ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

Booth Equipment
• 8’ high back drapes
• 3’ high side drapes
• Blue booth carpet
• One 6’ x 2’ x 30” high red skirted table
• Two padded chairs
• One wastebasket
• One booth ID sign

Move-in Dates & Times
Monday, September 12, 2016 1:00 PM - 7:30 PM
Tuesday, September 13, 2016 7:00 AM - 9:00 AM

Show Dates & Times
Tuesday, September 13, 2016 9:00 AM - 7:00 PM
Wednesday, September 14, 2016 8:00 AM - 3:45 PM

Advance Warehouse Shipments
Must Arrive By:
Friday, September 09, 2016

Show Site Shipments
Cannot Arrive Before:
Monday, September 12, 2016

Move-out Dates & Times
Wednesday, September 14, 2016 3:45 PM - 7:00 PM

Carriers must be checked in at event site for move-out by:
Wednesday, September 14, 2016 6:30 PM

Booth Colors:
8’ high back drapes: Blue/White/Red/White/Blue
3’ high side drapes: Blue

Aisles will have blue carpet.

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

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed in this Exhibitor Service Manual (ESM), please contact our Exhibitor Services Department.

We look forward to serving you.

About this Exhibitor Kit

Ways to order:

ONLINE*
Login & Place Orders:
oe.fernexpo.com

FAX*
Send completed forms to:
Fax: 704.398.7444

MAIL
Send completed forms to:
Fern
2310 Old Steele Creek Road
Charlotte, NC 28208

*Credit Card Transactions Only
EXHIBITOR TERMS & CONDITIONS

YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the “Agreement”) between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor, at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

DEFINITIONS:

For purpose of this Agreement, “FERN”, “we”, or “us” means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. “EXHIBITOR” or “you” means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor (“EAC”). “Order” means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

PAYMENT TERMS:

We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A $20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

To Pay by Check - Please mail check including show, booth, and company name to:
Fern, 645 Linn Street, Cincinnati, OH 45203
We cannot accept checks drawn on foreign banks.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 21%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR’S display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.] Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to have not been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

FERN’S RESPONSIBILITIES:

We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

PACKAGING AND CRATES:

We shall not be responsible for damage to lose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

STORAGE:

We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.
terms & conditions

SHOW SITE:
You are solely responsible for damage or loss to any rental items in your possession or under your control in connection with your performance hereunder, including but not limited to damage or stains to carpet. Neither you nor your EACs may bring or use any kind of lift on the exhibit floor.

Our working hours are subject to change due to holidays, time of day or night worked, amount of time worked, and specific facility or union guidelines. The normal categories of hourly changes are: straight time, overtime, double time and holiday pay. Such hourly charges shall be set forth on the applicable Order.

INBOUND SHIPMENTS:
Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

We shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and our receiving paperwork indicating any exceptions as delivered shall take precedence over shipper’s signature of receipt.

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:
Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

RE-ROUTED FREIGHT:
In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

INSURANCE:
It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement

CLAIMS FOR LOSS:
you agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to $0.50(USD) per pound per article with a maximum liability of $100.00(USD) per item, or $1,500.00(USD) per occurrence/shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items compromising your shipment(s) or which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.
DECLARED VALUE:
Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:
You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

TERMINATION:
We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

INDEMNIFICATION:
You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:
• Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
• Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
• Your violation of federal, state, county or local ordinances.
• Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

WAIVER AND RELEASE:
You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

SEVERABILITY:
If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

WAIVER:
No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

ASSIGNMENT:
You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:
The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:
This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

SURVIVAL:
The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

AMENDMENT AND MODIFICATION:
This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:
This Agreement shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

SHOW SERVICES & EQUIPMENT ORDERED

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Display Rental</td>
<td></td>
</tr>
<tr>
<td>Furniture Rental</td>
<td></td>
</tr>
<tr>
<td>Premium Furniture Rental</td>
<td></td>
</tr>
<tr>
<td>Carpet Rental</td>
<td></td>
</tr>
<tr>
<td>Panelboard Rental</td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td></td>
</tr>
<tr>
<td>Plants &amp; Floral</td>
<td></td>
</tr>
<tr>
<td>Cleaning Services*</td>
<td></td>
</tr>
<tr>
<td>Display Labor Services†*</td>
<td></td>
</tr>
<tr>
<td>In Booth Forklift Services‡*</td>
<td></td>
</tr>
<tr>
<td>Material Handling‡*</td>
<td></td>
</tr>
<tr>
<td>Fern Transportation**</td>
<td></td>
</tr>
</tbody>
</table>

CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
<td>VISA</td>
</tr>
<tr>
<td>Card Number</td>
<td></td>
</tr>
<tr>
<td>Expiration</td>
<td></td>
</tr>
<tr>
<td>Card Holder’s Name</td>
<td></td>
</tr>
<tr>
<td>Card Holder’s Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Cardholder’s Signature</td>
<td>X</td>
</tr>
</tbody>
</table>

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the Payment Terms & Conditions Form (TC-03) in this Exhibitor Kit.

CHECK INFORMATION:
Checks must be in U.S. funds drawn on a U.S. bank.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check #</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>$</td>
</tr>
</tbody>
</table>

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add $50.00 for processing wire transfer.

** Credit Card payment only is accepted for Fern Transportation services.

Sub Total: $ ____________
Sub Total Taxable: $ ____________
Sub Total Non Taxable: $ ____________
Sales Tax 6.000%: $ ____________
Grand Total: $ ____________

* Non taxable
† Pay Estimated Cost

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

EXHIBITOR INFORMATION

Company Name: __________________________________________________________ Booth#: _____________
Address: ______________________________________________________________________________________________________
City: __________________________________________________________ State: __________ Zip Code: ________________
Contact Name: __________________________________________________________ Phone: _______________________
Fax: __________________________ Email: ____________________________
Signature: __________________________________________________________ Date: _______________________

Discount Deadline: August 29, 2016
EXHIBITING COMPANY AUTHORIZATION
Exhibiting Company Name and Booth #:

Exhibitor Signature: 

X

Services to be provided by Third Party:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Display Rental</td>
<td>$</td>
</tr>
<tr>
<td>Furniture Rental</td>
<td>$</td>
</tr>
<tr>
<td>Premium Furniture Rental</td>
<td>$</td>
</tr>
<tr>
<td>Carpet Rental</td>
<td>$</td>
</tr>
<tr>
<td>Panelboard Rental</td>
<td>$</td>
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<tr>
<td>Graphics</td>
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<td>Material Handling‡*</td>
<td>$</td>
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<tr>
<td>Fern Transportation**</td>
<td>$</td>
</tr>
</tbody>
</table>

Sales Tax 6.000% $ Grand Total $ 

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

THIRD PARTY CREDIT CARD INFORMATION

Card Type: 

- [ ] VISA  
- [ ] MC  
- [ ] AMEX  
- [ ] DISC

Card Number: ____________________________ 

Expiration: __/____ 

Card Holder's Name: ____________________________ 

Card Holder's Address: ____________________________ 

City: ____________________________  

State: _________  Zip Code: _______________

Cardholder's Signature: 

X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the Payment Terms & Conditions Form (TC-03) in this Exhibitor Kit.

CHECK INFORMATION: Checks must be in U.S. funds drawn on a U.S. bank.

Check #: ____________________________ 

Date: ____________________________ 

Amount: $ ____________________________ 

BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add $50.00 for processing wire transfer.

* Non taxable  
‡ Pay Estimated Cost

** Credit Card payment only is accepted for Fern Transportation services.

THIRD PARTY PAYOR INFORMATION

Company Name: ________________________________________________________________  Booth#: ____________________________ 

Address: ________________________________________________________________________ 

City: ___________________________________________________________________________  State: _________  Zip Code: _______________

Contact Name: _________________________________________________________________  Phone: ____________________________ 

Fax: ___________________________________________________________________________  Email: ____________________________________________

Signature: ________________________________________________________________________  Date: ____________________________
### 10' x 20' Inline Exhibit

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT AMOUNT</th>
<th>STANDARD AMOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4024</td>
<td>Premium Package (select Exhibit options below)</td>
<td>$ 6,337.50</td>
<td>$ 8,555.00</td>
<td></td>
</tr>
</tbody>
</table>
|     |        | Premium Carpet:  
|     |        | |   |   |   |
|     |        | cherry red (46)  |   |   |   |
|     |        | blue mist (68)  |   |   |   |
|     |        | burgundy (48)   |   |   |   |
|     |        | charcoal (66)   |   |   |   |
|     |        | black PVC (04)  |   |   |   |
|     |        | blue (06)       |   |   |   |
|     |        | grey (09)       |   |   |   |
|     |        | blue-jay (81)   |   |   |   |
|     |        | cayenne (82)    |   |   |   |
|     |        | gray (09)       |   |   |   |
|     |        | red (14)        |   |   |   |
|     |        | seafoam (20)    |   |   |   |
|     |        | plum (19)       |   |   |   |
|     |        | madison (80)    |   |   |   |

Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.

### 20' x 20' Island Exhibit

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT AMOUNT</th>
<th>STANDARD AMOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4026</td>
<td>Enhanced Package (select Exhibit options below)</td>
<td>$ 12,347.50</td>
<td>$ 16,670.00</td>
<td></td>
</tr>
</tbody>
</table>
|     |        | Premium Carpet:  
|     |        | |   |   |   |
|     |        | cherry red (46)  |   |   |   |
|     |        | blue mist (68)  |   |   |   |
|     |        | burgundy (48)   |   |   |   |
|     |        | charcoal (66)   |   |   |   |
|     |        | black PVC (04)  |   |   |   |
|     |        | blue (06)       |   |   |   |
|     |        | grey (09)       |   |   |   |
|     |        | blue-jay (81)   |   |   |   |
|     |        | cayenne (82)    |   |   |   |
|     |        | gray (09)       |   |   |   |
|     |        | red (14)        |   |   |   |
|     |        | seafoam (20)    |   |   |   |
|     |        | plum (19)       |   |   |   |
|     |        | madison (80)    |   |   |   |

Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.

### Payment Information

- Yes, I have completed and included the Payment Authorization Form.
- Sub Total: $ __________
- Tax 6.000%: $ __________
- Grand Total: $ __________

**No refunds on orders cancelled after the deadline date.**

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________ Booth #: ________

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[Click here](#) to view the Exhibit Rental Brochure.
# TABLETOP EXHIBIT

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4014</td>
<td>Premium Package (select Exhibit options below)</td>
<td>$1,290.00</td>
<td>$1,742.50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Premium Carpet:</td>
<td>[ ] berry (51)</td>
<td>[ ] blue mist (68)</td>
<td>[ ] burgundy (48)</td>
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Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.

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**Sign Lettering Color:** [ ] black  [ ] blue  [ ] red

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# 10' x 10' INLINE EXHIBIT

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**Yes, I have completed and included the Payment Authorization Form.**

**Sub Total** $______________

**Tax 6.000%** $______________

**Grand Total** $______________

---

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ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

Click here to view the Exhibit Rental Brochure

10' x 10' CENTER EXHIBIT

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10' X 10' INLINE EXHIBIT WITH PEDESTAL

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☐ Yes, I have completed and included the Payment Authorization Form.

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Exhibiting Company Name: _______________________________________________   Booth # ____________
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### FREESTANDING UNITS

|     | 4031   | 8' x 1 M Freestanding Panel   | $ 330.00      | $ 445.00      | $      |
|     | 4055   | One Sided Gondola             | $ 330.00      | $ 445.00      | $      |
|     | 4056   | Two Sided Gondola             | $ 400.00      | $ 540.00      | $      |

### KIOSKS & TOWERS

|     | 4033   | 8' Triangle Kiosk             | $ 545.00      | $ 735.00      | $      |
|     | 4034   | 8' Square Kiosk               | $ 725.00      | $ 980.00      | $      |
|     | 4035   | Wire-wall Kiosk               | $ 290.00      | $ 392.50      | $      |
|     | 4036   | Media Cabinet                 | $ 725.00      | $ 980.00      | $      |
|     | 4037   | 12' Triangle Tower            | $ 660.00      | $ 890.00      | $      |
|     | 4038   | 12' Square Tower              | $ 875.00      | $ 1,182.50    | $      |

### SHELVING UNITS & PEDESTALS

|     | 4003   | Shelf Cabinet Unit w/30" cabinet | $ 725.00      | $ 980.00      | $      |
|     | 4005   | Shelf Cabinet Unit w/43" cabinet | $ 725.00      | $ 980.00      | $      |
|     | 4053   | \( \frac{1}{2} \) M x 1 M Planter Box | $ 110.00      | $ 147.50      | $      |
|     | 4063   | \( \frac{1}{2} \) M x 30" h Pedestal | $ 220.00      | $ 297.50      | $      |
|     | 4064   | \( \frac{1}{2} \) M x 40" h Pedestal | $ 290.00      | $ 392.50      | $      |

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Exhibiting Company Name: ____________________________________________  Booth #: ____________
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

Click here to view the Exhibit Rental Brochure

ACCESSORIES

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OFFICE / STORAGE CLOSETS

Office and meeting room structures are available in a Hardwall, Velcro or Smoked Plexiglas. Please contact Fern for a quote.

In addition, logo's and other graphics can be applied to the walls of rooms, meter panels and other accessory items at competitive prices. We offer full color digital printing and laminating of your artwork or if you prefer, we can create custom graphics specifically to suit your needs. Please ask a Fern representative for assistance.

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Exhibiting Company Name: ___________________________________________________________   Booth # ____________
## ASNE Tidewater Section Fleet Mainetance & Modernization Symposium

**September 13 - 14, 2016**  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16  

[Click here](#) to view the Premium Furniture Brochure

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Sub Total $  
Tax 6.000% $  
Grand Total $  

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## Discount Deadline: August 29, 2016

### ASNE Tidewater Section Fleet Maintenance & Modernization Symposium

**September 13 - 14, 2016**

Hampton Roads Convention Center, Hampton, VA

06-10945-16

Click here to view the Premium Furniture Brochure

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Sub Total $ ____________________________

Tax 6.000% $ ____________________________

Grand Total $ ____________________________

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Exhibiting Company Name: ___________________________________________________________   Booth # ____________
### ASNE Tidewater Section Fleet Mainetance & Modernization Symposium

**September 13 - 14, 2016**  
**Hampton Roads Convention Center, Hampton, VA**

**Discount Deadline:**  
August 29, 2016

**Click here** to view the Premium Furniture Brochure

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Sub Total: $__________
Tax 6.000%: $__________
Grand Total: $__________

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ASNE Tidewater Section Fleet Mainetance & Modernization Symposium

September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA

06-10945-16

Click here to view the Premium Furniture Brochure

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□ Yes, I have completed and included the Payment Authorization Form.

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Sub Total $  
Tax 6.000% $  
Grand Total $  

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Exhibiting Company Name: _______________________________  Booth # ______

Page 14 (con't)
## Premium Furniture Rental

**ASNE Tidewater Section Fleet Maintenance & Modernization Symposium**

September 13 - 14, 2016

Hampton Roads Convention Center, Hampton, VA

06-10945-16

**Discount Deadline:**
August 29, 2016

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### Additional Information

- **Sub Total:** $__________
- **Tax 6.000%:** $__________
- **Grand Total:** $__________

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Sub Total $__________
Tax 6.000% $__________
Grand Total $__________

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Exhibiting Company Name: ___________________________________________________________ Booth # ____________
# ASNE Tidewater Section Fleet Maintenance & Modernization Symposium

September 13 - 14, 2016  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16  

 municipality, state  

Phone: 704.398.7440  
Fax: 704.398.7444  
email: charlotte@fernexpo.com

## Furniture Rental

**Discount Deadline:**  
August 29, 2016

### Furniture Rental

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## ASNE Tidewater Section Fleet Mainetance & Modernization Symposium

**September 13 - 14, 2016**  
Hampton Roads Convention Center, Hampton, VA

06-10945-16

[Click here](#) to view the Premium Furniture Brochure

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**Discount Deadline:**  
August 29, 2016

Exhibiting Company Name: ___________________________________________________________   Booth # ____________

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### September 13 - 14, 2016

**Hampton Roads Convention Center, Hampton, VA**

**06-10945-16**

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### Exhibiting Company Name: ________________________________ Booth # ____________

### Discount Deadline: August 29, 2016

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>AMOUNT</th>
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<tr>
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<tr>
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<td>3931</td>
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<td></td>
<td>3934</td>
<td>Compact Refrigerator White - 4.0 Cu Ft</td>
<td>$390.00</td>
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<td></td>
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<td>Plexi Display Unit</td>
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<td>$135.00</td>
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<td></td>
<td>3936</td>
<td>Brushed Steel Floor Lamp - White</td>
<td>$195.00</td>
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<td>Brushed Nickel Table Lamp - White</td>
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<td>3607</td>
<td>Rubbed Bronze Table Lamp - White</td>
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<td></td>
<td>3937</td>
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<td>$135.00</td>
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<td>3738</td>
<td>Brushed Steel Floor Lamp - Red</td>
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<td>$292.50</td>
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<td>3609</td>
<td>Neutrino Steel Floor Lamp - Steel</td>
<td>$195.00</td>
<td>$292.50</td>
<td>$</td>
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</tbody>
</table>

- Yes, I have completed and included the Payment Authorization Form.

- Sub Total $__________
- Tax 6.000% $__________
- Grand Total $__________

Cancellation after deadline date will be charged at 75% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ____________________________________________________________

Phone: 704.398.7440
Fax: 704.398.7444
email: charlotte@fernexpo.com
### ASNE Tidewater Section Fleet Maintenance & Modernization Symposium

September 13 - 14, 2016  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16

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---

**CHAIRS & STOOLS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101</td>
<td>Armless Side Chair</td>
<td>$45.50</td>
<td>$68.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>103</td>
<td>Upholstered Armless Chair</td>
<td>$53.00</td>
<td>$79.50</td>
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<tr>
<td></td>
<td>105</td>
<td>Upholstered Arm Chair</td>
<td>$63.50</td>
<td>$95.25</td>
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<td></td>
<td>121</td>
<td>Swivel Desk Chair</td>
<td>$71.75</td>
<td>$107.75</td>
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<tr>
<td></td>
<td>131</td>
<td>Stool - Padded with Back</td>
<td>$71.75</td>
<td>$107.75</td>
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</table>

**PEDESTAL TABLES (Gray Nebula top)**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>24&quot; Diameter <strong>CANNOT BE SKIRTED</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>204</td>
<td>18&quot;h Pedestal Table</td>
<td>$59.50</td>
<td>$89.25</td>
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<tr>
<td></td>
<td>206</td>
<td>30&quot;h Pedestal Table</td>
<td>$66.00</td>
<td>$99.00</td>
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<td></td>
<td>208</td>
<td>40&quot;h Pedestal Table</td>
<td>$77.00</td>
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<td>30&quot; Diameter <strong>CANNOT BE SKIRTED</strong></td>
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<td></td>
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<td></td>
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<td>207</td>
<td>18&quot;h Pedestal Table</td>
<td>$66.00</td>
<td>$99.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>215</td>
<td>30&quot;h Pedestal Table</td>
<td>$71.75</td>
<td>$107.75</td>
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<td></td>
<td>216</td>
<td>40&quot;h Pedestal Table</td>
<td>$86.75</td>
<td>$130.25</td>
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<tr>
<td>36&quot; Diameter <strong>CANNOT BE SKIRTED</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>209</td>
<td>18&quot;h Pedestal Table</td>
<td>$71.25</td>
<td>$107.00</td>
<td></td>
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<tr>
<td></td>
<td>224</td>
<td>30&quot;h Pedestal Table</td>
<td>$78.75</td>
<td>$118.25</td>
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<tr>
<td></td>
<td>225</td>
<td>40&quot;h Pedestal Table</td>
<td>$93.50</td>
<td>$140.25</td>
<td></td>
</tr>
</tbody>
</table>

---

Yes, I have completed and included the Payment Authorization Form.  
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate. Requests made after the deadline will be filled, as available, at the standard rate. All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________________________________________  Booth # ____________

---

Sub Total $________________
Tax 6.000% $________________
Grand Total $________________
Choice not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

### DISPLAY TABLES - 30” high X 2’ wide

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>223</td>
<td>4’X30” h table skirted 3 sides (select skirt color below)</td>
<td>$99.25</td>
<td>$149.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>233</td>
<td>6’x30” h table skirted 3 sides (select skirt color below)</td>
<td>$121.25</td>
<td>$182.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>253</td>
<td>8’x30” h table skirted 3 sides (select skirt color below)</td>
<td>$144.00</td>
<td>$216.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>522</td>
<td>Drape 4th side of 30”h table</td>
<td>$45.75</td>
<td>$68.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>222</td>
<td>4’x30” h table not skirted</td>
<td>$35.75</td>
<td>$53.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>232</td>
<td>6’x30” h table not skirted</td>
<td>$50.25</td>
<td>$75.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>252</td>
<td>8’x30” h table not skirted</td>
<td>$64.50</td>
<td>$96.75</td>
<td>$</td>
</tr>
</tbody>
</table>

Table Skirt Color:  
- black (04)  
- blue (06)  
- gold (08)  
- gray (09)  
- green (10)  
- maroon (11)  
- plum (19)  
- red (14)  
- teal (18)  
- white (16)

### DISPLAY TABLE COUNTERS - 40” high x 2’ wide

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>229</td>
<td>4’X40” h table skirted 3 sides (select skirt color below)</td>
<td>$117.00</td>
<td>$175.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>239</td>
<td>6’x40” h table skirted 3 sides (select skirt color below)</td>
<td>$144.25</td>
<td>$216.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>259</td>
<td>8’x40” h table skirted 3 sides (select skirt color below)</td>
<td>$170.50</td>
<td>$255.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>530</td>
<td>Drape 4th side of 40”h table</td>
<td>$63.00</td>
<td>$94.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>228</td>
<td>4’x40” h table not skirted</td>
<td>$54.50</td>
<td>$81.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>238</td>
<td>6’x40” h table not skirted</td>
<td>$59.50</td>
<td>$89.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>258</td>
<td>8’x40” h table not skirted</td>
<td>$71.75</td>
<td>$107.75</td>
<td>$</td>
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</tbody>
</table>

Table Skirt Color:  
- black (04)  
- blue (06)  
- gold (08)  
- gray (09)  
- green (10)  
- maroon (11)  
- plum (19)  
- red (14)  
- teal (18)  
- white (16)

### TABLETOP RISERS - 12” wide, Covered White

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<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td></td>
<td>270</td>
<td>4’ Undraped Riser w/Cover</td>
<td>$41.25</td>
<td>$62.00</td>
<td>$</td>
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<tr>
<td></td>
<td>272</td>
<td>6’ Undraped Riser w/Cover</td>
<td>$59.50</td>
<td>$89.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>274</td>
<td>8’ Undraped Riser w/Cover</td>
<td>$77.25</td>
<td>$116.00</td>
<td>$</td>
</tr>
</tbody>
</table>

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium  
September 13 - 14, 2016  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16  
Click here to view the Accessories Rental Brochure

**ACCESSORIES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td></td>
<td>401</td>
<td>Wastebasket with Liner</td>
<td>$20.50</td>
<td>$30.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>407</td>
<td>Easel, Tripod</td>
<td>$45.75</td>
<td>$68.75</td>
<td></td>
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<tr>
<td></td>
<td>430</td>
<td>Tensa Stanchion</td>
<td>$73.00</td>
<td>$109.50</td>
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<tr>
<td></td>
<td>425</td>
<td>Chrome Vertical Sign Frame 22&quot;W x 28&quot;H</td>
<td>$53.75</td>
<td>$80.75</td>
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<td></td>
<td>479</td>
<td>2-Arm Bag Stand</td>
<td>$91.50</td>
<td>$137.25</td>
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<td>413</td>
<td>Chrome Clothes Tree</td>
<td>$73.00</td>
<td>$109.50</td>
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<td></td>
<td>475</td>
<td>2'x8' Grid Panel</td>
<td>$82.50</td>
<td>$123.75</td>
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<td></td>
<td>476</td>
<td>Chrome Grid Legs (for freestanding Grid Panel)</td>
<td>$11.00</td>
<td>$16.50</td>
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<td></td>
<td>478</td>
<td>7-way Waterfall (for Grid Panels)</td>
<td>$9.75</td>
<td>$14.75</td>
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**CUSTOM BOOTH DRAPING and SKIRTING**

Click here to view skirting and drape colors

Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
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<td></td>
<td>505</td>
<td>Vinyl Table Cover</td>
<td>$23.50</td>
<td>$35.25</td>
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<td>507</td>
<td>30&quot; skirting (per linear foot)</td>
<td>$7.75</td>
<td>$11.75</td>
<td></td>
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<tr>
<td></td>
<td>509</td>
<td>40&quot; skirting (per linear foot)</td>
<td>$9.00</td>
<td>$13.50</td>
<td></td>
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<td></td>
<td>541</td>
<td>Custom Color Side rail Drape, 36&quot; high (per linear foot)</td>
<td>$9.75</td>
<td>$14.75</td>
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<tr>
<td></td>
<td>543</td>
<td>Custom Color Background Drape, 8' high (per linear foot)</td>
<td>$15.25</td>
<td>$23.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Yes, I have completed and included the Payment Authorization Form.**
- **Sub Total** $________
- **Tax 6.000%** $________
- **Grand Total** $________

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _______________________________________________  Booth # ____________
## CUSTOM PLUSH CARPET (requires a minimum order of 100 sq. ft.)

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

Custom Plush carpet is an upgraded 34 oz. carpet in 12 decorator colors. Custom Plush carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet specifically cut to your exact measurements. Order must be received by Discount Deadline in order to ensure availability of color selection.

### CUSTOM PLUSH CARPET PACKAGE

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>335</td>
<td>10 ft. x 10 ft. Custom Plush Carpet &amp; Padding</td>
<td>$414.00</td>
<td>$621.00</td>
<td>$</td>
</tr>
<tr>
<td>___</td>
<td>336</td>
<td>10 ft. x 20 ft. Custom Plush Carpet &amp; Padding</td>
<td>$828.00</td>
<td>$1,242.00</td>
<td>$</td>
</tr>
<tr>
<td>___</td>
<td>337</td>
<td>10 ft. x 30 ft. Custom Plush Carpet &amp; Padding</td>
<td>$1,242.00</td>
<td>$1,863.00</td>
<td>$</td>
</tr>
<tr>
<td>___</td>
<td>338</td>
<td>10 ft. x 40 ft. Custom Plush Carpet &amp; Padding</td>
<td>$1,656.00</td>
<td>$2,484.00</td>
<td>$</td>
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</table>

### CUSTOM PLUSH CARPET ONLY

<table>
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<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>331</td>
<td>10 ft. x 10 ft. Custom Plush Carpet</td>
<td>$344.00</td>
<td>$516.00</td>
<td>$</td>
</tr>
<tr>
<td>___</td>
<td>332</td>
<td>10 ft. x 20 ft. Custom Plush Carpet</td>
<td>$688.00</td>
<td>$1,032.00</td>
<td>$</td>
</tr>
<tr>
<td>___</td>
<td>333</td>
<td>10 ft. x 30 ft. Custom Plush Carpet</td>
<td>$1,032.00</td>
<td>$1,548.00</td>
<td>$</td>
</tr>
<tr>
<td>___</td>
<td>334</td>
<td>10 ft. x 40 ft. Custom Plush Carpet</td>
<td>$1,376.00</td>
<td>$2,064.00</td>
<td>$</td>
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### COMPLETE AREA (requires a minimum order of 100 sq. ft.)

Please select option(s) below and calculate square footage.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>SQUARE FOOTAGE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>328</td>
<td>Custom Plush Carpet ft. x ft. = sq. ft.</td>
<td>$4.42</td>
<td>$6.63</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>350</td>
<td>Padded Area Size ft. x ft. = sq. ft.</td>
<td>$1.22</td>
<td>$1.82</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>360</td>
<td>Plastic Covering ft. x ft. = sq. ft.</td>
<td>$0.66</td>
<td>$0.99</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total $  
Tax 6.000% $  
Grand Total $  

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate. Requests made after the deadline will be filled, as available, at the standard rate.

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Exhibiting Company Name: ___________________________________________________________  Booth # ____________
ASNE Tidewater Section Fleet Maintainance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

Click here to view carpet color samples

STANDARD CARPET
- Black (04)
- Blue (06)
- Blue-Jay (81)
- Cayenne (82)
- Gray (09)
- Madison (80)
- Maroon (11)
- Plum (19)
- Red (14)
- Seafoam (20)

Standard carpet is a 13 oz. carpet available in 10 colors in 9 ft. width. Standard carpet price includes rental, installation, removal and front edge taping only. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

STANDARD CARPET PACKAGE
Standard Carpet Package includes carpet & padding

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>309</td>
<td>10 ft. x 10 ft. Standard Carpet &amp; Padding</td>
<td>$230.00</td>
<td>$345.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>10 ft. x 20 ft. Standard Carpet &amp; Padding</td>
<td>$460.00</td>
<td>$690.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>311</td>
<td>10 ft. x 30 ft. Standard Carpet &amp; Padding</td>
<td>$690.00</td>
<td>$1,035.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>312</td>
<td>10 ft. x 40 ft. Standard Carpet &amp; Padding</td>
<td>$920.00</td>
<td>$1,380.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD CARPET ONLY

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>10 ft. x 10 ft. Standard Carpet</td>
<td>$145.50</td>
<td>$218.25</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>10 ft. x 20 ft. Standard Carpet</td>
<td>$290.50</td>
<td>$435.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>303</td>
<td>10 ft. x 30 ft. Standard Carpet</td>
<td>$435.25</td>
<td>$653.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>304</td>
<td>10 ft. x 40 ft. Standard Carpet</td>
<td>$580.50</td>
<td>$870.75</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

COMPLETE AREA (requires a minimum order of 100 sq. ft.)

Please select option(s) below and calculate square footage.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>SQUARE FOOTAGE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>314</td>
<td>Standard Carpet</td>
<td>______ft. x ______ft. = ______sq. ft.</td>
<td>$3.54</td>
<td>$5.31</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>350</td>
<td>Padded Area Size</td>
<td>______ft. x ______ft. = ______sq. ft.</td>
<td>$1.22</td>
<td>$1.82</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>360</td>
<td>Plastic Covering</td>
<td>______ft. x ______ft. = ______sq. ft.</td>
<td>$0.66</td>
<td>$0.99</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Cancelation after deadline date will be charged at 50% of prevailing rate. Cancelation after installation will be 100% of prevailing rate. Requests made after the deadline will be filled, as available, at the standard rate.

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FLORAL and PLANTS
Charges listed include delivery to your booth, rental (not sale) during the event and removal. All floral is provided on a 7 day or less rental basis. Any floral missing at time of pick-up will be invoiced at prevailing replacement cost in addition to rental rates.

### POTTED PLANTS - Please select color or type

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1502</td>
<td>Bromeliads - Select color: Red / Orange / Pink</td>
<td>$58.25</td>
<td>$84.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1503</td>
<td>Chrysanthemums - Select color: White / Yellow / Lavender</td>
<td>$29.00</td>
<td>$42.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1505</td>
<td>Ferns - Select type: Floor / Hanging</td>
<td>$36.25</td>
<td>$52.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1549</td>
<td>Ivy</td>
<td>$36.25</td>
<td>$52.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1506</td>
<td>Seasonal Flowering Plants</td>
<td>$36.25</td>
<td>$52.50</td>
<td>$</td>
</tr>
</tbody>
</table>

Please specify: _________________________

### TROPICAL GREEN PLANT - Please select size and shape

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1507</td>
<td>3 FT - Select type: Slim / Full</td>
<td>$43.75</td>
<td>$63.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1509</td>
<td>4 FT - Select type: Slim / Full</td>
<td>$58.25</td>
<td>$84.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1511</td>
<td>5 FT - Select type: Slim / Full</td>
<td>$72.75</td>
<td>$105.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1513</td>
<td>6 FT - Select type: Slim / Full</td>
<td>$87.25</td>
<td>$126.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1515</td>
<td>7 FT - Select type: Slim / Full</td>
<td>$101.75</td>
<td>$147.50</td>
<td>$</td>
</tr>
</tbody>
</table>

### FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1545</td>
<td>Small - Color ______________________</td>
<td>$50.00</td>
<td>$72.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1546</td>
<td>Medium - Color ______________________</td>
<td>$75.00</td>
<td>$108.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1548</td>
<td>Large - Color ______________________</td>
<td>$100.00</td>
<td>$145.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### FLORAL PACKAGES

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1521</td>
<td>Floral Package A - Two 3’ Tropical Green Plants and One Flowering Plant</td>
<td>$145.75</td>
<td>$211.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1523</td>
<td>Floral Package B - Two 3’ and One 4’ Tropical Green Plants, and One Flowering Plant</td>
<td>$204.00</td>
<td>$296.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Yes, I have completed and included the Payment Authorization Form. If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

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# ASNE Tidewater Section Fleet Maintenance & Modernization Symposium

September 13 - 14, 2016  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16  

Click here to view the Panelboard Brochure

## BULLETIN BOARDS

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>STYLE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>603</td>
<td>4' x 8' Velcro Board (gray only)</td>
<td>Horizontal</td>
<td>$148.75</td>
<td>$223.25</td>
<td></td>
</tr>
</tbody>
</table>

## PERFORATED BOARD

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>STYLE (Please circle selection)</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>613</td>
<td>2' x 8' Perforated board panel</td>
<td>V / H</td>
<td>$99.25</td>
<td>$149.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>615</td>
<td>4' x 8' Perforated board panel</td>
<td>V / H</td>
<td>$123.75</td>
<td>$185.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>622</td>
<td>10' Back Wall</td>
<td></td>
<td>$239.50</td>
<td>$359.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>624</td>
<td>10' Back wall with two (2) 2'x8' side wings</td>
<td></td>
<td>$486.25</td>
<td>$729.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>626</td>
<td>10' Back wall with two (2) 4'x8' side wings</td>
<td></td>
<td>$355.00</td>
<td>$532.50</td>
<td></td>
</tr>
</tbody>
</table>

Perforated board hooks are NOT provided  
Standard perforated board is white. Other colors are available upon request at additional cost.

|     | 617    | Special color for 2' x 8' (per panel) |                     | $58.25        | $87.50        |        |
|     | 619    | Special color for 4' x 8' (per panel) |                     | $74.25        | $111.50       |        |

Please specify color ___________________________

## SHELVING (for Perforated Board)

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>631</td>
<td>4' long x 6&quot; deep - white</td>
<td>$17.25</td>
<td>$26.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>635</td>
<td>8' long x 6&quot; deep - white</td>
<td>$29.25</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>637</td>
<td>Special color (per shelf)</td>
<td>$17.25</td>
<td>$26.00</td>
<td></td>
</tr>
</tbody>
</table>

Please specify color ___________________________

- Style "V" (Vertical)  
- Style "H" (Horizontal)

☐ Yes, I have completed and included the Payment Authorization Form.

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Exhibiting Company Name: __________________________________________________________  Booth # ____________

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax 6.000%</td>
<td>$</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$</td>
</tr>
</tbody>
</table>

216
ASNE Tidewater Section Fleet Mainetance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

CLEANING SERVICES
All rental carpets ordered from Fern Exposition and Event Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of $0.21 per sq. ft. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations, food sampling, landscape, etc.

VACUUM/SHAMPOO/MOP
All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

- 903 Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.
  - Price is per square foot: $0.34 (Per Day)

- 901 Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.
  - Price is per square foot: $0.36

- 931 DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.
  - Price is per square foot: $0.32

PORTER SERVICE
Porter Service includes emptying wastebaskets and policing exhibit space at two hour intervals during show hours. These services are offered on a daily basis.

Price is per day: $303.00

Please indicate any special instructions:
______________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________

ESTIMATED CLEANING SERVICE COST
Exhibit Space: _____ ft. X _____ ft. = _____ sq. ft. (100 sq. ft. minimum) X $___________ per sq. ft. X _____ days = $___________

Porter Service: $303.00 X _____ days = $ _______

Display Wipe Down: _____ hrs. (4 hr. minimum per day) X _____ days X $___________ = $___________

☐ Yes, I have completed and included the Payment Authorization Form.

Sub Total $___________

Grand Total $___________

Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order. Requests made after the deadline will be filled as work force is available. All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________ Booth # _________
FOUR COLOR DIGITAL SIGNS  
Click here for Graphics Submission Guidelines

Prices indicated are based upon process color printing, mounting and laminating on showcard or foam core. Signs other than sizes listed will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is $30.00.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>861</td>
<td>7” x 11” Digital</td>
<td>$38.00</td>
<td>$57.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>863</td>
<td>11” x 14” Digital</td>
<td>$89.75</td>
<td>$134.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>865</td>
<td>14” x 22” Digital</td>
<td>$103.00</td>
<td>$154.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>867</td>
<td>7” x 44” Digital</td>
<td>$103.00</td>
<td>$154.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>871</td>
<td>14” x 44” Digital</td>
<td>$127.00</td>
<td>$190.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>873</td>
<td>22” x 28” Digital</td>
<td>$127.00</td>
<td>$190.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>875</td>
<td>28” x 44” Digital</td>
<td>$237.75</td>
<td>$356.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>879</td>
<td>24” x 96” Digital</td>
<td>$471.00</td>
<td>$706.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>881</td>
<td>48” x 96” Digital</td>
<td>$949.50</td>
<td>$1,424.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>882</td>
<td>Foam core _______ x _______ = _______ sq ft (price is per sq ft)</td>
<td>$29.75/sq ft</td>
<td>$44.75/sq ft</td>
<td></td>
</tr>
<tr>
<td></td>
<td>883</td>
<td>Sentra _______ x _______ = _______ sq ft (price is per sq ft)</td>
<td>$33.00/sq ft</td>
<td>$49.50/sq ft</td>
<td></td>
</tr>
<tr>
<td></td>
<td>885</td>
<td>SGL Banner _______ x _______ = _______ sq ft (price is per sq ft)</td>
<td>$30.00/sq ft</td>
<td>$45.00/sq ft</td>
<td></td>
</tr>
<tr>
<td></td>
<td>887</td>
<td>DBL Banner _______ x _______ = _______ sq ft (price is per sq ft)</td>
<td>$52.00/sq ft</td>
<td>$78.00/sq ft</td>
<td></td>
</tr>
</tbody>
</table>

Sign Copy: ____________________________________________

Color of Background: ____________________________

Color of Lettering: ____________________________

Sign Orientation:  ☐ Vertical  ☐ Horizontal

☐ Yes, I have completed and included the Payment Authorization Form.

<table>
<thead>
<tr>
<th></th>
<th>Sub Total</th>
<th>Tax 6.000%</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMOUNT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No refund on orders cancelled after the deadline date.
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**ASNE Tidewater Section Fleet Mainetance & Modernization Symposium**  
September 13 - 14, 2016  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16

---

**INSTALLATION & DISMANTLE LABOR SERVICES**

**Plan A (Supervised by Fern)**
- 1001 Labor for Installation  
  # of Laborers Req: ________  Est. Hours: ________
- 1003 Labor for Dismantle  
  # of Laborers Req: ________  Est. Hours: ________

<table>
<thead>
<tr>
<th>Labor Type</th>
<th># of Laborers</th>
<th>Hours</th>
<th>Days</th>
<th>Total Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>1001</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td>1003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

30% charge for Fern Supervised services with a minimum of $50.00

Professionally trained personnel are used on installation/dismantle, and when possible, all work is performed on straight time.

Emergency Contact: ____________________________  Phone: ____________________________

**Plan B (Supervised by Exhibitor Personnel)**
- 1001 Labor for Installation  
  # of Laborers Req: ________  Est. Hours: ________
  Start time*: ____________  End Time: _____________  Start Date: ________________
- 1003 Labor for Dismantle  
  # of Laborers Req: ________  Est. Hours: ________
  Start time*: ____________  End Time: _____________  Start Date: ________________

Supervisor will be: ____________________________  Phone: ____________________________

---

**Estimated Display Labor Cost for Advanced Payment**

- **Installation:**
  - Straight time: $79.75  
  - Over time: $119.75

- **Dismantle:**
  - Straight time: $79.75  
  - Over time: $119.75

Plan A - Add 30% for Fern Exposition Supervision: $ __________

Plan A - Add 30% for Fern Supervision: $ __________

For information and cost relative to unloading and reloading, please see the Material Handling & Freight Service Order form enclosed.

Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed $1000. It is important that exhibit representative check in at the Fern Exhibitor Service Center to pick up labor ordered. Exhibit representative must also check the labor back in at the Fern Exhibitor Service Center upon completion of work. All work is to be done under supervision of the exhibitor or its representative.

---

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total: $ __________

Grand Total: $ __________

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

Requests received after deadline date will be filled as work force is available.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

---

Exhibiting Company Name: ____________________________  Booth #: __________

---
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

FORKLIFT TO RIG IN BOOTH

This form is not for loading and/or unloading of exhibit materials. Please refer to the Material Handling form for rates and instructions.

4000 lb forklift

☐ Labor for Installation
  # of Laborers Req: _______ Est. Hours: _______
  Start time*: __________ End Time: __________ Start Date: _______________

☐ Labor for Dismantle
  # of Laborers Req: _______ Est. Hours: _______
  Start time*: __________ End Time: __________ Start Date: _______________

6000 lb forklift

☐ Labor for Installation
  # of Laborers Req: _______ Est. Hours: _______
  Start time*: __________ End Time: __________ Start Date: _______________

☐ Labor for Dismantle
  # of Laborers Req: _______ Est. Hours: _______
  Start time*: __________ End Time: __________ Start Date: _______________

Estimated Rigging Labor Cost for Advanced Payment

Installation:

Straight time: ______ X ______ X ______ = ______ $ ______
  # of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time: ______ X ______ X ______ = ______ $ ______
  # of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Double time: ______ X ______ X ______ = ______ $ ______
  # of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Dismantle:

Straight time: ______ X ______ X ______ = ______ $ ______
  # of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time: ______ X ______ X ______ = ______ $ ______
  # of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Double time: ______ X ______ X ______ = ______ $ ______
  # of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

* Start time is approximate and is based on availability of labor.

☐ Yes, I have completed and included the Payment Authorization Form.

Sub Total $ __________

Deadline to Return this Form:
August 29, 2016

Grand Total $ ______

Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate. Requests received after deadline will be filled as work force is available. All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________________________________________   Booth # ____________
You are required to use this form ONLY if you are planning to have an Independent Display House Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

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

Name of Display House: ____________________________

Address: __________________________________________
          Street                                      City/State          Zip Code

Telephone: ____________________________    Fax: ____________________________

Email: _______________________________________

Display House Contact Name: ____________________________

I have notified our Independent Display House Contractor of the Rules and Regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, Fern Expositions and Event Services, by the deadline date shown above.

_____________________________________________________________________
Print or Type Name

_____________________________________________________________________
Signature

Date

Exhibiting Company Name: ____________________________    Booth # _________
Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

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

The Official Service Contractor is appointed to:

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

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

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

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.

2. Only the exhibitor named independent contractor’s employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.

3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.

4. The independent contractor must have all business licenses, permits and Worker’s Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.

5. The independent contractor must carry a minimum of $1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.

6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.

7. The independent contractors may not solicit business on the exhibit floor.

8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor’s booth space.

9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.

10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.

11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

FERN TRANSPORTATION
Fern offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

Note: If Fern Transportation is not your freight carrier, please do not return this form.

<table>
<thead>
<tr>
<th>SERVICE SELECTION (select the following)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service:</td>
</tr>
<tr>
<td>☐ Ground</td>
</tr>
<tr>
<td>☐ 2nd Day Air</td>
</tr>
<tr>
<td>☐ Next Day Air</td>
</tr>
<tr>
<td>☐ Lift-Gate</td>
</tr>
<tr>
<td>☐ Residential Pick-up</td>
</tr>
<tr>
<td>☐ Inside Pick-up</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Special Handling:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Declared Value:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Insurance cost (min. $100): $4.25 per $100.00</td>
</tr>
</tbody>
</table>

For a quote, please contact Fern Transportation at:

<table>
<thead>
<tr>
<th>SHIPMENT BEING SENT TO (please check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Advance Warehouse</td>
</tr>
<tr>
<td>☐ Show Site</td>
</tr>
</tbody>
</table>

PICK UP ADDRESS

Company Name:
Contact Name:
Address:
City: State: Zip Code:
Email: Phone:

BILL TO ADDRESS

Company Name:
Contact Name:
Address:
City: State: Zip Code:
Email: Phone:

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

Pkg #1 Description: Est. Wt.:
Pkg #2 Description: Est. Wt.:
Pkg #3 Description: Est. Wt.:
Pkg #4 Description: Est. Wt.:
Pkg #5 Description: Est. Wt.:

Total Estimated Weight:

SPECIAL INSTRUCTIONS

☐ Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ____________________________________________________________________________ Booth #: ____________
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

IMPORTANT INSTRUCTIONS
Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.
1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

# of Labels Needed
Carrier Requested

CARRIER SELECTION (select one of the following)
☐ Fern Transportation ☐ Common Carrier ☐ Expedited Carrier ☐ Company Truck/POV ☐ Van Line
Level of Service:
☐ Ground ☐ 2nd Day Air ☐ Next Day Air
Special Handling:
☐ Lift-Gate ☐ Residential Delivery ☐ Inside Delivery
Declared Value (optional): Insurance cost (min. $100): $4.25 per $100.00

All Carriers must be checked-in by time and location published in the Exhibitor Service Manual

SHIP TO ADDRESS
Company Name:
Contact Name:
Address:
City: State: Zip Code:
Email: Phone:

BILL TO ADDRESS
Company Name:
Contact Name:
Address:
City: State: Zip Code:
Email: Phone:

EXHIBITOR SHIPMENT AUTHORIZATION
Signature X
Printed Name
Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorize Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

Pkg #1 Dimensions: Est. Wt.:
Pkg #2 Dimensions: Est. Wt.:
Pkg #3 Dimensions: Est. Wt.:
Pkg #4 Dimensions: Est. Wt.:
Pkg #5 Dimensions: Est. Wt.:
Total Estimated Weight:

SPECIAL INSTRUCTIONS

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________ Booth # _________
ASNE Tidewater Section Fleet Maintenance & Modernization Symposium
September 13 - 14, 2016
Hampton Roads Convention Center, Hampton, VA
06-10945-16

Deadline to Return this Form: August 29, 2016

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

A 200 lb. minimum charge per shipment applies.

ADVANCE WAREHOUSE SHIPMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate per cwt</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Crated or skidded shipment via common carrier</td>
<td>$69.00</td>
<td>$138.00</td>
</tr>
<tr>
<td>B</td>
<td>Shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS</td>
<td>$86.25</td>
<td>$172.50</td>
</tr>
<tr>
<td>C</td>
<td>Loose or uncrated shipment or shipment requiring special handling</td>
<td>$103.50</td>
<td>$207.00</td>
</tr>
<tr>
<td>L</td>
<td>Shipment received late to warehouse</td>
<td>$108.50</td>
<td>$165.00</td>
</tr>
<tr>
<td>P</td>
<td>Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier ($45.00 first piece then $22.00 each additional piece)</td>
<td>$45.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

DIRECT TO SHOW SITE SHIPMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate per cwt</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Crated or skidded shipment via common carrier</td>
<td>$77.50</td>
<td>$155.00</td>
</tr>
<tr>
<td>E</td>
<td>Shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS</td>
<td>$93.00</td>
<td>$186.00</td>
</tr>
<tr>
<td>F</td>
<td>Loose or uncrated shipment or shipment requiring special handling</td>
<td>$108.50</td>
<td>$165.00</td>
</tr>
<tr>
<td>P</td>
<td>Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier ($45.00 first piece then $22.00 each additional piece)</td>
<td>$45.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND SUBMIT WITH PAYMENT BY DEADLINE DATE.

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Services Manual.

Exhibiting Company Name: ______________________________________________________ Booth # ____________
ASNE Tidewater Section Fleet Mainentance & Modernization Symposium  
September 13 - 14, 2016  
Hampton Roads Convention Center, Hampton, VA  
06-10945-16

Deadline to Return this Form:  
August 29, 2016

MATERIAL HANDLING GUIDELINES
1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.
3. Complete terms and conditions are outlined in the Terms & Conditions.

SHIPPING ADDRESSES

<table>
<thead>
<tr>
<th>Category</th>
<th># of pieces</th>
<th>Weight (200 lb Min.)</th>
<th>Rate</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total $ 
Tax 6.000% $ 
Grand Total $ 

Exhibiting Company Name: __________________________________________________________   Booth # ____________

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.
2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.
3. Complete terms and conditions are outlined in the Terms & Conditions.

ESTIMATED FREIGHT PAYMENT CALCULATION
Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum.

Label each piece of shipment(s) as follows:
(Exhibiting Company Name)
ADVANCE WAREHOUSE  
c/o Fern Exposition  
YRC  
1313 Cavalier Blvd.  
Chesapeake, VA 23323  
ASNE Tidewater Section Fleet Mainentance & Modernization Symposium (Booth #)
Shipments must arrive by:  
Friday, September 09, 2016

Label each piece of shipment(s) as follows:
(Exhibiting Company Name)
DIRECT TO SHOW SITE  
c/o Fern Exposition  
Hampton Roads Convention Center  
1610 Coliseum Dr.  
Hampton, VA 23666  
ASNE Tidewater Section Fleet Mainentance & Modernization Symposium (Booth #)
Shipments cannot arrive before:  
Monday, September 12, 2016

☐ Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.
EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.
EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: ___________________________________
    (Exhibiting Company Name)
c/o Fern
YRC
1313 Cavalier Blvd.
Chesapeake, VA  23323

ASNE Tidewater Section Fleet
Mainetance & Modernization
Symposium

Booth Number: ________________________

Must Arrive By:
Friday, September 09, 2016

fern
EXHIBIT MATERIAL
RUSH
EVENT SITE

To: ___________________________________
(Exhibiting Company Name)
c/o Fern
Hampton Roads Convention Center
1610 Coliseum Dr.
Hampton, VA  23666

Hampton Roads Convention Center
1610 Coliseum Dr.
Hampton, VA  23666

ASNE Tidewater Section Fleet
Mainetance & Modernization
Symposium

Booth Number: __________________________

Cannot Arrive Before:
Monday, September 12, 2016

EXHIBIT MATERIAL
RUSH
EVENT SITE

To: ___________________________________
(Exhibiting Company Name)
c/o Fern
Hampton Roads Convention Center
1610 Coliseum Dr.
Hampton, VA  23666

Hampton Roads Convention Center
1610 Coliseum Dr.
Hampton, VA  23666

ASNE Tidewater Section Fleet
Mainetance & Modernization
Symposium

Booth Number: __________________________

Cannot Arrive Before:
Monday, September 12, 2016
**EVENT SERVICES**

**UTILITIES ORDER FORM**

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE

---

**Event Name:** ________________________________________________________ **Booth #:** __________________

**Event Dates:** __________________________________________ **Exhibiting Company:** _______________________

**Contact Name:** __________________________________________________________________________________

**Address:** ________________________________________________________________________________________

**City:** __________________________________________________** State:** ______________________ **Zip:** _________

**Phone:** (______)_______________ **E-Mail:** ____________________________________________________________

---

<table>
<thead>
<tr>
<th>UTILITIES</th>
<th>24 HR POWER</th>
<th>ADVANCE ORDER</th>
<th>FLOOR ORDER</th>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 watt Receptacle, 110 Volt, 18 Amps</td>
<td>$60.00</td>
<td>$80.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Phase, 208 Volt, 30 Amps</td>
<td>$175.00</td>
<td>$225.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Phase, 208 Volt, 60 Amps*</td>
<td>$250.00</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Phase, 208 Volt, 100 Amps*</td>
<td>$350.00</td>
<td>$400.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Phase, 208 Volt, 200 Amps*</td>
<td>$600.00</td>
<td>$750.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 208 Volt, 30 Amps</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 208 Volt, 60 Amps*</td>
<td>$375.00</td>
<td>$450.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 208 Volt, 100 Amps*</td>
<td>$425.00</td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 208 Volt, 200 Amps*</td>
<td>$575.00</td>
<td>$625.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 480 volt, 30 Amps</td>
<td>Call for Pricing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 480 volt, 60 Amps*</td>
<td>Call for Pricing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 480 volt, 100 Amps*</td>
<td>Call for Pricing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Phase, 480 volt, 200 Amps*</td>
<td>Call for Pricing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Water**

- Water/Drain per 100 gal. | $175.00
- Water/Drain per 1000 gal. | Call for Pricing

**Equipment Rental**

- Extension Cord | $20.00
- Multi-receptacle Power Strip | $20.00

**Labor**

- Electrician/per hour | $45.00
- Electrician-Holiday/per hour | $67.50
- Electrician-Overtime/per hour | $90.00

<table>
<thead>
<tr>
<th><strong>Total Utility Order</strong></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Utilities+Tax</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**IMPORTANT CONDITIONS AND REGULATIONS**

**Code Safety and Compliance**
1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

**Schedule**
1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1618 if you have any questions about your order, or to confirm receipt.
2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.

**Limitation of Liability**

The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of an anticipatory profit resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

**Utilities Notes:**
1. Only one outlet will be provided for each power line ordered
2. Power cannot be shared between booths
3. Power is located in the most convenient location unless noted on form
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitor's responsibility.
6. Locate desired location for power on diagram.

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**METHOD OF PAYMENT**

- [ ] CHECK Made payable to: Hampton Roads Convention Center • Our Tax ID Number is 54-6001336
- [ ] AMERICAN EXPRESS
- [ ] MASTERCARD
- [ ] VISA

Credit Card Holder Name: ____________________________________________ Expiration Date: _______________________

Credit Card Number: ____________________________________________ Date: _______________________

Credit Card Billing Address: ___________________________________________________________________________

Credit Card Holder Signature: ____________________________________________ Date: _______________________

TOTAL PAYMENT MUST ACCOMPANY THIS FORM
TELECOMMUNICATIONS
SERVICES ORDER FORM

FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT
AND TO RECEIVE THE ADVANCE RATE

Event Name: ______________________________ Room/Booth #: ______________________________

Event Dates: ______________________________ Exhibiting Company: ______________________________

Contact Name: ______________________________

Address: ________________________________________________________________

City: ______________________________________ State: ______________________ Zip: ___________

Phone: (______)_________________________ E-Mail: ______________________________

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**TELECOMMUNICATIONS**

<table>
<thead>
<tr>
<th>ADVANCE ORDER</th>
<th>FLOOR ORDER</th>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Dedicated Phone Line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Includes unlimited incoming and local dialing (PEX switched) 10 line phone line with public number. Best suited for standard incoming and outgoing Voice, Fax, Credit Card and Internet access.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ 125.00</td>
<td>$ 150.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Standard Desk Telephone

| $ 25.00 | $ 25.00 |

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**INTERNET/EQUIPMENT RENTAL**

**WIRED**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Internet Connection Fee (10/100 Mbps)</td>
<td></td>
</tr>
<tr>
<td>Internet includes one network port and one IP address. Private IP addresses are for a single host per client. If additional nodes will be connected, &quot;Additional IP Addresses&quot; (below) must be purchased.</td>
<td></td>
</tr>
<tr>
<td>$ 200.00</td>
<td>$ 250.00</td>
</tr>
</tbody>
</table>

Internet Connection to an External Host Server

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 350.00</td>
<td>$ 400.00</td>
</tr>
</tbody>
</table>

Additional IP Addresses

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 100.00</td>
<td>$ 150.00</td>
</tr>
</tbody>
</table>

Each Additional Port Open or Port Close

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 100.00</td>
<td>$ 150.00</td>
</tr>
</tbody>
</table>

**WIRELESS - Conference Rooms, Ballrooms & Meeting Rooms**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet - Wireless 5.0 Mbps</td>
<td></td>
</tr>
<tr>
<td>$ 400.00</td>
<td>$ 400.00</td>
</tr>
</tbody>
</table>

Internet - Wireless 3.0 Mbps

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 375.00</td>
<td>$ 375.00</td>
</tr>
</tbody>
</table>

Internet - Wireless 1.5 Mbps

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 350.00</td>
<td>$ 350.00</td>
</tr>
</tbody>
</table>

Password Protected Custom SSID

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available upon request</td>
<td></td>
</tr>
</tbody>
</table>

---

**Equipment Rental**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patch Cables</td>
<td></td>
</tr>
<tr>
<td>Standard Category 5 patch cables are available in various lengths. Exhibitors may provide their own patch cables, if desired.</td>
<td></td>
</tr>
<tr>
<td>$ 40.00</td>
<td>$ 45.00</td>
</tr>
</tbody>
</table>

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**Technical Support**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>for issues not directly related to the physical connectivity of ordered services will be charged at a rate of $65/hr</td>
<td></td>
</tr>
<tr>
<td>$ 65.00</td>
<td></td>
</tr>
</tbody>
</table>

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**TOTAL TELECOMMUNICATIONS ORDER**

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Telecommunications Order</td>
<td></td>
</tr>
</tbody>
</table>

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