

NEO

AIM NEWLY ELECTED OFFICIALS TRAINING

EXHIBITOR KIT



Aim Newly Elected Officials Training in
Partnership with Aim Medical Trust &
Baker Tilly Municipal Advisors, LLC

TRADESHOW LOCATION

Indiana Convention Center
Sagamore Ballroom – 3–7
50 South Capitol Ave.
Indianapolis, IN 46204

TRADESHOW CONTACTS

Aim

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

Decorator – Smith Expo

Smith Expo LLC
5810 Sly Fox Ln
Indianapolis, IN 46237
Phone: 317.710.8703
Email: hsmith@smithexpo.com

IMPORTANT DATES

November 13 – Online Booth Registration Begins at 10:00 a.m. EST

November 25 – Deadline for Sponsorship Agreements and Program Advertising Forms and Artwork

January 3 – Hotel Reservation Cut-off Date

January 10 – Advanced service order forms (3:00 p.m.)

January 17 – Advance Freight Deadline (without surcharge) (3:00 p.m.)

January 21 – Show Open (2:00 p.m. – 7:00 p.m.)

January 21 – Freight Re Route (9:00 p.m.)

SHOW SCHEDULE

Tuesday, January 21

8:00 a.m. – 1:00 p.m. Exhibitor Check-in/Move-in
 Sagamore Ballroom

2:00 p.m. – 7:00 p.m. Show Hours

Sagamore Ballroom

5:00 p.m. – 7:00 p.m. Welcome Reception in Exhibit Hall

Sagamore Ballroom

7:00 p.m. Grand Prize Drawing

Sagamore Ballroom

7:00 p.m. – 9:00 p.m. Exhibitor Tear Down/Move-out

EXHIBIT HALL BOOTH INCLUDES

- 8' Deep X10' Wide Booth Space
- Pipe and Drape
- Skirted 6' Table
- Two Chairs
- Wastebasket
- Booth Identification Sign
- Four complimentary exhibitor name badges

Please note: Exhibitors are not permitted to attend Boot Camp sessions that take place outside of the Exhibit Hall unless your company is a Platinum, Gold or Silver level sponsor.

ADDITIONAL SERVICES

Please use Smith Expo order forms for additional furniture and accessories and drayage needs. Electrical service and Internet access can be ordered through [Indiana Convention Center order forms](#).

MATERIALS SHIPPING

All inbound and outbound shipping needs can be coordinated using the Smith Expo order form.

EXHIBITOR MOVE-IN & MOVE-OUT

Exhibitor move-in will take place on Tuesday, January 21, from 8:00 a.m. – 1:00 p.m. Items can be brought into the convention center through the Maryland Street canopy entrance or the Maryland Street loading dock.

EXHIBITOR CHECK-IN

Exhibitor check-in will be located near the entrance of the Sagamore Ballroom 6 located on Level 2 in the Indiana Convention Center, Level 2. All exhibitors must be checked in and set up by 1:00p.m. on January 21.

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 January 21, 2020. Payment may be made by check, Visa, Mastercard, Discover, or AMEX.

CANCELLATION POLICY

Booth cancellations received on corporate letterhead in writing by Aim (via US Mail, Email or Fax) on or before November 27 will receive a refund less a \$75 processing fee. No refunds will be issued for cancellations received after this date.

PARKING

[View Downtown Indianapolis Parking Map](#)

HOTEL RESERVATIONS

The Westin Indianapolis

50 South Capitol Avenue

Indianapolis, Indiana 46204

(317) 262-8100

Contact the Westin Hotel directly at (317) 262-8100 for reservations. Request the **Aim Newly Elected Officials 2020 room block** to receive the special rate of \$142.00 per night. Reservations must be made **by January 3 at 5:00 p.m.** to receive the Aim rate. Aim is not responsible for hotel reservations or cancellations. Only registered conference attendees and exhibitors may occupy a room in the conference hotel block. Aim reserves the right to modify hotel reservations.



Smith Expo

Aim – Newly Elected Officials: Boot Camp Indiana Convention Center (Sagamore Ballrooms 3-7) Indianapolis, IN January 21, 2020

OFFICIAL SHOW DECORATOR

- Smith Expo LLC
- 5810 Sly Fox Ln
- Indianapolis, IN 46237
- Phone: 317.710.8703
- Email: hsmith@smithexpo.com

Aim CONTACT

- Anne Trobaugh, Corporate Relations Director
- 125 West Market Street, Suite 100
- Indianapolis, IN 46204
- Phone: 317.237.6200 x239
- Email: atrobaugh@aimindiana.org

EXHIBIT INFORMATION

- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Display: 6' Black Skirted Table
- Seating: Two Folding Chairs
- Trash: One Wastebasket
- Carpting: Multi-Colored Ballroom Carpet
- Signage: One ID Sign

Important Dates (Check all order forms for additional deadlines)

•Advanced Order Deadline:	Friday, January 10	3 PM
•Advance Freight Deadline (without surcharge):	Friday, January 17	3 PM
•Move-in:	Tuesday, January 21	8 AM - 1 PM
•Show Hours:	Tuesday, January 21	2 PM - 7 PM
•Move-out:	Tuesday, January 21	7 PM - 9 PM
•Freight Re-Route:	Tuesday, January 21	9 PM

Advance Warehouse

- Company Name, Booth #
- Aim - Newly Elected Officials
- c/o Smith Expo
- 5810 Sly Fox Lane
- Indianapolis, IN 46237

Direct to Show Site

- Company Name, Booth #
- Aim - Newly Elected Officials
- Ind. Conv. Center c/o Smith Expo
- 100 South Capitol Ave
- Indianapolis, IN 46225

Need Assistance?

- Call: 317.710.8703
- Email: hsmith@smithexpo.com
- We appreciate your business

FURNITURE & ACCESSORIES ORDER FORM

Aim – Newly Elected Officials 2020

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Spandex Skirted Tables				
	4' x 24" wide	\$45	\$56	\$
	6' x 24" wide	\$65	\$81	\$
	8' x 24" wide	\$85	\$106	\$

Unskirted 30" High Tables

	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

42" High Spandex Skirted Tables

	4' x 24" wide	\$55	\$69	\$
	6' x 24" wide	\$75	\$93	\$
	8' x 24" wide	\$95	\$119	\$

Unskirted 42" High Tables

	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

24" Round Café Tables

	30" High	\$35	\$44	\$
	40" High	\$45	\$56	\$
	Spandex Cover	\$10	\$15	\$

Accessories

Qty	Item	Advance	Standard	Subtotal
	Folding Chair	\$15	\$19	\$
	Padded Chair	\$25	\$31	\$
	High Stool	\$35	\$44	\$
	Wastebasket	\$5	\$7	\$
	Easel	\$10	\$13	\$
	3' Base/Upright	\$3	\$4	\$
	8' Base/Upright	\$8	\$10	\$
	Cross Bar	\$8	\$10	\$
	3' Masking Drape/LF	\$6	\$8	\$
	8' Masking Drape/LF	\$9	\$12	\$

Supplies

	Shrink Wrap w/Labor	N/A	\$25/Skid	\$
	Banding w/Labor	N/A	\$25/Skid	\$
	Cart Load Service	N/A	\$25/Cart	\$

Shipping

**See Material Handling Resource Guide for Terms and Conditions (page 4)*

	Advance Shipping (per 100 lbs)	\$55	N/A	\$
	Direct Shipping (per 100 lbs)	N/A	\$52	\$
	Small Packages (Onsite Only)	N/A	\$15	\$
	Special Material Handling		35%	\$

Important Notes

- Complete this form and return it to hsmith@smithexpo.com
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo.
- All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact hsmith@smithexpo.com or call 317.710.8703

Form Total

Subtotal \$ _____

7% Sales Tax \$ _____

Est. Total \$ _____

Advance Deadline
Friday, January 10

PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM

COMPANY NAME: _____ BOOTH #(S): _____



Smith Expo

PAYMENT POLICIES & AUTHORIZATION FORM

Aim – Newly Elected Officials 2020

Payment Policy

- Complete this form and return it to hsmith@smithexpo.com.
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by company check, credit card or money order.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 50% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a \$50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

Payment Authorization Form

PAYMENTS MUST BE RECEIVED BY JANUARY 10, 2020 FOR DISCOUNT RATES TO APPLY

CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment: ☐ Visa ☐ Mastercard ☐ American Express ☐ Check #: _____
(Payable to Smith Expo – Fed ID: 83-4180399)

Card #: _____ Exp Date: _____ CVV: _____

Billing Address: _____

City, State Zip: _____ Phone: _____

☐ Use above credit card for all charges incurred and any show site orders

Cardholder's Signature: _____

Cardholder's Name (please print clearly): _____

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM

COMPANY NAME: _____ BOOTH #(S): _____



Smith Expo

MATERIAL HANDLING RESOURCE GUIDE

Aim – Newly Elected Officials 2020

Advance Shipping

Receive shipments at advance warehouse and store up to 30 days

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Direct Shipping

Receive shipments at show site during published move-in hours

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Special Materials Handling Service

Receive at show site only

Applies to loose, uncrated or unskidded materials, cases or boxes, and ground unloading

Small Packages

Receive at show site only (limit 25 lbs)

Deliver to booth

Material Handling Terms and Conditions

- Shipments are billed per 100 lbs with a 200 lb minimum
- Shipments must be sent prepaid. Collect shipments will be refused
- All shipments must be consigned to Smith Expo
- An additional 35% will be added to all shipments if:
 - Shipment is received at the warehouse after 3 PM on Friday, January 17, 2020
 - Transportation charges will apply to all shipments received after the show opens
 - Shipment was received after the truck has left the warehouse

INBOUND SHIPPING INFORMATION

☐ Warehouse

☐ Show Site

Shipping via: _____ Tracking #: _____ Date Shipped: _____

Arrival Date: _____ Total # of Pieces: _____ Total Weight: _____ lbs

OUTBOUND SHIPPING INFORMATION

Ship To: _____ Attn: _____

Street Address: _____

City, State Zip: _____ Phone: _____

of Outbound Pieces: _____ Crates: _____ Display Cases: _____ Cartons: _____ Skids: _____

ALL OUTBOUND SHIPMENTS MUST BE PICKED UP BY TUESDAY, JANUARY 21, 2020 @ 9 PM OR THEY WILL BE REROUTED

OUTBOUND CARRIER INFORMATION

☐ Designated Carrier (ABF – ArcBest)

☐ Other Carrier Name _____

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. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsible for any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance.

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM

COMPANY NAME: _____ BOOTH #(S): _____



Smith Expo

1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.
3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.
4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.
5. Smith Expo and Subcontractors shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.
7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.
8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.
9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed \$.20 per pound per item with a maximum liability of \$40 per item or \$500 per shipment, whichever is less, as agreed upon damages and exclusive remedy.
10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.
11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
13. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.



Exhibitor Appointed Contractor (EAC) Rules & Regulations

Aim – Newly Elected Officials 2020

An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.

IMPORTANT: please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.
- All EACs and all subcontractors must display company ID with photo all times while on property.
- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).
- All personnel under the employment of the EACs must be credentialed properly with show management.
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.
- All EACs will not solicit business on the Show Floor.



Smith Expo

INDIANA CONVENTION CENTER & LUCAS OIL STADIUM FOOD AND/OR BEVERAGE SAMPLING/DISTRIBUTION POLICY

The Indiana Convention Center & Lucas Oil Stadium has established the following provisions to allow for the distribution of sampled food and beverage items:

GENERAL CONDITIONS:

- 1) The Catering Department of the Indiana Convention Center & Lucas Oil Stadium reserves the right to provide all cash and contracted service designated for on-site consumption.
- 2) The Catering Department retains the exclusive right for booth catering.
- 3) Combination and/or preparation of company's/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception is deemed "catering."
- 4) Indiana State Law prohibits the sampling of alcoholic beverage products by any person or business other than the licensee of the building.
- 5) The Indiana Convention Center & Lucas Oil Stadium understand that certain conventions have as their primary purpose the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.
- 6) Exhibitors at public conventions may sample foods under the following guidelines:
 - A) A maximum number of sampling booths may be set at the discretion of the Indiana Convention Center & Lucas Oil Stadium.
 - B) The Indiana Convention Center & Lucas Oil Stadium maintains the exclusive rights to all food and beverage sampled within the building and will determine the types of food and the number of booths available for sampling within space held at the Indiana Convention Center & Lucas Oil Stadium.
 - C) A sampling charge of \$250.00 per day may be imposed to offset lost food and beverage sales.
 - D) Event organizer or Vendor must get prior approval by registering event with the Marion County Health Department at least 30 days in advance. Contact: Kelly Whiting-phone 317.221.2240

DEFINITIONS

<u>Sampling:</u>	The dispersing of a maximum two (2) ounce food and/or two (2) fluid ounce beverage by the manufacturer, marketer or distributor of the item.
<u>Catering:</u>	The service of food and beverage for the nourishment and/or entertainment of any guest within the Indiana Convention Center & Lucas Oil Stadium.
<u>Booth Catering:</u>	The service of food and beverage used to entice delegates and guests to the booth. Products, which are not related to the event, remain the right of the Indiana Convention Center & Lucas Oil Stadium and must be provided by the Catering Department.
<u>Exhibitor Services:</u>	Services provided by the Catering Department to facilitate the sampling of products.
<u>Private Convention:</u>	Any convention or trade show closed to the public and attended by members or guests belonging to the host organization. This does not include membership warehouse, companies or similar organization recruiting public attendees.
<u>Public Convention:</u>	Any convention, trade or consumer show attended by the general public.

Any questions regarding the above provisions should be addressed to the Catering Department of the Indiana Convention Center & Lucas Oil Stadium at (317) 262 3500. Please fax this form back to 317-634-0541 or email it to your catering sales manager.

Please list your request, if you are unsure whether the above information is applicable to you or your organization.

Name of Event: _____

Company Name: _____ **Booth #** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact: _____ **Title:** _____ **Date:** _____

Phone Number: _____ **Email:** _____

Products you wish to dispense (including portion size) _____

Proposed method of dispensing and purpose for offering samples: _____

Approved: _____

General Manager, Centerplate

Date



Internet Service Contract

Indiana Convention Center & Lucas Oil Stadium

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
<p>Dedicated Wired Internet - Routers Allowed Connection speeds of 3Mbps and up Required for: • Web Casting • HD Streaming • Routers (wired or wireless) Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet - No Wired or Wireless Routers Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP Recommended for: • Email • Social Media • Surfing the web Includes 1 Private IP Addresses</p>

Additional services available — please contact us at (888) 446-6911 or visit our website

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	
If you require 6 or more devices – Please call (888) 446-6911.				
2. Dedicated Internet Services – Routers Supported				
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.				
3. Internet Equipment & Labor				
a. Switch Rental – up to 24 ports		\$185	\$225	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	
4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.				
5. Special Quote – Attachment A or Statement of Work (if applicable)				
6. Distance Fee of \$500 for Internet lines outside the convention venue x (# of lines)				
				SUBTOTAL
				ESTIMATED 10% TAX/FEES
				GRAND TOTAL
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				
Effective January 1, 2020 – December 31, 2020		Customer No: 2020 – 014 -		

Network Security Declaration

Center: **Indiana CC + Lucas Oil Stdm (014) - IN**

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: **2020 - 014 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, Smart City has implemented filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

Please inform all show site personnel about the importance of Smart City's Network Security compliance issues

Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: _____

Norton

McAfee

Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____

Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? **Yes** **No**

Rental Company Name: _____

Rental Company Contact: _____

Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2020 – 014 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

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

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

Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Show: ABC EXAMPLE SHOW

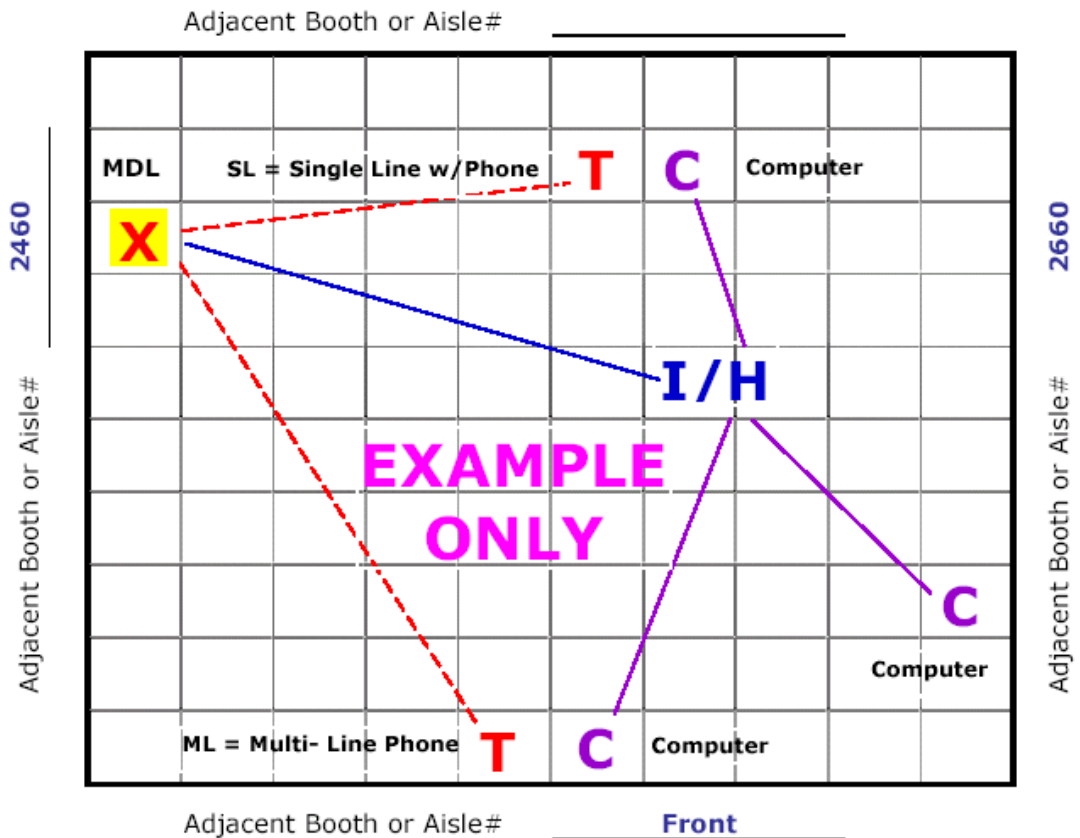
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2020 – 014 – XXX-XXXX

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

Size = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.

Wireless Performance Agreement

Center: Indiana CC + Lucas Oil Stdm (014) - 1 Company Name: _____
Show: _____ Booth / Room #: _____
Customer / Ref #: 2020 - 014 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Email: _____ Contact Phone #: _____



5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



Service includes set-up and disconnect at back center of booth or most convenient placement. See Rule #6 for placement policies.

Note: All booth power is connected from the floor.

120 volts		Advance Rate	Standard Rate
5 amp (550 watts)		\$104.00	\$148.00
10 amp (1100 watts)		\$129.00	\$183.00
20 amp (2200 watts)		\$179.00	\$254.00
If 24 hr service, is required - Add 50% to original connection chg	5A	\$52.00	\$74.00
	10A	\$64.00	\$91.50
	20A	\$89.50	\$127.00
<u>Labor Charge for Requested Placement Location of ANY electrical (based on Number of drops)</u>		\$91.00	
208 VOLTS / SINGLE PHASE			
Per Single Connection		Advance Rate	Standard Rate
20 amp		\$297.00	\$475.00
30 amp		\$371.00	\$594.00
40 amp		\$423.00	\$677.00
60 amp		\$596.00	\$954.00
100 amp		\$900.00	\$1,440.00
200 amp		\$1,513.00	\$2,421.00
208 VOLTS / 3 PHASE			
Per Single Connection		Advance Rate	Standard Rate
20 amp		\$375.00	\$600.00
30 amp		\$482.00	\$771.00
60 amp		\$812.00	\$1,299.00
100 amp		\$1,285.00	\$2056.00
200 amp		\$2,227.00	\$3,563.00
RENTAL ITEMS*			
		Advance Rate	Standard Rate
Quad Box (4 outlets)		\$24.92	\$41.50
Extension Cord		\$24.92	\$41.50
3/250 Watt Floodlight Stanchion (electric included)		\$141.10	\$199.23
*Includes 7% IN Sales Tax			

NOTES

- All orders must be placed online at www.icclos.com
- All 208 / 480 Electrical Services includes set-up and disconnect. Notify Utility Desk Personnel when equipment is in place for connection
- 120v 3ph or single phase / 480v/277v 3ph or single phase - **Call 317-262-3467 for pricing**

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**
2. **ADVANCE RATES** apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Full payment **MUST** be received before service can be connected. We accept AMX, MC, VISA and DISCOVER only.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes.
4. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
5. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
6. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.
9. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.
10. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
11. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **PRIOR** to close of event.
12. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.
13. **REFUNDS:** NO REFUNDS after installation of service.
14. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
15. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of \$30.00 on NSF checks will be assessed. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
16. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.

SUPPLEMENTAL LABOR AND EQUIPMENT INFORMATION

SKILLED LABOR (Stagehands) -- Stagehands handle and/or assist all set-up, operation, and tear down of sound, lighting and A-V equipment as well as bands, props, signs, mics, etc. Four (4) hour minimum.

HOUSE

Monday through Friday	
1 st Shift: 6:30 a.m. to 3:00 p.m.	\$49.00 per hour
2 nd Shift: 12:00 Noon to 8:00 p.m.	\$49.00 per hour
LOS Shift: 7:30 a.m. to 4:00 p.m.	\$49.00 per hour
Saturday and Sunday 8:00 a.m. to 12:00 Midnight	\$73.50 per hour
Saturday and Sunday 12:00 Midnight to 8:00 a.m.	\$98.00 per hour
Holidays and 12:00 Midnight to 6:30 a.m. on Monday through Friday	\$98.00 per hour

NOTE: All work in excess of eight (8) hours in one day or forty (40) hours in one week will be at one and one-half times the regular hourly rate except for such hours as otherwise are eligible for double-time pay.

EXTRA

Monday through Friday	\$49.00 per hour
Saturday and Sunday	\$73.50 per hour
Holidays and Midnight to 8:00 a.m.	\$98.00 per hour

RIGGERS*

Monday through Friday	\$66.00 per hour
Saturday and Sunday	\$99.00 per hour
Holidays and Midnight to 8:00 a.m.	\$132.00 per hour

*Riggers set and strike chain motors **only**.

SET-UP

Initial set-up of room is included in base rental. Additional set-up and/or turnovers or moving of portable walls will incur an additional charge. There is a four (4) hour minimum labor charge for any room turnovers.

CHANGE-OVER LABOR

8:00 a.m. - 4:00 p.m.	\$37.00 per hour
4:00 p.m. - 10:00 p.m.	\$55.50 per hour
10:00 p.m. - 8:00 a.m.	\$74.00 per hour

"RENT-A-BUDDY"

Monday through Friday for the first eight hours	\$35.50 per hour
After eight hours and Saturday	\$53.25 per hour
Sunday	\$71.00 per hour

INSTALLATION & DISMANTLING (I&D)

¹ Advance Rate	First 8 hours of consecutive work days 1-5	\$31.25 per hour
	Over 8 hours, or on the 6th consecutive work day	\$46.88 per hour
	Holidays or 7th consecutive work day	\$62.50 per hour
² Show Rate	First 8 hours of consecutive work days 1-5	\$37.75 per hour
	Over 8 hours, or on the 6th consecutive work day	\$56.63 per hour
	Holidays or 7th consecutive work day	\$75.50 per hour

¹Advance Rate applies to orders placed at least 15 days prior to first move-in day

²Show Rate applies to orders placed less than 15 days prior to first move-in day

SERVICE WORKER (HOUSEKEEPING)

Monday through Friday	8:00 a.m. - 4:00 p.m.	\$32.00 per hour
	4:00 p.m. - 10:00 p.m.	\$48.00 per hour
	10:00 p.m. - 8:00 a.m.	\$64.00 per hour
Saturday		\$48.00 per hour
Sunday and Holidays		\$64.00 per hour

SPECIAL EQUIPMENT: Below is an abbreviated list of commonly-used specialty rental equipment in the ICCLOS inventory. Equipment rental is subject to Indiana state sales tax (currently 7%). All equipment is available in limited supply. If it is necessary to supplement our inventory, rental charges will be passed on to the customer.

Armor Deck	LOS Field	\$.10 per square foot
AV Speakers (powered)		\$ 50.00 each, per day
Bicycle Barricade		\$ 15.00 per section
Bleacher/Riser Units	Units seat 138 or 170	\$ 500.00 per unit
Coat Racks		No Charge
Cocktail Tables		No Charge
Compact Disc Player		\$ 20.00 per day
Corkboards/Whiteboards		\$ 40.00 each
Dance Floor	3' x 3' sections	\$ 1.00 per square foot
Drape	3' Blue/Green/Black	\$ 2.00 per linear foot
	8' Blue/Green/Black	\$ 3.00 per linear foot
	12' Blue/Green/Black	\$ 4.00 per linear foot
Drape -- Backdrop	Sagamore sections 3, 4, 5 (Black/35'h x 60'w)	\$ 200.00 per section
	Exhibit Halls (Blue/22'h x 48'w)	\$ 150.00 per section
Easels		\$ 30.00 each
Electrical	Extension Cord (20 feet)	\$ 24.92 each (Advance)
		\$ 41.50 each (Standard)
	Quad Box (4 outlets)	\$ 24.92 each (Advance)
		\$ 41.50 each (Standard)
Flip Charts	Pad w/3 markers provided	\$ 24.00 1 st day
		\$ 12.00 each additional day
Fork Lifts	5,000 lb. capacity	\$ 60.00 per hour
	3,000 lb. capacity	\$ 50.00 per hour
Handicapped Lifts		No Charge
Microphones	Wired	Installation/tear-out charge
	Wireless	\$ 75.00, plus labor, 1 st day
		\$ 50.00, plus labor, additional days
Mirrors	Standing	\$ 20.00 each
Pallet Jacks	Electric/Hand	\$ 50.00 per hour
Public Address (PA) Systems		
"Big" Concert Sound System	JBL Powered 3-way; JBL powered single 18" Subs	\$ 2,000.00 per event
"Small" Concert Sound System	JBL Powered 2- way; JBL powered single 18" Subs; EAW850; Double 18" Subs; Powered by Crown 2400	\$ 1,500.00 per event
Partial use of above systems		\$ 1,000.00 per event
Pianos	Upright	\$ 300.00 (tuned), first day
		\$ 150.00 each additional day
	Yamaha 7' Grand	\$ 500.00 (tuned), first day
		\$ 250.00 each additional day
Pool Feed Box	11 Outlets	\$ 20.00 each
	24 Outlets	\$ 40.00 each
Projector Cart	Various Sizes	\$ 10.00 per day
Room Keys		\$ 50.00 per lost key
	Additional Room Keys (over 5)	\$ 25.00 per key
Screens -- Tripod (8' x 8')		\$ 30.00 each
		\$ 15.00 each additional day
Scissor & Boom Lifts	Minimum (1) hour charge	
(Scissor Lifts: 19'; 26'; 32')	Up to 45 feet	\$ 60.00 per hour, plus labor
(Boom Lifts: 40'; 45'; 60'; 80')	Up to 60 feet	\$ 75.00 per hour, plus labor
	Up to 80 feet	\$ 100.00 per hour, plus labor
Sign Standards (sign holders)	(For current sign prices, see Sign Shop Order Form)	\$ 10.00 each
Spotlights	Exhibit Halls	\$ 125.00 each, plus labor
	Sagamore Ballroom	\$ 125.00 each, plus labor
	500 Ballroom	\$ 125.00 each, plus labor
	Meeting Rooms	\$ 75.00 each, plus labor
Staging (risers)		\$.75 per square foot
Table Cloths	Re-cloth only	\$ 5.00 each
Table Skirting	Blue/Green/Black	\$ 30.00 per table
TensaBarrier (stanchion)		\$ 5.00 each
Theatrical Lights	Exhibit Halls (Leko, Parcan, Fresnel)	\$ 25.00 each, per day
Vendor tables	Clothed/skirted	\$ 60.00 each
Water Stations	Inside Session Rooms	\$ 15.00 per 5-gallon urn
		\$ 15.00 per refill

Rates are subject to change without notice.