

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE  
NASHVILLE, TENNESSEE 37207  
TELEPHONE: (615) 256-0357  
FAX: (615) 256-0490

OFFICES IN MID-AMERICA SERVING CLIENTS ACROSS AMERICA

## NACA South Regional Conference Benton Convention Center October 1 - 4, 2009 Winston-Salem, NC

### EACH BOOTH INCLUDES:

Booth Size: 10' x 10'  
(1) 6' x 30"H Black Skirted Table  
(2) Chairs  
(1) Wastebasket  
(1) Booth I.D. Sign

**Electricity is not included in the booth fee & must be ordered through the Benton Convention Center using the enclosed forms.**

### SHOW COLORS:

**Booth Drape:** 8' Backwall - Black  
3' Siderails - Black

**Aisle Carpet:** Gray

**DEADLINE TO ORDER SERVICES AT DISCOUNT RATES:  
September 18, 2009**

### MOVE-IN DATES & HOURS:

Thursday, October 1 11:00am - 7:00pm

### SHOW DATES & HOURS:

Thursday, October 1 7:00pm - 8:00pm  
10:20pm - 11:30pm  
Friday, October 2 1:50pm - 3:05pm  
9:45pm - 11:00pm  
Saturday, October 3 4:35pm - 5:35pm  
9:50pm - 11:15pm

### MOVE-OUT DATES & HOURS:

Saturday, October 3 11:15pm - 12:15am

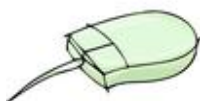
**Please have all outside carriers check in no later than 9:00am, Sunday, October 4th.**

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

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (615) 256-0357. We look forward to serving you.

The George Fern Company

### WAYS TO ORDER



**BY INTERNET**  
[www.georgefern.com](http://www.georgefern.com)



**BY MAIL:**  
MAIL ORDER FORMS TO:  
GEORGE FERN CO.  
125 Fernco Drive  
Nashville, Tennessee 37207



**BY FAX:**  
SEND ORDER FORMS TO:  
(615) 256-0490  
( CREDIT CARDS ONLY )  
Our FAX line is open 24 hours



# FURNITURE RENTAL ORDER FORM

Return To:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

**DEADLINE for return of this form: September 18, 2009**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.  
**LATE REQUEST:** Requests after deadline will be filled as available at the standard rates.  
**COLOR/SIZE SELECTION:** Choices not indicated will be selected by Geo. E. Fern Co. to coordinate with show colors and size of exhibit.

CHAIRS, STOOLS, COFFEE TABLES						DISPLAY TABLES - 30" high x 2' wide					
Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
	105	Upholstered Arm Chair	77.00	104.00			223	4'x30"h Table Skirted 3 Sides	110.00	148.50	
	103	Padded Side Chair	63.25	85.50			233	6'x30"h Table Skirted 3 Sides	140.25	189.25	
	101	Armless Side Chair	59.00	79.75			253	8'x30"h Table Skirted 3 Sides	170.00	229.50	
	121	Swivel Desk Chair	90.25	121.75			522	Drape 4th Side of 30"h Table	58.50	79.00	
	131	Stool Padded With Back	64.00	86.50			222	4'x30" Table Not Skirted	42.50	57.50	
	215	Pedestal Table-30" Dia/30" h	114.25	154.25			232	6'x30" Table Not Skirted	55.50	75.00	
	216	Pedestal Table-30" Dia/40" h	125.50	169.50			252	8'x30" Table Not Skirted	61.50	83.00	
						CHECK SKIRT COLOR (Includes Top Covered with White Plastic)					
						<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)					
ACCESSORIES						DISPLAY TABLE COUNTERS - 40" high x 2' wide					
	401	Wastebasket With Liner	19.25	26.00			229	4'x40"h Counter Skirted 3 Sides	140.25	189.25	
	407	Easel, Tripod	32.25	43.50			239	6'x40"h Counter Skirted 3 Sides	166.00	224.00	
	409	Chrome Bag Stand	104.50	141.00			259	8'x40"h Counter Skirted 3 Sides	199.00	268.75	
	413	Clothes Tree	48.25	65.25			530	Drape 4th Side of 40"h Table	77.00	104.00	
	435	Stanchion, Chrome	48.25	65.25			228	4'x40"h Table Not Skirted	55.25	74.50	
	437	Ln/ft Stanchion Chain	3.50	4.73			238	6'x40"h Table Not Skirted	71.00	95.75	
						258 8' x 40"h Table Not Skirted 77.00 104.00					
SPECIAL BOOTH DRAPING						CHECK SKIRT COLOR (Includes Top Covered with White Plastic)					
ft.	507	Ln/ft 30" Skirting	9.75	13.15		<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)					
ft.	509	Ln/ft 40" Skirting	12.90	17.40							
ft.	541	Special color siderail drapes, 36" high - Price per lineal foot	12.90	17.40							
ft.	543	Special color background drapes, 8' high - Price per lineal foot	18.95	25.60							
						CHECK SPECIAL DRAPING COLOR					
						<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Gold (08) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Red (14) <input type="checkbox"/> White (16) <input type="checkbox"/> Teal (18) <input type="checkbox"/> Plum (19)					
						TABLETOP RISERS - 12" wide, Covered White					
							270	4' Undraped Riser w/Cover	25.00	33.75	
							272	6' Undraped Riser w/Cover	39.00	52.75	
							274	8' Undraped Riser w/Cover	55.50	75.00	

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

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

**Sub Total:** \$ \_\_\_\_\_

**6.75 % Tax:** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Yes**, I have completed and enclosed the Payment Authorization form.

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

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

FM01M002

(Must be received in our office by deadline) 01-511

Return to:

# CARPET RENTAL ORDER FORM

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

**DEADLINE** for return of this form: **September 18, 2009**

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

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

**COLOR Choice:** Choices not indicated will be selected by George Fern Co.

### PLUSH CARPET

**Plush carpet is an upgraded carpet, available in 12 decorator colors. Swatches will be sent to you upon request.**  
Cut carpet is designed for use in standard size exhibit booths. If complete area carpet for your space is desired, order by the complete area square footage. Complete area carpet includes trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

CARPET & PADDING PACKAGE	DISCOUNT RATE	STANDARD RATE	CARPET ONLY	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10 FT x 10 FT (335).....	\$ 265.50	\$ 358.50	<input type="checkbox"/> 10FT x 10 FT (331) .....	\$ 197.50	\$ 266.75
<input type="checkbox"/> 10 FT x 20 FT (336).....	\$ 531.00	\$ 716.75	<input type="checkbox"/> 10 FT x 20 FT (332).....	\$ 395.00	\$ 533.25
<input type="checkbox"/> 10 FT x 30 FT (337).....	\$ 796.50	\$ 1,075.25	<input type="checkbox"/> 10 FT x 30 FT (333).....	\$ 592.50	\$ 800.00
<input type="checkbox"/> 10 FT x 40 FT (338).....	\$ 1,062.00	\$ 1,433.75	<input type="checkbox"/> 10 FT x 40 FT (334).....	\$ 790.00	\$1,066.50

Plush Complete Area Carpet (Minimum order 100 sq/ft.)			DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Plush Carpet Sq/ft. (328)	_____ FT x _____ FT = _____ SQ FT @		\$ 3.35/sq. ft.	\$ 4.19/sq. ft.	= \$ _____
<input type="checkbox"/> Padded Area Size (350)	_____ FT x _____ FT = _____ SQ FT @		\$ .80/sq. ft.	\$ 1.00/sq. ft.	= \$ _____
<input type="checkbox"/> Plastic Covering Area (360)	_____ FT x _____ FT = _____ SQ FT @		\$ .14/sq. ft.	\$ .18/sq. ft.	= \$ _____

#### CHECK COLOR DESIRED FOR PLUSH CARPET

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

### TRADITIONAL CARPET

Cut carpet is designed for use in standard size exhibit booths. If complete area carpet for your space is desired, order by the complete area square footage. Complete area carpet includes trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

CARPET & PADDING PACKAGE	DISCOUNT RATE	STANDARD RATE	CARPET ONLY	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 9 FT x 10 FT (309) .....	\$ 198.75	\$ 268.25	<input type="checkbox"/> 9 FT x 10 FT (301) .....	\$ 137.75	\$ 172.25
<input type="checkbox"/> 9 FT x 20 FT (310) .....	\$ 397.50	\$ 536.75	<input type="checkbox"/> 9 FT x 20 FT (302) .....	\$ 275.25	\$ 344.00
<input type="checkbox"/> 9 FT x 30 FT (311) .....	\$ 596.00	\$ 804.50	<input type="checkbox"/> 9 FT x 30 FT (303) .....	\$ 413.00	\$ 516.25
<input type="checkbox"/> 9 FT x 40 FT (312) .....	\$ 794.75	\$ 1,073.00	<input type="checkbox"/> 9 FT x 40 FT (304) .....	\$ 550.50	\$ 688.25

Traditional Complete Area Carpet (Minimum order 100 sq/ft.)			DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Traditional Carpet Sq/ft. (314)	_____ FT x _____ FT = _____ SQ FT @		\$ 2.95/sq. ft.	\$ 3.69/sq. ft.	= \$ _____
<input type="checkbox"/> Padded Area Size (350)	_____ FT x _____ FT = _____ SQ FT @		\$ .80/sq. ft.	\$ 1.00/sq. ft.	= \$ _____
<input type="checkbox"/> Plastic Covering Area (360)	_____ FT x _____ FT = _____ SQ FT @		\$ .14/sq. ft.	\$ .18/sq. ft.	= \$ _____

#### CHECK COLOR DESIRED FOR TRADITIONAL CARPET

- ( ) Red (14)                      ( ) Blue (06)                      ( ) Maroon (11)                      ( ) Grey (09)                      ( ) Plum (19)                      ( ) Black (04)                      ( ) Seafoam (20)                      ( ) Madison (21)

Yes, I have completed and enclosed the Payment Authorization form.

**Sub Total:** \$ \_\_\_\_\_

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

**6.75 % Tax:** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

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

FM03M006

All orders are subject to the terms and conditions as outlined on the back of this form.

Return to:

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

## CUSTOM FURNITURE RENTAL

## ORDER FORM

DEADLINE for return of this form: **September 18, 2009**

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

Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
<b>Page 2 of Customer Furniture</b>							4359	FL-101 Up Light - Floor Lamp - Chr	218.75	306.25	
4301	LC-614	Tribeca - Sectional - Black	243.75	340.25		<b>Page 11</b>					
4302	LC-615	Tribeca - Corner - Black Mic	281.25	393.75		4360	LC-103	Westchester - Sofa - Coonac	562.50	787.50	
4303	LC-616	Tribeca - Bench - Black Micr	656.25	918.75		4361	LC-102	Westchester - Loveseat - Co	493.75	691.25	
<b>Page 3</b>						4362	LC-101	Westchester - Club Chair -	312.50	437.50	
4304	LC-803	Malibu - Sofa - Red Leather	656.25	918.75		4363	LC-705	Westchester - Ottoman - Cog	187.50	262.50	
4305	LC-804	Malibu - Chair & a Half - Re	500.00	700.00		4364	TO-101	Westchester - Coffee Table	175.00	245.00	
4306	LC-805	Malibu - Bench - Red Leather	437.50	612.50		4365	TO-102	Westchester - End Table - A	187.50	262.50	
4307	LC-800	Malibu - Sofa - White Leathe	656.25	853.00		4366	TO-401	Hamilton - Coffee Table - C	187.50	262.50	
4308	LC-801	Malibu - Chair & a Half - Wh	500.00	700.00		4367	TO-402	Hamilton - End Table - Cher	181.25	253.75	
4309	LC-802	Malibu - Bench - White Leath	437.50	612.50		<b>Page 12</b>					
<b>Page 4</b>						4368	SB-201	Lennox - Bar Stool - Mahoga	181.25	253.75	
4310	LC-601	Barcelona - Club Chair - Red	368.75	516.25		4369	TB-103	Lennox - Bar Table - Mahoga	218.75	306.25	
4311	LC-602	Barcelona - Ottoman - Red Le	1874.50	262.50		4370	SB-202	Silk Back - Bar Stool - Bla	168.75	236.25	
4312	LC-603	Barcelona - Club Chair - Whi	368.75	516.25		4371	TB-206	Silk Back - Bar Table - 30"	175.00	245.00	
4313	LC-604	Barcelona - Ottoman - White	187.50	262.50		4372	TB-207	Silk Back - Bar Table - 36"	187.50	262.50	
4314	LC-605	Barcelona - Club Chair - Bla	368.75	516.25		<b>Page 13</b>					
4315	LC-606	Barcelona - Ottoman - Black	187.50	262.50		4373	SB-208	Trave - Bar Stool - Red LEa	181.25	253.75	
4316	LC-613	Paloma - Chair - Charcoal	231.25	323.75		4374	TB-100	Trave - Bar Table - Glass/T	293.75	411.25	
4317	LC-612	Paloma - Chair - Red	231.25	323.75		4375	TB-102	Bombe - Bar Table - 2 Tier	206.25	288.75	
<b>Page 5</b>						4376	SB-203	Bombe - Bar Stool - Black/C	168.75	236.25	
4318	LC-611	Sausalito - Sofa - Black Sue	437.50	612.50		<b>Page 14</b>					
4319	LC-610	Sausalito - Loveseat - Black	406.25	568.75		4377	SB-200	Carmel - Bar Stool - Maple/	168.75	236.25	
4320	LC-609	Sausalito - Club Chair - Bla	281.25	393.75		4378	TB-101	Carmel - Bar Table - Maple/	215.75	306.25	
4321	TL-102	Sausalito - Table Lamp - Chr	368.75	516.25		4379	BC-121	Carmel - Etageer - Maple/Si	375.00	525.00	
4322	LC-618	Sausalito - Club Chair - Cob	187.50	262.50		<b>Page 15</b>					
4323	TO-201	Princeton - Coffee Table - B	168.75	236.25		4380	TG-400	Chrome & Glass - Table - 5'	406.25	568.75	
4324	TO-202	Princeton - End Table - Blac	93.75	131.25		4381	TG-403	Chrome & Glass - Table - 42	312.50	437.50	
<b>Page 6</b>						4382	TG-401	Trestle - Table - 4' x 32"	281.25	393.75	
4325	LC-403	Cambridge - Sofa - Chamoagne	493.75	691.25		4383	TG-402	Trestle - Table - 32" Sq. C	281.25	393.75	
4326	LC-402	Cambridge - Love Seat - Cham	431.25	603.75		4384	CH-308	Silk Back - Chair - w/Arms	112.50	157.50	
4327	LC-401	Cambridge - Club Chair - Cha	343.75	481.25		4385	CH-307	Silk Back - Chair - w/o Arm	106.25	148.75	
4328	TO-303	Metropolitan - Console Table	215.75	306.25		<b>Page 16</b>					
4329	TO-302	Metropolitan - End Table - C	175.00	245.00		4386	SB-204	Euro Black - Barstool - Bla	168.75	236.25	
4330	TO-301	Metropolitan - Coffee Table	187.50	262.50		4387	CH-301	Euro Black - Chair - Black	93.75	131.25	
4331	TL-100	Corona - Table Lamp - Brushe	93.75	131.25		4388	CH-302	Euro Black - Chair - Black	100.00	140.00	
4332	FL-100	Corona - Floor Lamp - Brushe	156.25	218.75		4389	TC-504	Euro Black - Cafe Table - 3	175.00	245.00	
<b>Page 7</b>						4390	TC-505	Euro Black - Cafe Table - 3	187.50	262.50	
4333	LC-608	Pacificia - Sofa - Plum Velo	543.75	761.25		4391	TC-108	Euro Black - Cafe Table - 4	206.25	288.75	
4334	LC-607	Pacificia - Club Chair - Plum	406.25	568.75		4392	TC-502	Euro Black - Cafe Table - 3	175.00	245.00	
4335	LC-617	Pacificia - Bench - Plum Vel	281.25	393.75		4393	TC-503	Euro Black - Cafe Table - 3	187.50	262.50	
4336	FL-102	Toucheir - Floor Lamp - Blac	156.25	218.75		4394	TC-107	Euro Black - Cafe Table - 4	206.25	288.75	
<b>Page 8</b>						4395	TB-204	Euro Black - Bar Table - 30"	175.00	245.00	
4337	LC-706	Kobe - Black Micro Suede	168.75	236.25		4396	TB-205	Euro Black - Bar Table - 36"	187.50	262.50	
4338	LC-707	Kobe - Soft Plum Micro Suede	168.75	236.25		<b>Page 17</b>					
4339	LC-708	Kobe - Citrus Micro Suede	168.75	236.25		4400	CH-309	Euro Maple - Chair - Maple/	118.75	166.25	
4340	LC-709	Kobe - Tangerine Micro Suede	168.75	236.25		4401	TC-102	Euro Maple - Cafe Table - 4	218.75	306.25	
4341	LC-703	Cube - Black Micro Suede	93.75	131.25		4402	CH-311	Park Ave - Cafe Chair - Map	156.25	218.75	
4342	LC-701	Cube - Concentric Print Red	93.75	131.25		4403	SB-209	Park Ave - Barstool - Maple	168.75	236.25	
4343	LC-704	Cube - Sunflower Fabric	93.75	131.25		4404	TC-500	Park Ave - Cafe Table - 30"	168.75	236.25	
4344	LC-702	Cube - Red Micro Suede	93.75	131.25		4405	TC-501	Park Ave - Cafe Table - 36"	175.00	245.00	
<b>Page 9</b>						4406	TB-200	Park Ave - Bar Table - 30"	175.00	245.00	
4345	LC-303	Princeton - Sofa - Black Lea	493.75	671.25		4407	TB-201	Park Ave - Bar Table - 36"	187.50	262.50	
4346	LC-302	Princeton - Loveseat - Black	431.25	603.75		<b>Page 18</b>					
4347	LC-301	Princeton - Club Chair - Bla	343.75	481.25		4408	CH-404	Conference - High Back Exec	218.75	306.25	
4348	TO-601	Sterling - Coffee Table - Gl	181.25	253.75		4409	CH-405	Conference - High Back Exec	218.75	306.25	
4349	TO-602	Sterling - End Table - Glass	168.75	236.25		4410	CH-201	Conference - High Back Exec	206.25	288.75	
4350	TL-101	Rialto - Table Lamp - Brushe	81.25	113.75		4411	CH-200	Conference - Mid Back Exec	187.50	262.50	
4351	TO-501	Hampton - Coffee Table - Map	181.25	253.75		4412	TC-600	Conference - Table - 6' Map	437.50	612.50	
4352	TO-502	Hampton - End Table - Maple/	168.75	236.25		4413	TC-601	Conference - Table - 8' Map	468.75	656.25	
<b>Page 10</b>						4414	TC-312	Conference - Table - 6' Bla	450.00	630.00	
4353	LC-203	Manhattan - Sofa - Grey Velo	493.75	671.25		4415	TC-300	Conference - Table - 10' Gr	562.50	787.50	
4354	LC-202	Manhattan - Loveseat - Grey	431.25	603.75		4416	TC-301	Conference - Table - 10' Bi	562.50	787.50	
4355	LC-201	Manhattan - Club Chair - Gre	343.75	481.25		4417	TC-309	Conference - Table - 6' Bla	437.50	612.50	
4356	TO-700	Westport - Coffee Table - Ex	156.25	218.75		4418	TC-303	Conference - Table - 8' Bla	468.75	656.25	
4357	TO-701	Westport - End Table - Expre	187.50	252.50		4419	TC-307	Conference - Table - 6' Mah	437.50	612.50	
4358	TO-702	Westport - Console Table - F	175.00	245.00		4420	TC-302	Conference - Table - 8' Mah	562.50	787.56	

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Sub Total: \$ \_\_\_\_\_

6.75 % Tax: \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

Street City, State Zip Code

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

FM31M001

(Must be received in our office by deadline)

43-502

# CUSTOM FURNITURE RENTAL ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

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**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

Qty	Code	Description	Discount Rate	Standard Rate	Amount	Qty	Code	Description	Discount Rate	Standard Rate	Amount
<b>Page 19</b>											
4421	CH-102	Conference - Chair - Guest B	206.25	288.75							
4422	CH-101	Conference - Chair - High Ba	231.25	323.75							
4423	CH-100	Conference - Chair - Mid Exe	206.25	288.75							
4424	CH-907	Conference - Chair - Parsons	156.25	218.25							
4425	CH-202	Conference - Chair - Black S	181.25	253.75							
4426	CH-203	Conference - Chair - High Ba	206.25	288.75							
4427	CH-400	Task - Chair - Black/Casters	156.25	218.25							
4428	CH-401	Task - Chair - Black/Casters	143.75	201.25							
4429	SD-100	Task - Chair - Black/Casater	181.25	253.75							
4430	SD-101	Task - Chair - Black/Casters	187.50	262.50							
<b>Page 20</b>											
4431	DE-131	Desk - Maple 60" x 30" Doubl	481.25	673.75							
4432	DE-136	Desk - Maple 60" x 30" Singl	481.25	673.25							
4433	CR-212	Credenza - Maple	468.75	656.25							
4434	LF-206	Lateral File - Maple 2 Drawe	343.75	481.25							
4435	DE-206	Desk - Walnut 60" x 30" Doub	450.00	630.00							
4436	DE-201	Desk - Walnut 72" x 36" Doub	500.00	700.00							
4437	CR-205	Credenza - Walnut	437.50	612.50							
4438	DE-102	Desk - Grey 60" x 30" Double	406.25	568.75							
4439	CR-100	Credenza - Grey	406.25	568.75							
4440	BC-103	Bookcase - Grey 5 shelves	350.00	490.00							
<b>Page 21</b>											
4441	DE-300	Desk - Mahogany 72" x 36" Do	531.25	743.75							
4442	CR-301	Credenza - Mahogany	500.00	700.00							
4443	CH-908	Chair - High Back Burgundy L	312.50	437.50							
4444	BC-107	Bookcase - Mahogany 5 shelve	243.75	341.25							
4445	CH-904	Chair - Guest Burgundy Leath	181.25	253.75							
4446	CH-905	Chair - Guest w/casters Burg	181.25	253.75							
4447	LF-204	Lateral File - Walnut 2 Draw	493.75	691.25							
4448	BC-109	Bookcase - Walnut 5 shelves	343.75	481.25							
4449	TC-104	Queen Anne - Table - 42" Mah	368.75	516.25							
4450	CH-900	Queen Anne - Chair - Mahogan	156.25	218.75							
4451	DE-601	Queen Anne - Writing Desk -	312.50	437.50							
<b>Page 22</b>											
4452	LF-106	Lateral File - Black 2 Drawe	312.50	437.50							
4453	VF-202	Vertical File - Black 4 Draw	187.50	262.50							
4454	VF-203	Vertical File - Grey 4 Drawe	187.50	262.50							
4455	VF-200	Vertical File - Black 2 Draw	156.25	218.75							
4456	VF-201	Vertical File - Grey 2 Drawe	156.25	218.75							
4457	LF-101	Lateral File - Grey 2 Drawer	312.50	437.50							
4458	AC-111	Refrigerator - 4 cu ft	306.25	428.75							
4459	AC-112	Bar - Black 2 shelves	281.25	393.75							
4460	PE-103	Pedestal - Black - 14" x 14"	200.00	280.00							
4461	PE-102	Pedestal - Black - 14" x 14"	218.75	306.25							
4462	PE-101	Pedestal - Black - 14" x 14"	243.75	341.25							
4463	PE-108	Pedestal - Grey - 14" x 14"	200.00	280.00							
4464	PE-107	Pedestal - Grey - 14" x 14"	218.75	306.25							
4465	PE-106	Pedestal - Grey - 14" x 14"	243.75	341.25							
4466	PE-113	Pedestal - White - 14" x 14"	200.00	280.00							
4467	PE-112	Pedestal - White - 14" x 14"	218.75	306.25							
4468	PE-111	Pedestal - White - 14" x 14"	243.75	341.25							
4469	PE-104	Pedestal - Black - 24" x 24"	312.50	437.50							
4470	PE-109	Pedestal - Grey - 24" x 24"	312.50	437.50							
4471	PE-114	Pedestal - White - 24" x 24"	312.50	437.50							
4472	TO-605	Pedestal - Table Black - 24"	243.75	341.25							
4473	TO-603	Pedestal - Table Black - 24"	200.00	280.00							
4474	TO-604	Pedestal - Table Black - 30"	218.75	306.25							
<b>Page 23</b>											
4475	AC-100	Coat Tree - Black	93.75	131.25							
4476	AC-104	Literature Rack - Black	143.75	201.25							
4477	PE-100	Storage Pedestal - Black - 2	375.00	525.00							
4478	PE-105	Storage Pedestal - Grey - 2	375.00	525.00							
4479	PE-110	Storage Pedestal - White - 2	375.00	525.00							
4480	TC-700	Computer Counter Walk Up - G	187.50	262.50							
4481	TC-701	Computer Desk - Graphite	175.00	245.00							

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

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

**Sub Total: \$** \_\_\_\_\_

**6.75 % Tax: \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

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

Street City, State Zip Code

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

FM31M001

(Must be received in our office by deadline)

43-502

# PANELBOARD RENTAL ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

**DEADLINE for return of this form: September 18, 2009**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

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

### PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED

#### BULLETIN BOARDS

Quantity	Style	Discount Rate	Standard Rate
_____	(605) 4' x 8' velcro board(Double-sided) (Gray Only)	\$ 90.00 ea .....	\$ 125.00 ea

#### WIRE MESH GRID PANELS

Quantity	Style	Discount Rate	Standard Rate
_____	(474) 4' x 8' Grid Panel.....	\$ 75.00 ea .....	\$ 110.00 ea

#### PERFORATED BOARD

Quantity	Style	Discount Rate	Standard Rate
_____	(613) 2' x 8' perf. board panel _____	\$ 60.00 ea .....	\$ 87.00 ea
_____	(615) 4' x 8' perf. board panel _____	\$ 75.00 ea .....	\$ 105.00 ea

Perforated board is painted white but may be painted in a solid color of your selection at additional cost ...

_____	(617) Special color for 2' x 8' (per panel add'l)	\$ 40.00 ea .....	\$ 56.00 ea
_____	(619) Special color for 4' x 8' (per panel add'l)	\$ 40.00 ea .....	\$ 56.00 ea

Specify Color \_\_\_\_\_

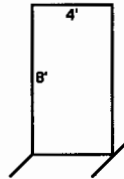
Perforated board hooks NOT provided.

#### SHELVING

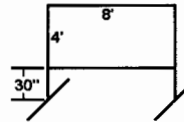
Quantity	Discount Rate	Standard Rate
_____	(631) 4' long x 6" deep - white.....	\$ 10.00 ea ..... \$ 14.00 ea
_____	(635) 8' long x 6" deep - white .....	\$ 17.50 ea ..... \$ 24.00 ea
_____	(637) Special Color (per shelf additional) .....	\$ 10.00 ea ..... \$ 14.00 ea

Specify Color \_\_\_\_\_

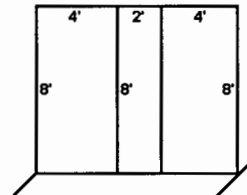
#### STYLES



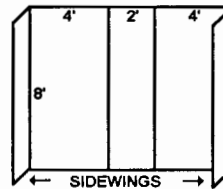
← **STYLE "V"**  
**Vertical**  
1 - 4' x 8' or 1 - 2' x 8'



← **STYLE "H"**  
**Horizontal**  
1 - 4' x 8' or 1 - 2' x 8'



← **STYLE "B"**  
Style B requires  
2 - 4' x 8' panels  
and 1 - 2' x 8' panel per  
10 feet wide backwall.  
(Perforated Board Only)



← **STYLE "C"**  
Style C requires  
2 - 4' x 8' panels and  
1 - 2' x 8' panel per  
10' backwall. Side wings can  
be ordered as either  
2 - 4' x 8' panel or  
2 - 2' x 8' panels.  
(Perforated Board Only)

Please indicate below the desired depth of side wings and be sure to include side wing returns in your order for Style "C".

2' deep  4' deep

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

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

Sub Total: \$ \_\_\_\_\_  
6.75 % Tax: \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street City, State Zip Code E-Mail \_\_\_\_\_

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

(Must be received in our office by deadline) **06-002**

# CLEANING SERVICE ORDER FORM

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

DEADLINE for return of this form: **September 18, 2009**

**PAYMENT POLICY:** Payment in full, including tax, must accompany order and be received at our office by deadline for order to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of cleaning order after deadline will be charged at 25% of order.

**LATE REQUEST:** Requests received after deadline will be filled as quickly as possible.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from the George Fern Co. are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$ .21 Per Sq. Ft.

### VACUUM / SHAMPOO / MOP

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

Please check preference below:

- (903) VACUUM – DAILY of carpet, empty wastebaskets before initial opening of exhibit and DAILY thereafter ..... \$ .30 Per Sq. Ft. PER DAY
- (901) VACUUM – ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit ..... \$ .33 Per Sq. Ft.
- (905) SHAMPOO – ONCE before initial opening of exhibit ..... \$ .49 Per Sq. Ft.
- MOPPING - tile/linoleum/vinyl floor covering ..... AVAILABLE UPON REQUEST

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

### PORTER SERVICE

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

(915) Periodical porter service ..... \$105.00 PER DAY

Please check preference below:

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

### DISPLAY WIPE DOWN

- (911) Display Wipe Down before initial opening (4 Hour minimum per day) ..... \$ 26.00 per hr. S/T or \$ 39.00 per hr. O/T
- (913) Display Wipe Down daily (4 Hour minimum per day) ..... \$ 26.00 per hr. S/T or \$ 39.00 per hr. O/T

### SPECIAL INSTRUCTIONS / CONCERNS

### ESTIMATE CLEANING SERVICES COST FOR ADVANCE PAYMENT

- Exhibit Space: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. (100 sq. ft. minimum) x \_\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_
- Porter Service: \_\_\_\_\_ days x \$105.00 per day ..... = \$ \_\_\_\_\_
- Display Wipe Down: \_\_\_\_\_ hours (4 Hr. min. per day) x \_\_\_\_\_ day(s) x [\$ 26.00 hr. S/T or \$ 39.00 hr. O/T]. = \$ \_\_\_\_\_

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

Sub Total: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

TOTAL \$ \_\_\_\_\_

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

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

FM09M001

(Must be received in our office by deadline) **09-501**

Return to:

# DISPLAY LABOR SERVICE IN BOOTH ORDER FORM

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904

TELEPHONE 615/256-0357 \* FAX 615/256-0490

**DEADLINE for return of this form: September 18, 2009**  
(THIS FORM IS NOT FOR UNLOADING & RELOADING - PLEASE USE SHIPPING FORM)

**PAYMENT POLICY:** Payment in full of total estimated labor must accompany order and be received by deadline to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

**LATE REQUEST:** Requests received after deadline will be filled as work force is available. Please direct all onsite inquiries to service desk.

### PLAN A - SUPERVISED BY GEO. E. FERN CO.

To save time and alleviate exhibitor supervision, Plan A (Supervision by George E. Fern Co.) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation, dismantles, and where possible, all work is performed on straight time. Charge for supervised services is 30% with a minimum charge of \$45.00. Please provide an emergency contact telephone number: ( )

ORDER:	Number of People Required	Estimated Hours (one hour Increments) Each Person
(1001) Labor for Installation		
(1003) Labor for Dismantle		

- DRAWINGS/BLUEPRINTS/PHOTOS**
- \_\_\_\_\_ Attached
  - \_\_\_\_\_ Coming under separate cover
  - \_\_\_\_\_ With display-container #( )
- RETURN SHIPPING INSTRUCTIONS**
- \_\_\_\_\_ Attached
  - \_\_\_\_\_ Coming under separate cover
  - \_\_\_\_\_ With display-container #( )

### PLAN B - SUPERVISED BY EXHIBITOR PERSONNEL

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

ORDER:	Number of People Required	Estimated Hours (one hour Increments) Each Person	Start Time	Start Date	Estimated Finish Time	Estimated Total Time
(1001) Labor for Installation						
(1003) Labor for Dismantle						

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

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

### RATES: Estimated Labor Services Cost for Advance Payment

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00A.M. and after 4:00P.M. weekdays and all hours Saturday, Sunday and holidays will be charged at Overtime rate. Minimum charge for 1.00 hour per man. Straight time rate ... \$60.00 per man hour, Overtime rate ... \$118.00 per man hour. For information and cost relative to Labor With Forklift Rig in Booth, Labor to Hang Signs, or Labor for Unloading Services - please refer to other forms contained within this Service Kit.

**INSTALLATION**

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Straight Time Hours x \$ 60.00/hr. = \$ \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Over Time Hours x \$ 118.00/hr. = \$ \_\_\_\_\_

**DISMANTLE**

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Straight Time Hours x \$ 60.00 /hr. = \$ \_\_\_\_\_

\_\_\_\_\_ # of people x \_\_\_\_\_ # of hours per person = \_\_\_\_\_ x \_\_\_\_\_ # of days = \_\_\_\_\_ Total Over Time Hours x \$ 118.00/hr. = \$ \_\_\_\_\_

**PLAN A - Add 30 % if supervised by Geo. E. Fern Co. (\$ 45.00 min) = \$ \_\_\_\_\_**

**PLAN A - Add 30 % if supervised by Geo. E. Fern Co. (\$ 45.00 min) = \$ \_\_\_\_\_**

**Total Display Labor = \$ \_\_\_\_\_**

#### \* IMPORTANT NOTICE \*

NOTE: Your company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. The George E. Fern Company will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of the George E. Fern Company is limited to a maximum of 50% of the total labor bill, not to exceed \$1,000.

No credit will be given after billing of these services ordered but not received. If you have a problem please see Geo. E. Fern Co. Service Desk Personnel at event site prior to opening. Advance payment in full by check, money order or credit card is required for all labor orders.

Sub Total: \$ \_\_\_\_\_

Yes, I have completed and enclosed the Payment Authorization form.

TOTAL \$ \_\_\_\_\_

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

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

FM10M006

(Must be received in our office by deadline) 10-507

# FORKLIFT TO RIG IN BOOTH

Return to:

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

**DEADLINE for return of this form: September 18, 2009**

(THIS FORM IS NOT FOR UNLOADING & RELOADING - PLEASE USE SHIPPING FORM)

**PAYMENT POLICY:** Payment in full of total estimated labor must accompany order and be received by deadline to be processed. Please complete payment authorization form.

**CANCELLATION POLICY:** Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

**LATE REQUEST:** Requests received after deadline will be filled as work force is available. Please direct all onsite inquiries to service desk.

### FORKLIFT TO RIG IN BOOTH

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display labor/carpenter, you will also require a forklift in your booth for installation and removal. A Forklift Crew consists of forklift and operator. If required, a spotter/helper is available at the rate of \$ 60.00 /hr. S.T., \$ 118.00 /hr. O.T. The cost to the exhibitor is a minimum of 1.00 hour. If you have questions, please call the George E. Fern Company at 615-256-0357.

### ORDER FOR FORKLIFT AND CREW

ORDER:	Number of Crews Required	Estimated Hours (one hour increments) Each Crew	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
Forklift with Operator						
Forklift with Operator						
Spotter / Helper						
Spotter / Helper						

**NOTE:** Please order display labor/carpenter from the enclosed form.

### RATES: Estimated Rigging Labor Cost for Advance Payment

All forks include operator:

Please Circle Fork Size

Forklifts

(1005)

4000 lbs.

Straight Time

\$ 108.00 /hr.

Over Time

\$ 164.00 /hr.

Straight time rates prevail from 8:00A.M. to 4:00P.M., Monday through Friday. Overtime rates prior to 8:00A.M. and after 4:00P.M., Monday through Friday and all day Saturday and Sunday. Starting time can be guaranteed only in those instances where men are requested for the start of the work day, which is 8:00A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. **It is important that exhibit representative check in at service desk to pick up labor ordered.** Exhibit representative must also check the labor back in at the service desk upon completion of work. All work to be done under supervision of the exhibitor or their representative.

<b>INSTALLATION</b>			
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____	Total Straight Time Hours	x \$ 108.00 /hr. = \$ _____	
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____	Total Over Time Hours	x \$ 164.00 /hr. = \$ _____	
<b>DISMANTLE</b>			
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____	Total Straight Time Hours	x \$ 108.00 /hr. = \$ _____	
_____ # of Forklifts x _____ # of hours per Forklift x _____ # of days = _____	Total Over Time Hours	x \$ 164.00 /hr. = \$ _____	
<b>Total Rigging Labor = \$ _____</b>			

**\* IMPORTANT NOTICE \***

NOTE: Your company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. The George E. Fern Company will NOT be responsible for injury to display personnel and damage or loss of display material. In any case, the liability of the George E. Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1,000.

No credit will be given after billing of these services ordered but not received. If you have a problem, please see Geo. E. Fern Co. Service Desk Personnel at event site prior to opening. Advance payment in full by check, money order or credit card is required for all labor orders.

**Sub Total: \$ \_\_\_\_\_**

**Yes, I have completed and enclosed the Payment Authorization form.**

**TOTAL \$ \_\_\_\_\_**

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

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

FM10M501

(Must be received in our office by deadline)

10-507

Return to:

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

## MATERIAL HANDLING SERVICE ORDER FORM

DEADLINE for return of this form: **September 18, 2009**

**\* IMPORTANT \***

Complete the Material Handling Payment computation below based upon your estimated shipment and return this form with your payment and the Payment Authorization Form included with this service kit.

**Last date to ship to the WAREHOUSE September 29 by 3pm**  
**First date to ship to the SITE October 1 after 8am**

### MATERIAL HANDLING INFORMATION

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight tickets required for unloading.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes, and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Loose, uncrated, van, or specialized carrier shipments should be sent **DIRECTLY** to the **CONVENTION FACILITY** to arrive **AFTER 8 AM** on the first date to ship to the **SITE**.
- Consignment or delivery of a shipment to George E. Fern Co. or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front and reverse of this page.
- Outbound bills of lading must be filled out and turned into the exhibitor service desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with carrier. If designated carrier fails to show in required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

### SHIPPING ADDRESSES

<p><b>ADVANCE WAREHOUSE</b> (To arrive prior to "Last date to ship to Warehouse") TO: (NAME OF EXHIBITOR) c/o George Fern Co C/O PILOT FREIGHT SYSTEMS 3400 INT'L AIRPORT DR #500 CHARLOTTE, NC 28208 FOR: NACA - South Regional BOOTH NUMBER _____</p>	<p><b>CONVENTION CENTER</b> (After 8AM on the "First date to ship to the SITE") TO: (NAME OF EXHIBITOR) c/o George Fern Co C/O BENTON CONVENTION CENTER 301 WEST 5TH ST. WINSTON-SALEM, NC 27101 FOR: NACA - South Regional BOOTH NUMBER _____</p>
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### MATERIAL HANDLING RATE SCHEDULE

Rates below include receipt of your freight on straight time; delivery to the booth; removal, storage, and return of empty crates; and at the end of the show - movement of your freight from the booth to the dock and reloading on trucks. **A 200 lb. minimum per shipment applies.**

CATEGORY	DESCRIPTION	RECEIVED AT	RATE
A	Crated or Skidded Shipments via common carrier to ==>	Advance Warehouse ==>	\$ 65.00 /cwt
B	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	Advance Warehouse ==>	\$ 80.00 /cwt
C	Loose or Uncrated Shipments or Shipments requiring Special Handling to ==>	Advance Warehouse ==>	\$ 99.00 /cwt
D	Crated or Skidded Shipments via common carrier to ==>	Show Site ==>	\$ 57.00 /cwt
E	Crated or Skidded Shipments via POV/Company Truck, Van Lines or Specialized Carrier, FedEx, UPS or U.S. Mail to ==>	Show Site ==>	\$ 73.00 /cwt
F	Loose or Uncrated Shipments or Shipments requiring Special Handling to ==>	Show Site ==>	\$ 80.00 /cwt
L	Late to Warehouse	Advance Warehouse ==>	\$ 124.00 /cwt
M	Off Target to Show Site	Show Site ==>	\$ 100.00 /cwt

Add 25% for each handling if your shipment arrives or is shipped before 8:00 A.M. or after 3:00 P.M. Monday through Friday or anytime Saturday or Sunday, or if scheduling necessitates overtime move-in of freight in advance at our warehouse.

### MATERIAL HANDLING PAYMENT CALCULATION

	RATE CATEGORY	NUMBER of PIECES	WEIGHT (Minimum 200 lbs.)	RATE	TOTAL
Shipment 1	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 2	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 3	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 4	_____	_____	_____	X _____ /cwt	= \$ _____
Shipment 5	_____	_____	_____	X _____ /cwt	= \$ _____

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

See reverse for complete freight terms and conditions.

Yes, I have completed and enclosed the Payment Authorization form.

**TOTAL \$ \_\_\_\_\_**

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Street City, State Zip Code E-Mail \_\_\_\_\_

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

FM12M901

(Must be received in our office by deadline) **12-002**

# MATERIAL HANDLING TERMS AND CONDITIONS

**STRAIGHT TIME RATES QUOTED** are for Monday through Friday 8:00 A.M. - 3:00 P.M. OVERTIME will be charged before 8:00 A.M. and after 3:00 P.M. on weekdays and on Saturday, Sunday, or Holidays.

**RATES APPLY** to each pound with a 200 lb. minimum and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

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

**SPECIAL SERVICES AND RATES** - George E. Fern Co. will provide steel banding services at \$1.50 per lin. ft. as well as shrink wrap services for packaging of displays and equipment at \$45.00 per skid-shrink wrap. Please see the George E. Fern Co. Service Desk. Fork lifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved into and out of the exhibit facility for \$100.00 per round trip.

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

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

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

**EMPTY CONTAINER STORAGE** - Properly labeled empty containers of freight handled by the George E. Fern Co. will be removed and returned to the booth; empty labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. The George E. Fern Co. assumes no responsibility for removal of containers with old empty storage labels and without George E. Fern Co. labels, improper information on empty labels, or valuables stored in containers with empty labels. Handling of empty containers of Freight not brought in by the George E. Fern Co. may be available at an additional charge, predicated upon availability of storage space.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to the George E. Fern Co. at the Convention Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the George E. Fern Co. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the George E. Fern Co. and shipped with the information available at the time. The George E. Fern Co. will not be liable for shipping errors subsequent to the convention unless it has specific written instructions and has failed to honor them. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter Exhibitor's bill of lading to reflect actual condition, count, and contents found.

**DAMAGE TO EXHIBITS** while they are being loaded, unloaded or conveyed to the various booths or common carrier by the George E. Fern Co. will be its responsibility. The George E. Fern Co. WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the George E. Fern Co. is limited to \$.10 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles of shipments are in excess of those stated above.

**EXHIBIT LOSS OR DISAPPEARANCE** - The George E. Fern Co. and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by the George E. Fern Co. or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. The George E. Fern Co. and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, the George E. Fern Co. and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipments that are given to the George E. Fern Co. by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. The George E. Fern Co. and its subcontractors shall not be responsible for any loss or damage that may occur during such period. The George E. Fern Co. and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to the George E. Fern Co. or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

**DISPUTES** - In the event of any dispute between an Exhibitor and the George E. Fern Co. relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to the George E. Fern Co. for any services provided by the George E. Fern Co. as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay the George E. Fern Co. within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relate(s) for all service, and such Exhibitor shall pursue any claim against the George E. Fern Co. independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by the George E. Fern Co. has been received.

**INSURANCE** - Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

**EXHIBITS TO BE STORED** will be charged at a rate of \$.05 /lb. per month, with a minimum monthly rate of \$30.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 days prior to the show.

# EXHIBIT MATERIAL RUSH

ADVANCE WAREHOUSE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O PILOT FREIGHT SYSTEMS  
3400 INT'L AIRPORT DR #500  
CHARLOTTE, NC 28208  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: NACA - South Regional

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

SHIPMENT SHOULD ARRIVE ON  
OR BEFORE: Sept 29 by 3pm

# EXHIBIT MATERIAL RUSH

ADVANCE WAREHOUSE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O PILOT FREIGHT SYSTEMS  
3400 INT'L AIRPORT DR #500  
CHARLOTTE, NC 28208  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: NACA - South Regional

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

SHIPMENT SHOULD ARRIVE ON  
OR BEFORE: Sept 29 by 3pm

# EXHIBIT MATERIAL RUSH

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TO: \_\_\_\_\_  
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George Fern Co  
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ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: NACA - South Regional

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

SHIPMENT SHOULD ARRIVE ON  
OR BEFORE: Sept 29 by 3pm

# EXHIBIT MATERIAL RUSH

ADVANCE WAREHOUSE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O PILOT FREIGHT SYSTEMS  
3400 INT'L AIRPORT DR #500  
CHARLOTTE, NC 28208  
ATTN: EXHIBIT DRAYAGE DIVISION

SHOW NAME: NACA - South Regional

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

SHIPMENT SHOULD ARRIVE ON  
OR BEFORE: Sept 29 by 3pm

# EXHIBIT MATERIAL RUSH

SHIPMENTS TO SHOW SITE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O BENTON CONVENTION CENTER  
301 WEST 5TH ST.  
WINSTON-SALEM, NC 27101

SHOW NAME: NACA - South Regional

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

SHIPMENT WILL BE ACCEPTED  
BEGINNING: October 1 after 8am  
(DO NOT DELIVER BEFORE)

# EXHIBIT MATERIAL RUSH

SHIPMENTS TO SHOW SITE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O BENTON CONVENTION CENTER  
301 WEST 5TH ST.  
WINSTON-SALEM, NC 27101

SHOW NAME: NACA - South Regional

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

SHIPMENT WILL BE ACCEPTED  
BEGINNING: October 1 after 8am  
(DO NOT DELIVER BEFORE)

# EXHIBIT MATERIAL RUSH

SHIPMENTS TO SHOW SITE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O BENTON CONVENTION CENTER  
301 WEST 5TH ST.  
WINSTON-SALEM, NC 27101

SHOW NAME: NACA - South Regional

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

SHIPMENT WILL BE ACCEPTED  
BEGINNING: October 1 after 8am  
(DO NOT DELIVER BEFORE)

# EXHIBIT MATERIAL RUSH

SHIPMENTS TO SHOW SITE

TO: \_\_\_\_\_  
(Your Company Name)

George Fern Co  
C/O BENTON CONVENTION CENTER  
301 WEST 5TH ST.  
WINSTON-SALEM, NC 27101

SHOW NAME: NACA - South Regional

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

SHIPMENT WILL BE ACCEPTED  
BEGINNING: October 1 after 8am  
(DO NOT DELIVER BEFORE)

Return To:

# OUTBOUND BILL OF LADING AND SHIPPING LABELS

## George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

Send back to us before:

September 25 by 5 pm

or return to the exhibitor service desk by: n/a

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

Every outbound shipment requires a Geo. E. Fern Co. Bill of Lading for each destination.  
Each shipment must also be labeled.

The Geo. E. Fern Co. will prepare your Bill of Lading with shipping label. Please complete the following information and return this form to the above address.  
**PLEASE COMPLETE & RETURN THIS FORM AS QUICKLY AS POSSIBLE TO AVOID LONG LINES AT THE CLOSE OF THE SHOW.**

Ship to: Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Attn: \_\_\_\_\_ Telephone \_\_\_\_\_

### Freight

Charges to: Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Attn: \_\_\_\_\_ Telephone \_\_\_\_\_

Quantity of Labels Required: \_\_\_\_\_

### Method of Shipment: (Carrier Name)

Common Carrier \_\_\_\_\_  
Van Lines \_\_\_\_\_  
Air Freight \_\_\_\_\_  
Other \_\_\_\_\_

( OUR HOUSE CARRIER IS:  
Pilot.

YOU MAY USE ANOTHER CARRIER OF YOUR CHOICE, HOWEVER YOU WILL NEED TO SCHEDULE THE PICK UP. ALL FREIGHT CARRIERS MUST BE CHECKED IN NO LATER THAN: October 4th by 9 am ).

**ONCE YOUR SHIPMENT IS PACKED/LABELED AND READY TO SHIP, PLEASE RETURN THE BILL OF LADING (COMPLETE WITH PIECE COUNT & WEIGHT) TO THE EXHIBITOR SERVICE DESK**

Name of Event NACA South Regional 05-06550-09 Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street

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

FMOBM002

(Must be received in our office by deadline)

Return to:

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

## INDEPENDENT DISPLAY HOUSE CONTRACTORS

DEADLINE for return of this form: **September 18, 2009**

NATL ASSN CAMPUS ACTIVITY

Oct. 1 - 4, 2009

BENTON CONVENTION CENTER

WINSTON-SALEM, NC

### INDEPENDENT DISPLAY HOUSE CONTRACTORS

**You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit.**

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

Exhibitor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Display House To Be Used: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Display House Contact Name: \_\_\_\_\_

I have notified our Independent Display House Contractor of the rules and regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, the George E. Fern Company, by the deadline date shown above.

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature Date

## **Policy Regarding Official Service Contractor and Regulations for Exhibitor Appointed Independent Display House Contractors to Install and Dismantle Displays**

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

The Official Service Contractor is appointed to:

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

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

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

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

1. The Exhibitor, in writing, must notify Show Management and George E. Fern Co. of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the one Exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and George E. Fern Co. with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work, and shall provide Show Management and George E. Fern Co. with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Public Liability Insurance and shall provide Show Management and George E. Fern Co. with a certificate of insurance showing coverages and amounts and naming the sponsor, George E. Fern Co. and the Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractors must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, George E. Fern Co. The independent contractors must coordinate all of their activities with the George E. Fern Co.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

Return to:

**NO SERVICES REQUIRED  
RESPONSE FORM**

# George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

125 FERNCO DRIVE \* NASHVILLE, TN 37207-3904  
TELEPHONE 615/256-0357 \* FAX 615/256-0490

DEADLINE for return of this form: **September 18, 2009**

# Thank You

We have reviewed the attached order forms but **DO NOT** need services or materials from the George E. Fern Co. for this event. Should our requirements change, we understand that we can order equipment and services at the show, at the prevailing floor order prices.

Our Company Name is \_\_\_\_\_

Our Booth Number is \_\_\_\_\_

(Please return this form promptly so that you will not receive follow up communications)

Name of Event **NACA South Regional** **05-06550-09** Booth Number \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
Street City, State Zip Code

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

**FM70M001**

(Must be received in our office by deadline)

## TWIN CITY QUARTER / M.C. BENTON CONVENTION CENTER ELECTRICAL SERVICE ORDER FORM

Please complete and return to Twin City Quarter; 460 N. Cherry Street; Winston-Salem, NC 27101 or fax to (336) 728-4020.  
For questions regarding available extras, please contact:

Debra Shaw  
Event Planning Manager  
(336) 721-2256; direct line  
Debra.Shaw@twincityquarter.com

QUANTITY	ITEM	ADVANCE	FLOOR	TOTAL
	Electrical Outlet (110V)	40.00	50.00	
	Electrical Outlet (208V) Single Phase	100.00	125.00	
	Electrical Outlet 3 Phase	250.00	275.00	
*	High Speed Internet Hard Wired (per day charge)	150.00	175.00	
*	Telephone Line	55.00		
<b>Phone lines are available on a limited basis, upon request only. If you require a phone line &amp; none are available, please contact BellSouth <u>directly</u> at 1-800-919-2800.</b>		<b>SUB-TOTAL COST</b>		
		<b>+ 6.75% SALES TAX</b>		
		<b>TOTAL COST</b>		

\* These items are subject to 6.75% N.C. Sales Tax. Please calculate and include in your payment.

**Method of Payment:**

\_\_\_\_\_ Cash (at show only)

**Credit Card**

\_\_\_\_\_ Check Amount

\_\_\_\_\_ Visa

\_\_\_\_\_ Master Card

\_\_\_\_\_ American Express

Card # \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature

**Payment Policy:** 100% advance payment or credit card information must accompany your order prior to move-in day to qualify for advance prices. All orders received without payment or ordered at the show will charge at the floor price. All payments for floor orders must be made at the time of the request.

Name of Convention/Show: **National Association of Campus Activities**

Name of Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date of Convention/Show: **October 1 - 3, 2009** Booth No. (If known): \_\_\_\_\_

Person in Charge: \_\_\_\_\_

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