



# GRAPHICS|PRO EXPO

## GPX Indianapolis 2025

Indiana Convention Center

Hall H

Indianapolis, IN

June 19-21, 2025



# Introducing



## Trade Show Planning: Your Road Map to Success

**NO EXHIBITOR LEFT BEHIND** is more than a motto—it's our pledge to you. Our new Exhibitor Service Manual is one of many tools we've created to guarantee you have a smooth, positive experience. Whether you're exhibiting for the first time or an experienced exhibitor, this easy-to-use kit guides you through the steps of planning a successful event from start to finish.

**“easy-to-use kit”**

From decorating and setting up your booth to ordering key services, the kit provides all the product and service information, links, dates, and order forms you'll need. It even offers the convenience of shopping online and ordering our services 24/7. Our goal is to simplify the process and deliver the unexpected while you remain focused on the show.

## Speak To Our Team

If you have questions or need to discuss any display or graphics needs, contact your project manager at 407-292-0025 or [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

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**INTERACTIVE**  
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for EASY NAVIGATION



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# Conference Information

## Conference Information and Forms

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### How Can We Help?

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | **Order Services Now**

## Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths, and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

### AUDIO VISUAL/MUSIC/SOUND

In general, the use of sound or audio visual equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Any devices which project sound must be tuned to conversation level.

### STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

### BOOTH DESIGNS

Exhibits must be designed, constructed, and operated in good taste and in accordance with the best interests of the event. **Floor covering is required - any covering other than carpet, carpet tiles or foam tiles MUST be approved by GPX Event Management, AGS Expo Services and the city-specific convention center prior to installation.** It is the sole responsibility of exhibitors to camouflage, with a close off, any unsightly or unused booth materials stored behind booth curtains.

### BOOTH HEIGHT

Standard booth height is 8 feet for inline booths not located on the perimeter aisle. Exceptions can be made up to 10 feet as long as the back of the protruding structure is covered and finished as not to negatively affect the exhibitor located on the opposite side.

AGS can help to accomplish this with drape or other fixtures. The GPX management team will help determine these regulations are made to ensure a positive exhibiting experience for all parties. Standard height is 12 feet for a perimeter booth but exceptions can be made for up to 14 feet so long as all safety and fire marshal codes are met. In all cases, exceptions can be accommodated if these stipulations are met:

1. Show management is notified prior to move-in or as soon as it becomes evident that the booth is outside of the height guideline.
2. The exhibitor on the opposite side of the exhibit is notified in a timely manner (preferably before the event).
3. Flexibility in (or moving) booth location to accommodate the height exception.

### CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

### DEMONSTRATIONS (IN BOOTH)

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment. Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

## Guidelines for Display

### EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs, or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product, or packing materials may be left in the aisle during show hours.

### HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. Hanging Signs and Graphics should be set back 10 feet from adjacent booths and be directly over contracted space only. This will be strictly enforced!

**ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.**

### MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be no less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled or per the local Fire Marshal regulations.

### NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

### PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

### SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours unless approved by Show Management. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

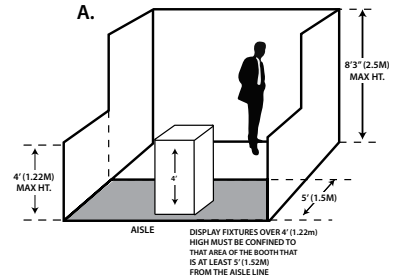
### STAFFING

Exhibit space must be staffed throughout ALL show hours.

## Guidelines for Display

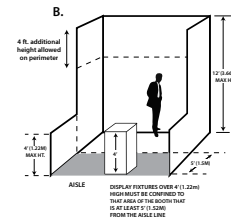
### STANDARD BOOTH (ILLUSTRATION A)

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.
- Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camouflaged at exhibitor's expense. (See the "Booth Close-off's" in the "Furniture & Accessories" form in your Exhibitor Service Manual).



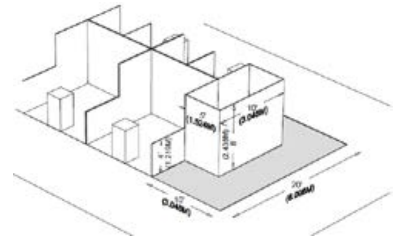
### PERIMETER BOOTH (ILLUSTRATION B)

- Maximum Height:** 12' (Drape line is at 8')
- Hanging Signs:** Yes, top can be no more than 12' off the ground. Back wall only.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



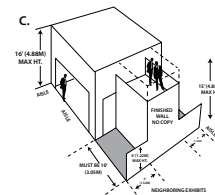
### ENDCAP BOOTH

- Maximum Height:** 8'
- Hanging Signs:** No
- Front Displays:** The maximum back wall height allowed is 8ft and the maximum backwall width allowed is 10ft at the center of the backwall with a maximum 5ft height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.



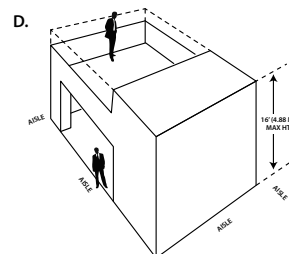
### PENINSULA (ILLUSTRATION C)

- Maximum Height:** 16' - 20'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** If over 4' in height, must be placed at least 5' from the aisle line.



### ISLAND (ILLUSTRATION D)

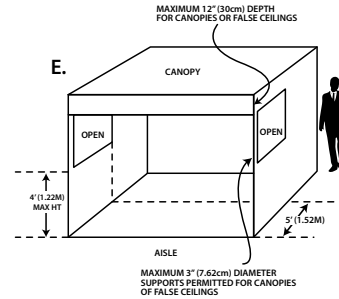
- Maximum Height:** 16' - 20'
- Hanging Signs:** Yes, top can be no more than 16' off the ground.
- Front Displays:** Full use of space is permitted.



## Guidelines for Display

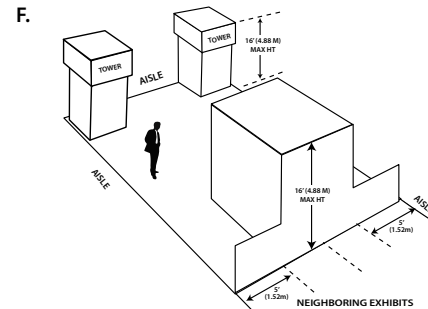
### CANOPIES/CEILINGS (ILLUSTRATION E)

- Maximum Height:** 8' - Standard  
12' - Perimeter  
16' - Island or Peninsula
- Maximum Drape:** 16'
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



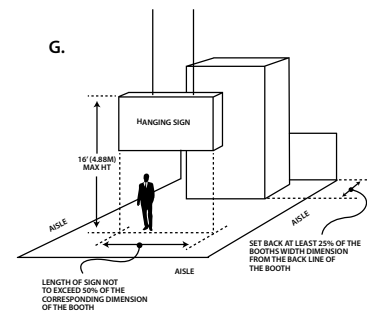
### TOWERS (ILLUSTRATION F)

- Maximum Height:** 8' - Standard  
12' - Perimeter  
16' - Island or Peninsula
- Maximum Depth:** To full dimensions of contracted space.
- Side Views:** Must contain an opening above 4' high and extending back 5' from the aisle line.
- Structural Integrity:** All towers over 12' in height must have blueprints available for inspection, the signature/stamp of a structural engineer, and exhibit company.



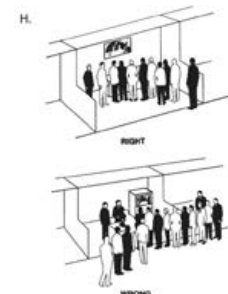
### HANGING SIGNS (ILLUSTRATION G)

- Maximum Height:** 16' (to top of sign) Island or Peninsula;
- Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).
- Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.
- Approval:** Must be obtained prior to move-in from Show Management.



### DEMONSTRATIONS (ILLUSTRATION H)

- Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.
- Samples:** Tables must be set back a minimum of 2' from aisle line
- Audio/Visual:** Must be tuned to conversation level
- Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.





## Labor Rules & Regulations

### INDIANAPOLIS, IN

#### UNION JURISDICTIONS

To assist you in planning your participation, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of the various unions, we ask that you read the following:

#### EXHIBIT INSTALLATION AND DISMANTLING LABOR

Exhibitor personnel may set up their own exhibits if so desired, provided they are full-time employees of the exhibiting company. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. If, however, you hire any labor to assist you, it must be through a contractor which meets all of the regulations as an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor order form, or by ordering at show site from the AGS Expo Service Center.

#### FREIGHT HANDLING LABOR

AGS Expo Services, in cooperation with the Teamsters Union, has the responsibility of receiving and handling all exhibit materials and empty crates. AGS has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. AGS Expo Services will not be responsible, however, for any material they do not handle.

Exhibitors may unload Personally Owned Vehicles (cars, passenger vans and pick-up trucks) at an area designated by AGS Expo Services and may hand-carry materials to their exhibit space without the use of hand trucks, dollies or pallet jacks. AGS Expo Services will have complete control of the loading docks at all times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with AGS Expo Services to store empty crates. Please refer to the Material Handling information sheet in this service manual for the handling of empties, disposal of skids, etc.

#### GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibition Manager and AGS Expo Services.

#### IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to AGS Expo Services and/or Exhibition Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibition Manager or AGS Expo Services.

#### SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

# Official Contractor

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### How Can We Help?

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | **Order Services Now**

## Official Show Information

As the Official Service Contractor for GPX Indianapolis 2025, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at [www.ags-expo.com](http://www.ags-expo.com).

### Show Information

#### OFFICIAL SERVICE CONTRACTOR

AGS Expo Services	Phone: 407.292.0025
4561 SW 34th Street	Fax: 407.292.4414
Orlando, FL 32811	Email: <a href="mailto:eventservices@ags-expo.com">eventservices@ags-expo.com</a>

#### EXHIBIT HALL INFORMATION

Exhibit Hall(s): Hall H

Backwall Drapes: . . . . . Black & Blue

Siderail Drapes: . . . . . Black

Booth Carpet Color: . . . . . Hall is not carpeted - **Floor covering is mandatory**

Aisle Carpet Color: . . . . . Blue Jay

### Booth Equipment

Booth Size: 10' x 10'

Includes: 8'H Backwall Pipe and Drapes  
3'H Siderail Pipe and Drapes  
ID Sign

### Show Schedule

#### EXHIBITOR MOVE-IN

Tuesday	June 17, 2025	1:00 PM - 5:00 PM
Wednesday	June 18, 2025	8:00 AM - 5:00 PM

#### EXHIBIT HOURS

Thursday	June 19, 2025	10:00 AM - 4:00 PM
Friday	June 20, 2025	10:00 AM - 4:00 PM
Saturday	June 21, 2025	10:00 AM - 3:00 PM

#### EXHIBITOR MOVE-OUT

Saturday	June 21, 2025	3:00 PM - 9:00 PM
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### Other Details

- Empty crates and cartons will be returned beginning at **3:00 PM on Saturday, June 21st**
- All carriers must check-in no later than **6:00 PM on Saturday, June 21st**
- All exhibitor materials must be removed from the exhibit facility by **9:00 PM on Saturday, June 21st**
- **Freight Re-Route Deadline:** All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at **6:01 PM on Saturday, June 21st**
- **Avoid long wait times, order Premium Empty Return service (pg. 63). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**

## AGS Exhibitor Service Center Hours

AGS Expo production personnel will be available on-site to assist you with furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

## Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event

### Advance Shipments to Warehouse

**[Company Name] - [Booth #]**  
**GPX Indianapolis 2025**  
**AGS Expo Services c/o ABF Freight**  
**3522 Perry Blvd**  
**Whitestown, IN 46075**

#### Delivery Window

- Deliveries only accepted between 5/19/25 - 6/11/25
- **Closed for Memorial Day - Monday, May 26, 2025**
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advance receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

### Direct Shipments to Exhibit Site

**[Company Name] - [Booth #]**  
**GPX Indianapolis 2025**  
**AGS Expo Services c/o Indiana Convention Center**  
**Hall H**  
**100 S Capitol Ave**  
**Indianapolis, IN 46225**

#### Delivery Window

- Tuesday, June 17, 2025 - 1:00 PM - 5:00 PM
- Wednesday, June 18, 2025 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Wednesday, June 18, 2025

## Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

### Show Order Discount Deadline - June 2, 2025

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

## Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

### Official service contractors are appointed to:

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

### Exceptions are:

- f. Supervision may be provided by the exhibitor.
- g. The exhibitor may appoint an exhibit installation contractor or display builder.

## Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify, in writing, show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals, and labor.
4. The EAC must have all business licenses, permits, and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards' restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide, if requested, evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service, and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance, and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

## Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

Things To Do / Order	Discount Deadline	Date Submitted	Order Total
<b>Event Forms</b>			
Method of Payment (Required)			
Notification of Intent to Use Non-official Contractor	5/19/25		
Appointed Contractors Insurance Certificate	5/19/25		
<b>Event Services</b>			
Booth Carpeting / Padding	6/2/25		
Furnishings & Accessories			
Standard	6/2/25		
Custom	6/2/25		
Display Solutions			
<b>Labor Services</b>			
Labor (Installation & Dismantle)	6/2/25		
Booth Set-up Diagrams	6/2/25		
Outbound Shipping Information	6/2/25		
Forklift Labor	6/2/25		
Sign Hanging Services	6/2/25		
Booth Cleaning and Porter Service			
<b>Material Handling Services</b>			
Material Handling - Advance/Direct Freight			
Premium Return Services - Priority Storage Return			
Shipping Method - ABF Freight.			
<b>Ancillary Services</b>			
Electrical/Utilities			
Internet			
Telephone			
Audio-Visual & Computer Rentals			
Lead Retrieval			
Floral			
Food & Beverage			

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

**All exhibitors are required to have a credit card on file as a primary method of payment.**

### Credit Card Authorization Form

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. **For Third-Party payers please use "Third Party Billing Agreement" form.** Please complete the information requested below:

Personal	Company	Visa	Mastercard	American Express
Card Number: _____		Exp. Date: _____		
Card Holder's Name (Print) _____		CVV: _____		
Signature: _____				
Credit Card Billing Address: _____				
City: _____		State: _____		Zip: _____

### Account Option *(please select one)*

Keep this Method of Payment on file for future events **OR** Use for this event only

*• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.*

### Company Check

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in **U.S. currency.**
- Please print show name and booth number.
- Company checks must be received 14 days prior to exhibitor move-in to provide adequate time for processing
- Orders are processed and appropriate discounts (if any) are applied on the date that your payment is received. A copy of your check by email, fax, etc. is not considered payment.
- **Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment.**

Check Number: \_\_\_\_\_

Amount Due: \_\_\_\_\_

### Wire Transfers

*If you wish to make a payment via Wire Transfer, please call 407-292-0025, or email us at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com), to obtain bank information and routing identifiers.*

*\*Additional fees apply*

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) Order Online: [www.ags-expo.com](http://www.ags-expo.com)

## Third-Party Billing Agreement

As an exhibitor electing to use a third-party for my billable services, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions outlined in the Payment Terms and Conditions within this Exhibitor Service Manual. In the event that the named third-party fails to meet the required payment terms, charges will revert back to me, the exhibiting company. **All invoices are due and payable upon receipt, by either party.**

### Exhibiting Firm

Exhibitor Company Name:		Booth #:
Exhibitor Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Exhibitor Signature (Required):		

### Third-Party

The following items are to be charged to the Third-Party:

All Services OR Furniture/Carpet Material Handling Booth Cleaning Labor

Third-Party Company Name:		
Contact Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Third-Party Payer Signature (Required):		

### Third-Party Credit Card Information:

Payment in full must accompany your order. Please note, we will use this authorization to charge your credit/debit card account for all orders noted above, at anytime, including those placed onsite by your representative. These charges may include all services provided by AGS Expo Services including but not limited to material handling, labor, and product orders. For tax-exempt status, within the state of the event, please submit a tax-exempt certificate. **We gladly accept VISA, Mastercard and American Express.**

Credit Card Number:	Exp. Date:
Card Holder's Name:	CVV:
Signature:	
Credit Card Billing Address:	
City:	State:
Zip:	



## Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors, and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy, when identified as such, on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred, will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa, MasterCard, or American Express. All payments must be made in U.S. Funds.
4. AGS may accept Wire or ACH funds transfers to cover open or advance deposit for service. Regardless, a credit card is required on file. All transfers must be noticed to AGS via a trackable letter carrier service (attention to the event, company name, booth number and associated services) and the funds transferred at least ten business days prior to the first day of move-in for the associated event. If transfers are not noticed, and processed without details, AGS cannot guarantee the appropriate payment or credit to account. Fees apply to all transfers both by the processing institution as well as by AGS policy noted on the Method of Payment form. AGS may withhold services where payments are short/deficient due to fees.
5. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account.
6. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
6. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay an open invoice/statement prior to the close of the show, the charges will automatically be applied to the credit card on file.
7. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
8. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
9. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
10. AGS Expo Services may from time to time audit and adjust accounts after the close of show. No statement or invoice is considered final, whether presented in advance, during, or after an event/project. Please know that some services are actually considered estimates and therefore not calculated for actual payment until after the service is rendered. These services may include, but are not limited to, Labor, Material Handling, Furnishings, and other rental and sale items within the Exhibitor Service Manual or quoted for custom sale/rental. As a result, adjustments/additions to billing may occur. Any balances that arise from an audit will be billed to the method of payment on account, or will be required to be paid in full upon presentation of an invoice/statement if no valid method of payment exists.
11. Payment for all labor, equipment, and services whether ordered by the exhibitor, display builder, non-official/third party contractors, or other parties shall be the ultimate responsibility of the exhibiting company.

## Payment Terms and Conditions

12. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
13. Exhibitor/Third Party shall be responsible for any excise, property, sales, or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event a tax code or levied rate should change after the publishing date of a form and/or prior to fulfillment, your invoice may be adjusted as required by law.
14. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
15. Should a chargeback or dispute occur on payments to orders placed by an exhibitor or their agents, a fee equal to the fees assigned by the merchant processor or bank may be assessed and applied. In the event that a chargeback or dispute resolution is posted in favor of AGS Exposition Services, these fees will be due in addition to any outstanding balances.
16. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
17. AGS Expo Services reserves the right to refuse service to exhibitors with outstanding balances or a history of delinquency or disputes. AGS may require payment of open balances prior to any additional services being rendered or for future orders to be processed. Where a history of delinquency or disputes exists, AGS may, at its discretion, require the payment of services in a particular method.
18. Company checks for ordered services must be received 14 days before move-in. Regardless, a credit card is required on file. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
19. All refunds less than \$35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply. AGS will only issue refunds within 30 days of sending the final invoice. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method in which the service was originally transacted, within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
20. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be sent to the primary email on file during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
21. Once services have been rendered and no issues/complaints have been formally brought (presented in writing via email or written notation on an existing invoice) to the attention of the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
22. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Whereas all general order cancellations may be subject to a fee equal to 50-100% of the total order, where not explicitly defined on the order form. Please see specific forms for cancellation fee details.

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle, and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

**Please provide the following information:**

Non-official Contractor Information (PLEASE PRINT OR TYPE)

Service Firm:	Phone:
Firm Contact:	Fax:
On-site Exhibitor Contact:	Cell Phone:
Address:	
Email Address:	

Please specify EAC's role: \_\_\_ **Ordering Services** \_\_\_ **Paying for Services (3PP)** \_\_\_ **I&D Services**

### Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

**Notification Deadline: Monday, May 19, 2025**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.
3. All booth personnel must wear proper identification at show site.
4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits the Third-Party Billing Agreement.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

**NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTORS**

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> INSURANCE AGENT/BROKER NAME <span style="float: right;"><b>1.</b></span> STREET ADDRESS CITY, STATE, ZIP PHONE:	<b>CONTACT</b> NAME: YOUR AGENT'S NAME PHONE (A/C, No, Ext): 555-555-5555      FAX (A/C, No): 555-555-5555 E-MAIL ADDRESS: YOUR AGENT'S EMAIL ADDRESS																					
<b>INSURED</b> <b>2.</b> NAME OF INSURED. **THIS MUST BE THE LEGAL NAME OF THE CONTRACTING PARTY, THE EXHIBITOR-APPOINTED CONTRACTOR.**	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>GENERAL LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>AUTOMOBILE LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td>UMBRELLA LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td>WORKERS' COMP LIABILITY INSURER NAME</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	GENERAL LIABILITY INSURER NAME		INSURER B:	AUTOMOBILE LIABILITY INSURER NAME		INSURER C:	UMBRELLA LIABILITY INSURER NAME		INSURER D:	WORKERS' COMP LIABILITY INSURER NAME		INSURER E:			INSURER F:		
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INSURER E:																						
INSURER F:																						

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <b>3.</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y	POLICY # INSURER A	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	POLICY # INSURER B	00/00/0000	00/00/0000	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$	Y	Y	POLICY # INSURER C	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	POLICY # INSURER D	00/00/0000	00/00/0000	E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 YOU MUST LIST THE FOLLOWING AS ADDITIONAL INSURED: SHOW MANAGEMENT; SHOW MANAGEMENT; SHOW NAME; FACILITY. THESE ENTITIES MUST BE NAMED AS ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTORY BASIS, EXCEPT FOR WORKERS' COMPENSATION. THE INSURANCE PROVIDED FOR THE BENEFIT OF AGS EXPOSITION SERVICE COMPANY INC SHALL BE PRIMARY INSURANCE IN RESPECT TO ANY CLAIM, LOSS, OR LIABILITY, ARISING OUT OF THE NAMED INSURED'S OPERATIONS FOR WHICH THE NAMED INSURED IS LIABLE. ANY OTHER INSURANCE MAINTAINED BY AGS EXPOSITION SERVICE COMPANY INC SHALL BE EXCESS AND NON-CONTRIBUTORY. THE SHOW DATES ARE: MONTH, DAY (S), YEAR AND IN CITY, STATE. \*\*\*\*EXHIBITING COMPANY NAME\*\*\*\* **4.**

<b>CERTIFICATE HOLDER</b> <b>5.</b> AGS EXPOSITION SERVICE COMPANY INC 4561 SW 34TH STREET ORLANDO, FL 32811	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE IMA YUR BROKER, CAF, CIC X Signature <b>9.</b>
--	---

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 The ACORD name and logo are registered marks of ACORD

1. **PRODUCER:** Insurance Agent/Broker who issues certificate.
2. **NAME OF INSURED:** This must be the legal name of the contracting party.
3. **TYPES OF INSURANCE:** This must include all types required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors form in this Event Services Manual. General Liability and Umbrella Liability must be "OCCURENCE" type.
4. **NAME OF ADDITIONAL INSUREDS:** In this area, you must list Show Management (by name), the Show itself (by name), and the facility (by name) as additional insureds on a primary and non-contributory basis.
5. **CERTIFICATE HOLDER:** AGS Expo Services, Inc. (AGS) MUST be listed as the certificate holder.
6. **POLICY EFFECTIVE DATE:** This date must be prior to or coincidental with the first day of Exhibitor Move-In.
7. **POLICY EXPIRATION DATE:** This date must be on or after the last day of Exhibitor Move-Out.
8. **Limits:** The monetary limits must be the same or greater than what is required by contract. See the "Official Service Contractors and Exhibitor Appointed Contractors" form in this Event Services Manual.
9. **AUTHORIZED REPRESENTATIVE:** This form must be signed (not stamped) by an authorized representative of the producer of the certificate.

# Standard Furnishings

## Catalog and Order Forms

Booth Package Order Form.....	22
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Table Order Form .....	24
Seating & Accessories Order Form .....	25
Popular Furnishings Brochure .....	26

### How Can We Help?

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | **Order Services Now**

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Booth Packages

GPX Indianapolis 2025 is proud to offer you optional Booth Packages designed to make your planning and ordering process simpler. Each package contains unique options that can help to create a professional look for your exhibit.

Please check only one package type.

**STEP 1 - Select a package type:**

Booth Package A (10' x 10' space) \$473.30

**BOOTH PACKAGE "A"**

- (1) 10' Carpet
- (1) 6' x 30" Table or
- (1) 8' x 30" Table
- (2) Side Chairs (padded)
- (1) Wastebasket

Booth Package B (10' x 10' space) \$516.26

**BOOTH PACKAGE "B"**

- (1) 10' Carpet
- (1) 6' x 42" Table or
- (1) 8' x 42" Table
- (2) Stools (padded)
- (1) Wastebasket

Booth Package C (10' x 20' space) \$946.62

**BOOTH PACKAGE "C"**

- (1) 20' Carpet
- (2) 6' x 30" Tables or
- (2) 8' x 30" Tables
- (4) Side Chairs (padded)
- (2) Wastebaskets

Booth Package D (10' x 20' space) \$1,032.50

**BOOTH PACKAGE "D"**

- (1) 20' Carpet
- (2) 6' x 42" Tables or
- (2) 8' x 42" Tables
- (4) Stools (padded)
- (2) Wastebaskets

**STEP 2 - Select color options (if applicable):**

**CARPET COLOR**

Blue      Red      Gray      Black      Hunter Green      Purple      Teal

**SKIRT COLOR**

Blue    Red    Gray    Black    Gold    White    Burgundy    Purple    Hunter Green    Teal

Sub Total \_\_\_\_\_ Package Price + Sales Tax (7.00%) = TOTAL = \_\_\_\_\_

Please Note:

- Only advance orders will be accepted (June 2, 2025 deadline).
- One (1) booth package allowed per exhibitor.
- Standard colors only for skirts and carpet.
- **Items in packages cannot be exchanged for other items, no substitutions.**
- If no color is selected for carpet or skirt, the show color will apply.
- **These Booth Packages are only applicable for Inline booths.**
- **Booth Package orders cancelled within (7) days of move-in will receive a 50% refund on the original price whereas cancellation onsite or after installation will be subject to a 100% cancellation fee.**



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Standard Carpet

In-line Booth			
Check One	Booth Size	Discount Price	Standard Price
<input type="checkbox"/>	10'x10'	\$187.92	\$244.31
<input type="checkbox"/>	10'x20'	\$375.84	\$488.61
<input type="checkbox"/>	10'x30'	\$563.76	\$732.90
<input type="checkbox"/>	10'x40'	\$751.70	\$977.20

Island Booth					
Booth Dimensions 20x20 Minimum.		Total Area	Discount Price	Standard Price	Total Price
<input type="text"/>	x <input type="text"/>	= <input type="text"/>	\$3.11/sq.ft.	\$3.78/sq.ft.	\$ <input type="text"/>
<ul style="list-style-type: none"> <li>Please note that all carpet is 10 ft wide and is installed accordingly.</li> </ul>					

Please Choose Your Carpet Color (check appropriate box below):

Blue      Red      Gray      Black      Hunter Green      Purple      Teal

### Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

Booth Dimensions		Total Area	Discount Price	Standard Price	Total Price
<input type="text"/>	x <input type="text"/>	= <input type="text"/> sq.ft. x	\$4.51/sq.ft.	\$5.78/sq.ft.	= \$ <input type="text"/>

Please Choose Your Carpet Color (check appropriate box below):

Cherry Red      Onyx Black      Charcoal      Imperial Blue      French Beige      Emerald      Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

### Additional Items

All items are available with standard, custom cut, or plush carpets.

Item	Booth Dimensions	Total Area	Discount Price	Standard Price	Total Price
1/2" Foam Padding	<input type="text"/> x <input type="text"/>	= <input type="text"/> sq.ft. x	\$1.41 /sq.ft.	\$1.68 /sq.ft.	= \$ <input type="text"/>
1" Foam Padding	<input type="text"/> x <input type="text"/>	= <input type="text"/> sq.ft. x	\$2.81 /sq.ft.	\$3.37 /sq.ft.	= \$ <input type="text"/>
Visqueen	<input type="text"/> x <input type="text"/>	= <input type="text"/> sq.ft. x	\$1.00/sq.ft.	\$1.21/sq.ft.	= \$ <input type="text"/>
Carpet Tape	<input type="text"/> x <input type="text"/>	= <input type="text"/> sq.ft. x	\$2.16 /ft.	\$2.33 /ft.	= \$ <input type="text"/>

**Please Note:**

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal, and are based on exhibit space dimensions.
- To order cleaning services, complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

**Cancellation Policy: Standard Island & Plush booth carpet cancelled after being cut or installed will be charged 100%. Standard in-line carpet and all additional items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. All specialty custom flooring orders, including vinyl flooring and custom color requests, will be subject to a 100% cancellation fee if cancelled after the discount deadline.**

### Total Order

Subtotal: \$ \_\_\_\_\_  
Sales Tax ( 7.00% ): \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

### STEP 1 – Select Table

Skirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$130.32	\$169.42
	4' Table - 42" high	\$143.63	\$186.73
	6' Table - 30" high	\$160.51	\$208.66
	6' Table - 42" high	\$168.19	\$218.65
	8' Table - 30" high	\$170.54	\$221.31
	8' Table - 42" high	\$180.99	\$235.30

Unskirted Tables			
Qty	Item	Discount	Standard
	4' Table - 30" high	\$61.86	\$80.40
	4' Table - 42" high	\$86.32	\$112.20
	6' Table - 30" high	\$75.17	\$98.81
	6' Table - 42" high	\$99.03	\$128.73
	8' Table - 30" high	\$85.33	\$110.92
	8' Table - 42" high	\$109.23	\$142.04

## Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

Table Risers (Draped in White Vinyl)			
Qty	Item	Discount	Standard
	4'L x 8"W x 8"H	\$65.25	\$84.84
	6'L x 8"W x 8"H	\$71.06	\$92.37
	8'L x 8"W x 8"H	\$79.77	\$103.69

4th Side Skirts (Optional - only applicable to 6' and 8' tables)			
Qty	Item	Discount	Standard
	4th Side Skirted 30"h	\$78.35	\$101.87
	4th Side Skirted 42"h	\$78.35	\$101.87

### STEP 2 – Select Skirt Color

Blue    Teal    Hunter Green    Red    Black    Purple    White    Gray    Burgundy    Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.



Table with Skirt



Table with Riser & Skirt

**CANCELLATION POLICY:** Table orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

## Total Order

Subtotal: \$ \_\_\_\_\_  
Sales Tax ( 7.00% ): \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811  
Phone: 407.292.0025 • Fax: 407.292.4414

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)    Order Online: [www.ags-expo.com](http://www.ags-expo.com)





Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

Seating			
Qty	Item	Discount	Standard
	Padded Arm Chair	\$96.98	\$127.30
	Padded Side Chair	\$87.99	\$114.40
	Padded Stool	\$113.26	\$147.24

Specialty Tables			
Qty	Item	Discount	Standard
	Pedestal Table 30"Dx30"H	\$168.28	\$218.77
	Pedestal Table 30"Dx40"H	\$193.25	\$240.68
	Charging Pedestal Table 36"W x 43"H	\$460.25	\$598.33

Display Items			
Qty	Item	Discount	Standard
	Display Case (5'x36" full view)	\$691.54	\$899.00
	Display Case (6'x36" full view)	\$793.06	\$1,030.96
	Vert. Display Case (6' - 5 shelf)	\$793.06	\$1,030.96
	Ticket Tumbler	\$86.58	\$112.58
	Tack Board (vert. or hori.)	\$285.50	\$371.14
	Grid Panel (per meter)	\$229.60	\$302.03
	Chrome Sign Holder 22"x28"	\$103.94	\$135.11
	Easel	\$62.03	\$80.66
	Literature Rack	\$117.48	\$152.69
	Bag Rack	\$90.91	\$118.20
	Garment Rack	\$90.91	\$118.20
	Clothes Tree	\$90.91	\$118.20
	Fishbowl	\$27.91	\$36.29

Booth Basics			
Qty	Item	Discount	Standard
	Wastebasket	\$26.07	\$33.91
	Booth Close-off Drape (Show Color)	\$55.46	\$75.90
	Shrink Wrap (per roll)	N/A	\$102.73
	Banding (per foot)	N/A	\$3.21
	Velcro (per foot)	N/A	\$2.86
	Clear Packing Tape (roll)	N/A	\$24.92

Specialty Drape <i>(Show Management approval required)</i>			
Qty	Item	Discount	Standard
	Drape Hardware - Bases	\$15.37	\$22.28
	Drape Hardware - Uprights	\$15.37	\$22.28
	Drape Hardware - Crossbars	\$15.37	\$22.28
	8' Drape (per foot, 10' min per order)	\$12.75	\$16.94
	3' Drape (per foot, 10' min per order)	\$8.85	\$13.44

Specialty Items			
Qty	Item	Discount	Standard
	Belt Barriers	\$129.85	\$162.74

Specialty Drape Color:			
Blue	Teal	Hunter Green	Red
Black	Purple	White	Gray
Burgundy	Gold		

**CANCELLATION POLICY:** Seating & accessory orders cancelled during or after show move in, including change order requests, will receive a 50% refund of original price.

## Total Order

Subtotal: \$ \_\_\_\_\_

Sales Tax ( 7.00% ): \$ \_\_\_\_\_

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

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Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



# Charging Pedestal Table

## ELEVATE YOUR EVENT WITH POWER AND STYLE

The LED Charging Table isn't just a table—it's a centerpiece of innovation and functionality. Featuring a sleek, modern design with a brightly lit LED top, it delivers a commanding visual presence on the show floor. Equipped with two power ports, wireless charging capabilities, and USB outlets, it ensures seamless connectivity for your attendees.



### FEATURES:

- 36"W x 43"H
- Multi-color *LED lighting\**
- (2) Wireless Chargers
- 120v Outlet w/(2) USB (A) Port

**LOOKING TO BRAND YOUR TABLE?**  
*Reach out for custom logo options!!*



email us  
eventservices@ags-expo.com

**ADVANCED RATE: \$460.25**

Quantity:  x \$460.25 =

Subtotal \$

Tax (7.00%): \$

Total Order: \$



- **Cancellation Policy:** Show site cancellations will be subject to 100% cancellation charge.
- \*Electrical is not included. Please order separately.

CHARGING PEDESTAL TABLE

## Seating



Padded Side Chair



Padded Arm Chair



Padded Stool

## Skirted Tables



### Available Skirt Colors



- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

## Popular Accessories



Clothes Tree



Literature Rack



Tack Board  
Vert - 4' x 8'  
Hori - 8' x 4'



Gray Pedestal Table  
30"D x 40"H (30" optional)



Ticket Tumbler



Wastebasket



6' & 5' Display Case  
(6' Vert. Opt.)



Chrome Sign Holder



Easel



Bag Rack

### Please Note:

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

# Display Solutions

Creative Services for Exhibits

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## How Can We Help?

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | **Order Services Now**

# EXHIBIT RENTALS

ORDERING YOUR NEXT INNOVATIVE DISPLAY RENTAL IS EASY AS 1-2-3!

## 1 CONNECT WITH YOUR EXHIBIT SPECIALIST

- Email: [exhibits@ags-expo.com](mailto:exhibits@ags-expo.com)
- Call: 407-292-6162

## 2 ONE-ON-ONE CONSULTATION

- Designs to maximize your ROI
- Experienced client consultation to express your vision



## 3 CREATE THE BOOTH OF YOUR DREAMS

- Free design options in 48 hours
- No hidden fees - transparent pricing
- Turn-key packages on your budget



**DOWNLOAD**  
OUR NEWEST DESIGNS

# READY?

# LET'S DO THIS TOGETHER!

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No  
Material Handling  
On Rentals

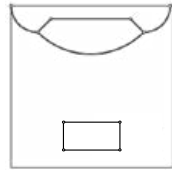
Free  
Display  
Shipping

**AGS**  
DOLLARS  
& SENSE

# ESSENTIAL SERIES

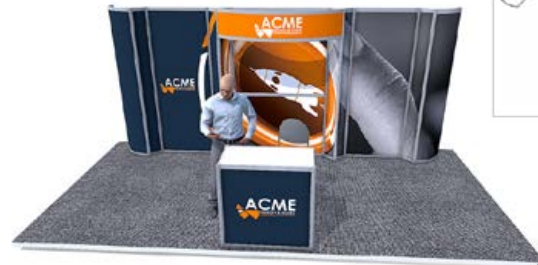
## 10x10

## 10x20



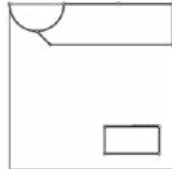
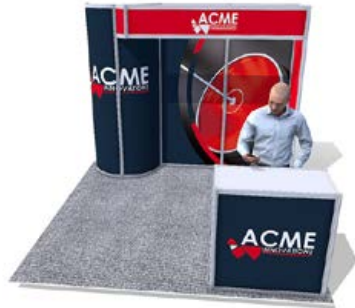
### ESSENTIAL 104

The ESSENTIAL 104 display has a unique curved design element that is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding.



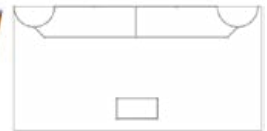
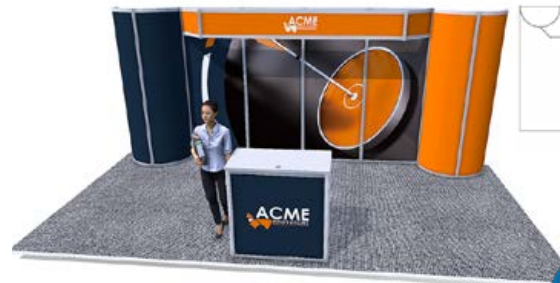
### ESSENTIAL 207

The ESSENTIAL 207 rental display is one of our most popular units in the Essential Series. With its unique curved design elements, it is both stylish and within your budget. Branding is simple with this modern-looking display structure, drawing attendees' eyes to your branding elements and key content. This unit can be outfitted with any number of custom options.



### ESSENTIAL 105

This display is constructed of modern silver anodized aluminum and includes a broad two-meter header. This model comes in 10- and 20-foot lengths with highly visible graphics space and can be customized with additional counters or kiosks.



### ESSENTIAL 204

The ESSENTIAL 204 display has a distinct column-like graphics structure and a wide backwall space for extended marketing content.

# READY?

## LET'S DO THIS TOGETHER!

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# ELITE SERIES 10x10

# 10x20



## ELITE 102

### Includes:

- 1 x frame: 116" w x 94" h x 43" d
- 1 x built-in counter table
- 2 x Lumina 200 LED floodlights
- 1 x medium monitor mount \*Monitor not included



## ELITE 204

### Includes:

- 1 x frame: 232" w x 94" h x 20" d
- 2 x counters near backwall
- 2 x Lumina 200 LED floodlights
- 2 x medium monitor mounts \*Monitor not included



## ELITE 103

### Includes:

- 1 x frame: 112" w x 95" h x 20" d
- 1 x counter near backwall
- 1 x medium monitor mount \*Monitor not included



## ELITE 205

### Includes:

- 1 x frame: 233" w x 96" h x 79" d
- 1 x counter near backwall
- 1 x medium monitor mounts \*Monitor not included

**READY?**  
**LET'S DO THIS TOGETHER!**

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# ROOM TO SHOW OFF 20 x 20 OR LARGER

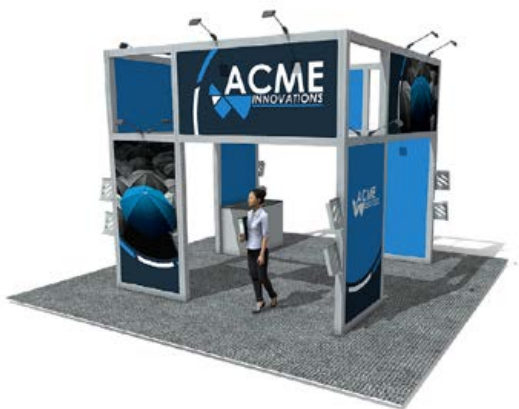


## ELITE 400

The tower structure of the ELITE 400 stands 15' 9" tall. The curved fabric graphic that tops the tower calls out to attendees with your brand and message. Three demonstration/work stations provide generous counter space, back-to-back monitor mounts to hold TVs/LCD screens, and lots of accessible storage underneath.

### Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



## ELITE 401

The ELITE 401 is an 11' 10" tall square-shaped structure which combines sleek aluminum hardware with double-sided push-fit fabric graphics to inform visitors of your brand and messaging.

One interior counter is included and an optional front reception counter can be added.

### Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



## ESSENTIAL 408

The ESSENTIAL 408 uses structural, state-of-the-art extruded aluminum to create sleek lines and shapes. Along with a 16' tower and circular header, the ESSENTIAL 408 comes with storage and clad graphics to deliver a sophisticated look and dominating presence.

### Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Counters
- LCD Display
- Mount Lights



**Have** a Larger Exhibit Space?

Contact your project manager at 407-292-6162  
or [exhibits@ags-expo.com](mailto:exhibits@ags-expo.com)





# KIOSKS



## KIOSK 01

### Size:

- 45.25" x 94.5" x 25.625"

### Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

### Graphic Options:

- Side panel 16.22" x 36.3"
- Front panel 29.88" x 32.56"



## KIOSK 04

### Size:

- 29.75" x 22.5" x 47.5"

### Includes:

- Keyboard tray (monitor, mount and keyboard not included)
- Holds max weight of 40 lbs

### Graphic Options:

- Bottom wrap graphics - 36.75" x 63.75"



## KIOSK 09

### Size:

- 31.17" x 91.84" x 41.68"

### Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

### Graphic Options:

- Pillowcase fabric graphic (Total graphic area: 33.5" x 98.5")



## KIOSK 10

### Size:

- 42.13" x 96" x 25.59"

### Includes:

- Monitor mount (monitor not included)
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

### Graphic Options:

- Pillowcase fabric graphic, 3 prints to make backwall graphic (front total graphic area: 43.37" x 105"; graphic template with all required dims will be provided)



## KIOSK 12

### Size:

- 39" x 17" x 95.2"

### Includes:

- Monitor mount (monitor not included) and lockable cabinet counter
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

### Graphic Options:

- Hardwall back panel (38.82" x 56.18") and counter doors (16.56" x 33.37" each)



## KIOSK 13

### Size:

- 39" x 19.5" x 95.2"

### Includes:

- Monitor mount (monitor not included) and lockable cabinet counter
- Holds max weight of 40 lbs
- Monitor cannot exceed 55"

### Graphic Options:

- Hardwall back panel and curved top (38.81" x 85.91") and counter doors (16.56" x 33.37" each)

**Looking** for more options?

Contact us at 407-292-6162 or [exhibits@ags-expo.com](mailto:exhibits@ags-expo.com)



## FABRIC BANNER DISPLAY 01

**Size:**

- 23.63" x 91.63"

**Features:**

- Straight aluminum tube frame features bungee cords for easy connections
- Slip-over fabric graphic
- Carry bag for ease of transport

## THE RING - DOUBLE-SIDED

**Size:**

- 3' x 10' fabric pillowcase & frame, 8'-20' diameter, double-sided

**Features:**

- Economy aluminum tube frame bungee cords for easy connections
- Graphics available: double-sided, single-sided with white or black inner graphic or single-sided with printed bottom
- Frame comes with hanging cables and graphic comes with a carry bag

## COUNTER 1

**Size:**

- 39.2" x 38.24" x 17.72"

**Features:**

- Laminate wood cabinet (choice of 4 colors)
- Locking door
- Front graphic option, opaque or back-lit
- Holds max weight of 50 lbs.
- Includes wood crate

## COUNTER 2

**Size:**

- 70.88" x 39.38" x 23.63"

**Features:**

- Laminate wood cabinet (choice of 4 colors)
- Locking door
- Front graphic option, opaque or back-lit
- Holds max weight of 50 lbs.
- Includes wood crate

## iPAD FLOOR STAND

**Size:**

- 17.38" x 28.06" - 49.81" x 13.75"

**Features:**

- Anti-theft floor standing kiosk for iPad 2nd, 3rd & 4th generations
- Internal cable routing management
- Positionable in either landscape or portrait view
- Unit can be bolted to floor for extra security

## CHARGING COUNTER

**Size:**

- 23.72" x 41.54" x 23.62"

**Features:**

- 8 high-speed charging connections: (4) Micro USB for Android devices and (4) 8-pin connections for Apple devices
- Tabletop offered in choice of four color options – silver, black, mahogany or natural

**More Accessories Available!**

Contact us at 407-292-6162 or [exhibits@ags-expo.com](mailto:exhibits@ags-expo.com)



## GOOD



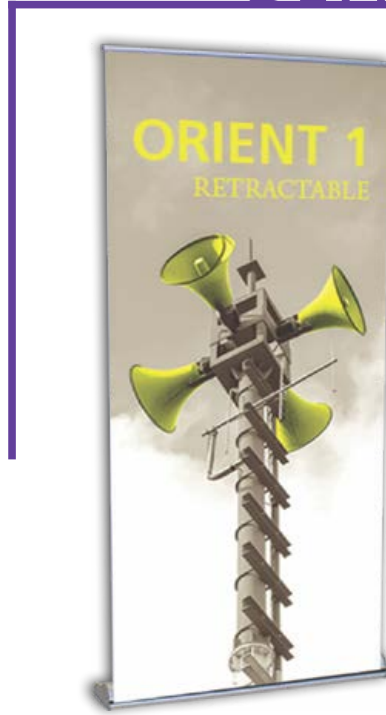
### Size:

- Graphic height = 83.75"
- Graphic widths = 31.5", 35.5", 39.25"

### Features:

- Available in anodized silver
- Three-piece bungee pole
- Premium grip rail
- Molded end caps
- Swivel-out foot for extra stability
- Supplied with quality carry bag
- Limited-lifetime hardware warranty against all manufacturer defects

## BETTER



### Size:

- Graphic height = 60" - 83.25"
- Graphic widths = 31.5", 35.5", 39.25"

### Features:

- Hybrid bungee/telescoping pole with toolless quick rail
- Adjustable feet on base
- Anodized silver and black base options
- Molded end caps
- Supplied with a padded carry bag with strap
- Limited-lifetime hardware warranty against all manufacturer defects

## BEST



### Size:

- Graphic height = 66.5" - 83"
- Graphic widths = 23.5", 31.5", 33.5", 35.5", 47.25"

### Features:

- Hybrid bungee/ telescoping pole with toolless quick rail
- Accessory channel allows for the addition of an optional literature pocket or table accessory
- Adjustable feet on base
- Anodized silver base only
- Quick slide graphic to leader attachment
- Graphic tensioner
- Supplied with carry bag with strap
- Limited-lifetime hardware warranty against all manufacturer defects

*\*Display lights and banner stand cases are available for purchase for all three options*

**READY** to Speak to our Exhibit Sales Team?

Contact us at 407-292-6162 or [exhibits@ags-expo.com](mailto:exhibits@ags-expo.com)



## Graphic File Requirement Guidelines

### AGS' Preferred File Formats

These are the preferred formats in order of preference;

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) \*
- TIFF (.tif) \*
- JPEG (.jpg) \*
- InDesign (.indd)

*Please do not send images obtained from the Internet, Microsoft Word documents, or Power Point slides for large format production.*

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail ( 15MB max )
- Dropbox, WeTransfer, and YouSendIt online file sharing services

### Fonts

Please convert all fonts to "Outlines" before sending files.

If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases, you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

\*Rasterized bit-mapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.

### Color Matching

AGS uses PANTONE COLOR BRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I101 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

### What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise, and preferred especially for logos, however rasterized bit-mapped images such as Photoshop, Tiffs, or Jpegs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet . . . . 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet . . . . . 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

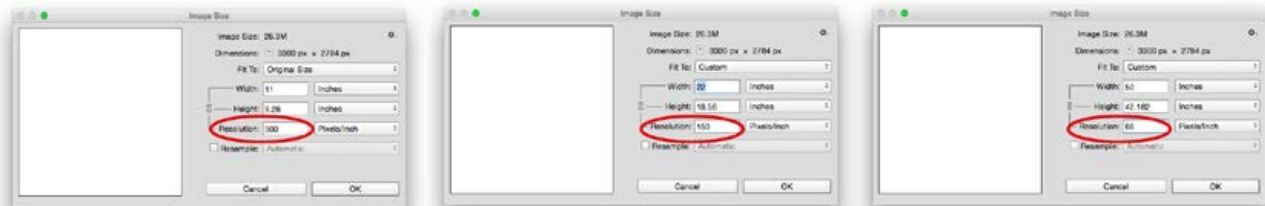
## Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6' x 4' at 36 dpi) You can figure out if a file will print properly by opening it in

Adobe Photoshop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size

Doubled in size

More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe Photoshop. If it were to be printed at 50" the resolution would only be 66 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.



Printing the same low-resolution image at different sizes you can see how this low resolution image becomes "pixelated" as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

## Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions, or need information on accessing the FTP site, please contact our team.

Phone: **407.292.0025**

Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

# Booth Labor & Cleaning

## Information and Order Forms

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### How Can We Help?

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | **Order Services Now**

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$99.93	\$124.92
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$164.95	\$206.20
Double-Time:	All day Sunday and observed holidays.	\$183.48	\$229.35

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)					Total Labor Cost:	\$

- After the 1st hour time can be billed in 1/2 hour increments.

### Supervision of Labor

**Supervision of all labor is required. Please select a supervision plan by checking the boxes.**

**AGS Supervision**      Install       Dismantle

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, **AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.**

Exhibitor must also include outbound shipping instructions with this labor order.  
(SEE OUTBOUND BOL/SHIPPING LABEL REQUEST FORM)

On-Site Representative Name/Company & Cell: \_\_\_\_\_

**Exhibitor Supervision**      Install       Dismantle

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 (e.g. 8:00 AM). **Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.**

**Must provide Twenty-four (24) hour notice of cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per laborer ordered.**

### Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ \_\_\_\_\_

AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ \_\_\_\_\_

Total Booth Labor: \$ \_\_\_\_\_

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

**Showsite Instructions:**

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

**Ship to Address:**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Attention/Show/Booth #: \_\_\_\_\_  
 Number of Destinations: \_\_\_\_\_ Number of pieces: \_\_\_\_\_ Number of Labels Requested: \_\_\_\_\_

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

\_\_\_\_\_ Crate (Wood)    \_\_\_\_\_ Skid (Pallet)    \_\_\_\_\_ Cases (Plastic)    \_\_\_\_\_ Carton (Cardboard)    \_\_\_\_\_ Anvil Case/Trunks    \_\_\_\_\_ Other (Bundles, pad wraps, etc)

**Select Shipping Method:**

- Ship via official show freight carrier, **ABF Freight**  
 Ship via carrier of exhibitor's choice - Name of Carrier \_\_\_\_\_  
 • If selecting a carrier other than ABF Freight, you must schedule the pickup.

**\*\*In the case that your carrier does not show please select one of the below dispositions for your shipment\*\***

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - A minimum fee of \$650.00 will be charged. \*Fee may be greater based on final weight

**Is this shipment Prepaid or Collect (Please select one):**

\*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

**Bill Shipping Charges to (if different from ship to address):**

Shipper (Print): \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Freight Charges Billed to (Company): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

OUTBOUND BILL OF LADING / SHIPPING LABEL REQUEST



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Forklift Order Form

A forklift with operator is required when moving equipment or materials weighing 200 lbs. or more within your booth space. AGS suggests ordering the use of a forklift when setting-up or dismantling displays which require excess heavy lifting of materials or machinery that do not move under their own power. The rates below cover the cost of a forklift with operator.

Forklift Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$189.37	\$236.72
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$284.07	\$355.08
Double-Time:	All day Sunday and observed Holidays where applicable.	\$305.00	\$422.62

• Each Additional Laborer: Standard labor rates apply for additional laborers added to the order.

- After the 1st hour time can be billed in 1/2 hour increments.

Forklift Crew						
	Date	Time	# of Crews	Total Hours	Rate per Crew	Total Cost
Installation		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
Add. Laborers	Qty	AM / PM			\$	\$
<b>Total Labor Cost: \$</b>						\$

#### Describe Work to Be Performed:

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---



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#### Forklift Information & Policies

Minimum charge for forklift is 1 hour per crew and includes:

- Getting tools and reporting to the booth.
- For the exhibitor's representative to return the crew to the AGS service center upon completion of the work, check and approve the work order by signing it.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by AGS Expo Services.

Larger forklift/crane service available by advance request.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged as Material Handling. All rates subject to change.

Crew size is based on local Union jurisdiction and rules.

#### Order Confirmation

So that labor and equipment do not stand idle at your expense (due to uncertainties of truck arrivals), your order will be considered only a reservation and must be confirmed by a signed work order at the service center prior to the date and time specified by your order. We cannot guarantee the availability of crews at specific times without confirmation. Please confirm dismantling labor at the service center and allow time for return of empty crates and containers.

**NOTE: Must provide twenty-four (24) hour notice for cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per forklift crew requested.**

We understand that your calculation is only an estimate. Adjustments will be made accordingly and invoicing will be done based on actual hours worked.

Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Sign Hanging Order Form

All hanging signs must conform to the Sign Hanging Requirements set forth in the Sign Hanging Approval Form section of this Exhibitor Service Manual. This also includes any rules or regulations outlined by show management or by the facility. If Union jurisdiction dictates that the Official Contractor must assemble all hanging signs, an additional hour of labor must be ordered (See Labor Order Form).

Overhead signs must be sent in separate containers labeled "Hanging Sign" directly to the Advance Warehouse by December 31, 2021. Hanging anchor points must be prefabricated and ready for use. Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance on hanging services. Cable, clamps, etc. have additional charges .

Sign Hanging Rates (Equipment w/Crew)		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$259.01	\$447.89
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday.	\$449.51	\$561.88
Double-Time:	All day Sunday and observed Holidays where applicable.	\$498.39	\$622.98

Calculate Labor					
	Date 00 / 00 / 00	Time 00:00	Total Hours	Rate	Total Cost
Installation		AM / PM		\$	\$
Dismantle		AM / PM		\$	\$
<i>Example Calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost</i>				<b>Total Labor Cost:</b>	\$

### Supervision of Sign Hanging

**Supervision of all labor is required.** Please select a supervision plan by checking the boxes.

Exhibitor Supervision    Install     Dismantle     Contact: \_\_\_\_\_

Display House Supervision    Install     Dismantle     Contact: \_\_\_\_\_

AGS Supervision    Install     Dismantle     For supervision services AGS charges a fee of 35%, per service (install/dismantle).

**Please Note:**

- An additional spotter and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantle of a job and charges will be billed according to prevailing labor rates (See Labor Order Form) or material costs.
- Must Provide twenty-four (24) hour notice for cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per rigging crew requested.
- After the 1st hour time can be billed in 1/2 hour increments.

### Total Order

Total Sign Hanging Cost- Subtotal: \$ \_\_\_\_\_

Add. Spotter Cost and/or Supervision Charge - Subtotal: \$ \_\_\_\_\_

Total Sign Hanging Labor: \$ \_\_\_\_\_

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Sign Hanging Approval Form

In conjunction with Show Management, AGS Expo Services has established the following rules and regulations for all sign hanging during this event. In order to hang a sign, each exhibitor must comply with the requirements below. Please complete and return this form by the deadline date at the top of this page.

#### SIGN HANGING REQUIREMENTS

1. All hanging signs must conform to the rules and regulations set for this event and the limitations of the facility. From the floor to the highest point of any sign, height is not to exceed 16' for islands and peninsulas (4 or more booth spaces) and/or 16' for perimeter booths.
2. All signs must have rigging points (with the exception of cloth banners). Both the exhibitor and/or their display house will be required to personally sign a statement guaranteeing the stress points are properly engineered.
3. AGS Expo Services may be responsible for pre-assembling hanging signs based on local Union jurisdictions. Set-up instructions must be provided for signs that require assembly. Please include an image of sign.
4. Suspended signs must be 100% directly over the booth space of the exhibitor. Only islands and peninsulas (4 or more booth spaces) qualify for suspended signs.
5. Hanging sign violations will require that the sign be removed and/or re-hung prior to the show's opening. Such removal and/or re-hanging will be invoiced at the expense of the violating exhibitor.

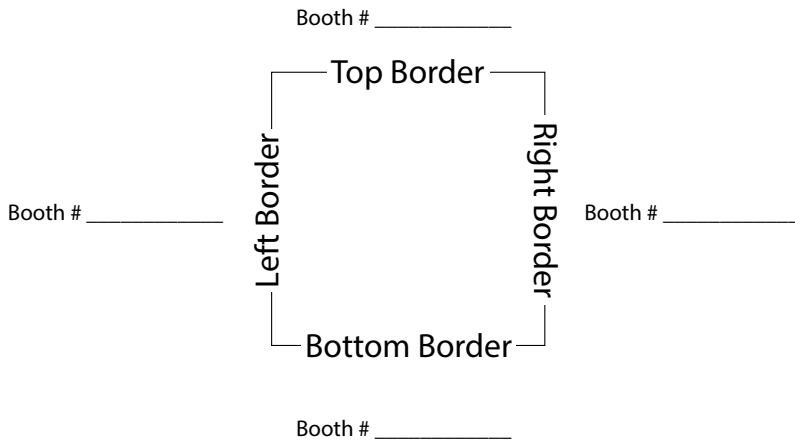
#### SIGN PARAMETERS & PLACEMENT

Size of Sign:      Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

Shape of Sign:     Square       Rectangle       Circle       Triangle       Other

Number of feet from floor to top of sign: \_\_\_\_\_

Using the diagram below to represent your booth space, indicate how far from each boundary you would like your sign to be placed. Please include the booth numbers from all neighboring booths. For island and peninsula booths, indicate all neighboring across-the-aisle booths.



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal, and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

### Please Indicate Booth Area

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)
--

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded up to the nearest 100 sq. ft.

### Vacuuming Service *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

- Vacuuming Nightly ..... \$0.48/sq. ft.\*       Vacuuming Once Before Event ..... \$0.53/sq. ft.

*\*Please calculate for (3) event days.*

### Periodic Porter Service

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

- Periodic Porter Service - Daily .. \$133.24/day\*\*       Day-Specific Porter Service ..... \$151.37/day

*\*\*Please calculate for (3) event days.*

(Please indicate days) \_\_\_\_\_

- Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal, and other similar labor services. **Quoted as needed.\*\*\***

- **Straight-Time:** .... \$72.49/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** ..... \$86.99/hr ... 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Double-Time:** .... \$104.35/hr . all day Sunday and observed Holidays, where applicable.  
*\*\*\*One (1) Hour Minimum for all service calls.*

### Other Cleaning Services

- Shampooing of Carpet\* ..... \$1.16/sq. ft.  
 Mopping and Waxing\*..... \$1.16/sq. ft.  
 Anti-Static Carpet Treatment.... \$0.36/sq. ft

\*Shampooing and mopping available before show opens **ONLY**

*\*Cancellation requests received within twenty-four (24) hours of service will be subject to a 100% cancellation fee*

## Total Order

Total Sq. Ft.

**X**

**Vacuuming:** \$0.53/sq. ft. or \$0.48/sq. ft. x \_\_\_\_\_ Days = \$ \_\_\_\_\_  
**Shampooing/Mopping:** \$1.16/sq. ft. x \_\_\_\_\_ Days = \$ \_\_\_\_\_  
**Anti-Static Treatment:** \$0.36/sq. ft. x \_\_\_\_\_ Days = \$ \_\_\_\_\_  
**Porter Service:** \$151.37 or \$133.24/day x \_\_\_\_\_ Days = \$ \_\_\_\_\_

**Tax (7.00%):** \$ \_\_\_\_\_

**Total Booth Cleaning Order:** \$ \_\_\_\_\_

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

**Booth Layout Form**

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- Pegboard / Tackboard - *Seating & Accessories Form*
- Special Colored Drape - *Seating & Accessories Form*
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- Installation and Dismantling - *Labor Order Form*

**To use this grid:**

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)

indicate adjacent booth or aisle number:

\_\_\_\_\_

indicate adjacent booth or aisle number:

\_\_\_\_\_

FRONT OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to AGS for your orders to be processed.**

# Shipping & Material Handling

## Information and Order Forms

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### How Can We Help?

Call: 1-407-292-0025 | Email: [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) | **Order Services Now**

## BEFORE THE EVENT

From your location or previous event



To your location or next event

## AFTER THE EVENT

Storage of Empty Containers



### Advance Warehouse

Where your materials are stored before the show



### Storage of Empty Containers

Holding your crates/boxes/containers for you during the show



### Premium Return Service Available

Labeling your empty containers for priority return to your booth at the end of the show for a speedy exit. Service fee will apply. Contact Event Services for more information.



### Material Handling

Round trip service includes receiving materials at the dock area, delivering to your booth, storage of empty containers during the event, movement of materials back to the dock and on loading your carrier.

## Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com)

### SHIPPING INFORMATION

#### Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

#### Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

**NOTE:** Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

#### Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

### Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number, and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.



## Material Handling Information & Rates

### Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number, and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses, or other erroneous information not related to this specific event.

### Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

## Rate Classification

### Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area, and reloading on outbound truck(s). **The ROUND TRIP RATE of \$87.58 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

### Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. **The surcharge applicable to overtime shipments is \$26.27 with a 200 lb. minimum.**

### Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject to a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

### Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Indiana Convention Center and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. **The ROUND TRIP RATE of \$84.67 with a 200 lb. minimum applies for each 100 lbs. or fraction there of per shipment.**

## Material Handling Information & Rates

### Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- A vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- For each 100 lbs. or fraction thereof per shipment, the rate is **\$25.40** with a **200 lb. minimum**.

### Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to, but is not limited to, moving van shipments or shipments by any trucks which, because of their truck bed height, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck, or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

**The rate of \$127.01 with a 200 lb. minimum applies for each 100 lbs. or fraction thereof per shipment.**

**NOTE:** In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

### Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Indiana Convention Center and labeled with appropriate show name, company name, and booth number. Such items considered small packages are cartons, envelopes, and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks at the exhibit site and delivered to the exhibitor's booth.

**This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where**

## Material Handling Information & Rates

### Small Package Rates (Cont.)

the first piece is \$57.00 and each subsequent piece is \$24.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package, and other parcel style carriers with bulk consignment.

### Machinery Handling & Rates

This is a third-tier classification of items that includes machines and other such equipment constituting bulk, single piece machinery. These items are either skidded, on wheels or require the use of special material handling equipment. These items can ONLY be received direct to the exhibit site and should be scheduled for delivery through AGS Expo Services to ensure that the proper unloading equipment will be present. If the Bill of Lading does NOT identify the weights of the various classifications (i.e. machinery, display, etc.), the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.

Machinery will be unloaded from moving vans, exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of show; moved to the loading area; and reloaded on trucks.

Please see the Machinery Rate section of this Exhibitor Service Manual for the appropriate charges and weight classifications.

### Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. **The fee for this premium service to return empty storage containers at the close of show is \$250.00 for a maximum of (3) containers.**

### Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

### Freight Re-Route Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$650.00 for up to 1,499 lbs, a \$850.00 min for 1,500 - 2,999 lbs, and a \$1,050.00 min for 3,000+ lbs for transportation and/or storage. Additional fees may apply based on size and complexity of loading and storage needs. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling. **Post-show disposal of all empty crates, carpeting or display materials are the responsibility of the exhibitor including disposition or return to company warehouse. Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee beginning at \$500, depending on size and weight. This service fee will be charged by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.**

## Special Handling Definitions

### What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

### Special Handling Includes:

#### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks

#### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

#### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

#### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

#### Stacked, Cubed-Out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

#### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

#### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

#### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

#### Improper Weight

- Shipments that come in and are re-weighed showing the documentation was incorrect with a lower weight than the actual weight. These shipments get charged special handling plus a weight ticket charge.



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments

## Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

### TIPS FOR SENDING TO:

#### THE ADVANCE WAREHOUSE

- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.
- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.

#### THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

**Here are some common mistakes that can result in higher material handling charges:**

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

#### EXAMPLE OF SAVINGS

##### Received - *Multiple Shipments*

51 lbs.	charged @ \$87.58 per cwt. 200 lbs. min. = \$175.16	
43 lbs.	charged @ \$87.58 per cwt. 200 lbs. min. = \$175.16	
64 lbs.	charged @ \$87.58 per cwt. 200 lbs. min. = \$175.16	<b>TOTAL =\$525.48</b>

##### Received - *Single Shipment*

(3 pcs) 158 lbs.	charged @ \$87.58 per cwt. 200 lbs. min. = \$175.16	<b>TOTAL =\$175.16</b>
------------------	---	------------------------

**SAVE \$350.32**

## Freight Re-Route Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight re-routed.

**Driver Check-in:** Saturday, June 21st by 6:00 PM  
**Freight Re-Route Time:** Saturday, June 21st at 6:01 PM

### What is Freight Re-Route?

A “re-route” occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is re-routed until we must move it to complete the contracted move-out agreement between show management, the convention center, and AGS Expo Services.

### Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official “permission” by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

### Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors, and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

### Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services, and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, **we require that someone from your company remain with the shipment until it is picked-up.** Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

### Freight Re-Route Contact

In the event that your freight is re-routed by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.

## Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight, and type of merchandise. Material Handling fees will apply to all shipments delivered to the exhibit site or the advance warehouse. Please see the Material Handling Estimate Form for rates & information. Surcharges apply to all shipments that arrive without proper piece-count and/or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

### Advance Shipments to Warehouse

[Company Name] - [Booth #]  
GPX Indianapolis 2025  
AGS Expo Services c/o ABF Freight  
3522 Perry Blvd  
Whitestown, IN 46075

#### Delivery Window

- Deliveries only accepted between 5/19/25 - 6/11/25
- **Closed for Memorial Day - Monday, May 26, 2025**
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

### Direct Shipments to Exhibit Site

[Company Name] - [Booth #]  
GPX Indianapolis 2025  
AGS Expo Services c/o Indiana Convention Center  
Hall H  
100 S Capitol Ave  
Indianapolis, IN 46225

#### Delivery Window

- Tuesday, June 17, 2025 - 1:00 PM - 5:00 PM
- Wednesday, June 18, 2025 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Wednesday, June 18, 2025.

- **Delivery restrictions apply to all methods of receiving.** Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.
- **Mislabeled packages have the potential of being refused at show site.** Please remember to include your company name, booth number, show name, and **AGS Expo Services c/o Indiana Convention Center or ABF Freight** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.



**TO: AGS Expo Services  
c/o ABF Freight  
3522 Perry Blvd  
Whitestown, IN 46075**

## **GPX Indianapolis 2025**

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

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

**ADVANCE WAREHOUSE RECEIVING DATES:**

**5/19/25 - 6/11/25**

**Closed for Memorial Day - Monday, May 26, 2025**

**ADVANCE SHIPPING LABEL**

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂  
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services  
c/o ABF Freight  
3522 Perry Blvd  
Whitestown, IN 46075**

## **GPX Indianapolis 2025**

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

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

**ADVANCE WAREHOUSE RECEIVING DATES:**

**5/19/25 - 6/11/25**

**Closed for Memorial Day - Monday, May 26, 2025**

**ADVANCE SHIPPING LABEL**





**TO: AGS Expo Services  
c/o ABF Freight  
3522 Perry Blvd  
Whitestown, IN 46075**

## **GPX Indianapolis 2025**

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

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

**ADVANCE WAREHOUSE RECEIVING DATES:  
5/19/25 - 6/11/25**

**HANGING SIGNS LABEL**

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂  
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services  
c/o ABF Freight  
3522 Perry Blvd  
Whitestown, IN 46075**

## **GPX Indianapolis 2025**

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

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

**ADVANCE WAREHOUSE RECEIVING DATES:  
5/19/25 - 6/11/25**

**HANGING SIGNS LABEL**



**TO: AGS Expo Services**  
**c/o Indiana Convention Center**  
**Hall H**  
**100 S Capitol Ave**  
**Indianapolis, IN 46225**

## **GPX Indianapolis 2025**

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

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

**MUST BE DELIVERED:**

**Tuesday, June 17, 2025 - 1:00 PM - 5:00 PM**

**Wednesday, June 18, 2025 - 8:00 AM - 5:00 PM**

**DIRECT SHIPPING LABEL**

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂  
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



**TO: AGS Expo Services**  
**c/o Indiana Convention Center**  
**Hall H**  
**100 S Capitol Ave**  
**Indianapolis, IN 46225**

## **GPX Indianapolis 2025**

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

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

**MUST BE DELIVERED:**

**Tuesday, June 17, 2025 - 1:00 PM - 5:00 PM**

**Wednesday, June 18, 2025 - 8:00 AM - 5:00 PM**

**DIRECT SHIPPING LABEL**

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## MATERIAL HANDLING ESTIMATE FORM

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled "Shipping Instructions and Material Handling."

### MATERIAL HANDLING RATES (DEADLINE DATES)

#### Advance Warehouse - (5/19/25 - 6/11/25)

- \$87.58 per 100 lbs, 200 lbs min. per shipment

#### Special Handling at Show Site - (6/17/25-6/18/25)

- \$127.01 per 100 lbs, 200 lbs min. per shipment

#### Direct to Show Site - (6/17/25-6/18/25)

- \$84.67 per 100 lbs, 200 lbs min. per shipment

#### Small Packages - <30 lbs - (Show Site Only)

- \$57.00 1st Carton, \$24.00 each add., per shipment

#### Please note:

- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **A 30% Overtime Surcharge will be applied for any mandatory weekend and/or after 4:30 PM move-in / move-out.**
- **A \$25.00 per forklift load reweigh fee will be applied to shipments that arrive at the dock without a certified weight ticket, or an incorrect or understated weight on delivery document.**
- **A 25% surcharge will be charged for all loose, uncrated, or unprotected shipments received at show site**

### Advance Shipments to Warehouse

We will ship.... \_\_\_\_\_ lbs. @ \$87.58 per 100 lbs. (200 lbs. min, \$175.16 Minimum per shipment)

Total Weight \_\_\_\_\_ lbs. x \$ \_\_\_\_\_ rate per 100 lbs.= \$ \_\_\_\_\_

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

### Direct Shipments to Show Site

We will ship.... \_\_\_\_\_ lbs. @ \$84.67 per 100 lbs. (200 lbs. min, \$169.34 Minimum per shipment)

Total Weight \_\_\_\_\_ lbs. x \$ \_\_\_\_\_ rate per 100 lbs.= \$ \_\_\_\_\_

- *Materials received prior to move-in date/time will be assessed an off-target charge or may be refused by the facility.*

### Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... \_\_\_\_\_ lbs. @ \$127.01 per 100 lbs. (200 lbs. min, \$254.02 Minimum per shipment)

Total Weight \_\_\_\_\_ lbs. x \$ \_\_\_\_\_ rate per 100 lbs.= \$ \_\_\_\_\_

### Small Packages at Show Site ONLY

We will ship.... \_\_\_\_\_ Packages @ \$57.00 for the first package and \$24.00 for each additional package contained in the same shipment

Total Number of Packages \_\_\_\_\_ x \$57.00 / \$24.00 = \$ \_\_\_\_\_

### Total Order

Material Handling Services - Subtotal: \$ \_\_\_\_\_

30% Overtime Surcharge (Subtotal x 30%): \$ \_\_\_\_\_

Total Material Handling Cost: \$ \_\_\_\_\_

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Outbound Bill of Lading/Shipping Label Request

All outbound shipments require an Official AGS Bill of Lading and shipping labels. AGS Expo Services offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to AGS. You must submit a valid and complete method of payment form with this form to receive this service.

**Showsite Instructions:**

- **Completed BOL must be turned in to the AGS Service Center prior to your departure.**
- AGS will print and deliver your BOL with shipping labels to your booth prior to the close of the show.
- Exhibitors must properly package and label all materials.
- Shipments without paperwork will be considered abandoned and will be re-routed via the show carrier at the Exhibitor's expense. AGS does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

**Ship to Address:**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Attention/Show/Booth #: \_\_\_\_\_

Number of Destinations: \_\_\_\_\_ Number of pieces: \_\_\_\_\_ Number of Labels Requested: \_\_\_\_\_

- **If you have more than (1) destination please fill out a form for each individual destination.**
- **Please indicate your piece count by type below.**

\_\_\_\_\_ Crate (Wood)    \_\_\_\_\_ Skid (Pallet)    \_\_\_\_\_ Cases (Plastic)    \_\_\_\_\_ Carton (Cardboard)    \_\_\_\_\_ Anvil Case/Trunks    \_\_\_\_\_ Other (Bundles, pad wraps, etc)

**Select Shipping Method:**

- Ship via official show freight carrier, **ABF Freight**  
 Ship via carrier of exhibitor's choice - Name of Carrier \_\_\_\_\_  
 • If selecting a carrier other than ABF Freight, you must schedule the pickup.

**\*\*In the case that your carrier does not show please select one of the below dispositions for your shipment\*\***

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - A minimum fee of \$650.00 will be charged. \*Fee may be greater based on final weight

**Is this shipment Prepaid or Collect (Please select one):**

\*Exhibitors are responsible for settling all transportation costs with the carrier of their choosing directly.

Prepaid By selecting Prepaid, you are indicating that material for shipment will be paid by the sender (you)

Collect By selecting Collect, you are indicating that the receiving party will be responsible for payment upon receipt of the materials

**Bill Shipping Charges to (if different from ship to address):**

Shipper (Print): \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Freight Charges Billed to (Company): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST



GPX Indianapolis 2025  
Indiana Convention Center  
Indianapolis, IN  
June 19-21, 2025

Discount Price Deadline Date  
June 2nd  
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

#### Shipments to Warehouse

Shipper Name: \_\_\_\_\_

Origin (City/State): \_\_\_\_\_

Method of Shipment:  Common Carrier  Van Line  Company Vehicle  Air Carrier

Freight Description: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

Pro Number: \_\_\_\_\_

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

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#### Shipments Direct to Show Site *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: \_\_\_\_\_

Origin (City/State): \_\_\_\_\_

Method of Shipment:  Common Carrier  Van Line  Company Vehicle  Air Carrier

Freight Description: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

Pro Number: \_\_\_\_\_

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

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INBOUND SHIPPING INFORMATION FORM

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

## Machinery Rate Information

Applies to machinery only. Rates are based on cumulative daily weights

Weight	Straight Time Rate
2,000 - 5,000 lbs.	\$64.19 cwt.
5,001 - 10,000 lbs.	\$53.85 cwt.
10,001 + lbs.	\$46.37 cwt.

### Important Note:

- All crated machinery must be identified on the Bill of Lading according to classification or the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.
- Machinery without integral lifting points or skids that do not accommodate forklift loading/unloading will be assessed a 50% special handling surcharge to the above rates. Machines on wheels that require minimum handling will NOT be subject to any additional Special Handling Surcharges, they will qualify for the above pricing rate.
- **IMPORTANT:** Equipment in excess of 15,000 lbs. will require special equipment off-loading. Contact AGS Expo Services for special assistance.
- Machinery cannot be received at the advance warehouse.
- AGS Expo Services will not be responsible for any damages or loss to any equipment mishandled while under the direct supervision of any exhibitor without the consultation of a recognized AGS Expo Services material handling foreman.
- A 30% Overtime charge will apply for machinery handled anytime Monday through Friday before 8:00 AM and after 4:30 PM, including all day Saturday, Sunday and Holidays. Refer to the Official Show Information section in this manual for move-in/move-out dates and times.
- A \$25.00 per forklift load reweigh fee will be applied to shipments that arrive at the dock without a certified weight ticket, or an incorrect or understated weight on delivery document.
- A 25% surcharge will be charged for all loose, uncrated, or unprotected shipments received at show site.

### CALCULATION OF MACHINERY CHARGES

We understand that your calculation is only an estimate. Invoicing will be based on the actual weight. Adjustments will be made accordingly.

Piece #	Length	Width	Height	Weight	Mounted on Skids?	Arrival Date at Exhibit Site	Approximate Arrival Time	Total Price
								\$
								\$
								\$
								\$
I agree in placing this order that I have accepted AGS Payment Policy and AGS Terms & Conditions of Contract.						1. Total Estimated Charges		\$
						2. Payment Enclosed		\$
Authorized Signature - Please Sign:						<b>X</b>		
						AUTHORIZED NAME - PLEASE PRINT		Date

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

### Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. Please see details of service and order form below.

#### Availability of Service

Cartload Service will only be available on the following dates and times:

**Exhibitor Move-In:**

Tuesday, June 17, 2025 - 1:00 PM - 5:00 PM

Wednesday, June 18, 2025 - 8:00 AM - 5:00 PM

**Exhibitor Move-Out:**

Saturday, June 21, 2025 - 3:00 PM - 9:00 PM

#### Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock. **All vehicles must be removed from the dock area immediately after being unloaded.**

#### Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: cars, pickup trucks, passenger vans, and other trucks primarily designated for passenger use. Please see below for POVs that meet the requirements. The maximum carry weight for the cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Anything greater than 199 lbs. will be assessed appropriate material handling charges.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

#### Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

**The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is \$95.48.**

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

Date	# of Cartloads	Cartload Rate	Estimated Cost
Example mm-dd-yy	1	\$95.48	\$95.48
Total Cartload Service Order:			\$

Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	



**NEED AN EXPEDITED MOVE-OUT?**

AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With **Premium Return Service** you will get your materials returned as a priority to expedite dismantle and reduce long move-outs.

As a white glove service, our team will make every effort to deliver your labels to the booth during move-in. You may also visit the **AGS Service Desk** on-site to obtain these labels. Service is subject to availability based on volume.

**PREMIUM RETURN SERVICE: \$250.00**

Yes, we would like *Premium Return Service*

We are storing: # of Pieces   Crates  Boxes  Fiber Containers  Anvil Cases  Other



- The storage of up to three (3) pieces
- Priority return of stored materials
- This service is available for containers that measure 4'x8'x4' or smaller. This service is **NOT** available for skids.



- This is a limited service and we ask that you make your **Premium Return Service** reservations in advance.
- This service must be established prior to the removal of materials from the floor. The exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage.
- This is not an alternative to **Material Handling**. **Material Handling** services must be established prior to ordering this service.
- All **Premium Return Service** labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.
- Taxes added where applicable.
- **Cancellation Policy:** **Premium Return Service** is a reserved space managed service. All cancellations must be made seven days prior to the event. Cancellations within seven days will be refunded 50%. No refunds will be made for on-site cancellations.

PREMIUM RETURN SERVICE



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

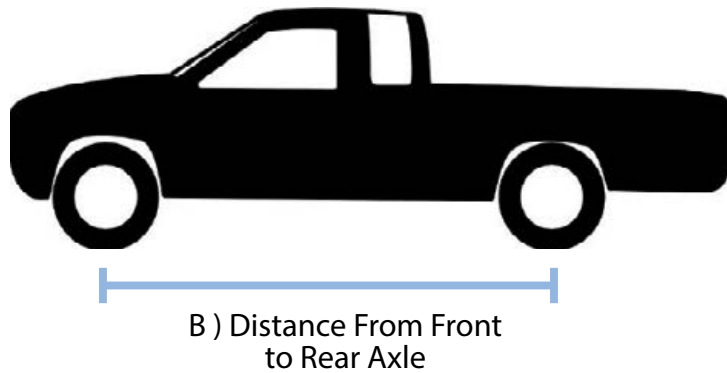
**Vehicle Spotting Order Form**

AGS Expo Services charges a round-trip fee of **\$200.00** per vehicle to place a vehicle on the trade show floor or as hourly labor cost, whichever is greater. The facility requires all vehicles must be spotted by an AGS laborer.

For rolling/self-propelled/towed/pushed vehicles, AGS will receive equipment at show site and deliver to the exhibitor's booth. AGS will also handle the outbound as an inclusive service.

If your vehicle is lifted off a flatbed or any other type of trailer, or must be towed/pushed using AGS equipment, additional charges for the lift(s), hitch(es) and driver(s) will be added to your billing. Please know that these services are considered forklift labor. You must order these services from the Forklift Order Form within the manual or online.

**Vehicle Diagram**



Vehicle Make/Model	A) Distance	B) Distance	Overall Length	Total Weight	Total Price
1.					\$
2.					\$
3.					\$
4.					\$
Total All Items Ordered					\$
Payment Enclosed					\$

**Important Information Regarding Spotting Service**

- The local Fire Marshal requires disconnecting the battery, taping the gas cap and placing a protective covering under the vehicle. All vehicles are required to have 1/8th of a tank or less of fuel.
- Any vehicles housing containers with propane or other gases must be removed prior to arriving
- Vehicles that cover more than 250 sq ft of your booth space must be reviewed by the Event Services Team to confirm if additional services are needed. Please email [eventservices@ags-expo.com](mailto:eventservices@ags-expo.com) or call 407-292-0025.
- This form is not an approval from the local Fire Marshal. All vehicles are subject to inspection and must be approved by Fire Marshal prior to show opening.
- Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.
- All outdoor exhibit space vehicles will have this same charge applied.

**VEHICLE SPOTTING ORDER FORM**

## Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

### 1. **Scope/Binding Effect:**

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefited by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

### 2. **Definitions:**

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or

Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

### 3. **Customer Obligations:**

**a. Payment for Services.** Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

**b. Credit Terms.** All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

**c. HAZMAT Compliance.** Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and

## Terms & Conditions of Contract - Material Handling Services

completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

#### 4. **ICCTA Waiver; Mutual Indemnification:**

**a. ICCTA Waiver.** Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

**b. Customer Indemnification.** Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys', expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

**c. AGS Indemnification.** To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the

limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

#### 5. **Disclaimer And Limitation Of Liability:**

**UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.**

#### 6. **No Liability for Loss or Damage to Goods:**

**a. Condition of Goods.** AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.

## Terms & Conditions of Contract - Material Handling Services

**b. Receipt of Goods.** AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**c. Force Majeure.** AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

**d. Cold Storage.** Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

**e. Empty Storage.** AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

**f. Freight Re-Route.** AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled. **If the shipment is drayed back to the warehouse, there will be a Service Fee minimum of \$650.00 for up to 1,499 lbs, a \$850.00 min for 1,500 - 2,999 lbs, and a \$1,050.00 min for 3,000+ lbs for transportation and/or storage. Additional fees may apply based on size and complexity of loading and storage needs. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling. Post-show disposal of all empty crates, carpeting**

**or display materials are the responsibility of the exhibitor including disposition or return to company warehouse. Any of the before mentioned items abandoned by exhibitors will be assessed a Service Fee beginning at \$500, depending on size and weight. This service fee will be charged by AGS in addition to any fees applied by the Convention Center or Official Show Carrier for crate removal.**

**g. Concealed Damage.** AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled goods.

**h. Unattended Goods.** AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

**i. Unattended Booth.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) 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 Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**j. Special Handling Needs.** AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where

## Terms & Conditions of Contract - Material Handling Services

equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

### **7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:**

**a. AGS Not Bailee or Shipper.** The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

**b. AGS Retained Authority to Substitute Carriers.** In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

### **8. Measure of Damage:**

**a. Sole Relief.** If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

**b. Labor.** AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned

labor.

### **9. Miscellaneous:**

**a. Insurance.** AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

**b. Notice of Loss or Damage.** In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

**c. Filing of Claim.** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

**i.** Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

**ii.** Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

**d. Filing of Suit.** Any action at law regarding loss or damage

## Terms & Conditions of Contract - Material Handling Services

to Goods must be filed within one (1) year of the date of declination of any part of a claim.

**e. Notice of Legal Action.** In the event an exhibitor threatens potential legal action, all further communications will AGS personnel may cease, and future service to that exhibitor may be suspended.

### **10. Jurisdiction, Choice of Forum; Prevailing Party Fees:**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

### **11. Advanced Warehousing/Temporary Storage/Long Term Storage:**

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits

or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

# Official Transportation Provider

via the ABF Freight® Network

**Let ArcBest® make your next trade show the easiest you have ever attended!**

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

**800-654-7019**

## Our Services Include:

*Priority handling of your inbound and outbound shipments*

*Guaranteed expedited air and ground services*

*LTL Ground Transportation*

*International Transportation*

*Trust your important trade show shipment to the leader in exhibition transportation services.*

**ArcBest®**  
*More Than Logistics™*

# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

SHIP TO: Warehouse  Show Site

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

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

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup  Inside Pickup

Liftgate  Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES  NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

**800-654-7019**  
**tradeshow@arcb.com | arcb.com**



8401 McClure Drive • Fort Smith, AR • 72916



# Ancillary Services

## 3rd-Party Service Providers and Order Forms

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Utility Layout Form.....	82

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the contact info on the form.

Service includes set-up and disconnect at back center of booth or most convenient placement. See Rule #6 for placement policies. <b>Note: All booth power is connected from the floor.</b>			
120 volts	Advance Rate	Standard Rate	Floor Rate
5 amp (550 watts)	\$131.00	\$185.00	\$242.00
20 amp (2200 watts)	\$236.00	\$335.00	\$436.00
If 24 hr service, is required - Add 50% to original connection chg	5A	\$196.50	\$277.50
	20A	\$354.00	\$502.50
<b>Labor Charge for Requested Placement Location of ANY electrical (based on Number of drops)</b>	<b>\$157.00</b>		<b>\$ 250.00</b>
<b>208 VOLTS / SINGLE PHASE</b>			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
20 amp	\$346.00	\$553.00	\$760.00
30 amp	\$432.00	\$691.00	\$950.00
40 amp	\$497.00	\$795.00	\$1093.00
60 amp	\$697.00	\$1115.00	\$1533.00
100 amp	\$1058.00	\$1693.00	\$2328.00
200 amp	\$1634.00	\$2614.00	\$3595.00
<b>208 VOLTS / 3 PHASE</b>			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
20 amp	\$431.00	\$689.00	\$947.00
30 amp	\$567.00	\$907.00	\$1247.00
60 amp	\$940.00	\$1504.00	\$2067.00
100 amp	\$1496.00	\$2394.00	\$3292.00
200 amp	\$2624.00	\$4198.00	\$5773.00
<b>RENTAL ITEMS*</b>			
	Advance Rate	Standard Rate	Floor Rate
Quad Box (4 outlets)	\$24.00	\$39.00	\$41.50
Extension Cord	\$24.00	\$39.00	\$41.50
3/250 Watt Floodlight Stanchion (electric included)	\$141.24	\$200.09	\$260.00
*Includes 7% IN Sales Tax			

## NOTES

- All orders must be placed online at [www.icclos.com](http://www.icclos.com)
- All 208 / 480 Electrical Services includes set-up and disconnect. Notify Utility Desk Personnel when equipment is in place for connection
- **Call 317-262-3467 for questions**

## 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.



## 2025 Gas Water Price List

Order Online at <http://www.icclos.com>

<b>NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.</b>			
<b>Connections</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Floor Rate</b>
First – up to ½" Max.	\$322.00	\$515.00	\$708.00
Each add'l conn.	\$231.00	\$370.00	\$508.00
<b>COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet</b>			
<b>Connections</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Floor Rate</b>
First – Up to ½" Max.	\$276.00	\$386.00	\$511.00
Each add'l conn.	\$192.00	\$269.00	\$356.00
<b>WATER (continuous) Outlet ½". Minimum pressure 45 PSI – maximum pressure 60 PSI</b>			
<b>Connections</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Floor Rate</b>
First Connection	\$264.00	\$370.00	\$488.00
Each add'l conn.	\$166.00	\$232.00	\$307.00
<b>DRAINAGE</b>			
<b>Connections</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Floor Rate</b>
First Connection	\$216.00	\$346.00	\$475.00
Each add'l conn.	\$123.00	\$197.00	\$271.00
<b>RENTAL ITEMS (Includes 7% Indiana Sales Tax)</b>			
<b>Connections</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Floor Rate</b>
Water Heater (electrical hook-up must be ordered with water heater 208V 3 ph 30 amp)	\$88.81	\$175.48	\$290.00
Sink ( sink hook-up must be ordered with water connection and drain connection)	\$43.99	\$61.60	\$102.00

### NOTES

- All orders must be placed online at [www.icclos.com](http://www.icclos.com)
- Labor Charge for Requested Placement Location of ANY Connection: \$157.00 per hour
- Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).
- One time water tank or other fill-up occasions – contact the Utility Department for pricing: (317) 262-3467.

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# ON-SITE WIRELESS SERVICES

## INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM

### NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only **Exhibitor Internet** is supported in all areas.

*\*Internet access is available on one unique device, per purchase.*

#### EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

**\* 1 day for \$79.99**  
**3 days for \$227.97**  
**5 days for \$359.95**

#### COMPLIMENTARY INTERNET

Our Complimentary Internet is a free service and is available in all public spaces and meeting rooms.

For questions regarding on-site wireless services, please call Smart City Networks at 317-262-4600. To order any other services we provide, please visit us online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com).





# INTERNET SERVICE CONTRACT

## INDIANA CONVENTION CENTER & LUCAS OIL STADIUM



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:			Show Start Date:	Show End Date:
Billing Company Address:			<b>INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>	
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:		Contact Email:	Cell Number:

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Effective July 1, 2024 - December 31, 2025 - V07012024

BASIC INTERNET, <b>NOT FOR STREAMING</b>	QTY	INCENTIVE*	BASE	TOTAL
<b>Includes:</b> 1 Private IP Address, Routers <b>PROHIBITED</b> and will not work				
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		<b>\$895</b>	\$1,140	
Additional Device(s), Per Device Up to 4 [6 or more available online]		<b>\$185</b>	\$220	

DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	TOTAL
<b>Includes:</b> 5 Public IP Addresses, Routers <b>SUPPORTED</b>				
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	
<i>Higher bandwidth services available for uhd streaming</i>				

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	TOTAL
Switch Rental – up to 24 ports		<b>\$185</b>	\$225	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	
Labor / Floor Work – four lines per hour		<b>\$125</b>	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	

**WIRELESS INTERNET**, Full products catalog available online  
**SPECIAL QUOTE**, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 10% TAX/FEES</b>	
<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



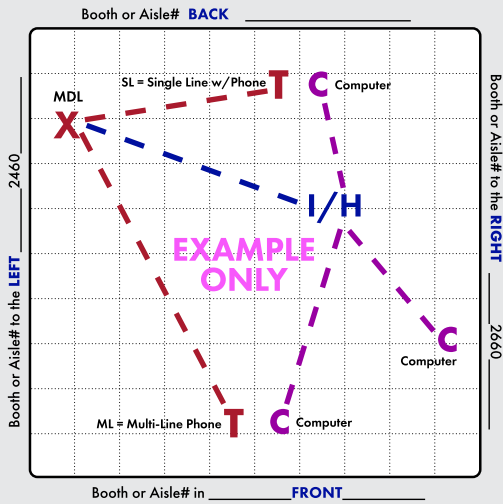
You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➤

Customer Number:

# "COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: <b>Indiana Convention Center &amp; Lucas Oil Stadium</b>	Customer / Ref #:	



**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT! Prior to installation of service, a complete Floorplan is required.** Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan 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).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft      **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE**     Island     Inline

## SPECIFY YOUR DESIRED LOCATION OF SERVICES

**X = MAIN DISTRIBUTION LOCATION (MDL)**

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

**T = TELEPHONE/FAX**

**I = INTERNET SERVICE**

**H = HUBS**

**PC = PATCH CABLES**

**C = COMPUTERS**

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.

Booth or Aisle# BACK \_\_\_\_\_

Booth or Aisle# to the LEFT

Booth or Aisle# to the RIGHT

Booth or Aisle# in FRONT \_\_\_\_\_



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001



# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: <b>Indiana Convention Center &amp; Lucas Oil Stadium</b>	Customer / Ref #:	

## 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) 446-6911 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) 446-6911 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.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



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Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001



Booth/Room #: \_\_\_\_\_ Event Name: \_\_\_\_\_

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

**IMPORTANT!!** Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

**X** = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

**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 staff to accurately install your services.

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