



EXHIBITOR KIT

TRADESHOW LOCATION

Belterra Casino Resort
Belterra Ballroom
777 Belterra Drive
Florence, IN 47020
Phone: (812) 427-7777

TRADESHOW CONTACTS

Vicki Kitchen
Clerk-Treasurer, Town of North Liberty
Office: (574) 656-4447
Cell: (574) 250-4540

Jackie James
Deputy Clerk-Treasurer, Town of North Liberty
Office: (574) 656-4447

SHOW SCHEDULE

Tuesday, June 13

7:00 a.m. – 5:00 p.m.

Conference Registration

CenterStage Showroom Foyer

3:30 p.m. – 5:00 p.m.

Exhibitor Move-in

Belterra Ballroom

Wednesday, June 14

7:00 a.m. – 9:00 a.m.

Conference Registration

CenterStage Showroom Foyer

7:30 a.m. – 4:30 p.m.

Exhibit Hall Open

Belterra Ballroom

7:30 a.m. – 8:45 a.m.

Continental Breakfast in Exhibit Hall

Belterra Ballroom

10:00 a.m. – 10:30 a.m.

Break in Exhibit Hall

Belterra Ballroom

11:30 a.m. – 1:00 p.m.

Lunch with Exhibitors

Belterra Ballroom & Foyer

3:30 p.m. – 4:30 p.m.

Break in Exhibit Hall

Belterra Ballroom

4:30 p.m.

Grand Prize Drawing & Exhibit Hall Closes

Belterra Ballroom

4:45 p.m.

Exhibitor Move-out

Belterra Ballroom

EXHIBIT HALL BOOTH INCLUDES

- 8'X8' Booth Space
- Pipe and Drape
- Skirted 6' Table

- Two Chairs
- Wastebasket
- Booth Identification Sign
- Carpet
- Two Exhibitor Name Badges with Access to the Wednesday Continental Breakfast and Wednesday Lunch in the Exhibit Hall

Please note: Exhibitors wishing to attend conference functions besides those listed on the agenda included in this kit, must register for the Full Conference. Pre-registration and onsite registration are both available.

ADDITIONAL SERVICES

Please use the enclosed forms, if you need to order electrical service or additional furniture. Wireless Internet access is complimentary at Belterra Casino Resort. The form from Prestige can be used to order electric or audio-visual equipment for your booth. All other services can be ordered through National Expo on the included forms.

MATERIALS SHIPPING

Shipping information and forms are included as a part of this packet. Please note that all advance warehouse shipments to National Expo must arrive before 06/09/17. Inbound shipments direct to Belterra must arrive on or after 06/13/17.

EXHIBITOR MOVE-IN & MOVE-OUT

Exhibitor move-in will take place on Tuesday, June 13, from 3:30 p.m. – 5:00 p.m. Exhibitors should unload at the entrance located to the right of the main entrance. Exhibitors are responsible for loading/unloading carts and moving materials to assigned booth space. Move-out takes place from 4:45 p.m. – 6:00 p.m. on Wednesday, June 8. Please do not tear down your booth before 4:30 p.m.

EXHIBITOR REGISTRATION

Exhibitor registration will be located at the main ILMCT Conference registration area located in the CenterStage Showroom Foyer on the 1st floor of Belterra. Conference registration will be open Tuesday, June 13, from 7:00 a.m. – 5:00 p.m. and Wednesday, June 14, from 7:00 a.m. – 9:00 a.m.

OVERNIGHT SECURITY

Overnight security personnel will not be provided in the Exhibit Hall. ILMCT is not responsible for lost or stolen items. Please remove all valuables from your booth nightly.

PAYMENT

All booths should be paid in full prior to the event.

PARKING

Parking is available on the surface lots and in the garage located in front of the hotel and is complimentary.

HOTEL RESERVATIONS

Belterra Casino Resort
 Belterra Ballroom
 777 Belterra Drive

Florence, IN 47020
Phone: (888) 235-8377

Room Rate:
\$99 plus tax

Reservation Deadline: May 26, 2017

Check in: 4:00 p.m.
Check out: 11:00 a.m.

Hotel reservations should be made by contacting Belterra directly at (888) 235-8377 and requesting the Indiana League of Municipal Clerks and Treasurers block (Group Code: S0617IL), Reservations must be made by May 26, 2017 to receive the special rate. Check-in time is 4:00 p.m. EST and checkout time is 11:00 a.m. EST.



ORDER FORM

Belterra Casino Office:
 Mike Mastin
 (513)200-6859
 777 Belterra Drive
 Florence, IN 47020

TO:
 Name:
 Company Name:
 Booth Number:
 Phone Number:
 Email:
 Select payment type Credit Card Check

FOR:
 ILMCT
 6/10/17-6/15/17

Return all orders to: Jennifer Scudder
 Email: Jennifer.scudder@pnkmail.com Phone: 812-427-7709

Mail check to Jennifer Scudder at 777 Belterra Drive, Florence, IN 47011 with completed form or contact Jennifer Scudder at 812-427-7709 to pay by credit card.

POWER	10 DAY NOTICE	NUMBER OF DAYS NEEDED	TOTAL
Extension Cord and Power Strip	\$15.00		
Dedicated 20 Amp Circuit	\$20.00		
30 Amp Circuit (Must contact 15 days in advance)	\$50.00		
3Phase Power (Must contact 30 days in advance)	Quote		
Video Equipment			
42" Plasma monitor 16:9 ratio	\$300.00		
50" Plasma monitor 16.9 ratio	\$450.00		
Computer Equipment			
20" LCD Flat panel multi-sync monitor	\$100.00		
Laptop	\$100.00		
Laser Printer	\$75.00		
Meeting Room Equipment			
Flipchart with markers	\$30.00		
Wireless microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Hand Held (speaker not included)	\$125.00		
Self-Contained sound system with wired microphone	\$150.00		
XGA LCD Projector with screen, cart and power	\$295.00		
Screens <input type="checkbox"/> 6' X 6' <input type="checkbox"/> 7' X 7'	\$50.00		
34" Cart with power	\$35.00		
Subtotal		Tax 7 %	
		Labor	
		TOTAL	

- All prices are per show day
- Equipment ordered "Day of Show" is subject to availability
- Tax will be charged on all orders without tax exempt form
- Cancellations less than 48 hour notice will be charged 50% of show total.



**Indiana League of
Municipal Clerks and
Treasurers**
Belterra Casino Resort
Florence, IN
June 14, 2017

NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

Dear Exhibitor:

National Expo has been selected as your official general services contractor for this event. Please review this cover letter for [IMPORTANT INFORMATION & INSTRUCTIONS](#).

PROVIDED FURNISHINGS—EACH 8' X 8' BOOTH SPACE INCLUDES:

- * **8' High Teal and Silver Back Drape**
- * **3' Tall Teal and Silver Side Drape**
- * **One (1) 7" x 44" ID Sign with Company Name and Booth Number**
- * **One (1) 6' X 2' X 30"H Covered Display Table Skirted in Show Color**
- * **Two (2) Folding Chairs**
- * **One (1) Wastebasket**

Order forms follow for services being exclusively provided by National Expo: Rental exhibits, supplemental standard furnishing rentals, warehouse and show site material handling, labor, plant rental and custom signs.

**** See the enclosed Drayage & Material Handling Order Form for instructions and material handling prices for: a) advance to warehouse shipments; and for: b) direct to facility c/o National Expo at Show Site.**

NOTE: DIRECT TO FACILITY exhibit shipments will be REFUSED by the Belterra Casino Resort prior to National Expo's acceptance beginning at 9:00 AM on June 13, 2017.

DISCOUNT PRICES/PAYMENT TERMS: - Take advantage of our **SUBSTANTIALLY REDUCED Order Form DISCOUNT PRICES** by providing payment by check, money order or credit card authorization with your National Expo orders a minimum of ten (10) business days prior to exhibitor move-in day (receipt with full payment by May 30, 2017.) Orders received after the discount deadline and orders placed at the show will be charged **STANDARD RATES**.

PLEASE ADVISE YOUR SHOW SITE REPRESENTATIVE THAT ANY ACCOUNT BALANCES MUST BE PAID IN FULL AT THE NATIONAL EXPO SERVICE DESK PRIOR TO INITIAL SHOW OPENING.

Rental Sales Tax— 7% - on all Rental Items (except labor, custom cleaning and material handling). **PLEASE BE SURE TO NOTE AND INCLUDE RENTAL SALES TAX WITH YOUR PAYMENTS.**

ORDERS AND PAYMENTS TO PROVIDERS OTHER THAN NATIONAL EXPO:

The following services are being handled by providers other than National Expo: utilities, telephone, air/drain/water, audio visual rentals. Orders For These Services Must Be Returned Directly To The Address On The Applicable Forms With Separate Payments To Be Made Directly To Each Provider.

**** PLEASE DO NOT SEND ORDER FORMS OR PAYMENTS FOR THE ABOVE OUTSIDE CONTRACTOR SERVICES TO NATIONAL EXPO.****

If you have any requests for items not listed on the enclosed forms, or if you should have any questions, please feel free to contact us.

Sincerely,

National Expo, Inc.
customerservice@natlexpo.com

FURNITURE ORDER FORM



Payment must be received by:
May 30, 2017
 For DISCOUNT RATES to apply

**Indiana League of
 Municipal Clerks and
 Treasurers**
 Belterra Casino Resort
 Florence, IN
June 14, 2017

Mail or Fax to: 217-636-8180

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TABLES

Qty	24" Wide Draped Tables	Disc. Price	Stand. Price	Total
	4' long 30" high	\$76.50	\$100.00	
	4' long 42" high	109.70	142.85	
	6' long 30" high 1 provided	90.70	117.70	
	6' long 42" high	122.50	158.90	
	8' long 30" high	109.70	142.85	
	8' long 42" high	141.25	183.30	

Please Indicate Skirt or Additional Drape Color:

- Blue Red Silver Burgundy
 Gold White Black Hunter Green
 Purple Teal

Qty	24" Wide Undraped Tables	Disc. Price	Stand. Price	Total
	4' long 30" high	\$37.75	\$48.45	
	4' long 42" high	53.00	68.20	
	6' long 30" high	46.00	58.85	
	6' long 42" high	63.70	78.90	
	8' long 30" high	51.90	67.20	
	8' long 42" high	67.15	88.25	

Tabletop Risers

	4' L x 12" W x 15" H / Skirted	\$37.70	\$45.20	
	6' L x 12" W x 15" H / Skirted	56.45	74.40	
	8' L x 12" W x 15" H / Skirted	71.95	83.75	

CHAIRS

Qty	Chairs	Disc. Price	Stand. Price	Total
	Padded Arm Chair	\$58.85	\$70.60	
	Padded Chair w/out Arms	47.10	58.85	
	Plastic Side Chair	41.20	51.90	
	High Stool w/ Padded Back	62.60	77.00	
	Folding Chair 2 provided	23.55	28.90	

Miscellaneous

Qty	Accessories	Disc. Price	Stand. Price	Total
	Table Skirt / 4th sided (all sizes)	\$53.00	\$53.00	
	Pedestal Table (30"w x 30" h)	81.30	106.00	
	Pedestal Table (30"w x 42" h)	81.30	106.00	
	Waste Basket 1 provided	11.75	14.45	
	Bag Rack	52.45	64.20	
	Easel	17.65	23.50	
	Literature Rack—accordion style	95.00	110.00	

Additional Drape

	Running ft. of 8' High Drape	\$10.75	\$13.10	
	Running ft. of 3' High Drape	8.30	10.70	

FURNITURE ORDER TOTAL \$ _____

***Add Tax on Order Summary Page

IMPORTANT INFORMATION

All materials are on a rental basis and remain the property of National Expo.

National Expo, Inc. is not liable for injuries or falls caused by the improper use of the rental furniture.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____



CARPET ORDER FORM

Payment must be received by:
May 30, 2017
 For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

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STANDARD CARPET Ballroom is Carpeted

Qty	10' Wide Booth Carpet	Disc. Price	Stand. Price	Total
	10' x 10' Carpet	\$120.00	\$160.00	
	10' x 20' Carpet	240.00	320.00	
	10' x 30' Carpet	360.00	480.00	
	10' X 40' Carpet	480.00	640.00	
	Visqueen (per sq. foot)	.86	1.85	
	Carpet tape (per linear foot)	1.60	1.90	

CARPET PADDING

Qty	3/8" Foam Pad	Disc. Price	Stand. Price	Total
	10' x 10' Pad	\$104.00	\$130.00	
	10' x 20' Pad	208.00	260.00	
	10' x 30' Pad	312.00	390.00	
	10' x 40' Pad	416.00	520.00	
	3/8" Foam Pad (per sq. foot)	1.04	1.30	

CUSTOM CARPET

Qty	34 oz. Custom Carpet	Disc. Price	Stand. Price	Total
	Cherry Red (per sq. foot)	\$3.00	\$4.00	
	Black (per sq. foot)	3.00	4.00	
	Charcoal (per sq. foot)	3.00	4.00	
	Colony Blue (per sq. foot)	3.00	4.00	
	French Beige (per sq. foot)	3.00	4.00	
	Emerald (per sq. foot)	3.00	4.00	
	Grey Pearl (per sq. foot)	3.00	4.00	

Custom Carpet price includes cutting, taping of all edges and visqueen covering.

• There will be a 100% charge for custom carpet orders cancelled less than 10 days before show move in.

• Custom Carpet orders placed after the deadline date are subject to availability.

CARPET ORDER TOTAL \$ _____
*****Add tax on Order Summary Page**

SPECIAL CUT CARPET

Qty	Special Cut Carpet	Disc. Price	Stand. Price	Total
	10' X 10' SPECIAL CUT	\$209.00	\$242.00	
	10' X 20' SPECIAL CUT	418.00	484.00	
	10' X 30' SPECIAL CUT	627.00	726.00	
	10' X 40' SPECIAL CUT	836.00	968.00	
	Special cut (per sq. foot)	2.09	2.42	

Special cut carpet price includes: cutting, taping of seams, complete taping of all edges and protective visqueen covering.

IMPORTANT INFORMATION!

For carpet cleaning please see Cleaning form in service kit.

All materials are on a rental basis and remain the property of National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE, UNLESS OTHERWISE NOTED.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

MODULAR DISPLAY UNITS



Payment must be received by:
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MDU #1 10x10



Discount Rate
\$682.00
Standard Rate
\$773.00

This basic MDU accommodates a 10' wide booth and comes with standard white PVC panels and a 3 meter Plexi header with the company name.

MDU #2 10x10



Discount Rate
\$1030.00
Standard Rate
\$1224.00

This basic MDU w/ counter accommodates a 10' wide booth and comes with standard white PVC panels, 3 meter counter with storage and a 3 meter header with company name.

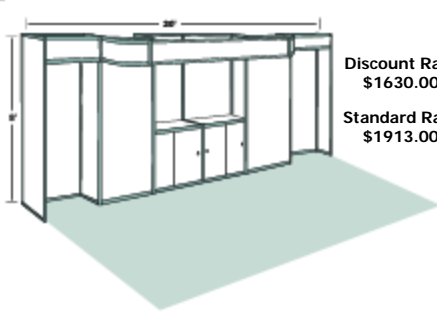
MDU #3 10x10



Discount Rate
\$853.00
Standard Rate
\$1030.00

This Custom MDU accommodates a 10' wide booth and comes with standard white PVC panels, and 2 meter Plexi header w/ company name.

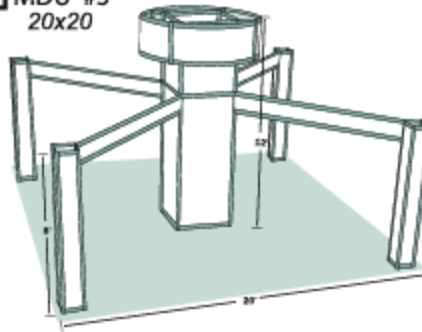
MDU #4 10x20



Discount Rate
\$1630.00
Standard Rate
\$1913.00

This 20' wide MDU w/ counters comes standard with white PVC panels, 2 meter counter w/ storage and a 3 meter header with company name.

MDU #5 20x20



Discount Rate
\$2000.00
Standard Rate
\$2325.00

This 20' x 20' Custom MDU towers above the show floor at 12' tall and comes with white PVC panels, 4 towers w/ connecting headers and 4 PVC curved headers with company name.

ENTER HEADER COPY HERE:

Header Is Included With Black Block Letters.

Please Contact our Customer Service Department for special requests.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

Panel Colors— White PVC Included / Color Panels Available: Please contact Customer Service Department for available colors. A 25% charge will be applied to all color changes.

Any special graphic request will be quoted through our sign and graphics shop.

IMPORTANT INFORMATION!

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CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.



MDU ACCESSORIES

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COUNTERS

\$323.75



\$647.35



\$323.75



Counters measures 1/2 meter deep by 42" high and comes standard with white panels. Interior shelves are available. Please see display shelves.

DISPLAY SHELF

(interior counter shelves only)

\$80.25 EACH



1 METER WHITE ONLY

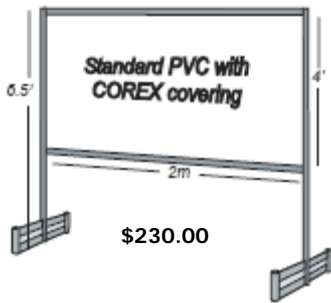
BROCHURE RACKS

\$26.75



PLEXIGLASS, VELCRO BACK

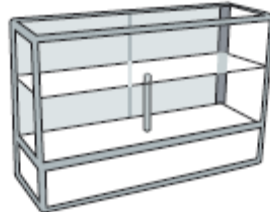
MESSAGE BOARD



\$230.00

48" X 96" Push Pin ready

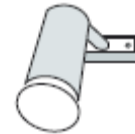
DISPLAY CASE



\$508.25

60" L x 20" D x 42" H Includes fluorescent lighting , glass shelf, top, front and sides.

SWIVEL FLOOD LIGHT



\$27.50

WITH 75W BULBS

REMEMBER: Payment is due at time of order.

- Order at least two weeks in advance to save time and money. *Orders received after the discount deadline will be subject to an additional 30% charge.*
- **Electrical, cleaning, audio visual and floral are not included.**
Must be ordered from the appropriate forms included with the online service kit. The prices of the MDU includes install, dismantle, and header.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

All materials are on a rental basis and remain the property of National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.



INSTALL/DISMANTLE LABOR

Payment must be received by:
May 30 2017
 For DISCOUNT RATES to apply

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LABOR RATES

	Exhibitor Supervision Per Person/Per Hour Discount Price	Exhibitor Supervision Per Person/Per Hour Standard Price	National Supervision Per Person/Per Hour Discount Price	National Supervision Per Person/Per Hour Standard Price	Labor Hours—One hour Minimum
Straight Time	\$54.00	\$64.85	\$81.00	\$97.25	Monday through Friday 8:00am to 4:30pm
Overtime	\$81.00	\$97.28	\$121.50	\$145.88	Monday through Friday before 8:00am, after 4:30pm and all day Saturday
Double Time	\$108.00	\$129.70	\$162.00	\$194.50	All day Sunday And Holidays

SUPERVISION

***** Please Check Box That Applies*****

- EXHIBITOR SUPERVISION:** All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day. Twenty-four (24) hour notice is required for cancellations of labor services. If such notice is not provided, and laborers ordered are not picked up, Exhibitor will be charge a one hour minimum per laborer ordered. Exhibitor **MUST** check in at the **National Expo Service Desk** to pick up labor ordered, and check out labor at National Expo's Service desk upon completion of work.
- NATIONAL EXPO SUPERVISION:** All labor performed under the direct supervision of National Expo. In order to perform the labor without exhibitor's representative present, National Expo must have detailed set-up instructions with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. Please see the Drayage and Material Handling Form included with the Service Kit.

Schedule for Labor	Number of Workers	Date Required	Time	Approx. Hours
Installation:				
Dismantling:				

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 are approximate.

Exhibitor must check in at the National Expo Service desk to pick up laborers. Exhibitor must also check out the laborers upon completion of work.

If Exhibitor fails to pick up their scheduled labor, a "No Show Fee" of one hour per laborer will apply.

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

National Expo supervised jobs will be completed at our discretion prior to show opening and before the Exhibit hall must be cleared.

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CUSTOM CLEANING



Payment must be received by:
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SHOW MANAGEMENT PROVIDES VACUUMING OF AISLES NIGHTLY

- Carpet installed show ready.
- Additional cleaning can be ordered below.
- Charges based on entire square footage of booth space.

CARPET CLEANING

Vacuum booth and empty wastebasket **ONCE** prior to initial show opening.

Discount rate: \$.31/sq.ft. Standard rate: \$.35/sq.ft.

Vacuum booth and empty wastebasket once prior to show opening and **DAILY** thereafter.

Discount rate: \$.27/sq.ft. Standard rate: \$.32/sq.ft.

Booth size:

____ ft. X ____ ft. = ____ sq.ft. X \$____(rate) X ____ days = \$ _____ TOTAL

EXHIBIT CLEANING

Clean and dust display background and furnishing **ONCE** prior to initial show opening.

Discount rate: \$.21/sq.ft. Standard rate: \$.23/sq.ft.

Clean and dust display background and furnishings once prior to show opening and **DAILY** thereafter.

Discount rate: \$.18/sq.ft. Standard rate: \$.21/sq.ft.

Booth size:

____ ft. X ____ ft. = ____ sq.ft. X \$____(rate) X ____ days = \$ _____ TOTAL

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

Transfer all totals to Order Summary Page.

Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form.

FLORAL ORDER FORM



Payment must be received by:
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- Prices shown are for **RENTAL**, delivery and arrangement in booth, and removal at close of show.
- Order prior to discount deadline date to ensure availability.
- Every effort will be made to fill orders placed at the National Expo Service Desk during move-in hours, however a 24 hour minimum must be allowed for delivery.
- No credits or refunds on floral orders.

DESCRIPTION:	DISC. PRICE	STANDARD PRICE	X	QTY.	TOTAL
TABLE TOP PLANT	38.25	47.35	X	_____	= _____
FLOWERING TABLE PLANT	44.95	56.20	X	_____	= _____
2' TO 3' PLANT	44.95	56.20	X	_____	= _____
3' TO 4' PLANT	50.55	62.85	X	_____	= _____
5' TO 7' PLANT	56.20	69.85	X	_____	= _____
SPECIAL ORDERS:					
Flowering or ornamental trees and tropical or exotic arrangements MAY BE available. Please call or email: customerservice@natlexp.com and specify your request to receive a quote.					

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____
 Address: _____ Suite: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 Authorized by (please print): _____
 Signature: _____ Title: _____

IMPORTANT INFORMATION!

Not all types of plants are available at all times. We reserve the right to make substitutions.
 Items missing from booth at end of show will be billed at full purchase price.
 Transfer all totals to Order Summary Page.
 Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form.



SIGNS & BANNERS

Payment must be received by:
May 30, 2017
 For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

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CHOOSE YOUR SIZE

QTY	STANDARD SIZE	Discount Rate	Standard Rate	TOTAL
	7" X 44" Showcard	\$15.75	\$19.75	
	11" X 14"	\$33.75	\$42.00	
	14" X 22"	\$52.50	\$66.75	
	22" X 28"	\$70.50	\$87.50	
	28" X 44"	\$104.00	\$130.00	
	2'x8' vinyl banner	\$117.75	\$147.00	
	3'x10' vinyl banner	\$189.00	\$236.25	

STYLE AND COLOR

- Vertical
- Horizontal
- Use National Expo's judgement for sign layout

Background Color: _____

Lettering Color: _____

Advanced orders will save you time and money. If you have any questions or need assistance with any items not listed, please call National Expo's Customer Service Department.

Signs produced in black vinyl (10 Word Max) or digitally from your provided disk. Foam core unless otherwise specified.

ADDITIONAL SERVICES

QTY	Additional Service	Discount Rate	Standard Rate	TOTAL
	Color Vinyl	\$11.50	\$23.00	
	Cardboard Easel Back	\$9.50	\$19.00	
	Velcro (per ft)	\$6.50	\$8.00	
	Logo Sign	Quoted on Request		
	Other Banners	Quoted on Request		
	Over 10 Words	\$.10 per	\$.12 per	

ENTER SIGN COPY BELOW

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____

IMPORTANT INFORMATION!

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

NO REFUNDS WILL APPLY TO CANCELLATIONS MADE AFTER SIGNS HAVE BEEN PRODUCED.



DRAYAGE & MATERIAL HANDLING

Payment must be received by:
May 30, 2017
For DISCOUNT RATES to apply

**Indiana League of
Municipal Clerks and
Treasurers**
Belterra Casino Resort
Florence, IN
June 14, 2017

Mail or Fax to: 217-636-8180

NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

DRAYAGE AND SHIPPING INFORMATION

ALL SHIPMENT MUST BE MARKED PREPAID ONLY - COLLECT SHIPMENTS WILL BE REFUSED

ADVANCE SHIPPING WAREHOUSE ADDRESS

(SHIPMENT UP TO 30 DAYS PRIOR TO EVENT)

To: (Name of Exhibitor and Booth Number)
For: **Show Name (ILMCT)**
National Expo, Inc.
2363 E. Perry Road, Suite 101
Plainfield, IN 46168

***ADVANCE SHIPMENT MUST BE RECEIVED BEFORE 4:30 PM ON JUNE 9, 2017. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE ASSESSED A SPECIAL HANDLING FEE.**

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (Name of Exhibitor and Booth Name)
For: **Show Name (ILMCT)**
Belterra Casino Resort c/o National Expo, Inc.
777 Belterra Drive
Florence, IN 47020

***SHIPMENTS DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO 11:00 AM ON JUNE 13, 2017. ANY SHIPMENT ARRIVING BEFORE THIS DATE WILL BE REFUSED.**

ADVANCE SHIPMENT

Rates Include:

- Unloading of exhibitor materials
- Storage at National Expo's warehouse for up to 30 days
- Reloading onto trucks and delivery to show site
- Unloading material and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at the close of show.
- Reload materials onto outbound transportation

Advantage:

- 30 day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advanced notification in the event of visible damage to materials

SHOW SITE SHIPMENT

MUST ARRIVE on: **June 13-14, 2017 ONLY**

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storage and returning at the close of show.
- Reloading material onto outbound transportation

Important Factors:

- Materials must be received on designated date(s) only
- Limited control of delivery time schedule
- Unloading will occur on a "first come first served" basis as unloading areas become available

INBOUND SHIPPING INFORMATION

Warehouse Show Site

SHIPPED VIA: _____ Tracking # _____ Date Shipped _____
Arrival Date: _____ Total # of Pieces _____ Total Weight _____ lbs.

OUTBOUND SHIPPING INSTRUCTIONS

Ship to: _____
Attention: _____ Street Address: _____
City, State and Zip: _____ Phone #: _____

NUMBER OF OUTBOUND PIECES

****ALL SHIPMENTS MUST BE PICKED UP BY 6:00 PM ON JUNE 14 OR THEY WILL BE RE-ROUTED****

Crates: _____ Display Cases: _____ Cartons: _____ Skids: _____ TOTAL # OF PIECES _____

OUTBOUND CARRIER

_____ Designated Carrier for **Air and Ground - ABF**
_____ Other Air Carrier (NAME) _____ (see note) _____ Other Motor Freight (NAME) _____
_____ Van Line (NAME) _____

Note: If you are using a carrier other than ABF, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. National Expo will load out shipment when your carrier arrives. National Expo will not be responsible for any items left unattended on the show floor. Please read second page of Drayage & Material Handling Form for all rules and regulations. National Expo will not handle any outbound UPS shipment without arrangements being made with the National Expo Service Desk.

Company Name: _____ Booth# _____
Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Authorized by (please print): _____
Signature: _____ Title: _____

IMPORTANT INFORMATION!

ALL SHIPMENTS MUST BE CONSIGNED TO NATIONAL EXPO

ALL SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED!

PLEASE SEE FOLLOWING PAGE FOR ADDT'L INFORMATION.



DRAYAGE/MATERIAL HANDLING

RATE SCHEDULE

Payment must be received by:
May 30, 2017
 For DISCOUNT RATES to apply

**Indiana League of
 Municipal Clerks and
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NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

DRAYAGE / MATERIAL HANDLING RATE SCHEDULE (Please read carefully)

<ul style="list-style-type: none"> All shipments received at the warehouse after June 9, 2017 are subject to late charges. Direct shipments will be accepted during exhibitor move-in hours only. <u>Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment.</u> Shipments must be sent prepaid . Collect shipments will be refused. 	
<p><u>ADVANCED SHIPMENTS TO WAREHOUSE</u> Receive shipments and store up to 30 days in advance and deliver to booth, remove and store materials labeled empty (empty labels available at National Expo's service desk), return materials to booth at close of show and load on outbound carrier.</p>	<p>\$77.25/cwt (\$154.50 min.)</p>
<p><u>DIRECT SHOW SITE SHIPMENTS</u> Receive shipments at show site during published exhibitor move-in hours, deliver to booth, remove and store materials labeled empty (empty labels available at National Expo's service desk), return materials to booth at close of show and load on outbound carrier.</p>	<p>\$75.25/cwt (\$150.50 min.)</p>
<p><u>SPECIAL MATERIAL HANDLING CHARGES (SHOW SITE DELIVERY ONLY)</u> This applies to loose, uncrated or unskidded materials, cases or boxes and unskidded machinery. This also includes shipments that require special handling (such as blanket wrapped and ground unloading). NO LOOSE , UNCRATED OR UNSKIDDED MATERIALS WILL BE ACCEPTED AT ADVANCED WAREHOUSE. Any special request must be directed to National Expo's Customer Service department.</p>	<p>Add'l 35%</p>
<p><u>SMALL PACKAGES (SHOW SITE DELIVERY ONLY)</u> A \$30.00 flat fee will apply to receiving and delivering of envelopes and single small packages under 20lbs.</p>	<p>\$30.00</p>
<p><u>LATE SHIPMENTS</u> All shipments received at the warehouse AFTER the above deadline date, add an additional charge. All shipment arriving before the schedule show site move-in times, add an additional charge. Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)</p>	<p>Add'l 35%</p>
<p><u>MISCELLANEOUS MATERIAL HANDLING NEEDS</u></p>	<p>PRICING</p>
Packing Tape	\$10.50 per roll
On-site Container Storage (for items not handled as drayage)	\$25.00 per piece
Shrink Wrap Labor (includes labor and shrink wrap)	\$74.90 per skid
Shrink Wrap	\$37.45 per roll
Banding (this includes labor and banding material)	\$90.95 per skid
Accessible Storage initial set-up rate	\$134.00 per skid
Accessible Rates: There is a 1/2 hour labor charge (minimum) each time the storage is accessed. The charge will be applied at the corresponding rate for the time it is accessed.	1/2 hour minimum

Company Name: _____ Booth# _____
 Address: _____ Suite: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 Authorized by (please print): _____
 Signature: _____ Title: _____

IMPORTANT INFORMATION

ALL SHIPMENTS MUST BE CONSIGNED TO NATIONAL EXPO

ALL SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED!

200 LB MINIMUM WILL APPLY TO ALL SHIPMENTS

PLEASE BE SURE TO READ THE MATERIAL HANDLING LIMITS OF LIABILITIES PAGE



LIMITS OF LIABILITY FOR MATERIAL HANDLING

Payment must be received by:
May 30, 2017
For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

**Indiana League of
Municipal Clerks and
Treasurers**
Belterra Casino Resort
Florence, IN
June 14, 2017

NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

Limits of Liability for Material Handling

1. National Expo and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
 2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by National Expo or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of the materials from the booth for the loading onto a carrier. It is understood that during such time the shipment(s) will be left in the booth unattended. Therefore, it is agreed that National Expo and its subcontractors are not responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to National Expo or its subcontractors by exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
 3. National Expo and its subcontractors shall not be responsible for loss, delay or damage due to strike, lockouts, or work stoppage of any kind.
 4. National Expo and its subcontractor shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or causes beyond their control.
 5. It is understood that National Expo and its subcontractor are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by National Expo hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the exhibitor's property. It is further understood and agreed that National Expo and its subcontractors do not provide for full liability should loss or damage occur.
 6. It is agreed that if National Expo or its subcontractor should be found liable for loss or damage to exhibitor equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by National Expo, its subcontractor or their employees.
 7. National Expo and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenue or for any collateral costs that may result from any loss or damage to exhibitor's materials, which may make it impossible or impractical to exhibit same.
 8. Claims for loss or damage must be submitted to National Expo by the close of the show. No suit or action shall be brought against National Expo or its subcontractors more than one year after the cause of action.
 9. The exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its material, that National Expo and its subcontractors will provide these services as exhibitor's agent and not as bailee or shipper. If any employee of National Expo or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that National Expo or its subcontractors will do so as the exhibitors agent, and the exhibitor accepts the responsibility thereof.
 10. National Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or specific unit counts on receipts or freight bills, such as FedEx or UPS Package. Such shipments will be delivered to booth without guarantee of piece count or condition.
 11. Empty container labels will be available at the National Expo service center. Affixing the labels is the sole responsibility of the exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and National Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers
 12. In order to expedite removal of materials from the show site, National Expo shall have the authority to change designated carrier, if such carriers do not pick up in time. Where no disposition is made by the exhibitor, materials will be shipped collect to the permanent address of the exhibitor. National Expo assumes no liability as a result of such re-routing or handling.
 13. The exhibitor agrees, in the event of a dispute with National Expo or its subcontractor relative to any loss or damage to any materials or equipment, that the exhibitor will not withhold payment in any amount due to National Expo for material handling services or any other service provided by National Expo or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay National Expo prior to the close of the show for all such charges and further agrees that any claim the exhibitor may have against National Expo or its subcontractor shall be pursued independently by the exhibitor as a completely separate transaction to be resolved on its own merits.
- **The consignment or delivery of a shipment to National Expo or its subcontractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in sections 1 through 13 above.**
 - **National Expo and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.**
 - **Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all risk coverage. This can usually be done by riders to existing policies.**
 - **Contact your insurance representative. Be sure your insurance is in effect in transit to and from the show, during storage and at show site.**

ORDER FORM SUMMARY



Payment must be received by:
May 30, 2017
For DISCOUNT RATES to apply

Mail or Fax to: 217-636-8180

**Indiana League of
Municipal Clerks and
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Belterra Casino Resort
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NATIONAL EXPO, INC · 601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178

TAXABLE ITEMS

Furniture	\$ _____
Carpet	\$ _____
Floral	\$ _____
Custom Signs	\$ _____
MDU/MDU Access.	\$ _____
Subtotal	\$ _____
Plus 7% tax	\$ _____
Taxable total	\$ _____

NON-TAXABLE ITEMS

Material Handling	\$ _____
Display Labor	\$ _____
Custom Cleaning	\$ _____
Non-taxable total	\$ _____

Non-taxable total	\$ _____
Taxable total	\$ _____
GRAND TOTAL	\$ _____

**Please remit the following order forms directly to appropriate vendor:
Electrical, Telephone, Cable TV, Fiber Optic, Compressed Air/Gas**

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth# _____
Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Authorized by (please print): _____
Signature: _____ Title: _____

IMPORTANT INFORMATION!

If you are tax exempt, you must include a copy of your exemption certificate. No adjustments will be made after close of show.

Be sure to include Payment Authorization Form with your order.

All orders must be received with payment by discount deadline date to receive the discount price. Orders received after the discount date will be processed at standard rates. Orders received without payment will not be processed.

Signature denotes acceptance of payment terms as set forth in the Payment Authorization Form.

PAYMENT AUTHORIZATION



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PAYMENT POLICY

Advance payment in full must accompany all orders. Orders received on or before deadline will be processed at **DISCOUNT PRICE**. Orders received after the deadline date and at Show Site will be processed at the **STANDARD PRICE**. Payment may be made by company check, credit card or money order. Purchase orders are not considered advance payment. There will be a \$35 charge for all NSF checks.

All accounts must be settled at National Expo Service desk prior to show closing. Your show site representative must be aware of this policy and have means of payment, unless credit card authorization has previously been provided. **NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**

CREDIT CARD INFORMATION TO BE PUT ON FILE

<input type="checkbox"/> American Express	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
Card Number: _____		Expiration Date: _____
Print Cardholder Name: _____ Exactly as it appears on card		
Cardholder Billing Address: _____ Street		

City		State
Zip		

FORM OF PAYMENT

<input type="checkbox"/> Use above credit card for all Charges incurred and any Show Site orders	<input type="checkbox"/> Company Check # _____ Please make checks payable to: National Expo, Inc. Our Fed ID #: 20-2854408
_____ Authorized Signature	

IMPORTANT INFORMATION!

In addition to a \$35 invoicing fee, a finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

Signature denotes acceptance of payment terms as set forth by National Expo.

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

CANCELLATIONS MADE AFTER MOVE-IN BEGINS WILL BE CHARGED 50% OF THE ORIGINAL PRICE.

Company Name: _____ Booth# _____
Address: _____ Suite: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Name (please print): _____