



EXHIBITOR KIT

TRADESHOW LOCATION

French Lick Springs Resort
Hoosier Ballroom
8670 West State Road 56
French Lick, IN 47432

TRADESHOW CONTACTS

Aim

Anne Trobaugh, Corporate Relations Director
Office: (317) 237-6200 extension 239
Cell: (317) 417-7684

National Expo

Pre-Event Contact:

Holly Lannon
Office: (217) 636-8178
Email: customerservice@natlexpo.com

Onsite Contact:

Mike Smith
Office: (317) 839-7355
Cell: (317) 979-9002

IMPORTANT DATES

July 10

Online Booth Registration Begins at 10:00 a.m. EST

August 3

Deadline for Sponsorship Agreements and Program Advertising Forms and Artwork

September 10

Conference Registration Deadline Hotel Reservation Cut-off Date

October 2-3

Exhibit Hall Open

SHOW SCHEDULE

Tuesday, October 2

- 9:00 a.m. – 6:00 p.m. **Conference Registration**
Hoosier Business Center
- 10:00 a.m. – 4:00 p.m. **Exhibitor Move-in**
Hoosier Ballroom
- 5:15 p.m. – 7:15 p.m. **Welcome Reception in Exhibit Hall**
Hoosier Ballroom

Wednesday, October 3

- 8:00 a.m. – 5:00 p.m. **Conference Registration**
Hoosier Business Center
- 8:00 a.m. – 10:00 a.m. **Continental Breakfast in Exhibit Hall**
Hoosier Ballroom
- 8:00 a.m. – 11:15 a.m. **Exhibit Hall Open**
Hoosier Ballroom
- 11:15 a.m. **Grand Prize Drawing & Exhibit Hall Closes**
Hoosier Ballroom
- 11:15 a.m. – 4:00 p.m. **Exhibitor Move-out**
Hoosier Ballroom

EXHIBIT HALL BOOTH INCLUDES

- 8' Deep X10' Wide Booth Space
- Pipe and Drape
- Skirted 8' Table
- Two Chairs
- Wastebasket
- Booth Identification Sign
- Hall is Carpeted

Please note: All exhibitors must register for the full conference (discounted exhibitor rate available). Online registration is available at aimindiana.org.

ADDITIONAL SERVICES

Please use the enclosed forms, if you need to order electrical service or additional furniture. Wireless Internet access is complimentary at the French Lick Springs Resort.

MATERIALS SHIPPING

Inbound shipments direct to the French Lick Springs Resort must not arrive more than two days prior to the event. Shipments received more than two days prior to the event will be assessed a \$25 per package handling/storage fee. Please use the following format with addressing packages:

French Lick Springs Resort

c/o National Expo, Inc.

Event: Aim Ideas Summit – [Insert Vendor Name and Booth #]

8670 West State Road 56

French Lick, IN 47432

Advanced shipments direct to the National Expo, Inc. Warehouse must be received before 4:30 p.m. on September 28th. Shipments received after this date will be assessed a special handling fee. Please use the following format with addressing packages:

[Insert Vendor and Booth #]

Event: Aim Ideas Summit

National Expo, Inc.

2363 E. Perry Road, Suite 101

Plainfield, IN 46168

Packages that include company name and booth number will be delivered to your booth.

EXHIBITOR MOVE-IN & MOVE-OUT

Exhibitor move-in will take place on Tuesday, October 2, from 10:00 a.m. – 4:00 p.m. Items can be brought into the Exhibit Hall through the front entrance of the event center or the parking garage entrance (Hoosier Ballroom can be accessed via the first hallway from the parking garage level 2). Additionally, large items can be loaded into the ballroom via a loading dock. Note that the drive leading to the loading dock is small, so you are encouraged to use the other options unless you have very large items. Exhibitors are responsible for loading/unloading carts and moving materials to assigned booth space. Move-out takes place from 11:15 a.m. – 4:00 p.m. on Wednesday, October 3. Please do not tear down your booth before 11:15 a.m.

EXHIBITOR REGISTRATION

Exhibitor registration will be located at the main Aim Ideas Summit registration area located in the Hoosier Business Center of the French Lick Springs Resort. Conference registration will be open Tuesday, October 2 from 9:00 a.m. – 6:00 p.m.

OVERNIGHT SECURITY

Overnight security personnel will not be provided in the Exhibit Hall. Aim 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. Aim reserves the right to release any booth if payment has not been received prior to October 2, 2018. Payment may be made by check, Visa, Mastercard, Discover, or AMEX.

CANCELLATION POLICY

Booth cancellations received on corporate letterhead in writing (via US Mail, Email or Fax) by Aim on or before July 31, 2018 will receive a refund less a \$75 processing fee. No refunds will be issued for cancellations received after this date.

PARKING

Complimentary parking is available in the French Lick Springs Hotel parking garage or surface lot.

HOTEL RESERVATIONS

All hotel blocks will open July 10 for the Aim Ideas Summit. Please contact the hotel of your choice directly by September 10 to reserve your hotel room. Attendees are required to provide their name and the name of their company when reserving a hotel room. **Multiple reservations cannot be made under the same name.** There are separate blocks for vendors and municipal attendees. Please make sure you use the appropriate vendor group code when reserving your room. You must be registered for the conference to occupy a room in the Aim hotel block. Aim is not responsible for hotel reservations or cancellations. Aim reserves the right to cancel reservations within the Aim hotel block.

Complimentary shuttle service will be available throughout the conference from the West Baden Springs Hotel, Best Western Plus French Lick and Comfort Suites to the French Lick Springs Events Center.

French Lick Springs Hotel

8670 West State Road 56

French Lick, Indiana 47432

(888) 936-9360

Municipal Attendee Group Code: 1018AIM

Vendor Group Code: VENDAIM

Room Rate: \$149/night (plus tax)

West Baden Springs Hotel

8538 West Baden Avenue

West Baden Springs, Indiana 47469

(888) 936-9360

Municipal Attendee Group Code: 1018AIM

Vendor Group Code: VENDAIM

Room Rate: \$189/night (plus tax)

Best Western Plus French Lick

613 South Arnold F Habig Boulevard

French Lick, Indiana 47432

(812) 936-0520

Group Code: Aim

Room Rate: \$109/night (plus tax)

Comfort Suites

9530 West State Road 56

French Lick, Indiana 47432

(812) 936-5300

Group Code: Aim

Room Rate: \$85/night (plus tax)



**ACCELERATE INDIANA
MUNICIPALITIES**

French Lick Resort

French Lick, IN

October 2-3, 2018

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'x10' BOOTH SPACE INCLUDES:

- * 8' High Black Back Drape
- * 3' Tall Black Side Drape
- * One (1) 7" x 44" ID Sign with Company Name and Booth Number
- * One (1) 8' X 2' X 30"H skirted table, Black
- * 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, forklift, 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 French Lick Resort prior to National Expo's acceptance beginning at 8:00 AM on September 30, 2018.

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 September 18, 2018.) 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 forklift, labor, 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:
September 18, 2018
 For DISCOUNT RATES to apply

ACCELERATE INDIANA MUNICIPALITIES
 French Lick Resort
 French Lick, IN
October 2-3, 2018

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	90.70	117.70	
	6' long 42" high	122.50	158.90	
	8' long 30" high 1 provided	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	
	Table Plastic (per linear ft.)	2.35	2.35	

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:
September 18, 2018
 For DISCOUNT RATES to apply

ACCELERATE INDIANA MUNICIPALITIES

French Lick Resort
 French Lick, IN

October 2-3, 2018

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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	

Please Indicate Carpet Color

- Blue Red Burgundy Charcoal
- Black Purple Hunter Green Teal

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.

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**

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

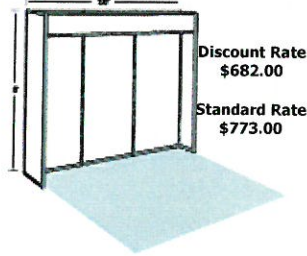
Payment must be received by:
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ACCELERATE INDIANA MUNICIPALITIES
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 French Lick, IN
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Mail or Fax to: 217-636-8180

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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.

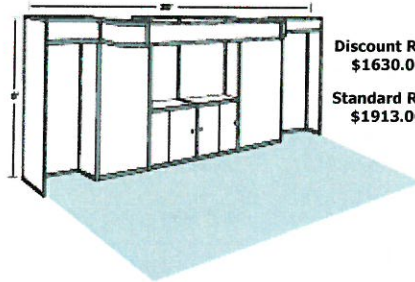
MDU #3 10x10



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.

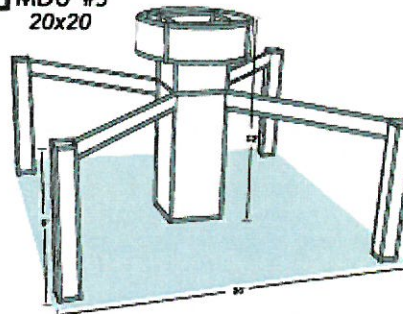
MDU #4 10x20



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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MDU ACCESSORIES

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French Lick, IN

October 2-3, 2018

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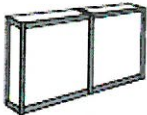
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COUNTERS

\$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)

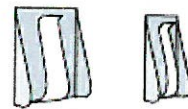
\$80.25 EACH



1 METER WHITE ONLY

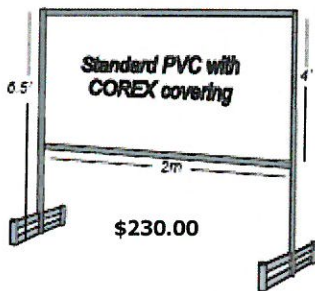
BROCHURE RACKS

\$26.75



PLEXIGLASS, VELCRO BACK

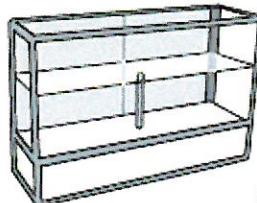
MESSAGE BOARD



\$230.00

48" X 96" Push Pin ready

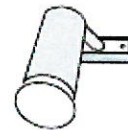
DISPLAY CASE



\$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: _____

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INSTALL/DISMANTLE LABOR

Payment must be received by:
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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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French Lick, IN

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- 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:
September 18, 2018
 For DISCOUNT RATES to apply

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 French Lick, IN

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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:
September 18, 2018
 For DISCOUNT RATES to apply

ACCELERATE INDIANA MUNICIPALITIES

French Lick Resort
 French Lick, IN

October 2-3, 2018

Mail or Fax to: 217-636-8180

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

CHOOSE YOUR SIZE

STYLE AND COLOR

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	

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

ENTER SIGN COPY BELOW

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	

IMPORTANT INFORMATION!

ADVANCED PAYMENT IN FULL IS REQUIRED FOR ALL ORDERS.

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

Company Name: _____ Booth# _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Authorized by (please print): _____

Signature: _____ Title: _____



DRAYAGE & MATERIAL HANDLING

Payment must be received by:
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French Lick Resort
French Lick, IN
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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 (AIM)**
National Expo, Inc.
2363 E. Perry Road, Suite 101
Plainfield, IN 46168

***ADVANCE SHIPMENT MUST BE RECEIVED BEFORE 4:30 PM ON SEPTEMBER 28, 2018. 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 (AIM)**
C/O National Expo, Inc. / French Lick Resort Convention Services
8670 West State Road 56
French Lick, IN 47432

***SHIPMENTS DIRECT TO SHOW SITE CANNOT ARRIVE PRIOR TO 8:00 AM ON SEPTEMBER 30, 2018. 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: **Sept 30– Oct 3, 2018 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 1:00 PM ON OCTOBER 3 OR THEY WILL BE RE-ROUTED****

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

OUTBOUND CARRIER

____ Designated Carrier for **Air and Ground - ABF Freight**
____ 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

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ACCELERATE INDIANA MUNICIPALITIES

French Lick Resort
 French Lick, IN
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DRAYAGE / MATERIAL HANDLING RATE SCHEDULE (Please read carefully)

<ul style="list-style-type: none"> All shipments received at the warehouse after September 28, 2018 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 out-bound 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

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ACCELERATE INDIANA MUNICIPALITIES

French Lick Resort
French Lick, IN

October 2-3, 2018

Mail or Fax to: 217-636-8180

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:
September 18, 2018
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ACCELERATE INDIANA MUNICIPALITIES

French Lick Resort
French Lick, IN

October 2-3, 2018

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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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For DISCOUNT RATES to apply

ACCELERATE INDIANA MUNICIPALITIES

French Lick Resort
French Lick, IN

October 2-3, 2018

Mail or Fax to: 217-636-8180

601 Pin Oak Lane · Athens, IL · 62613 · 217-636-8178 customerservice@natlexpo.com

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: _____ <small>Exactly as it appears on card</small>		
Cardholder Billing Address: _____ <small>Street</small>		

<small>City</small>	<small>State</small>	<small>Zip</small>

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.
Authorized Signature	Our Fed ID #: 20-2854408

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): _____



FRENCH LICK RESORT®

FRENCH LICK & WEST BADEN · INDIANA
8670 WEST STATE ROAD 56, FRENCH LICK, IN 47432

Exhibitor Request Form

Form must be received 3 weeks prior to event date
Return to exhibitor@frenchlick.com for questions call 812-936-5824

Conference Name: _____ Dates of Event: _____

Company Requesting Service: _____ Booth #: _____

Cardholder Billing Address: _____ City: _____ State: _____ Zip Code: _____

Onsite Contact's Name: _____ Cell Number: _____

E-mail: _____ Last 4 Digits of Credit Card: _____ Receipt Needed: y / n

Cardholder Signature: _____ Cardholder Phone: _____

For your security, DO NOT write the credit card number on this form. A Resort Revenue Agent will contact you to complete the form 5 business days prior to the event.

***** If paying by check, please return this form 14 days prior to arrival *****

<u>Quantity</u>	<u>Description</u>	<u>Items Ordered</u>	<u># of Days</u>	x	<u>Daily Fee</u>	=	<u>Item Total</u>
_____	120 Volt Outlet (20 amps)	_____	_____		\$50.00		_____
_____	208 Volt (0-20 amp)	_____	_____		\$80.00		_____
_____	208 Volt (21-30 amp) – Exhibition Hall Only	_____	_____		\$90.00		_____
_____	208 Volt (31-50 amp) – Exhibition Hall / Windsor Only	_____	_____		\$100.00		_____
_____	208 Volt (20 Amp – 3 wire conductor) Hoosier Only	_____	_____		\$125.00		_____
_____	Power Strip with Extension Cord	_____	_____		\$30.00		_____
_____	Additional Equipment – Pallet Jack (per hour / attendant)	_____	_____		\$50.00		_____
_____	_____	_____	_____		\$_____		_____
						Total:	\$ _____
(There will be an additional \$75 charge for power added day of event)						7% Indiana sales tax:	\$ _____
						Total Electrical Charges:	\$ _____

Please Do Not Write in this Box - For Office Use Only

Credit Card Number: _____ Exp. Date: _____

Name as Printed on Card: _____ CVV Code: _____

****Disclaimer:** The Resort is not responsible for any lost, stolen, damaged, or misdirected equipment, personal items, or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are on the Resort outside of the event hours.