded to the permanent address of the Exhibitor or his agent, freight collect on designated carriers, and no liability of any nature shall attach to Exhibit Management or to Excel Decorators. EXCEL will not be responsible for conditions, count or content until such time as exhibits or materials are picked up for removal after close of the exhibition.
11. EXCEL will not be liable hereunder if it is prevented from performing as specified by strike, fire, act of God, or for any other reason beyond its control.
12. IT IS UNDERSTOOD THAT ALL SHIPMENTS ARE RELEASED TO EXCEL AT A VALUE NOT TO EXCEED 30¢ PER POUND, PER ARTICLE, WITH A MAXIMUM LIABILITY OF \$50.00 PER SHIPMENT.

**Insurance** EXCEL Decorators, Inc. and its agents, will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, nor prior to taking physical count and possession in preparation to moving such material. Therefore, please make certain all your material is properly insured against "ALL RISKS" while in transit to and from your point of origin, to and from your booth and for the duration of the exhibition.

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**



# Material Handling/Drayage



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## ▶ ADVANCE SHIPPING (To Warehouse)

To: (Name of Exhibitor & Booth Number)  
For: **National FOP Conf. & Expo**  
C/O: Excel Decorators/ UPS Freight  
3250 E. Kemper Road  
Sharonville, Ohio 45241

! Advance Shipments may be shipped up to 30 Days in advance,  
but **MUST** be received by 5:00pm on Wed., Aug. 7, 2013

## ▶ DIRECT TO SHOWSITE SHIPPING

To: (Name of Exhibitor & Booth Number)  
For: **National FOP Conf. & Expo**  
C/O: Excel Desk/ Duke Energy Conv. Cntr.  
525 Elm Street  
Cincinnati, Ohio 45202

! Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT** arrive prior to 8:00am on Sat., Aug. 10, 2013

## ▶ INBOUND SHIPMENTS (Minimum 200lbs. Per Shipment)

# Pieces	Total Lbs.	Carrier	Ship Date	EST. Arrival Date	Materials are . . .	Shipping to . . .	CWT(min 2)	X Rate*	= EST. TOTAL
					<input type="checkbox"/> Crated/Skidded	<input type="checkbox"/> Advance to WAREHS.			
					<input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded	<input type="checkbox"/> Advance to WAREHS.			
					<input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Direct to SHOWSITE			
					<input type="checkbox"/> Crated/Skidded	<input type="checkbox"/> Advance to WAREHS.			
					<input type="checkbox"/> Uncrated/Loose	<input type="checkbox"/> Direct to SHOWSITE			

\* Shipping Information and Rates may be found on the previous page.

## ▶ OUTBOUND SHIPPING INFORMATION (At Close of Show)

Ship To \_\_\_\_\_ Attention \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

This is NOT a Bill of Lading, Please fill out a Standard Bill of Lading for outbound shipments and return a copy to Excel Service Desk.

## ▶ OUTBOUND MATERIAL DESCRIPTION

\_\_\_\_\_ # Crates \_\_\_\_\_ # Skids  
\_\_\_\_\_ # Display Cases \_\_\_\_\_ # Carpets  
\_\_\_\_\_ # Cartons \_\_\_\_\_ # Other \_\_\_\_\_

Total Number of Pieces In Your Shipment \_\_\_\_\_

Notes: \_\_\_\_\_

## ▶ SELECT OUTBOUND CARRIER

- ☐ Designated GROUND Carrier - UPS Freight  
☐ Designated AIR Carrier - UPS Air Freight  
☐ Other Ground Carrier \*\* \_\_\_\_\_  
☐ Other Air Carrier \*\* \_\_\_\_\_  
☐ Other Van Line \*\* \_\_\_\_\_

! \*\* NOTE: Designated Ground and Air carriers are listed in the "SELECT OUTBOUND CARRIER" section above. If using other carriers:  
**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CALL THEIR CARRIER AND ARRANGE FOR PICKUP WITHIN THE ALLOTTED MOVE-OUT TIME.**  
Excel will load out shipment when your carrier arrives. EXCEL CANNOT BE RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR.  
(See limit of liability outlined in Material Handling Rates) All shipments will be sent COLLECT unless specific instructions are included.  
Excel Decorators, Inc. Is not responsible for freight charges.

\*\* Outbound UPS, FED EX and DHL Must have completed Air Bills with senders Account Number. Exhibitor is Responsible for Scheduling Pick-Up. \*\*

## ▶ THIRD PARTY BILLING

Company Name \_\_\_\_\_ Billing Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
Payment Guaranteed By (PRINT) \_\_\_\_\_ Guarantor Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# ADVANCE SHIPPING LABELS

**ADVANCE TO WAREHOUSE:** Use the shipping labels below for shipments to be received IN ADVANCE at our Warehouse address. Please note the Advance Shipping Deadline on the labels. Shipments to arrive after this date must use DIRECT TO SHOWSITE shipping.

**ADVANCE  
TO WAREHOUSE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **National FOP Conf. & Expo**

*C/O:* **Excel Decorators/ UPS Freight  
3250 E. Kemper Road  
Sharonville, Ohio 45241**

Advance Shipments may be shipped up to 30 Days in advance,  
but ***MUST*** be received by 5:00pm on Wed., Aug. 7, 2013



**ADVANCE  
TO WAREHOUSE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **National FOP Conf. & Expo**

*C/O:* **Excel Decorators/ UPS Freight  
3250 E. Kemper Road  
Sharonville, Ohio 45241**

Advance Shipments may be shipped up to 30 Days in advance,  
but ***MUST*** be received by 5:00pm on Wed., Aug. 7, 2013



**HANGING SIGN:** Hanging signs or other structure (truss, etc.) that has been approved to hang from the ceiling, may be sent to the ADVANCE SHIPPING warehouse address. Hanging items must be identified and readily available, so they may be installed before the show floor becomes encumbered by freight. *Please use the label below so that we may identify Hanging Signs at our WAREHOUSE.*

**HANGING SIGN  
ADVANCE TO WAREHOUSE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **National FOP Conf. & Expo**

*C/O:* **Excel Decorators/ UPS Freight  
3250 E. Kemper Road  
Sharonville, Ohio 45241**

Advance Shipments may be shipped up to 30 Days in advance,  
but ***MUST*** be received by 5:00pm on Wed., Aug. 7, 2013



# SHOWSITE SHIPPING LABELS

**DIRECT TO SHOWSITE:** Use the shipping labels below for shipments to be received AT THE SHOWSITE address. Please note that Showsite Shipments CANNOT arrive earlier than the time stated on the labels as THEY WILL BE REFUSED by the facility.

**DIRECT  
TO SHOWSITE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **National FOP Conf. & Expo**  
*C/O:* **Excel Desk/ Duke Energy Conv. Cntr.**  
**525 Elm Street**  
**Cincinnati, Ohio 45202**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 8:00am on Sat., Aug. 10, 2013**



**DIRECT  
TO SHOWSITE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **National FOP Conf. & Expo**  
*C/O:* **Excel Desk/ Duke Energy Conv. Cntr.**  
**525 Elm Street**  
**Cincinnati, Ohio 45202**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 8:00am on Sat., Aug. 10, 2013**



**HANGING SIGN:** Hanging signs or other structures (truss, etc.) that have been approved to hang from the ceiling, may be sent DIRECTLY TO SHOWSITE. Hanging items must be identified and readily available, so they may be installed before the show floor becomes encumbered by freight. Please use the label below so that we may identify Hanging Signs at the SHOWSITE.

**HANGING SIGN  
DIRECT TO SHOWSITE**

**Exhibitor  
Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

*Ship to:* **National FOP Conf. & Expo**  
*C/O:* **Excel Desk/ Duke Energy Conv. Cntr.**  
**525 Elm Street**  
**Cincinnati, Ohio 45202**

Direct Shipments WILL BE REFUSED prior to Excel's Move-In  
and **CANNOT arrive prior to 8:00am on Sat., Aug. 10, 2013**





## UPS Freight<sup>SM</sup> 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](mailto:tradeshow@upsfreight.com).



### 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 Freight<sup>SM</sup> Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto: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 [ltl.upsfreight.com](http://ltl.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](http://upsfreight.com/tradeshow)  
or call 800.988.9889

© Copyright United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved. 0197056 3/07

## Multimodal capabilities





STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

**UPS Freight**

Place Pro Label Here

**EXHIBITION MATERIALS**

Exhibit Transportation Assistance

DATE \_\_\_\_\_ B/L NO. \_\_\_\_\_

KEYWORD SHOW

800-988-9889

www.upsfreight.com

**1** **SHIPPER: COMPLETE BLOCKS 1-8**

FROM: SHIPPER NAME (EXHIBITOR)		IS THIS A RESIDENTIAL ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
C/O			
ADDRESS			
ORIGIN CITY	STATE	ZIP CODE	
SHOW NAME		BOOTH #	

**2**

TO: CONSIGNEE NAME		
C/O		
<b>UPS Freight for National FOP Trade Show</b>		
ADDRESS		
<b>3250 E Kemper Rd</b>		
DESTINATION CITY	STATE	ZIP CODE
<b>Sharonville</b>	<b>OH</b>	<b>45241</b>
SHOW NAME		BOOTH #
<b>Natl Fraternal Order of Polic</b>		

**3** **INVOICE CHARGES TO (THIRD PARTY)**

ADDRESS		
CITY	STATE	ZIP CODE
ATTN: _____ PHONE NUMBER _____		

**4**

<b>FREIGHT CHARGES ARE</b> <input checked="" type="checkbox"/> <b>PREPAID</b> <input type="checkbox"/> <b>COLLECT</b>	
<b>5</b> SPECIAL INSTRUCTIONS	
<b>6</b> IF GOING TO SHOW, CHECK ONE	
<input checked="" type="checkbox"/> <b>ADVANCE WAREHOUSE - DELIVER BY</b>	
<input type="checkbox"/> <b>SHOW SITE - TARGET/MOVE-IN DATE</b>	

**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 _____ PCS) (154630)		125
		FIBER CASE/TRUNK (COLOR _____ ) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____ ) (154630)		125
0		TOTALS	0	

**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 order 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.

<b>8</b>	EXHIBITOR/COMPANY NAME	CARRIER	TRAILER NUMBER	
SIGNATURE	PRINT NAME	DRIVER SIGNATURE	DATE	PIECES RECEIVED

GF704

**MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS**

\*\*\*Now available at www.upsfreight.com - UPGF 102 Series Rules Tariff

Print 2 copies of page 1 when shipping TO a show, and 4 copies when shipping FROM a show.

# 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.

# UPS Freight

## EXHIBITION MATERIALS

800-988-9889

[www.upsfreight.com](http://www.upsfreight.com)

## KEYWORD SHOW

**1** *SHIPPER: COMPLETE BLOCKS 1-8*

2

FROM: SHIPPER NAME (EXHIBITOR)		
C/O		
ADDRESS		
ORIGIN CITY	STATE	ZIP CODE
SHOW NAME <b>N/A</b>		BOOTH #

TO: CONSIGNEE NAME		IS THIS A RESIDENTIAL ADDRESS?		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
C/O							
ADDRESS							
DESTINATION CITY				STATE		ZIP CODE	
SHOW NAME				BOOTH #			

3	INVOICE CHARGES TO (THIRD PARTY)
---	----------------------------------

4

ADDRESS			
CITY			
STATE		ZIP CODE	
ATTN:		PHONE NUMBER	
CARRIER:		UPS FREIGHT	
		OTHER	

FREIGHT CHARGES ARE			PREPAID		COLLECT
5	SPECIAL INSTRUCTIONS				
6	IF GOING TO SHOW, CHECK ONE				
	ADVANCE WAREHOUSE - DELIVER BY				
	SHOW SITE - TARGET/MOVE-IN DATE				
IF MY CHOSEN CARRIER FAILS TO SHOW ON FINAL MOVEOUT DAY, YOU ARE					
AUTHORIZED TO ROUTE VIA CONTRACTORS CHOICE. _____ (INITIALS)					

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 _____ PCS) (154630)		125
			FIBER CASE/TRUNK (COLOR _____) (154630)		125
			ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
0			TOTALS	0	

**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 order exists, carrier holds both the shipper and consignee 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, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8	EXHIBITOR/COMPANY NAME		CARRIER		TRAILER NUMBER	
	PRINT NAME		DRIVER SIGNATURE		DATE	
					PIECES RECEIVED	

GF704

**MARK "X" IN "HM" COLUMN FOR HAZARDOUS MATERIALS**

\*\*\*Now available at [www.upsfreight.com](http://www.upsfreight.com) - UPGF 102 Series Rules Tariff

Print 5 copies of page 1 when shipping FROM a show.

# 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.





# Install/Dismantle Labor



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## HOURLY RATES

pmh = Per Man Hour

Description	Discount Rate*	Std. Rate*
Straight Time (One Hour Minimum per Person) . . . . . 8:00am - 5:00pm / Monday-Friday . . .	\$80.00 pmh . . .	\$104.00 pmh
Overtime Pay (One Hour Minimum per Person) . . . . . 5:00pm - 12:00am / Monday-Friday & . . . ALL Day Saturday	\$120.00 pmh . . .	\$156.00 pmh
Doubletime Pay (One Hour Minimum per Person) . . . . . 12:00am - 8:00am / Monday-Friday & . . . ALL Day Sunday & Holidays	\$160.00 pmh . . .	\$208.00 pmh

**!** It is the responsibility of the Exhibitor/Supervisor to SIGN IN LABOR prior to installation/dismantle and SIGN OUT LABOR upon completion. Failure to do so will result in the estimation of LABOR TIME by Excel Decorators.

\*After one hour minimum, time is charged in one hour increments

## INSTALL / DISMANTLE

	Date	* Start Time	NO. of Workers	EST. Hours	TOTAL Hours	Hourly Rate	EST. Cost
JOB 1				X	=	X \$	= \$
				X	=	X \$	= \$
JOB 2				X	=	X \$	= \$
				X	=	X \$	= \$

## SUPERVISION

- ☐ **Exhibitor Supervision:** \*Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs is approximate. The Exhibitor's show site representative must check in at the service desk to pick up laborers. Upon completion of the work, it is important for the exhibitor to sign people out at the service desk. If Exhibitor fails to pick up labor at the time ordered, a one hour per laborer "no-show" will be applied.

**All Work Is Done Under Supervision Of The Exhibitor.**

- ☐ **Excel Supervision:** Excel Decorators, Inc. personnel can supervise the installation and dismantling of your display. This will be in all cases when you will not have the personnel present to supervise. The charge for this service shall be 25% of the total labor bill.

**All Work Is Done Under Supervision Of The Excel Decorators.**

### Information needed for Excel Supervision (Please check all that are applicable)

Number of crates or cases \_\_\_\_\_

☐ Special Instructions Attached

☐ Self Contained Unit

☐ Set-Up Plans Attached

☐ Photo Attached

☐ Set-Up Plans in Crate # \_\_\_\_\_

**If Ordering Excel Supervision**

**ADD 25% HERE** \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **www.exceldecorators.com**



# Forklift Labor



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## HOURLY RATES

pmh = Per Man Hour

Description		*Rate	
Straight Time (One Hour Minimum)	8:00am - 5:00pm / Monday-Friday	\$155.00 pmh	*Rate
Overtime Pay (One Hour Minimum)	5:00pm - 12:00am / Monday-Friday & ALL Day Saturday	\$185.00 pmh	Includes Operator & 3-Stage Forklift
Doubletime Pay (One Hour Minimum)	12:00am - 8:00am / Monday-Friday & ALL Day Sunday & Holidays	\$225.00 pmh	



It is the responsibility of the Exhibitor/Supervisor to SIGN IN LABOR prior to installation/dismantle and SIGN OUT LABOR upon completion. Failure to do so will result in the estimation of LABOR TIME by Excel Decorators.

\*Time charged in one hour increments. Time beyond 60 minutes rounds up to next increment.

## FORKLIFT POLICY

Exhibitors requiring forklift to assemble displays or when uncrating, unskidding, positioning and reskidding equipment and machinery will need to estimate their needs below. It is understood that forklift labor is exclusive to the exhibitor's booth area and cannot be used in conjunction with material handling outside of that booth.

Start time will be guaranteed only where labor is ordered for the start of the work day (8:00am unless official set-up time begins later), since the time for completion of earlier jobs is approximate.

It is important that exhibitor check in at the Excel Service Desk to pick up forklift ordered. Exhibitor must also check out the forklift upon completion of work. If Exhibitor fails to pick up labor at the time ordered, a half hour "no-show" will be applied.

**All Work Is Done Under Supervision Of The Exhibitor.**

\*\*\* 5,000 lbs. Maximum capacity. Larger forklifts, 4-stage forklifts, cage needs and Crane service will be quoted upon request and is available by advance order deadline.

## INSTALL / DISMANTLE

Date \* Start Time NO. of Forklifts EST. Hours TOTAL Hours Hourly Rate EST. Cost

JOB 1	Fork Lift <u>Installation</u>			X	=	X \$	= \$
	Describe work to be Done:						
	Fork Lift <u>Dismantle</u>			X	=	X \$	= \$
	Describe work to be Done:						

Date \* Start Time NO. of Forklifts EST. Hours TOTAL Hours Hourly Rate EST. Cost

JOB 2	Fork Lift <u>Installation</u>			X	=	X \$	= \$
	Describe work to be Done:						
	Fork Lift <u>Dismantle</u>			X	=	X \$	= \$
	Describe work to be Done:						

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Sign Hanging/Rigging



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## SIGN HANGING/RIGGING POLICY

- 1.) All hanging signs must comply with show policies and be approved by show management and orders must be submitted at least ten (10) days in advance of exhibitor move-in day.
- 2.) All Signs must be shipped in ADVANCE to warehouse address; Failure to do so MAY result in refusal of service. Show Site orders are subject to availability and a 25% surcharge.
- 3.) All Banners must have grommets and/or pole pockets - all others signs must have rigging points. Include all rigging hardware if possible. If needed, additional hardware will be provided at the time of hanging and subsequent charges will be applied onsite.
- 4.) Set-up instructions must be sent if assembly is required. Assembly will be billed on a time (standard labor rates apply) & materials basis. Sign Assembly is NOT included in the rates below and must be ordered separately. Please use the INSTALL/DISMANTLE LABOR form to order Sign Assemble and/or Sign Disassemble labor.
- 5.) All requested hours are subject to availability. Excel is not responsible for rate shifts due to unavailability.
- 6.) Electrical Signs must conform to Code - remember to submit Electrical Order Form. Damaged, Inferior, or poorly designed signs may be refused for safety reasons.

\*Rates include Highlift with a 2 Person Crew

## HOURLY RATES

Description

Rate\*

Straight Time (One Hour Minimum) . . . . . 8:00am - 5:00pm / Monday-Friday (Except Holidays) . . . \$400.00 per hour

Overtime Pay (One Hour Minimum) . . . . . 5:00pm- 12:00am / Monday-Friday & . . . . \$485.00 per hour  
ALL Day Saturday

Doubletime Pay (One Hour Minimum) . . . . . 12:00am - 8:00am / Monday-Friday & . . . . \$570.00 per hour  
ALL Day Sunday & Holidays

## INSTALL / DISMANTLE

\*After one hour minimum, time is charged in one hour increments

	Date	* Start Time	EST. Hours	Hourly Rate	EST. Cost
JOB 1	Labor to hang sign			X \$	= \$
	Labor to take down sign	Dismantle begins at the earliest available time after the show's close.		X \$	= \$

\*Rates are for UP & DOWN service only - Sign Assemble and/or Disassemble Labor ARE NOT reflected in the rates above - use INSTALL/DISMANTLE LABOR form.

## Sign Specifications

☐ Sign is a Banner ☐ Other \_\_\_\_\_ Assembly Required? ☐ Yes ☐ No

Size: \_\_\_\_\_ Ft. High \_\_\_\_\_ Ft. Wide \_\_\_\_\_ Ft. Long \_\_\_\_\_ Lbs. Weight Electrical Required? ☐ Yes ☐ No

Shape: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other \_\_\_\_\_

## Location - Describe as looking into booth from aisle.

☐ CENTER sign over booth -OR- ☐ Hang Center of sign: \_\_\_\_\_ Ft. From Left \_\_\_\_\_ Ft. From Front  
\_\_\_\_\_ Ft. From Right \_\_\_\_\_ Ft. From Rear

Please include a  
Birds-Eye-View  
diagram for placement

## Supervision

INSTALLATION to be supervised by ☐ Exhibitor: Name \_\_\_\_\_ -OR- ☐ Excel Decorators, Inc. (add 25%)

DISMANTLE to be supervised by ☐ Exhibitor: Name \_\_\_\_\_ -OR- ☐ Excel Decorators, Inc. (add 25%)

If Ordering Excel Supervision ADD 25% of Installation And/Or Dismantle charges HERE \$ \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



TOTAL

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Accessible Storage



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## Accessible storage will be available to exhibitors only.

This storage is intended for product storage only and will allow exhibitors easy access during the show. Please note that items placed in accessible storage will be returned to the exhibitor's booth once all empty crates/cartons have been returned.



To access stored product during the show, exhibitors must request labor for each instance at the Excel Service Desk. Each request will incur an additional labor charge. (*minimum one hour*) Labor to be charged at prevailing rates. (see *LABOR FORM* for rates)

Please estimate your storage needs below.

Accessible storage labels will be available at show site at the Excel Decorators, Inc. Customer Service Desk.

ACCESSIBLE STORAGE		
Qty:	Description	Std. Rate TOTAL
_____	# of skids/crates to be placed in Accessible Storage . . . . .	\$.125.00 _____
	(skids/crates cannot exceed 41" x 48" max. stacked 5' high - larger objects will count as multiple pieces)	

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Add applicable tax on SUMMARY PAGE



**TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_  
BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)





SHOW DATES: August 9-15, 2013  
Hall B / Duke Energy Convention Center  
Cincinnati, Ohio

# EAC Policies

## FOP 61st Biennial Conference and Expo 2013



Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

The Exhibitor **MUST** notify Excel Decorators of its intention to utilize its own appointed independent contractor on the form provided in this manual  
**No Later than July 29, 2013**

### The EAC must comply with the following rules and regulations:

1. The EAC must have all licenses, permits and/or bondings required by federal, state, county or municipal governments and the exposition hall management prior to commencing work and shall provide Excel Decorators with evidence of such compliance.
2. The EAC must carry comprehensive general liability insurance with limits of liability of not less than \$1,000,000 combined single limits for bodily injury and property damage; comprehensive automobile liability insurance for all owned and non-owned vehicles in amounts not less than \$1,000,000 for bodily injury and property damage and including loading and unloading hazards; and Workers' Compensation insurance with minimum limits of liability as required by Ohio statutes. The insurance carriers providing such insurance shall have no less than an "A" rating according to A.M.'s Best's rating and shall be authorized to do business in Ohio. EAC shall provide EXCEL DECORATORS — NO LATER THAN **July 29, 2013** with a Certificate of Insurance showing coverages, amounts and policy coverage periods. An EAC who fails to submit such Certificate of Insurance shall not be granted permission to perform any services at the show.
3. The EAC must follow scheduled work times and adhere to all rules of ingress and egress.
4. The EAC must furnish EXCEL DECORATORS with the names of all independent contractor personnel who will be working on the exposition floor and see that they have and wear at all times the necessary daily work pass. This pass is to be obtained daily upon arrival at the Center from the Loading Dock area.
5. The EAC **MAY NOT** solicit business on the Show floor. All EAC personnel must confine all activities to the booth(s) of their client(s) and may not enter the display area of a non-client for any purpose.
6. The EAC must confine his operation to the exhibit area of his client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition halls.
7. The EAC must comply with all labor agreements and practices and must not commit or allow to be committed by persons in his employ, any acts that could lead to work stoppages, strikes or labor problems.
8. The Show floor, aisles, loading docks, service and storage areas will be under the control of the official General Service Contractor. The EAC must coordinate all his activities with the Official General Service Contractor, Excel Decorators, Inc.
9. In performing work for his client(s), the EAC shall cooperate fully with the Official General Service Contractor and assist him in fulfilling his responsibilities.
10. The EAC will share with the official contractor all reasonable costs related to its operation; including overtime pay for stewards, restoration of Exhibit Space to its initial condition, etc.
11. The EAC must comply with all local labor regulations.
12. Excel Decorators, Inc. has the option to not allow any work to begin until the EAC complies with the above Rules and Regulations.



# EAC Authorization



Form must be received by  
**July 29, 2013**  
For USE OF EAC at this event

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119

13KYCIN052013

## Notice of Intent to Use Exhibitor Appointed Independent Contractor

This form **MUST** be submitted by Exhibitor if **ANY** contractor not listed in the Exhibitor's Manual will be used by Exhibitor, including display builder, if a representative will be on-site.

Please refer to the EAC POLICIES sheet included in this Exhibitor Kit. It outlines the regulations for the use of EAC's, and the rules and policies EAC's are expected to abide by during all phases of this event.

Please **DO NOT** fill out this sheet without having first read this very important EAC POLICIES sheet.

This form **MUST BE** returned by the above deadline in order to use EAC services.

### EXHIBITOR / EAC INFORMATION

Exhibiting Company: \_\_\_\_\_

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

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ FAX: ( \_\_\_\_\_ ) \_\_\_\_\_ Booth #(s): \_\_\_\_\_

I/we intend to use the following company  
to service our exhibit at the following event:

SHOW DATES: August 9-15, 2013  
Hall B / Duke Energy Convention Center  
Cincinnati, Ohio

**FOP 61st Biennial  
Conference and Expo 2013**

Independent Contractor: \_\_\_\_\_

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

City

State ZIP

Contact: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Service(s) to be provided by the above independent contractor: \_\_\_\_\_

### EXHIBITOR AUTHORIZATION

I/we agree that all rules and regulations governing the use of an exhibitor-appointed independent contractor will be followed.

Submitted by: \_\_\_\_\_

Type or print name

Title

\_\_\_\_\_  
Authorized Exhibitor signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE SIGNED BY AN AUTHORIZED EMPLOYEE OF THE EXHIBITING COMPANY,  
NOT THE EXHIBITOR-APPOINTED INDEPENDENT CONTRACTOR**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: [www.exceldecorators.com](http://www.exceldecorators.com)



# Order Summary



Payment must be received by  
**July 29, 2013**  
For DISCOUNT RATES to apply

All orders subject to terms, policy and limit of liability  
as specified in the Excel Decorators service kit.

FAX forms to: **502-962-1077**

**Excel Decorators • 4601-C Proximity Drive • Louisville, KY • 40213 • 502-962-1119**

13KYCIN052013

All orders must be received in our office with payment by the Discount Deadline Date to qualify for Discount Rates. Orders received before the Discount Deadline Date but without payment will be charged at Standard Rates unless payment is received before the Discount Deadline expires.

Exhibitors placing orders with a Tax Exempt Organization must also include a copy of their Tax Exempt Certificate with their order.



\* Order Forms for services NOT provided by Excel Decorators, will need to be submitted with payment to their respective addresses. These might include (but are not limited to) Utility Services (Electrical, Telephone, Cable TV, Compressed Air/Gas, Fiber Optic) or other miscellaneous services provided by the facility or outside sub-contractors.

**Please Check the forms you are returning with your order and fill in individual totals from each page.**

## ▶ NON-TAXABLE ITEMS

- |  |          |
|--|----------|
| <input type="checkbox"/> Payment Authorization                 | -na-     |
| <input type="checkbox"/> Booth Sign                            | -na-     |
| <input type="checkbox"/> Material Handling/Drayage             | \$ _____ |
| <input type="checkbox"/> Install/Dismantle Labor               | \$ _____ |
| <input type="checkbox"/> Forklift Labor                        | \$ _____ |
| <input type="checkbox"/> Sign Hanging/Rigging                  | \$ _____ |
| <input type="checkbox"/> Accessible Storage                    | \$ _____ |
| <input type="checkbox"/> EAC Authorization                     | -na-     |
| <input type="checkbox"/> \$75 Delivery Fee for A/V & Computers | \$ _____ |

## ▶ TAXABLE ITEMS

- |   |          |
|---|----------|
| <input type="checkbox"/> Furniture & Floor Covering | \$ _____ |
| <input type="checkbox"/> Custom Furniture           | \$ _____ |
| <input type="checkbox"/> Custom Carpet & Padding    | \$ _____ |
| <input type="checkbox"/> Preset Booth Displays      | \$ _____ |
| <input type="checkbox"/> Counters & Accessories     | \$ _____ |
| <input type="checkbox"/> Signs & Banners            | \$ _____ |
| <input type="checkbox"/> Banner Stands              | \$ _____ |
| <input type="checkbox"/> Plants & Flowers           | \$ _____ |
| <input type="checkbox"/> Wire Mesh Grid Wall        | \$ _____ |
| <input type="checkbox"/> Audio/Visual & Computers   | \$ _____ |

**SubTOTAL for TAXABLE items HERE**

(SUM of all Items Above) **B \$** \_\_\_\_\_

**CALCULATE 6.5% Sales Tax HERE**

(.065 x B = C Sales Tax) **C \$** \_\_\_\_\_

**▶ TOTAL for NON-TAXABLE ITEMS HERE**

(SUM of all Items Above) **A \$** \_\_\_\_\_

**▶ TOTAL for TAXABLE ITEMS HERE**

(B + C = D TOTAL) **D \$** \_\_\_\_\_

## ▶ GRAND TOTAL

**Calculate Grand Total and Enter HERE (A + D from above = GRAND TOTAL)**

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All rental materials to remain the property of Excel Decorators. Prices quoted cover rental only. Payment in full of rental charges, including applicable sales tax, must accompany your advance order. Payment may be made by check, credit card or money order. Orders placed at the show will be charged STANDARD RATES. Charges due and payable upon presentation of invoice at the show. Signature denotes acceptance of payment terms as set forth in the Excel Decorators, Inc. Payment Policy and Authorization Form. **ADVANCE PAYMENT IN FULL REQUIRED FOR ALL ORDERS. \*\*CANCELLATIONS MADE AFTER MOVE-IN BEGINS RECEIVE NO REFUND.**



**GRAND TOTAL**

Name of EVENT/SHOW **National FOP Conf. & Expo** BOOTH # \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

FIRM Name \_\_\_\_\_ PRINT YOUR Name \_\_\_\_\_ Date \_\_\_\_\_

BILLING Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

To download forms, view rental items or for more information, please visit: **[www.exceldecorators.com](http://www.exceldecorators.com)**



Dear Exhibitor:

Welcome to the Duke Energy Convention Center...where your exhibiting experience will be seamless. It is the goal of Global Spectrum at the Duke Energy Convention Center to provide our clients, exhibitors, & guests with an experience that goes above and beyond their expectations. Our commitment to service, attention to detail, ability to listen carefully, and respond to every request will enable us to achieve this goal one event at a time. We are fully committed to delivering the highest level of building management and operations in the industry. We take pride in our facility and the community it represents and understand our role in bringing people to Cincinnati and helping them experience all the great things the city has to offer. Our Global Spectrum staff has the professional skills, experience and work ethic to work with you to exceed your needs and expectations.

The information presented in this kit will provide you with the necessary forms to order services for your exhibit at the Duke Energy Convention Center. To place your service order simply complete the forms provided and return them to Exhibitor Services. A more convenient option is to place your service order via the web at [www.duke-energycenter.com](http://www.duke-energycenter.com) by clicking the "Online Service Ordering" button.

Please note that placing your order in advance presents you with an opportunity to save a considerable amount of money on your required services. **To ensure you receive the advanced rates; orders & payment must be received 14 days prior to the first day of show move-in.** Note that if the event you are exhibiting at has multiple exhibitor move-in dates, your scheduled date may not coincide with the actual first day of show move-in. Please contact show management or the contracted decorator to obtain show move-in dates & the exhibitor move-in schedule. Payment must be made by check, Visa, Master Card, or American Express.

Our website: [www.duke-energycenter.com](http://www.duke-energycenter.com) displays a detailed outline of our Policies & Procedures. The Policies & Procedures document & other helpful information to assist you with the coordination of your exhibit can be located under the "Exhibitors" tab.

**The Duke Energy Convention Center is the exclusive utilities & carpet cleaning provider for the facility. Ovation Food Services is the exclusive in-house catering partner of the Duke Energy Convention Center and Smart City is the exclusive in-house internet and telecommunications partner of the Duke Energy Convention Center. Prestige Audio Visual & Creative Services is the preferred in-house partner at the Duke Energy Convention Center.**

Please be aware that the Duke Energy Convention Center does not provide drayage services, nor do we have storage space available on-site. **No merchandise/freight will be accepted by DECC personnel.** Please see your event show management contact or coordinator for further instructions on scheduling shipments to & from the facility.

We are looking forward to a successful event for all. If you need additional assistance at any time, please contact our Exhibitor Services Manager, Michelle Hopewell, at (513) 419-7317 or email [mhopewell@duke-energycenter.com](mailto:mhopewell@duke-energycenter.com) or [info@duke-energycenter.com](mailto:info@duke-energycenter.com).

Sincerely,

Brad Schmittou  
**Director of Event Services**  
[bschmittou@duke-energycenter.com](mailto:bschmittou@duke-energycenter.com)  
(513) 419-7316





<b>COMPANY:</b>			<b>BOOTH #</b>	
<b>EVENT:</b>	FOP—61st National Conference & Expo			
<b>LOCATION:</b>	DUKE ENERGY CONVENTION CENTER	<b>DATES:</b> August 11-13, 2013		
<b>ADVANCE RATE DEAD-LINE:</b>	July 29, 2013	<b>EVENT ID #:</b>	5502	

### Electrical Services

**Are you submitting your order before the deadline? Y or N**

Quantity	Item Description	Advance Price	Floor Price	Amount Due
	120 Volt 5amp (0-500 watts)	\$65.00	\$100.00	
	120 Volt 10amp (501-1000 watts)	\$80.00	\$125.00	
	120 Volt 15 amp (1001-1500 watts)	\$95.00	\$150.00	
	120 Volt 20amp (1501-2000 watts)	\$110.00	\$175.00	
	208 Volt Single Phase 20amp	\$175.00	\$300.00	
	208 Volt Single Phase 30amp	\$225.00	\$325.00	
	208 Volt Single Phase 50amp	\$250.00	\$350.00	
	208 Volt Single Phase 60amp	\$375.00	\$450.00	
	208 Volt Three Phase 20amp	\$225.00	\$350.00	
	208 Volt Three Phase 30amp	\$325.00	\$400.00	
	208 Volt Three Phase 50amp	\$425.00	\$500.00	
	208 Volt Three Phase 60amp	\$500.00	\$650.00	
		<b>Total A:</b>		

**Equipment— 6.5% tax is charged on all equipment rentals**

Quantity	Item Description	Advance Price	Amount Due
	Extension Cord 15', 25', 50'	\$20.00	
	Power Strip (5 outlets)	\$25.00	
	Tri-Tap (3 outlets)	\$10.00	
	1 Lamp Pole Light*	\$85.00	
	2 Lamp Pole Light*	\$90.00	
	3 Lamp Pole Light*	\$95.00	
	4 Lamp Pole Light*	\$100.00	

**\*Lamp Pole Light rentals include electrical service**

<b>Subtotal B:</b>	
<b>Tax (6.5%):</b>	
<b>Total B:</b>	

### Labor

Quantity	Item Description	Advance Price	Amount Due
	Service Location Labor-Location 2	\$60.00	
	Service Location Labor-Location 3-5	\$45.00/ea.	
	Service Location Labor-Locations 6+ *Time and material basis	\$60/HR + materials	
	Technical Labor-M-F 8a-5p	\$60/HR	
	Technical Labor-Nights/Weekend	\$110/HR	

**\*Service Location Labor refers to the # of locations you will need power within your booth according to your floor plan or booth layout form submitted.**

<b>Total C:</b>	
-----------------	--

**TOTAL PAYMENT DUE: \$**

**Pricing includes service to the back of your booth or to the most convenient location for the duration of the show.**

**All island booths must indicate their "Main Drop" location on their floor plan. Main Drops are made from overhead/ceiling. Your main drop is included in the price of the service.**

1. Is your booth larger than 20x20? If yes, a scaled drawing is required with submittal.

Orders will not be processed if any information is missing. All information must be received before the advance rate deadline date to receive the advance rate. See *Terms and Conditions*.

Don't see what you need? Call us! Additional products and services are available.

**If 24 Hour Service is needed, please contact us for pricing.**

**Return completed forms to:**

Attn: Exhibitor Services  
525 Elm St., Cincinnati, OH 45202  
Phone: (513) 419-7317 Fax: (513) 419-7327  
[exhibitorservices@duke-energycenter.com](mailto:exhibitorservices@duke-energycenter.com)

Company Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Company Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ordered By: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
**\*All receipts will be sent via email.**

**Payment Type (Circle One):** Visa MC Amex Check  
(make checks payable to Duke Energy Convention Center)

Card Holder Name: \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Sec Code: \_\_\_\_\_  
Card Holder Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**\*\*Card Holder Signature:** \_\_\_\_\_  
Date: \_\_\_\_\_

**\*\*I also authorize any unpaid balances to be charged to the credit card provided.**

By returning this form, customer agrees to all Terms and Conditions (see Terms and Conditions). DECC reserves the right to correct orders that have been totaled incorrectly. Rates are subject to change without notice.



<b>COMPANY:</b>			<b>BOOTH #</b>	
<b>EVENT:</b>	FOP—61st National Conference & Expo			
<b>LOCATION:</b>	DUKE ENERGY CONVENTION CENTER	<b>DATES:</b> August 11-13, 2013		
<b>ADVANCE RATE DEADLINE:</b>	July 29, 2013	<b>EVENT ID #:</b>	5502	

#### Utility Services

Are you submitting your order before the deadline? Y or N

Quantity	Item Description	Advance Price	Floor Price	Amount Due
	Compressed Air 3/8" line with 1/4" Coupler	\$150.00	\$200.00	
	Natural Gas Service (only available in Halls A/B along column line)	\$250.00	\$500.00	
	Water Connection 1/2' or 3/4" connection; 45-60 PSI	\$125.00	\$200.00	
	Drain Line-1/2" or 3/4"	\$100.00	\$150.00	
	Water Fill and Gravity Drain Up to 100 gallons	\$100.00	\$150.00	
	Water Fill and Gravity Drain 101-500 gallons	\$150.00	\$200.00	
	Water Fill and Gravity Drain 501-1,000 gallons	\$225.00	\$300.00	
	Water Pump Out Service (using submersible utility pump)	\$50.00	\$75.00	

Pricing includes service to the back of your booth or to the most convenient location for the duration of the show.

All island booths must indicate their "Main Drop" location on their floor plan. Main Drops are made from overhead/ceiling. Your main drop is included in the price of the service.

- Is your booth larger than 20x20? If yes, a scaled drawing is required with submittal.

Orders will not be processed if any information is missing. All information must be received before the advance rate deadline date to receive the advance rate. See *Terms and Conditions*.

Don't see what you need? Call us! Additional products and services are available.

If 24 Hour Service is needed, please contact us for pricing.

#### Carpet Cleaning Services

**CHARGES BASED ON GROSS SQUARE FOOTAGE OF EXHIBIT BOOTH SPACE.**

Credits/cancellations for cleaning will not be considered unless filed at the Service Desk in writing prior to show cleaning.

Payment in full must be received before service is provided.

#### **Return completed forms to:**

Attn: Exhibitor Services  
525 Elm St., Cincinnati, OH 45202  
Phone: (513) 419-7317 Fax: (513) 419-7327  
[exhibitorservices@duke-energycenter.com](mailto:exhibitorservices@duke-energycenter.com)

#### Carpet Cleaning

**Total A:**

#### **Daily Vacuuming**

Booth size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Sq. Ft. X \$0.25 = \$ \_\_\_\_\_ Per Day (Advance Price)

Sq. Ft. X \$0.35 = \$ \_\_\_\_\_ Per Day (Floor Price)

Number of Days \_\_\_\_\_

Cost per day multiplied by the number of days will give you your total cost.

**Total B:**

Please note the days you would like your booth vacuumed, and any additional special instructions.

#### Porter Service

Number of Days	Item Description	Advance Price	Floor Price	Amount Due
	Porter Service*	\$20/day	\$30/day	
		<b>Total C:</b>		

\*Trash removal, counter wipe down, & pan/broom

**TOTAL PAYMENT DUE: \$**

Company Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Company Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ordered By: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**\*All receipts will be sent via email.**

**Payment Type (Circle One):** Visa MC Amex Check  
(make checks payable to Duke Energy Convention Center)

Card Holder Name: \_\_\_\_\_

Acct. #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Sec Code: \_\_\_\_\_

Card Holder Address: \_\_\_\_\_

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

**\*\*Card Holder Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**\*\*I also authorize any unpaid balances to be charged to the credit card provided.**

By returning this form, customer agrees to all Terms and Conditions (see Terms and Conditions). DECC reserves the right to correct orders that have been totaled incorrectly.  
Rates are subject to change without notice.



## BOOTH LAYOUT FORM

**Return completed form with order and payment to:**

Attn: Exhibitor Services  
525 Elm Street  
Cincinnati, Ohio 45202

[exhibitorservices@duke-energycenter.com](mailto:exhibitorservices@duke-energycenter.com)

Fax: (513) 419-7327

Phone: (513) 419-7317

**Unless otherwise specified, all power and/or utilities will be installed at a single location at the back of the booth (in-line or end-cap booths), or in the most convenient location for DECC to install (island booths). Service Location Labor will apply if electrical service is needed within your booth. Technical Labor will apply if connection to your equipment is needed.**

Please indicate your service location(s) using the booth diagram below (your booth broken into four quadrants). Be sure to identify any additional services or equipment (these will originate near the main drop location). Island booths must have at least one main drop from overhead. Please specify if you would like ordered electric service to be installed under your carpet, and any additional special instructions (i.e. overhead hanging sign locations requiring service). Count the total # of service locations inside your booth (not including Main Drop) and add to your Electrical Labor Form (under Service Location Labor). **Booths larger than 20x20 require submission of a scaled drawing showing all service locations.**

(Back of your booth)

<b>Adjacent Booth #</b> _____	<div style="display: flex; justify-content: space-between; height: 300px;"> <div style="border: 1px solid black; width: 48%; height: 50%;"></div> <div style="border: 1px solid black; width: 48%; height: 50%;"></div> </div> <div style="display: flex; justify-content: space-between; height: 50%;"> <div style="border: 1px solid black; width: 48%; height: 50%;"></div> <div style="border: 1px solid black; width: 48%; height: 50%;"></div> </div>	<b>Adjacent Booth #</b> _____
<div style="border: 1px solid black; display: inline-block; padding: 10px;"> <b>Adjacent Booth #</b>          _____       </div>		

Event: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Move-In Date: \_\_\_\_\_ Move-In Time: \_\_\_\_\_ **Will your booth be carpeted?** \_\_\_\_\_

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

On-Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**\*On-site contact information will be used if our engineers need clarification on service location.**

**Duke Energy Convention Center  
Terms and Conditions**

**Electrical Service**

1. All equipment regardless of source of power must meet federal, state and local safety codes. The DECC reserves the right to refuse connection if equipment is deemed unsafe.
2. Electrical service ordered is (1) outlet per order. If additional outlets are needed, exhibitor may provide or rent a power strip to divide the purchased service, provided the service capacity purchased is not exceeded and safety is not compromised.
3. Advance orders will receive priority service, but ***does not guarantee that the service(s) will be installed prior to exhibitor move-in.***
4. Services ordered during exhibitor move-in may not be installed before the show opens. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient.
5. Service will begin once installed and remain on until close of show. Special arrangements for early connect and/or late disconnect must be made in advance.
6. Rates quoted cover service to the back of the booth in the most convenient manner. Requests for special services such as routing cords, specific service location within your booth or relocating service(s) will incur a labor charge.
7. If you are exhibiting in an island booth a detailed booth layout or scaled drawing identifying the “Main Drop” location (origin of power), dimensions to each service location within your booth from the Main Drop, the power required at each location, and surrounding aisle or booth numbers to determine orientation of booth is required. Installation of services will be delayed if this information is not received.
8. Requests for special voltage and/or other “special requirements” must be received by DECC 30 days prior to scheduled exhibitor move-in. Requests received within 30 days of show move-in will be filled based upon equipment and labor availability.
9. All material and equipment furnished by the DECC for this service order shall remain the property of the DECC and shall be removed ONLY by DECC technicians at the close of show.
10. Unless otherwise directed, DECC electricians are authorized to cut floor coverings to permit installation of services.
11. Exhibitor cords must be of the 3 wire grounded type and free of damage. Use of open clip sockets, zip cords, latex or lamp cord wire, “romex”, household extension cords or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
12. All cords installed under carpet must be type SPT3 flat, 12 gauge or heavier. No round cords are permitted under carpet.
13. DECC conducts an installation audit of power supplied. Clients using power not ordered will be required to pay on site for power to continue service.
14. Walls, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors unless approved by the DECC.
15. Obstructions blocking utility floor boxes are subject to relocation as necessary. No storage of any kind is permitted in utility space behind pipe and drape.
16. In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer’s use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.





## **Duke Energy Convention Center Terms and Conditions**

### **Utilities (Water, Air, Natural Gas)**

1. All equipment must meet federal, state and local safety codes. The DECC reserves the right to refuse connection if equipment is deemed unsafe.
2. Where applications require regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulators, traps, separators, conditioners, etc.
3. All equipment must be properly tagged or marked with appropriate requirements/tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety.
4. All material and equipment furnished by the DECC for this service order shall remain the property of the DECC and shall be removed ONLY by DECC technicians at the close of show.
5. Unless approved by Show Management AND our Events Services department, service required to cross an aisle will not be installed.
6. In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor sub-contractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

### **Carpet Cleaning**

1. Service is based on total square footage of booth space (not carpet size) per day.
2. Advance orders will receive priority service.
3. Claims will not be considered unless filed by the exhibitor in writing prior to the close of show.
4. Credit will not be given for services already completed.
5. Payment in full must be received prior to service.
6. In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor sub-contractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

### **Payment**

1. Service orders and payment IN FULL must be received (14) days prior to the show move-in date to receive advance rate pricing.
2. Payment in full is due at time services are ordered.
3. Arrangements for payment of Labor & Services must be made before service is installed.
4. Credit will not be given for services installed and not used.
5. Claims will not be considered unless filed in writing by the exhibitor prior to the close of show.
6. Our Cancellation Policy is as follows:
  - A. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% refund.
  - B. If cancellation occurs before installation and less than 6 days prior to the first scheduled move-in day: 75% refund.
  - C. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.
7. Prices are based on current wage rates and subject to change without notice.





## CINCINNATI FIRE DEPARTMENT REQUEST FOR TEMPORARY USE OR DISPLAY OF GASOLINE OR MOTORIZED VEHICLES/EQUIPMENT

**Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to the Cincinnati Fire Division Code – Section 1203.1 and return the completed form below to the Duke Energy Convention Center, a minimum of 14 days prior to official event move-in.**

### Section 1203.1 Reads As Follows:

The Temporary use or exhibition of gasoline powered motor vehicles; boats or aircraft conform to the following:

- A. Written permission shall be obtained from the Fire Division 7 days prior to use of exhibition of any gasoline motor vehicle.
- B. The installation or operation of all equipment shall be under the supervision of a competent operator. (Live demonstration or equipment powered by combustible fuels requires full description of program before permission can be considered.)
- C. Fire Division personnel shall be employed by the exhibitor whenever vehicle engines are to be used or to be entered in building. Where such personnel are required, the Fire Division shall determine the following:
  1. The number of personnel (a supervisor shall be required when more than one man is employed.)
  2. The hourly wage rate.
- D. The maximum amount of fuel permitted to remain in a tank shall be 3 gallons for gasoline vehicles and 10 gallons for diesel vehicles.
- E. A locking type gas cap shall be installed on all gas tanks, or the tanks shall be sealed in a manner approved by the Fire Division.
- F. All batteries shall be disconnected while the vehicle is not in actual use.
- G. Fueling or defueling of vehicles shall not take place inside the building.
- H. All fuel shall be dispensed or removed with approved safety equipment.

**We are requesting permission to display or temporarily use gasoline or motorized vehicles and equipment listed below:**

Quantity	Type and Description of Vehicle/Equipment

**\*\* Duke Energy Convention Center Event Manager will establish and coordinate inspection dates and times with Fire Division.**

Our representative in charge of the display will be \_\_\_\_\_. This person will also report to the Fire Division personnel for clearance to enter the building if show management/promoter cannot.

**NOTE: Exhibitor will be invoiced by Cincinnati Fire Division for their personnel wages. No vehicle or equipment will be permitted into the Duke Energy Convention Center without Cincinnati Fire Division inspection.**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Form to:

Duke Energy Convention Center

Attn: Facility Services

525 Elm Street

Cincinnati, OH 45202

exhibitorservices@duke-energycenter.com

Phone: (513) 419.7300

Fax: (513) 419.7327



## CINCINNATI FIRE DEPARTMENT PREVENTION HAZARDOUS DISPLAY

**All materials used throughout the exhibition for scenery or decoration shall be treated with an approved flame retardant product. Materials treated must meet the "Match Flame Test."**

### ITEMS THAT REQUIRE SPECIAL APPROVAL:

1. To use or store flammable liquids, compressed gasses or hazardous products.
2. To display and/or operate any heat production, open flame, candles, lamps, lanterns, torches, etc.
3. To operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Official
4. Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment. (See separate form for temporary use or display of gasoline or diesel motor vehicles and equipment.

Application for use or display of: \_\_\_\_\_

List person who will be in charge of display and/or demonstration for your company: \_\_\_\_\_

List type and description of activity to be conducted (including the type and amount of fuel, chemical, etc. and number of units): \_\_\_\_\_

***\*\*Duke Energy Convention Center Event Manager will establish and coordinate inspection dates and times with Fire Division.***

### FIRE DEPARTMENT ONLY

Restrictions for use, display, etc: \_\_\_\_\_

Approved \_\_\_\_ Disapproved \_\_\_\_ Modifications required before approval: \_\_\_\_\_

***\*\*Approval is valid for the duration of the show or activity and is contingent on safe operation and display.***

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*Return form with payment (see Payment form) by email, fax or mail to:***

Duke Energy Convention Center Attn: Facility Services

525 Elm Street

Cincinnati, OH 45202

exhibitorservices@duke-energycenter.com

Phone: (513) 419.7300

Fax: (513) 419.7327

# Duke Energy Convention Center

## Exhibitor Hospitality Menu

Ovations Food Services is the exclusive provider of food and beverages at the Duke Energy Convention Center. *Exhibitors are prohibited from bringing outside food and beverages into the facility. This rule will be strictly enforced.*

To place an order, please email the completed order form to [mwheeler@duke-energycenter.com](mailto:mwheeler@duke-energycenter.com) or fax your order to (513) 419-7275

### Beverage Services

Freshly Brewed Starbucks Premium Coffees	\$45.00/Gal
Starbucks Tazo Teas	\$45.00/Gal
<i>*Coffee Service includes cups, creamers, sugar, artificial sweeteners, stir sticks and napkins (3GAL minimum)</i>	
Assorted 12 oz. Canned Pepsi Soft Drinks	\$66.00/cs.
Assorted 20 oz. Bottled Pepsi Soft Drinks	\$78.00/cs.
Bottled 20oz Aquafina Spring Waters	\$72.00/cs.
Assorted Bottled Fruit Juices	\$84.00/cs.
Fresh Brewed Ice Tea	\$30.00/Gal.
Lemonade	\$30.00/Gal.

### Bakery Fresh Items

Assorted Danish and Pastries	\$34.00/Dz.
Assorted Muffins	\$34.00/Dz.
Assorted Bagels w/Cream Cheese	\$34.00/Dz.
Fresh Baked Jumbo Cookies	\$3.00/Dz.
Fresh Baked Brownies	\$32.00/Dz.
Assorted Granola Bars	\$33.00 Dz
Candy Bars	\$30.00/Dz.

### From The Kitchen

Domestic Cheese Display with Baguettes and Crackers (serves 20 ppl.)	\$120.00
Sliced Fresh Fruit Display (serves 20 ppl.)	\$99.00
Whole Fruit Basket (20 pieces)	\$30.00
Individual Bags of Chips, Pretzels	\$2.25 each
French Onion Dip (1-qt.)	\$16.00
Fresh Salsa (1 qt.)	\$16.00
Guacamole (1 qt.)	\$18.00
Mixed Nuts (2 lbs.)	\$58.00
Hard Candy or Mini Candy Bars (2 lbs.)	\$30.00
Server Attendant (per 4 hour period)	\$100.00

*All menu prices are subject to 21% supplement fee and prevailing Cincinnati Sales Tax.  
A \$25.00 delivery fee will be applied for orders under \$250.00.*



# **Duke Energy** Convention Center

## Exhibitor Hospitality Menu

### **Specialty Carts**

#### **Ice Cream Cart**

Cart Rental	\$250 per day
Premium Ice Cream and Frozen Fruit Bars	\$4.00 each
Graeter's Ice Cream Cups	\$5.50 each
Dove Bars	\$6.00 each

#### **Gourmet Soft Pretzel Display**

Pretzel Warmer/Display Case Rental	\$90 per day
Salted or Unsalted Gourmet Soft Pretzels	\$4.00 each
Set-up includes Mustard, Napkins and Deli Paper (minimum order of 100 pretzels)	

#### **Old-Fashioned Popcorn Cart**

Popcorn Machine Rental	\$400 per day
Popcorn Kits (oil, flavored salt & popcorn kernels)	
Set-up includes Bags and Napkins	
Popcorn for 8 Hours Service	

#### **Water Cooler Service**

Water Cooler Rental (Includes 1-5 Gal. Jug)	\$130 per day
Additional 5-Gallon Bottle	\$30.00 each
Set-up includes 9 oz. cups	

#### **Ice Service**

20 lb. Bag of Ice	\$25.00 per bag
20 Gallon Igloo Cooler Rental	\$15.00 per day
*Client may supply container	

#### **Box Lunches**

To include; choice of Turkey, Roast Beef or Vegetarian Wrap, Kettle Chips, Whole Fruit and Gourmet Jumbo Cookie (Minimum order of 10 required)	\$18.00 each
--	--------------

#### **Food Vouchers**

Upon request, Oventions will be happy to provide food vouchers that can be used at all concession outlets. You can assign these vouchers with a spending limit and when your staff or customers use the vouchers, you will be billed only for the retail amount used. These vouchers will not have a cash value.

*All menu prices are subject to 21% supplement fee and prevailing Cincinnati Sales Tax.  
A \$25.00 delivery fee will be applied for orders under \$250.00.*

# Duke Energy Convention Center

## Exhibitor Hospitality Menu

### INFORMATION AND PAYMENT POLICIES PLEASE SEE THE ORDER FORM ATTACHED

The exhibitor hospitality menu features some of our most requested items. While they are suggestions, we will be glad to custom design a menu to suit your particular needs. Please request a copy of our catering menus to view more options.

OVATIONS FOOD SERVICES will use high-grade disposable ware on the Exhibit Hall floor.

A 100% advance payment is required at the time your order is placed. Oventions accepts: American Express, Master Card and Visa.

A \$25.00 delivery fee will be applied for orders under \$250.00, not including service charges or sales tax.

On-site orders or re-orders are subject to product availability. Re-orders require a 45-minute advanced notice.

Client is responsible for ordering all necessary electricity. Electricity is ordered directly through the Duke Energy Convention Center.

<b>SHOW NAME:</b>	<b>BOOTH #</b>	<b>ORDERED BY:</b>	<b>ONSITE CONTACT:</b>	
<b>NAME</b>	<b>PHONE</b>	<b>SUB TOTAL</b>	<b>\$</b>	
<b>EMAIL</b>		<b>DELIVERY FEE IF LESS THAN \$250</b>	<b>\$</b>	
<b>COMPANY</b>	<b>FAX</b>	<b>SERVICE CHARGE (21%)</b>	<b>\$</b>	
<b>ADDRESS</b>		<b>SUB TOTAL</b>	<b>\$</b>	
<b>CITY</b>		<b>SALES TAX (6.5%)</b>	<b>\$</b>	
<b>STATE</b>	<b>ZIP</b>	<b>TOTAL DUE</b>	<b>\$</b>	

# Duke Energy Convention Center

## Exhibitor Hospitality Menu

### CREDIT CARD AUTHORIZATION

CHARGE TO: AMERICAN EXPRESS \_\_\_\_\_ VISA \_\_\_\_\_ MASTER CARD \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

AUTHORIZATION CODE: \_\_\_\_\_

CARD HOLDERS

NAME: \_\_\_\_\_

CARD HOLDERS

SIGNATURE: \_\_\_\_\_

CARD HOLDERS COMPANY/BILLING

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

S H O W :	DAY / DATE	START TIME	END TIME	ITEM DESCRIPTION	ITEM PRICE	TOTAL

BOOTH NUMBER: \_\_\_\_\_



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911 • 702-943-6001 (Fax)

Duke Energy  
Convention Center



Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa Expire Date (MM / YY): Sec Code:			
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: ( 10 / 100 Base - T )					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line ( Direct line do not dial “9” )					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restricted LD) upon request	CC / IR				
6. Special Line Services (For 3 <sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			( 20% ) x ( Base Price )		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: <b>2013 - 019 -</b>
---------------------	-------------------------	----------------------------------

ORDER ON LINE : <https://www.smartcitynetworks.com/order/center.aspx?center=019>



## Terms and Conditions / Payment Options

<p>1. <b>Smart City is the exclusive provider and installer of all Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunications related cabling.</p> <p>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies or individuals.</b></p> <p>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</p> <p>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></p> <p>5. <b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</p> <p>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any of our shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</p> <p>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</p> <p>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</p> <p>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</p> <p>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</p>	<p>11. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</p> <p>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</p> <p>13. <b>CANCELLATION</b> – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</p> <p>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</p> <p>15. <b>Any additional cost incurred by SMART CITY to:</b> 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</p> <p>16. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</p> <p>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></p> <p>18. <b>NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</b></p> <p>19. <b>All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</b></p> <p>20. <b>Long Distance (International Calls) and Line Restrictions:</b> (a) Credit Card restriction will only allow "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</p> <p>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</p> <p>22. Prices are based upon current rates and are subject to change without notice.</p>
<p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p>	
<p>23. <b>A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></p> <p>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: <b>Smart City.</b></p> <p>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p>	<p><b>Mail or Fax Completed Orders with Payment and Floor Plan To</b></p> <p style="text-align: center;">SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

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 contained herein & Website.

	Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: <b>2013 - 019 -</b>	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=019>

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: **Duke Energy CC (019) - OH**

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2013 - 019 -**

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

**Company Name:**

Booth / Room #: \_\_\_\_\_

**Customer / Ref #:** 2013 - 019 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and 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 3, 5 and 6), and all other data and telecommunication cable 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 (Telephone, 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).

[illegible]

**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** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**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.