



**MINNEAPOLIS, MINNESOTA
OCT 4-6, 2015**

IN CONJUNCTION WITH



**2015 EXHIBITORS
SERVICE MANUAL**

The background of the lower half of the image features a silhouette of a city skyline with various skyscrapers. The sky is a gradient of blue, and the foreground shows a stylized, perspective view of a city street with white lines on a blue background.

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RSSI 2015 Schedule At-A-Glance

	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	Noon	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
Thursday, October 1, 2015																	
RSSI Large Exhibit Move-in & Set-up							1:00 PM - 5:00 PM										
Friday, October 2, 2015																	
RSSI Large Exhibit Move-in & Set-up		8:00 AM - 5:00 PM															
Railway Interchange Registration Desk	7:30 AM - 5:00 PM																
Saturday, October 3, 2015																	
RSSI Exhibit Move-in & Set-up		8:00 AM - 5:00 PM															
Railway Interchange Registration Desk	7:30 AM - 5:00 PM																
Sunday, October 4, 2015																	
2015 Exhibition Open							1:00 PM - 6:00 PM										
Railway Interchange Registration Desk	7:30 AM - 6:00 PM																
RSSI Dinner @ Marriott													7:30 PM - 9:30 PM				
Monday, October 5, 2015																	
2015 Exhibition Open				10:00 AM - 6:00 PM													
Railway Interchange Registration Desk	6:45 AM - 6:00 PM																
RSSI Annual Membership Meeting									3:00 PM								
RSSI Reception & Hospitality @ Marriott													7:00 PM - 10:00 PM				
Tuesday, October 6, 2015																	
2015 Exhibition Open		8:00 AM - 4:00 PM															
Railway Interchange Registration Desk	7:30 AM - 3:00 PM																
RSSI Exhibit Tear-Down and Move-Out										4:30 PM - 10:00 PM							
Wednesday, October 7, 2015																	
RSSI Exhibit Tear-Down and Move-Out		8:00 AM - 2:00 PM															

2015 Deadlines Checklist

<input type="checkbox"/>	Sep 3	Exhibitor Appointed Sub-Contractor (EAC) Notification Form
<input type="checkbox"/>	Sep 3	Proof of Insurance (EAC's)
<input type="checkbox"/>	Sep 3	Booth Diagrams (20'x20' and larger)
<input type="checkbox"/>	Sep 8	Hotel Reservation Cut-Off
<input type="checkbox"/>	Sep 11	Show Decorator Exhibitors Discount Rate Expires
<input type="checkbox"/>	Sep 28	Receipt of Advance Shipments (final day)
<input type="checkbox"/>	Oct 1	On-Site Shipments Accepted
<input type="checkbox"/>	Oct 4	Exhibitor Move-In & Set-Up (completed by 10:30 A M)
<input type="checkbox"/>	Oct 4	RSSI C&S Exhibition Opens @ 1:00 PM

All Booth Set-Up MUST be Completed by 10:30 AM Sunday



IN CONJUNCTION WITH



Dear RSSI/Railway Interchange 2015 Exhibitor,

Enclosed is your Exhibitor Service Manual. It contains information you will need to plan a successful exhibit of your company's products and services. Included you will find all the forms necessary to obtain exhibit related services such as electrical, telephone, lead retrieval, shipping/material handling, furniture and carpet rental. The manual also contains general information such as rules and regulations as well as hotel and registration information.

Please note that two free registrations are included with each 10x10 booth space purchased (up to 30 free attendees). ALL attendees must register in order to gain access to the exhibitions. All registration must be handled either via on-line registration (www.rssi.org) or on-site at the Railway Interchange (Exhibition) Registration Desk.

RSSI requests that no work, labor or services of any kind, including electrical, etc., be ordered without using the proper work order forms included in this manual. GENESIS Exposition & Event Services has been selected by RSSI as the official service contractor for the 2015 RSSI/Railway Interchange C&S Exhibition. Additional forms can be obtained from GENESIS (whose address appears on each form). Please complete the appropriate forms as soon as possible in order that the many details involved in our exhibition, and your exhibit in particular, can be arranged prior to the arrival of your exhibit in Minneapolis, MN.

If your company plans to use the services of an exhibitor-appointed sub-contractor (EAC), please read the instructions regarding EAC's carefully. Also be sure to return the EAC notification form and proof of insurance by the required date. If notification and proof of insurance are not provided, the sub-contractor will not be permitted on the exhibit floor.

GENESIS will have a service desk at the convention center. Additional work orders may be placed with them during the move-in period of Friday, October 2, 2015 through Sunday, October 4, 2015.

We look forward to another successful exhibition and to seeing you in October 2015. In the meantime, if we can be of any assistance, please feel free to contact the RSSI office.

Sincerely,

John Paljug
President

Michael A. Drudy
Executive Director

Dot Frenette
Office Manager

SECTION 1

GENERAL INFORMATION

**ALL EXHIBITORS ARE REQUIRED TO FOLLOW THE EXHIBIT RULES &
REGULATIONS CONTAINED HEREIN**



IN CONJUNCTION WITH



IMPORTANT DEADLINES

September 3	Exhibitor Appointed Sub-Contractor (EAC) Notification Form
September 3	Proof of Insurance
September 8	Hotel Reservation Cut-Off/Exhibitors Discount Rate Expires
September 14 - 28	Receipt of Advance Shipments
October 1	On-Site Shipments Accepted
October 2	Advance Registration Cut-Off

ON-SITE SCHEDULE / DEADLINES

Thursday, October 1st:

8:00 AM – 4:30 PM
1:00 PM – 5:00 PM

GENESIS Exposition Move-In (Official Show Decorator)
Large Exhibit Move-In (with permission from RSSI Exhibition Manager)

Friday, October 2nd:

7:30AM – 5:00 PM
8:00 AM – 5:00 PM
8:00 AM – 5:00 PM
8:00 AM – 5:00 PM

Railway Interchange Registration Desk
RSSI Information Desk
Large Exhibit Move-In (with written permission from RSSI Exhibition Manager)
GENESIS Exposition Services Desk

Saturday, October 3rd:

8:00 AM – 5:00 PM
8:00 AM – 5:00 PM
8:00 AM – 5:00 PM
7:30 AM – 5:00 PM
4:30 PM

RSSI Information Desk
RSSI Exhibitor Move-In
GENESIS Exposition Services Desk
Railway Interchange Exhibition Registration
RSSI Exhibitor Set-Up Complete

Sunday, October 4th:

12:00 PM – 6:00 PM
7:30 AM – 6:00 PM
7:30 AM – 6:00 PM
1:00 PM – 6:00 PM
4:30 PM – 6:00 PM
7:30 PM – 9:30 PM

RSSI Information Desk
GENESIS Exposition Services Desk
Railway Interchange Exhibition Registration
Railway Interchange Exhibitions Open
Reception – exhibit hall food courts
RSSI Opening Event– Marriott Ballroom

Monday, October 5th:

9:00 AM – 6:00 PM
7:30 AM – 6:00 PM
6:45 AM – 6:00 PM
10:00 AM – 6:00 PM
12:00 PM – 2:00 PM
3:00 PM – 4:00 PM
4:30 PM – 6:00 PM
7:00 PM – 10:00PM

RSSI Information Desk
GENESIS Exposition Services Desk
Railway Interchange Exhibition Registration
Railway Interchange Exhibitions Open
Buffet Lunch – exhibit hall food courts
RSSI Annual Membership Meeting – MCC Auditorium
Reception – exhibit hall food courts
RSSI Reception and Hospitality Suite

ON-SITE SCHEDULE / DEADLINES (cont)

Tuesday, October 6th:

7:30 AM – 4:00 PM
7:30 AM – 10:00 PM
7:30 AM – 3:00 PM
8:00 AM – 4:00 PM
8:00 AM – 10:00 AM
12:00 AM – 2:00 PM
4:30 PM – 10:00 PM

RSSI Information Desk
GENESIS Exposition Services Desk
Railway Interchange Exhibition Registration
Railway Interchange Exhibitions Open
Buffet Breakfast – exhibit hall food courts
Buffet Lunch – exhibit hall food courts
RSSI Exhibitor Tear-Down / Move-Out (Not before 4:30 PM)

Wednesday, October 7th:

8:00 AM – 12:00 PM

RSSI Exhibitor Tear-Down / Move-Out

GENERAL INFORMATION

Booth Furnishings: Each booth will be set with 8-foot high black drapes and 36 inch high black dividers. A booth identification sign 7" x 44" will also be provided.

Aisle Carpet: Pepper

Shipping: Advance Receiving at GENESIS Minneapolis warehouse: (See Section 9) GENESIS will accept crated, boxed or skidded material beginning Monday, September 14th. Materials should be shipped to arrive at GENESIS Minneapolis warehouse no later than Monday, September 28, 2015.

Shipping Show Site: Materials may be scheduled for delivery direct to show-site to arrive on October 1, 2015. Refer to the "Shipping Instructions and Drayage" forms (see Section 9) for additional information regarding direct to site shipping.

Additional Assistance: If you have any questions or need further assistance, please contact RSSI Show Manager (904.379.3366) or GENESIS Exposition Customer Service (502-266-5101) or email to orders@gen-expo.com.

OFFICIAL SHOW CONTRACTORS

Decorating & Drayage Contractor:
(Carpeting, drayage, labor, Furniture Rental, booth cleaning)

GENESIS Exposition Services
11001 Decimal Drive
Louisville, KY 40299

Phone: 502.266.5101
Fax: 502.266.5102
(Jeff Hall)
Orders@gen-expo.com

Computer Rental & Audio Visual Service:

Temporary Technology
175 Westheimer Drive, Suite 105
Milltown, OH 45044

Phone: 800.822.1784
Cell: 513.289.3649
info@ttrents.com

Signage and Rigging:

GENESIS Exposition Services
11001 Decimal Drive
Louisville, KY 40299

Phone: 502-266-5101
Fax: 502-266-5102
Orders@gen-expo.com

Booth Catering:

Kelber Catering
1301 Second Avenue South
Minneapolis, MN 55403

Phone: 612-335-6321
Fax: 612-335-6616
lisaa@kelber.com

Information Technology

Smart City Networks
1301 Second Avenue South
Minneapolis, MN 55403

Phone: 612-335-6165
Fax: 612-335-6658
gcagle@smartcity.com

Utility Service:

Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, MN 55403

Phone: 612-335-6321
Fax: 612-335-6600

Floral Service:

(Carpeting, drayage, labor, Furniture Rental, booth cleaning)

GENESIS Exposition Services
11001 Decimal Drive
Louisville, KY 40299

Phone: 502.266.5101
Fax: 502.266.5102
(Jeff Hall)
Orders@gen-expo.com

Loss Prevention:

Contact RSSI Office

Exhibit Hall B



IN CONJUNCTION WITH



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Railway Systems Suppliers, Inc., City of Minneapolis and Genesis Exposition Services shall be named as additional Insured. This insurance must be in force during the lease dates of the event, October 1 – 8, 2015.

Although we have provided a link to a liability insurance provider, RainProtection, you may choose to use another insurance provider. **RSSI has no affiliation with RainProtection.**

Purchase your Insurance Now

There are no applications to fill out. Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=1c4c34e73dad>

Your Insurance Certificate is instantly emailed to you and a copy is sent to show management.

SECTION 2

REGISTRATION, LODGING & TRANSPORTATION

October 4 -7, 2015
 Minneapolis Convention Center
 Minneapolis, MN

Register online at www.railwayinterchange.org



If you are unable to register online, please mail or fax your completed form to:

MAIL	Railway Interchange 2015 Registration c/o RSSI, 13133 Professional Drive, Suite 100 Jacksonville, FL 32225	FAX	904-379-3941 Fax Registration requires credit card payment.
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First Name	Middle Init.	Last Name
Badge Nickname		Title
Company Name		
Address		City
State/Province	Country	Zip/Postal Code
Phone	Fax	
Email Address		
Spouse First Name (fee required - see below)	Spouse Last Name	Spouse Badge Nickname

Emergency Contact Name:	Emergency Contact Phone:
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(Emergency Contact information will not be printed or distributed; this information is for emergency use only during the time of the Conference & Exhibition)

Do you have any dietary restrictions or disabilities requiring special needs or equipment? Please describe below:

Check box to opt out of exhibitor mailing lists

EXHIBITOR REGISTRATION

Each 10' x 10' exhibit space includes two complimentary exhibitor registrations. Exhibitor Registration are for working booth personnel and permit entrance into the exhibit hall 1/2 hour prior to show hours and cover all food and beverage served in the Exhibit Hall. Once all complimentary registrations have been assigned, additional registrations will be charged the fee shown below. Please select the association with whom your company is exhibiting with:

<input type="checkbox"/> REMSA	<input type="checkbox"/> RSSI	<input type="checkbox"/> Railway Supply Institute (RSI)	Advance	On-Site
<input type="checkbox"/>	<input type="checkbox"/>	Complimentary Exhibitor	Free	Free
<input type="checkbox"/>	<input type="checkbox"/>	Additional Exhibitor	\$150	\$200
<input type="checkbox"/>	<input type="checkbox"/>	Additional Exhibitor One Day Pass - Circle Day: SUNDAY MONDAY TUESDAY	\$100	\$150

EXHIBITION ONLY REGISTRATION

Exhibition Only Registration fees include entrance into the exhibit hall during show hours and all food and beverage served in the Exhibit Hall. Please select the trade association that most closely relates to your primary work activity:

<input type="checkbox"/> REMSA	<input type="checkbox"/> RSSI	<input type="checkbox"/> Railway Supply Institute (RSI)	Advance	On-Site
<input type="checkbox"/>	<input type="checkbox"/>	Exhibition Only Member	\$200	\$250
<input type="checkbox"/>	<input type="checkbox"/>	Exhibition Only Member One Day Pass - Circle Day: SUNDAY MONDAY TUESDAY	\$150	\$200
<input type="checkbox"/>	<input type="checkbox"/>	Exhibition Only Non-Member	\$300	\$350
<input type="checkbox"/>	<input type="checkbox"/>	Exhibition Only Non-Member One Day Pass - Circle Day: SUNDAY MONDAY TUESDAY	\$250	\$300

CMA TECHNICAL CONFERENCE REGISTRATION

CMA Technical Conference Registration fees include entrance into all of the Coordinated Mechanical Associations technical & educational sessions. Fees also cover entrance into the exhibit hall during show hours, the opening ceremony/ plenary session, and all meals and receptions on the exhibit hall floor.

<input type="checkbox"/>	Advance	On-Site
<input type="checkbox"/> Coordinated Mechanical Associations (CMA) Conference Sessions	\$150	\$200

Please select one main CMA organization to affiliate with:

- Air Brake Association, Inc. (ABA)
 Locomotive Maintenance Officers Association (LMOA)
 International Association of Railway Operating Officers (IAROO)
 Mechanical Association Railcar Technical Services (MARTS)
 League of Railway Industry Women (LRIW)
 My company is exhibiting at Railway Interchange 2015 (check this box if you are both attending the CMA technical programming and working in your company's booth.)

RAILROAD / TRANSIT and OTHER REGISTRATION

Railway Interchange provides complimentary Registration for Railroad, Government, and Academia/Students, and reduced cost registration for spouses attending with a regular registered attendee or exhibitor. This Registration includes entrance to the exhibit hall during show hours and all food and beverage served in the Exhibit Hall.

Please select the trade association that most closely relates to your primary work activity:

<input type="checkbox"/> REMSA	<input type="checkbox"/> RSSI	<input type="checkbox"/> Railway Supply Institute (RSI)	Advance	On-Site
<input type="checkbox"/>	<input type="checkbox"/>	Railroad	Free	Free
<input type="checkbox"/>	<input type="checkbox"/>	Government	Free	Free
<input type="checkbox"/>	<input type="checkbox"/>	Academia / Student	Free	Free
<input type="checkbox"/>	<input type="checkbox"/>	Spouse (must be accompanied by a registered attendee)	\$50	\$100

PAYMENT INFORMATION Full payment is required for registration to be processed.

Payment Type:	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK <i>Make checks payable to RSSI</i>	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
Credit Card No	Expiration Date			CVV#	
Cardholder Name	Card Holder Signature				

Cancellation Policy: Cancellations must be received in writing on or before September 4, 2015 to obtain a refund. A \$25 processing fee will be charged for all cancellations. Refunds may not be processed until after Railway Interchange 2015. No refunds will be issued for cancellations made after September 4, 2015. Substitutions may be made and must be received in writing.



IN CONJUNCTION WITH



REGISTRATION

On-line registration for the 55th Annual RSSI C&S Exhibition being held in conjunction with 2015 Railway Interchange will open February 2, 2015 on the RSSI website (www.rssi.org). A quick link to "2015 C&S Exhibition" is located on the home page. This link will take you to links for registration and housing. Although on-site registration will be available, we urge all member companies to pre-register all representatives who plan to attend the 2015 RSSI Exhibition in advance.

Remember – On-Line Registration saves you time and your company money! There will be a \$50/attendee surcharge for on-site registration.

On-site registration for the exhibiting associations will be located in the Lobby (outside of Exhibit Hall B) at the Minneapolis Convention Center. The AREMA registration will also be located in the Lobby.

Trade Association (Exhibition) Registration Desk hours will be as follows:

Friday, October 2nd	7:30 AM – 5:00 PM
Saturday, October 3rd	7:30 AM – 5:00 PM
Sunday, October 4th	7:30 AM – 6:00 PM
Monday, October 5th	9:30 AM – 6:00 PM
Tuesday, October 6 th	7:30 AM – 3:00 PM

A. Registration

1. Exhibiting RSSI member company attendees NOT attending the AREMA technical conferences should register with the Railway Interchange Exhibiting Associations (RSSI). Each registrant will be issued an "Exhibitor" badge that **will permit entry to the exhibit area.**
2. Exhibitor Registration Cost:
 - i. Each exhibiting company will be given two complimentary registrations for each 10x10 booth space up to 30 attendees.
 - ii. Additional registrations for exhibiting company attendees will be \$150.00 per attendee in advance; \$200.00 per attendee on-site.
3. All member companies are urged to pre-register their attending representatives to the greatest extent possible in order to avoid confusion and delay at the on-site registration desk.

B. Exhibitor Badges

1. Representatives of companies exhibiting in the 2015 Railway Interchange must wear an Exhibitor badge (supplied by the Exhibiting Association Registration process) while on the exhibit floor. An Exhibitor badge allows access to the exhibit area one hour before the exhibits open and one-half hour after the exhibits close each day. For those attendees who represent an exhibiting RSSI member company and are registered with AREMA, simply take your AREMA registration badge to the Exhibiting Association on-site registration desk for a complimentary exhibitor pass.

TRANSPORTATION INFORMATION

AIRPORT TO MARRIOTT and RADISSON:

Super Shuttle \$16.00 one way. Reservation required 877-770-4826

Taxi fare is approximately \$40.00 (one way)

Blue Line Light Rail from both airport terminals to 5th and Nicollet Station (2 blocks from hotels) fee \$2.50 one way.

AIRPORT TO LOEWS:

Super Shuttle \$20.00 one way. Reservation required 877-770-4826

Taxi fare: \$45.00

Blue Line Light Rail \$2.25 one way

Railway Interchange will provide shuttle service from the hotels to the convention center from Saturday October 3rd thru Wednesday October 7th on 30 minute intervals.

Light Rail Cost: \$1.75 or \$2.75 (6-9 am, 3-6 pm) www.metrotransit.org

Closest Light Rail stop is 5th Street & Nicollet Mall

Free Bus to Minneapolis Convention Center

Free bus rides are available on Nicollet Mall in downtown Minneapolis and to and from the Minneapolis Convention Center (MCC). This gives you an easy way to go from one end of town to the other – for free! The free service on selected routes between Grant Street and Washington Avenue is offered on buses marked “Free Ride.” Other buses on Nicollet – and all within the Downtown Zone – charge 50¢.

Free-ride buses leave every 10 minutes on weekdays and every 15 to 30 minutes on weekends.

HOTEL PARKING

The following daily rates were in effect at the time of publication of this manual. Please verify the rates with the hotels.

Marriott City Center (Headquarter Hotel)

\$19.00 weekday - \$14.00 weekend

Radisson Blu

\$6.00 Friday and Saturday - \$19.00 Sun – Thur.

Loews

\$35.00 Valet - \$25.00 Hourly Underground

HOTEL INFORMATION

Minneapolis Marriott City Center (Headquarter Hotel)

30 South 7th Street

Minneapolis, MN 55402

612-349-4000

Room Rate: \$205 Single/Double \$235 Deluxe

Radisson Blu

35 South 7th Street

Minneapolis, MN 55402

612-339-4900

Room Rate: \$205 Single/Double

Loews

601 1st Avenue North

Minneapolis, MN 55403

Room Rate: \$219 Single/Double

Please note, all RSSI attendees are expected to stay at one of the above hotels. Not only does this allow you to be with your customers in a relaxed atmosphere for one-on-one conversations, it also benefits your customers and RSSI by expanding our room count.

Your assistance and cooperation in these matters is appreciated.

SECTION 3

**RSSI ANNUAL MEETING
& OPENING EVENT
(POLICY ON ENTERTAINMENT)**



IN CONJUNCTION WITH



MEETINGS AND OTHER FUNCTIONS

1. **RSSI Annual Membership Meeting Monday, October 5th 3:00 PM – 4:00 PM. MCC Auditorium**
 - a. The Railway Systems Suppliers, Inc. Annual Membership Meeting will be held at the Minneapolis Convention Center in the auditorium located across from Exhibit Hall B at 3:00 p.m., Monday, October 5, 2015. Additional information regarding this meeting will be sent to each Contact Officer in mid-August.
 - b. All Contact officers are urged to attend and participate in this annual meeting. Visitors are also welcome and invited to attend. In addition to the election of representatives to the Board of Directors, other items of interest such as future RSSI exhibits will be on the agenda. The floor will be open for any item that any member might wish to discuss.
2. **The RSSI opening night buffet dinner. Sunday October, 4th, 7:30pm to 9:30pm**

The RSSI opening night buffet dinner has been moved to Sunday night due to the unavailability of the Marriott Ballroom on Saturday night.
3. **RSSI Reception & Hospitality Suite. Monday, October 5th, 7:00pm to 10:00pm**

RSSI will host a hospitality suite located in the Minneapolis Marriott City Center on Monday night. This will be a casual area (beer, wine and heavy hors d'oeuvres will be provided). The area will feature a relaxed atmosphere with plenty of casual seating. A great place to relax with your C&S associates.

We encourage all RSSI members to participate in the social events. It has proven to be an effective way to build both personal and business relationships with other members and customers.

GENERAL SOCIAL ACTIVITY RULES

- NO children under the age of 18 are permitted on the exhibition floor during move-in or move-out.
- Children ages twelve to eighteen (12-18) are permitted to visit the exhibition during show hours if accompanied by an adult at all times. Children under 12 are NOT permitted on the exhibition floor at any time.
- No open toed shoes are allowed on the exhibit floor during move in and move out.



IN CONJUNCTION WITH



Railway Systems Suppliers, Inc.

RSSI Policy on Entertainment

Adopted November 14, 2006

Revised for the 2015 Railway Interchange Exhibition

- This policy has been established by the RSSI Board of Directors and is intended to give all RSSI member companies, large and small, an equal opportunity to participate in the entertainment of our railroad, transit and government customers.
- The policy requires all RSSI member companies and their associates to refrain from organized private entertaining of customers during any and all RSSI scheduled functions during RSSI C&S exhibitions.
- When RSSI combines with AREMA, REMSA and RSI for a combined event, RSSI will provide a common hospitality room at the RSSI headquarters hotel for all RSSI member companies and their C&S customer guests.
- When RSSI sponsors a common hospitality room, RSSI members are free to hold impromptu dinners with customers between the times the exhibits close and the common hospitality room opens each day. Members are expected to participate in the common hospitality room activities during open hours.
- All private organized entertaining should be avoided during the times the RSSI common hospitality room is open.
- When a RSSI common hospitality suite is provided, it will be located at the RSSI headquarters hotel. Activities as well as food and beverage will be provided to accommodate all RSSI members and their customer attendees. Hospitality room hours of operation will be provided to all RSSI members, as well as posted in the RSSI exhibit hall. RSSI member private hospitality rooms are strictly forbidden.
- Those years when RSSI does not partner with AREMA, REMSA and RSI for a combined event and a common hospitality room is not provided, the normal RSSI exhibition format will be followed. That is, private member hospitality rooms are not permitted and no organized private entertaining is permitted.
- The RSSI Board of Directors has consulted with the primary executives and management among our customer base and we have their complete support for this policy. All RSSI members are expected to comply with this policy.
- It is the Contact Officer for each RSSI member company's responsibility to notify all representatives from the member company of this policy.

SECTION 4

EXHIBIT INFORMATION



IN CONJUNCTION WITH



RULES AND REGULATIONS

Arrangement of Exhibits – Standard booth background of black drape, and side rails of black draped aluminum frames with 8-foot high background and side rails 36” in height are provided without charge. For further detailed information regarding rules and regulations for various types of display arrangements see Guidelines for Display Rules and Regulations later in this section. Exhibits not conforming to this specification, or which, in design, operation, or otherwise are objectionable in the opinion of the management, will be prohibited.

Badges: Move-In/Set-Up Identification – Enhanced security requirements now dictate that all move-in and set-up personnel must display identification in order to have access to the exhibit area. On Thursday October 1, large exhibitors may begin moving into the exhibit with prior permission only. Wrist bands will be distributed by the loss prevention staff. On Friday and Saturday, October 2 and 3 all exhibit personnel will be required to display their exhibiting association “Exhibitor” badge. Registration will be open on both days at 7:30am.

Badges: Exhibitor Identification – All booth workers must wear an exhibitor identification badge, issued by the “Exhibiting Association Registration desk.” Exhibitor badges for all exhibitor attendees may be obtained in advance using the On-Line Registration section of the RSSI website (www.rssi.org). Two complimentary registrations will be issued for each 100 S/F of booth space rented, up to a maximum of 30 complimentary registrations. There will be a \$50/attendee surcharge for on-site registration.

Booth Furniture – All decorating, exhibit furniture, labor and other requirements must be handled on requisition to GENESIS Exposition & Event Services. Complete information is included in this manual.

Demonstrations and Booth Activities – Exhibitors may not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity to their specific booth area. No signs, literature, or posters may be distributed or posted outside your booth (e.g., convention center or hotel halls, food courts, aisles or registration areas).

Dismantling of Exhibits – Exhibitors may begin dismantle and removal of exhibits starting at 4:30 p.m. Tuesday, October 6th **not before**. Early dismantle during show hours exposes the exhibitor and RSSI to increased liability risk and will not be tolerated. **Any exhibitor observed dismantling before 4:30 p.m. will be subject to disciplinary action by the RSSI Board of Directors.**

Exhibit Hours – Exhibit hours, subject to change by the management, are as follows:

Sunday, October 4 th	1:00 PM – 6:00 PM
Monday, October 5 th	10:00 AM – 6:00 PM
Tuesday, October 6 th	8:00 AM – 4:00 PM

Exhibitor – Appointed Sub-Contractors (EAC) – Exhibitors using exhibitor-appointed sub-contractors **must notify the GENESIS Exposition & Event Services and the RSSI office in writing by September 1, 2015.** Exhibitors must also supply each a copy of the insurance certificate carried by the exhibitor-appointed sub-contractor. Exhibitor-appointed sub-contractors not complying with these requirements will be barred from the exhibit floor. Exhibitor-appointed sub-contractors must comply with labor regulations and may not solicit business from the show floor. For more information regarding Exhibitor-Appointed Sub-Contractors see Section 8.

Exposed Walls – All exposed parts of constructed displays, including back and side walls, must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and side-walls may not display copy, logos, graphics or other advertising if they adjoin a neighboring booth. Exhibitors using curved pop-up backdrops/ displays may be required to provide side masking drape at their expense if the curvature exposes the back scaffolding.

Fire & Safety Regulations – All exhibitors must comply with the State of Minnesota Ordinances and the City of Minneapolis rules and regulations. **No open toed shoes are permitted on the exhibit floor during setup & teardown.**

Hazardous Materials: If your exhibit includes the use/display of hazardous materials, contact show management (RSSI – phone: 904-379-3366) for reference to the Fire Marshall rules and regulations.

Weapons: Weapons, of any type, are prohibited from being brought into the Minneapolis Convention Center.

Vehicles:

- A. Vehicles are not permitted inside the Minneapolis Convention Center for loading and unloading without the prior authorization of Exhibit Hall management.
- B. Vehicles which are part of a display will be allowed in the Minneapolis Convention Center after written permission is obtained from the RSSI, Show Manager, Michael Drudy).

Please note the following information is provided to assist you:

1. Written request is to be provided to RSSI no less than 45 days prior to the vehicle move in date. All vehicles will be turned away without prior written authorization. A fully executed copy of the authorization document should be kept in the vehicle at all times while on the property of the Minneapolis Convention Center.
2. Gasoline fueled vehicle must have less than 5 gallons in the fuel tank or a ¼ or less fuel gauge reading. Diesel and LPG fueled vehicles are exempt from the 5 gallon requirement.
3. The electrical circuit of the vehicle must be disabled to the extent that the vehicle starter motor will not operate. This can be accomplished by disconnecting the positive battery post, the removal of a master electrical breaker, or by the disconnecting of a master switch installed for this purpose.
4. The fuel tank filler cap shall be secured to such an extent that it has been made difficult to remove by the use of duct tape or other means. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.

Flame Retardant Materials – All parts of constructed displays must be made from non-combustible material or material treated by an approved flame retarding solution or process. No Combustible decorations, such as crepe paper, cardboard or corrugated paper shall be used at any time.

Food and Beverage – All food and beverages handed out by an exhibitor (except small wrapped candies) must be ordered through the Minneapolis Convention Center. (See Official Show Contractor Listing)

Handouts – Literature, samples or other promotional material may only be distributed within your contracted booth space.

Hazardous Materials – Hazardous operations including the use of flammable, explosive or toxic materials is not permitted. The convention center restricts the use of hazardous materials including, but not limited to, compressed flammable gasses, flammable gasses, and aerosol cans with flammable propellants.

Installation of Exhibits – Exhibitors may have access to the exhibit hall for exhibit set-up beginning at 8:00 a.m., Saturday, October 3rd. The RSSI Show Manager (Michael Drudy) must approve any exception to this rule. The RSSI Show Manager will monitor the exhibit set-up on Saturday, October 3rd on a continuous basis. Any violations will be handled during that time.

Limitation of Liability – Railway Systems Suppliers, Inc. will provide loss prevention service throughout the official period of installation, exhibition and dismantling, and provide reasonable care for the protection of the exhibitor's materials and displays. Beyond this, Railway Systems Suppliers, Inc., the Minneapolis Convention Center and its employees and agents will not be responsible for the safety or property of the exhibitor, his agents, or employees, from theft, damage by fire, accident or any other causes. Additional liability clauses are included in the contract form.

Official Service Contractor – GENESIS Exposition & Event Services is the official general contractor for the 2015 RSSI C&S Exhibition. They are responsible for efficient operation of the show including scheduling freight at the loading dock, keeping aisles clean and delivering freight to booths. GENESIS Exposition & Event Services will handle all loading and unloading of materials at the show.

Other General Restrictions

- 1) Exhibitors must confine their activities to the space they have contracted to occupy.
- 2) Exhibitors shall not use strolling entertainment or distribute samples or souvenirs except from within their booth space.
- 3) Exhibitors who use costumed models or mannequins must ensure that their manner of appearance and dress is such as not to offend even the most critical.
- 4) No direct selling, or taking of orders, is permitted in the aisles.
- 5) Exhibits bridging aisles will not be permitted. Also, carpeting may not bridge the aisle.
- 6) The exhibit area aisles will be carpeted. Booth carpeting may be ordered from GENESIS.

Photography – Taking of pictures or recordings within the exhibit area or meeting rooms is prohibited. Show management, the official photographer, and accredited members of the press are exempt from this rule.

Shipping Instructions – The Official Drayer for the handling of all material for the exhibition is GENESIS Exposition & Event Services. A requisition form is included in this binder. Shipments, whether by freight, motor freight or air, must be prepaid and a copy of the Bill of Lading forwarded to the Official Drayer prior to the arrival of the shipment. Shipments should be scheduled to arrive as close to show time as possible. Please note shipping address on forms. **Do not ship any material to the RSSI Jacksonville Office.**

Show Hours – All exhibits must be **open and staffed** during show hours. For security reasons, the hall will be cleared and locked thirty (30) minutes after the close of the show each day. Exhibitors possessing exhibitor badges will be allowed into the exhibit halls one hour before and one-half hour after official show hours to prepare and maintain their booth. No one will be allowed into the exhibit hall after show closing without permission from the Show Manager.

Smoking – the Minneapolis Convention Center is a smoke-free facility.

Sound Systems/Presentations/Demos – Show management reserves the right to restrict exhibits that because of noise, method of operation, or materials becomes objectionable. The sound level from an exhibitor's booth shall not intrude nor violate the rights of any adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor's booth.

Special Decorations – Under no circumstances are helium balloons or adhesive-backed decals to be given away or permitted to be used in the Minneapolis Convention Center. Tape and adhesive-backed materials are not allowed on Minneapolis Convention Center carpeted surfaces. Use of tape on any wall surface, glass, or equipment is prohibited.

Storage – Due to fire regulations, storage of any kind, including empty packing materials, is not allowed behind exhibits. Please tag all your empties and GENESIS will store them until move-out.

Tipping – Please do not tip labor. It is a destructive practice leading to a lack of rapport between management and labor. Please see the GENESIS Exposition & Event Services Account Executive (Jeff Hall) or the Show Manager (Michael Drudy) immediately if you have a problem.



IN CONJUNCTION WITH



EXHIBIT MOVE-IN & BOOTH INSPECTION

- Set-up of exhibits must be completed by **4:30 p.m. Saturday, October 3rd**. A member of the RSSI staff, will conduct the booth inspections as the move-in and set-up progresses. **Please sign out at the RSSI information desk to notify the Show Manager that you have completed your booth set-up. You will be notified by RSSI if your booth does NOT pass inspection. If you don't receive a call from RSSI, your booth was approved.**
- All exhibitors are required to follow the Exhibit Rules and Regulations contained herein. If the exhibitor's booth does not conform to the rules and guidelines contained in this manual, the show manager will contact the booth representative to discuss what changes will be required to be made prior to the opening of the Exhibition.
- Any booth that is deemed to be out of compliance will be brought into compliance by the Show Decorator and the Exhibitor will be held responsible for the charges. To avoid this surprise Sunday morning, you are responsible for signing out with the Show Manager prior to leaving for the afternoon.

EXHIBITOR ACCESS

- Beginning at 12:00 PM Sunday, October 4th, 2015 representatives of companies exhibiting in the 2015 Railway Interchange Exhibition must wear Exhibitor badges while on the exhibit floor. Exhibitor badges will be admitted to the exhibit hall one hour before exhibit opening and one-half hour after exhibit closing for the purpose of preparing and maintaining their exhibits.
 - Exhibit Floor open to Exhibitors as follows:

Sunday, October 4th:	12:00 PM – 6:30 PM
Monday, October 5 th :	9:00 AM – 6:30 PM
Tuesday, October 6 th :	7:00 AM – 10:00 PM
- Attendees who represent an RSSI exhibiting member company who are registered with AREMA, will not need to visit the Exhibiting Association on-site registration desk for a complimentary exhibitor pass.
- No one under the age of 18 is permitted on the exhibit floor during move-in and move-out. Children age 12-18 must be accompanied by a parent or guardian at all times during exhibition hours. No children under the age of 12 will be permitted on the Exhibit floor at any time.
- Badge check will begin at 1:00PM, Sunday, October 4th for all show attendees.

Linear Booth

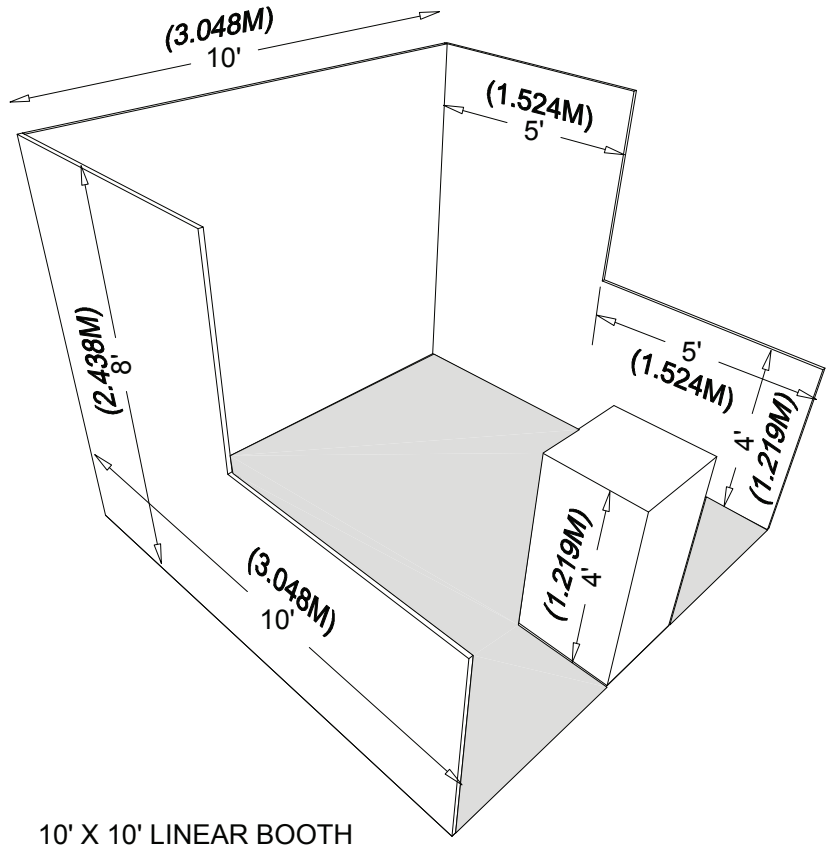
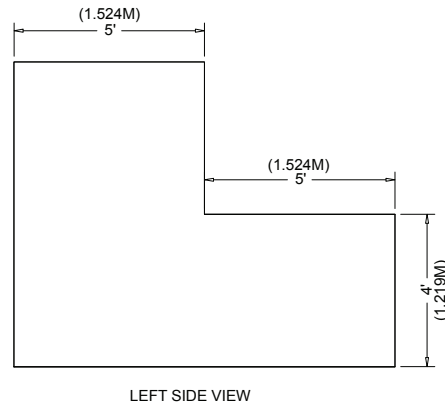
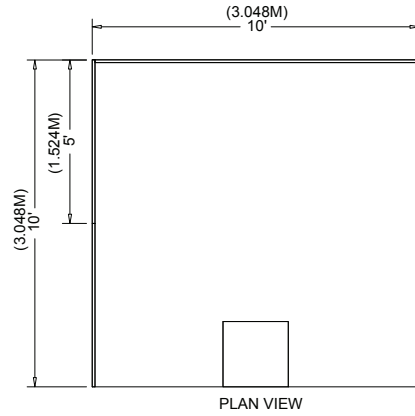
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

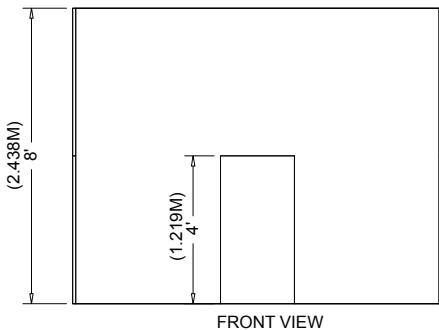
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



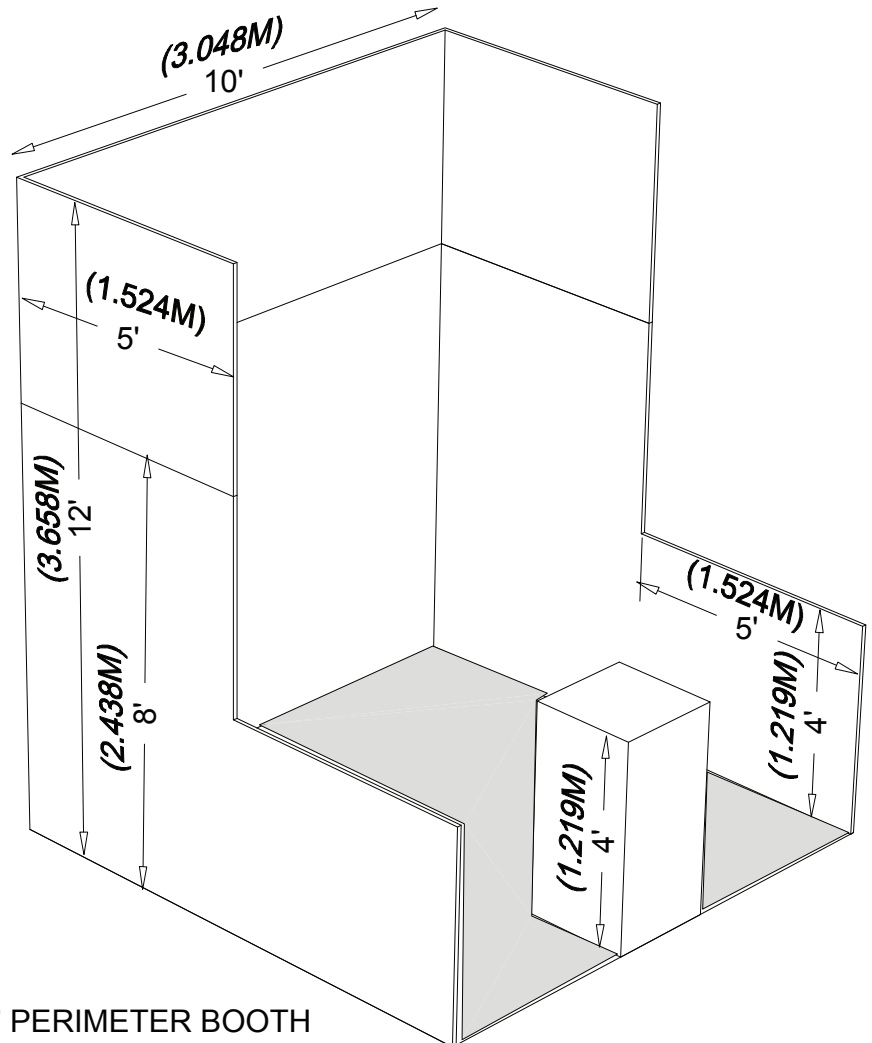
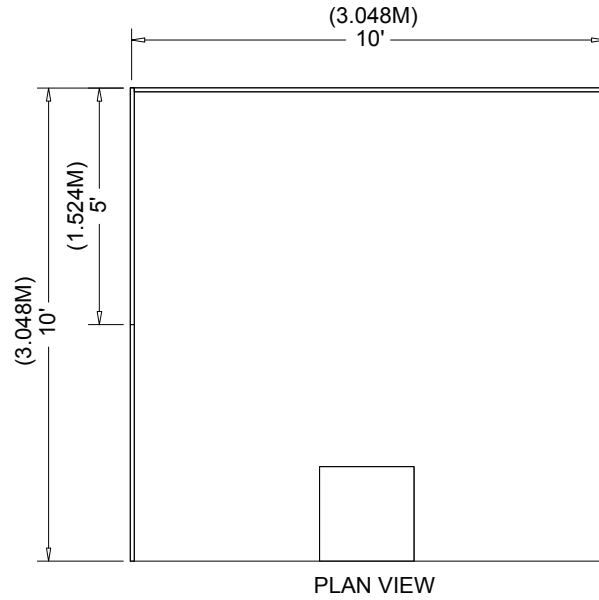
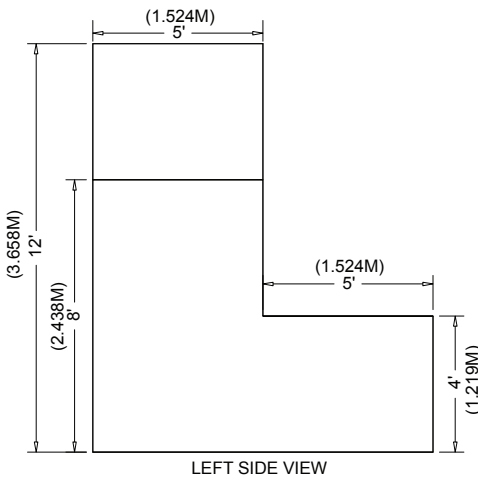
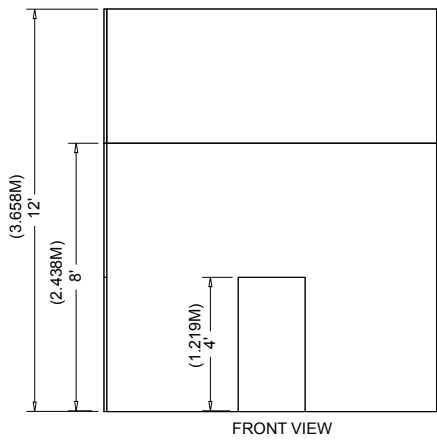
FRONT VIEW

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

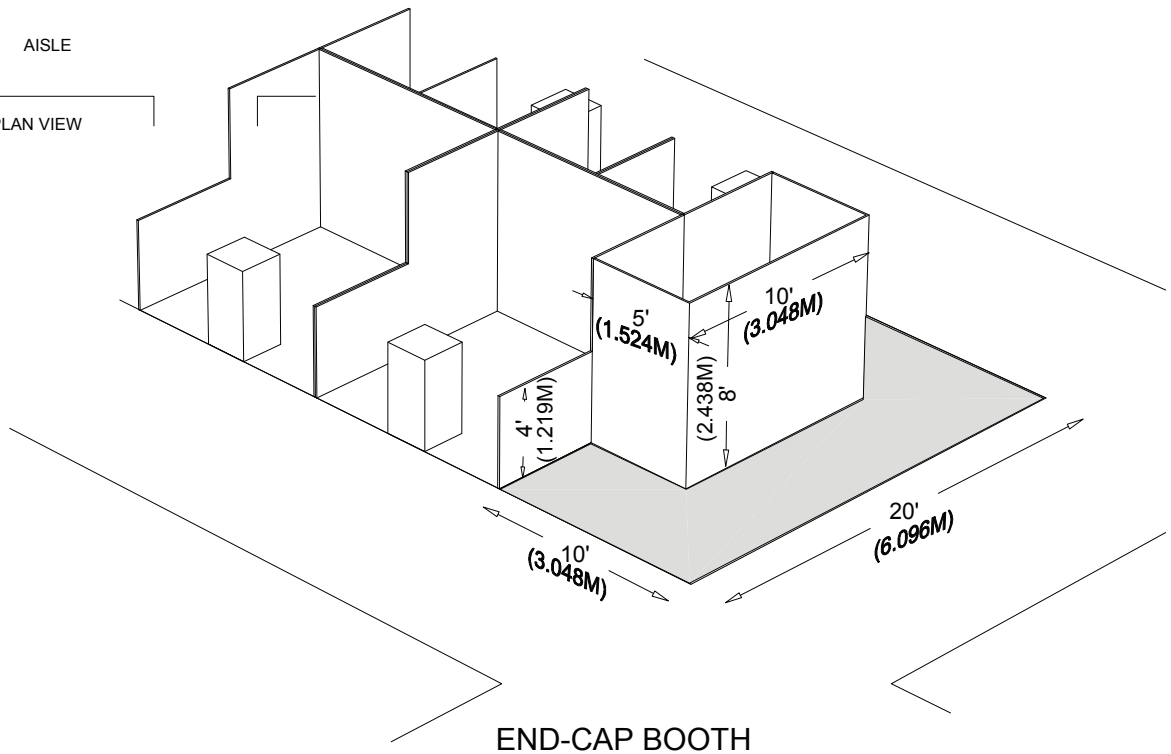
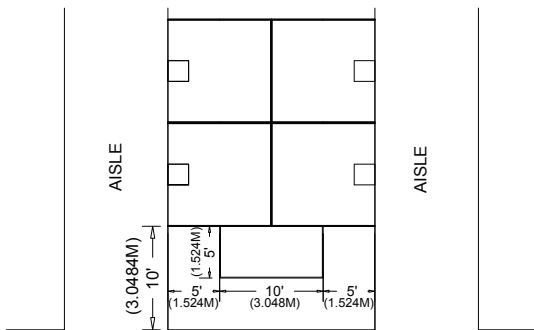
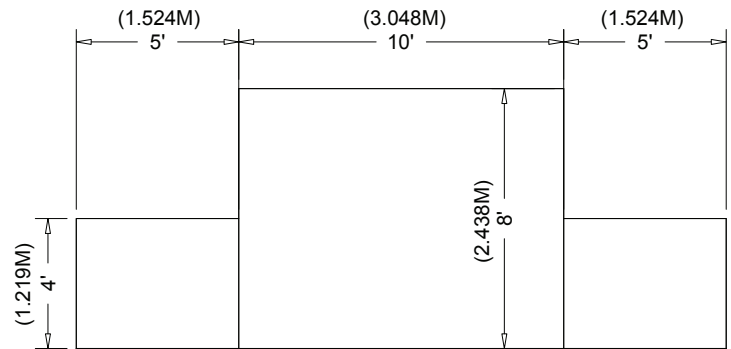
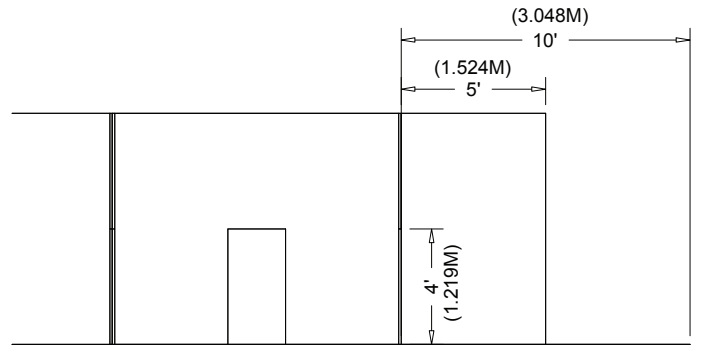


End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) depth on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.

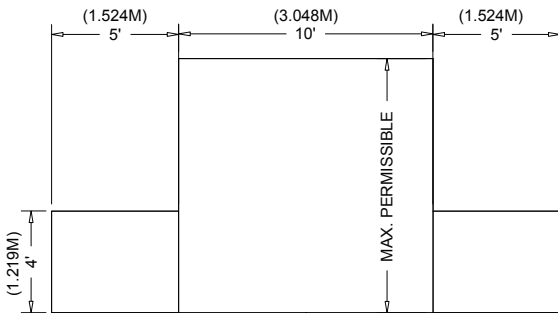
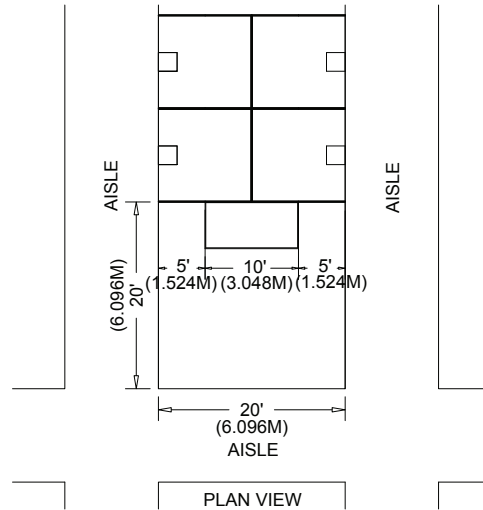


Peninsula Booth

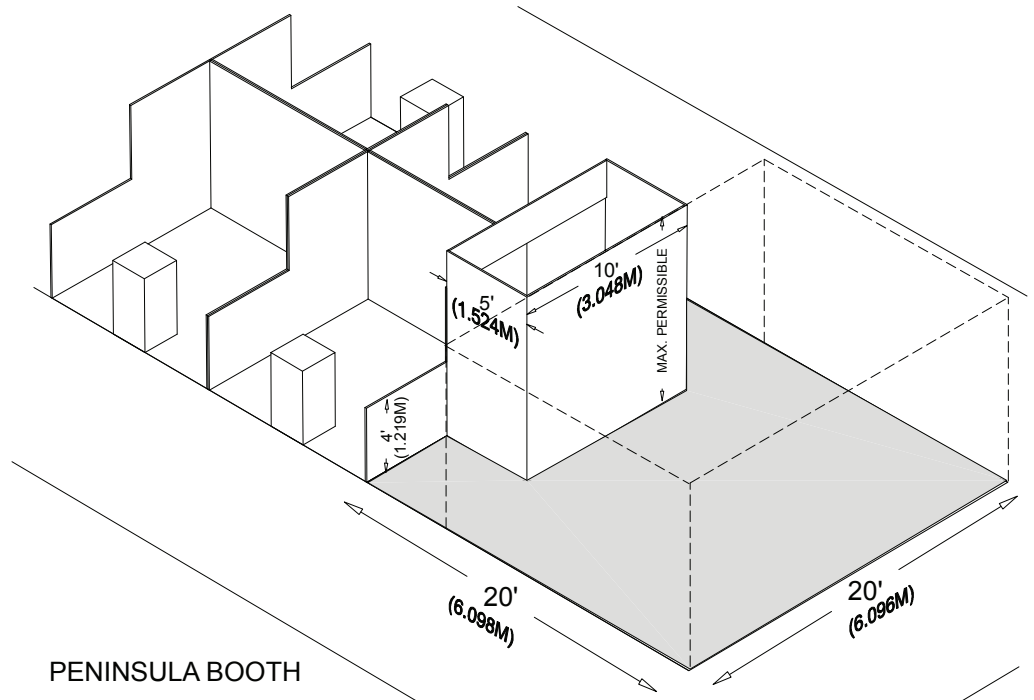
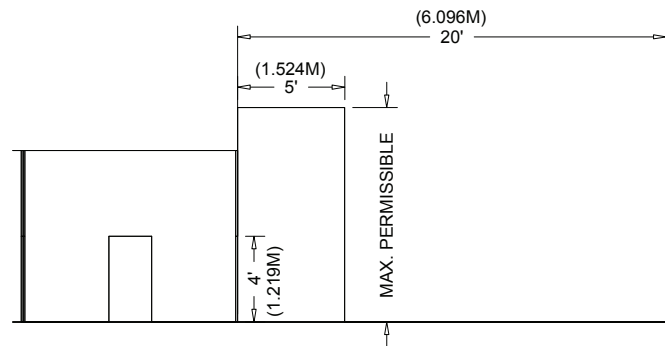
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft (4.88m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



FRONT VIEW



PENINSULA BOOTH

Island Booth

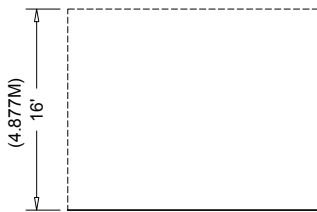
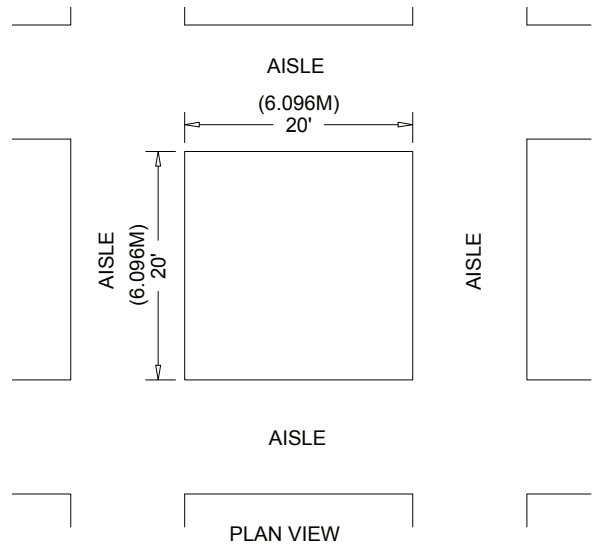
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

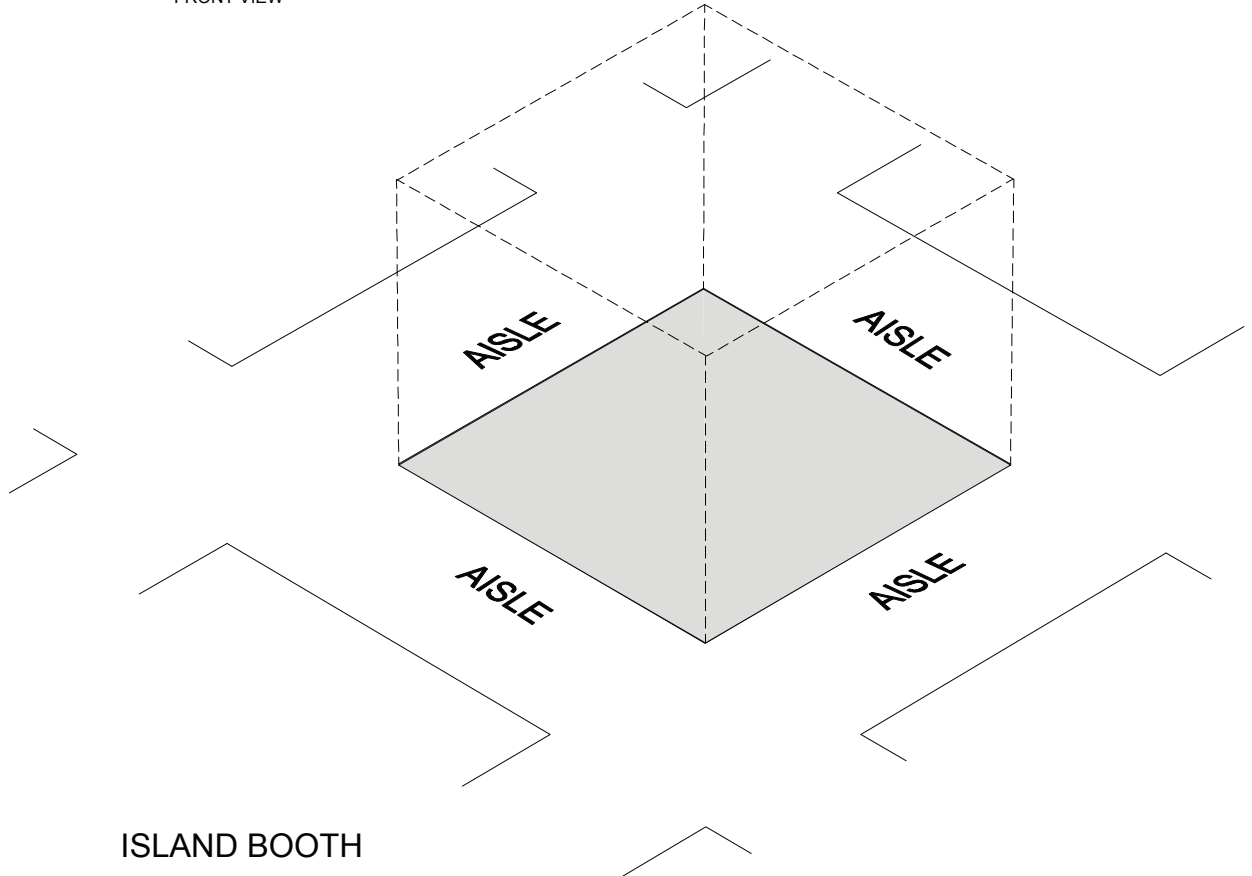
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is 16ft (4.88m), including signage.



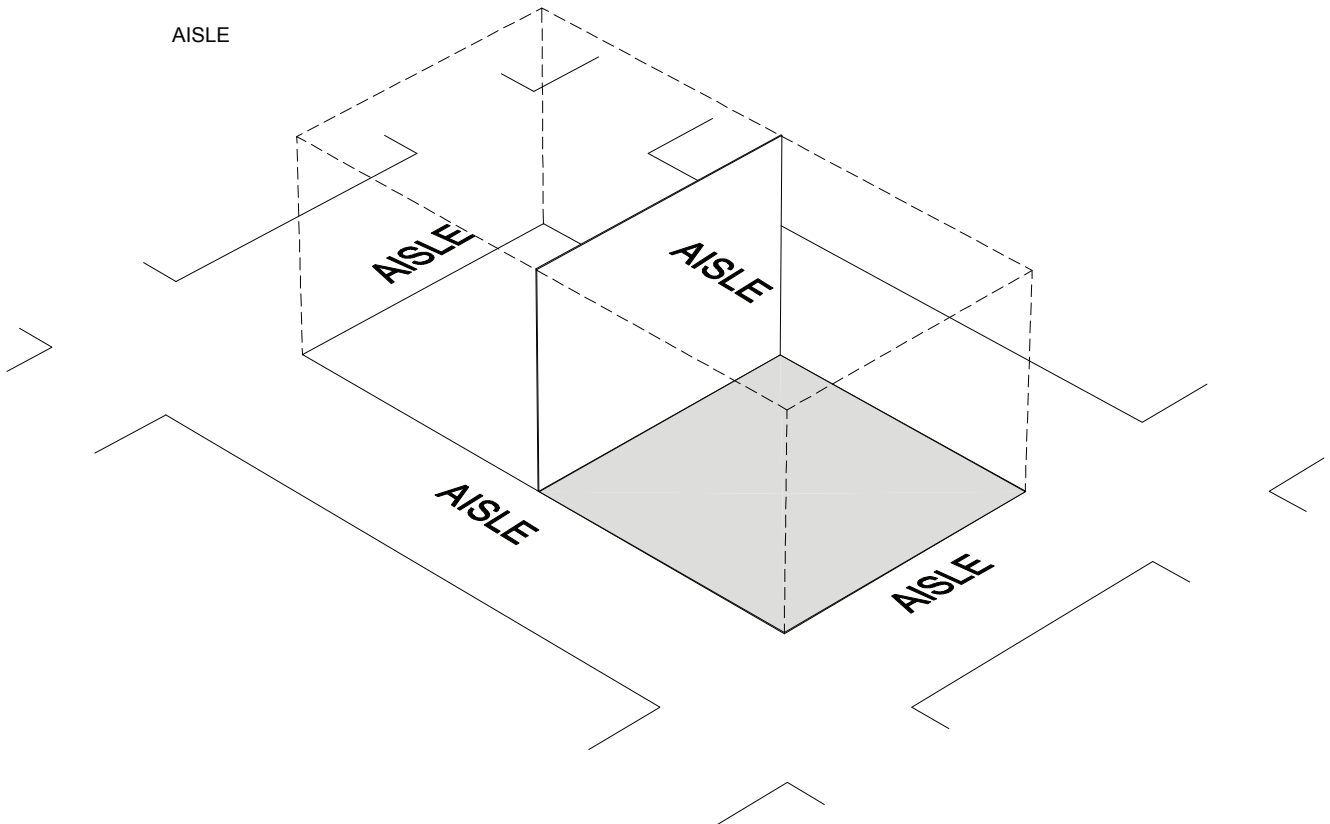
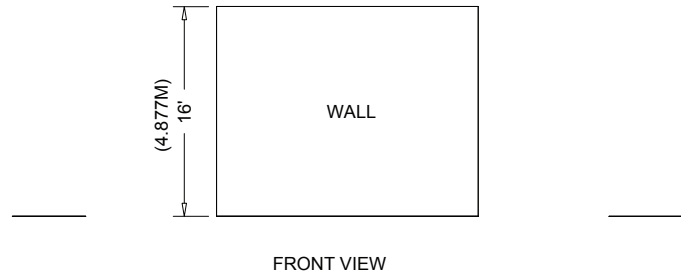
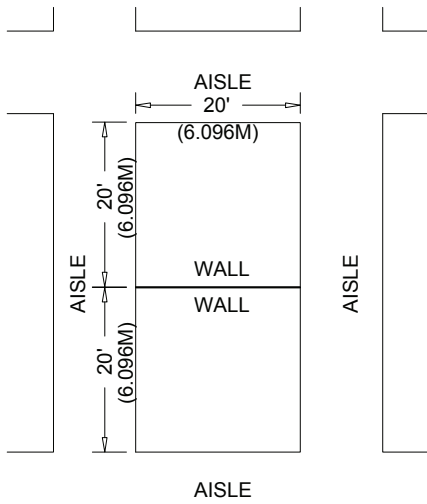
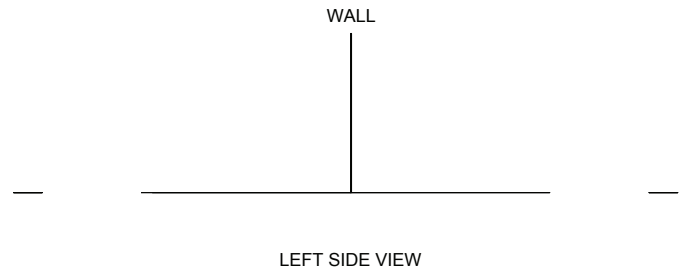
FRONT VIEW



ISLAND BOOTH

Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

HANGING SIGNS

DEFINITION

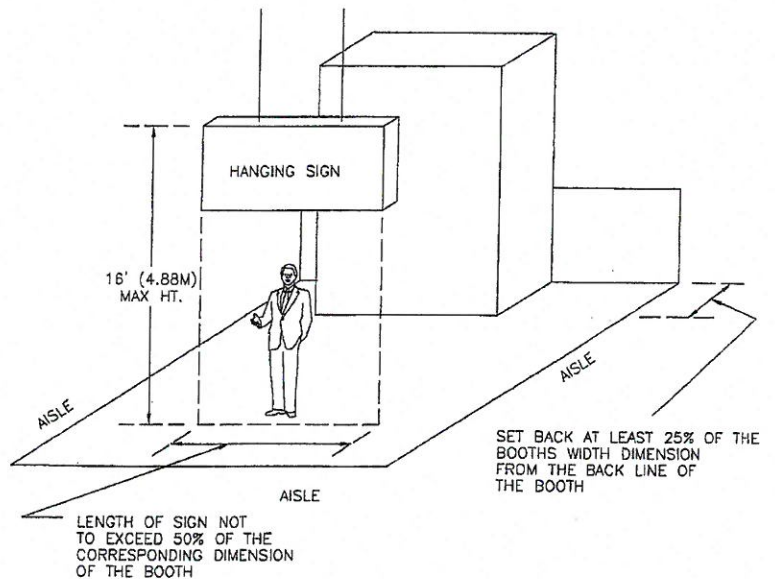
An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics of identification.

Height

Hanging identification signs and graphics will be permitted to a maximum height of 16'0" (4.88m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent

Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.



Depth

All hanging signs must be set back at least 25% of the booth's width dimension from the back line of the booth.

Intent

Hanging signs, whether double-faced or not, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

Size

Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

Intent

The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.

Structural Integrity

All hanging signs must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp of a reviewing structural engineer indicating that the stress points for hanging the sign have been properly engineered, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. (Note: exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Intent

Exhibitors adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

BE A GOOD NEIGHBOR

Other Important Guidelines:

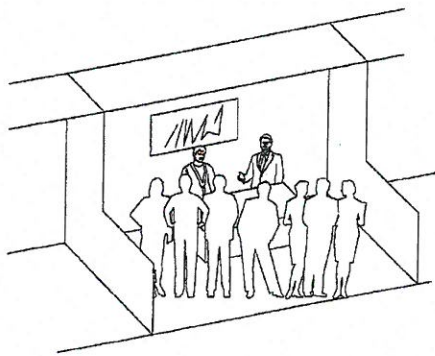
Demonstrations

When sampling, demonstrating and/or entertaining the attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits.

If you expect many attendees to congregate in one area at a time, you must leave space within your own exhibit area to absorb the majority of the crowd.

Intent

The aisles are the property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire exposition. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.



RIGHT

Sound

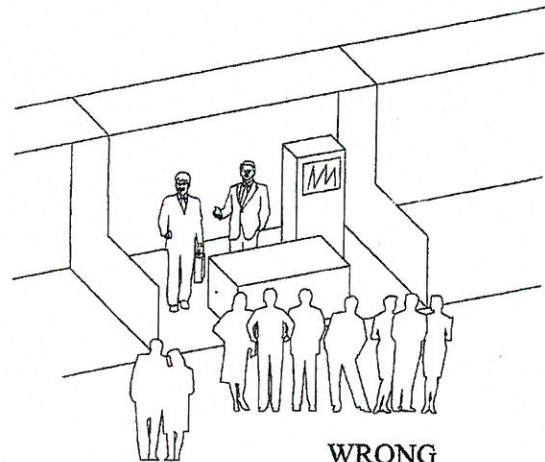
Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.

Gadgets and Gimmicks

The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are restricted to within the booth. Balloons, horns, odors, or congestion are subject to the individual exposition's rules. Show Management reserves the right to determine when such items become objectionable.

Intent

The exposition is an amalgamation of many diverse selling and promotional activities. To be fair to all exhibitors, the use of sound, gadgets and gimmicks where permitted by exposition rules must not interfere with other exhibitors.



WRONG

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

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

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Issues Common To All Booth Types (continued)

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

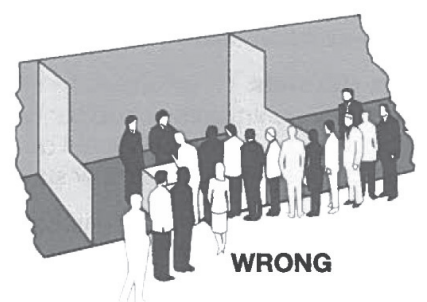
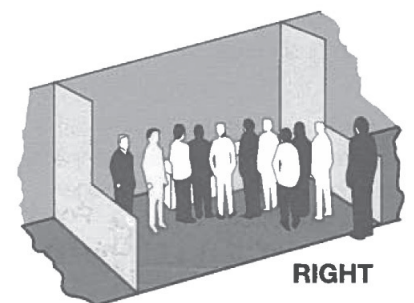
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



ADVANCED ORDER – An order for show services sent to the contractor before move-in.

AIR FREIGHT – Materials shipped via airplane.

AIR WALLS – Movable barriers that partition large areas. May be sound-resistant, but not necessarily sound-proof.

aisle signs – Signs, usually suspended, indicating aisle numbers of letters.

AUDIO/VISUAL – Equipment, materials and teaching aids used in sound and visual. (also AV)

BACKLOADER – Truck which loads from back opening door.

BACKWALL – Panel arrangement at rear of booth area.

BACKWALL BOOTH – Perimeter booth.

BAFFLE – Partition to control light, air, sound, or traffic flow.

BILL OF LADING (BL) – Document or form listing goods to be shipped.

BLANKET WRAP – Non-crated freight shipped via van line covered with protective blankets or padding.

BLISTER WRAP – Vacuum formed transparent plastic cover.

BONE YARD – Equipment storage area at show site.

BOOTH NUMBER – Number designated to identify each exhibitor's space.

CAD – Computer-Aided Design.

CANOPY – Drapery, awning, or other roof-like covering.

CAPACITY – Maximum number of people allowed in any given area.

CARPENTER – Union that is responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc., laying of floor tile and carpet, and re-crating of exhibits and machinery.

CHERRY PICKER – Equipment capable of lifting a person(s) to a given height. (also **HIGH JACKER** < **SCISSOR LIFT**)

CHEVRON – Type of cloth used for backdrops.

C.O.D. – Cash on delivery; collection on delivery.

COLUMN – A pillar in an exposition facility which supports the roof or other structures.

COMMON CARRIER – Transportation company which handles crated materials.

CONSIGNEE – Person to whom goods are shipped.

CONTRACTOR – One who contracts to supply certain services or materials.

CORKAGE – The charge placed on beer, liquor, and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.

CROSS BAR – Rod used in draping or as a support brace.

CUT & LAY – Installation of carpet other than normal booth or aisle size.

CWT – Hundred weight. A weight measurement for exhibit freight. Usually 100 pounds.

DECORATING – Dressing up exhibition with carpet, draping, plants, etc.

DECORATOR – Union that is responsible for hanging all signs except electrical signs, drape and cloth installation, and tacked fabric panels.

DIRECT BILLING – Accounts receivable mailed to individuals or firms with established credit.

DISMANTLE – Take down and removal of exhibit.

DISPLAY BUILDER – Company which fabricates displays.

DOCK – A place where freight is loaded onto and taken from vehicles. (also see **LOADING DOCK**).

DOLLY – Low, flat, usually two feet square, platform on four wheels used for carrying heavy loads.

DRAYAGE – The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your shipment at the close of show.

DRAYAGE CHARGE – The dollar cost based on weight. Drayage is calculated by 100 pound units; or hundredweight, abbreviated **CWT**. There is usually a minimum charge.

DUPLEX OUTLET – Double electrical outlet.

ELECTRICAL CONTRACTOR – Company contracted by Show Management to provide electrical services to the exhibitors.

ELECTRICIAN – Union that handles installation of all electrical equipment.

EMPTY CRATE – Reusable packing container in which exhibit materials were shipped. When properly marked with "EMPTY CRATE" labels complete with booth number and company name, they are removed, stored and returned at no charge.

EMPTY CRATE LABELS – Special stickers are available at the Service Center. Special crews pick-up empties during set-up and return them during tear-down. (That's why the correct booth number is so important).

EXCLUSIVE CONTRACTOR – Contractor appointed by show or building management as the sole agent to provide services. (also **OFFICIAL**).

EXHIBIT BOOTH – Individual display area constructed to exhibit products or convey a message.

EXHIBIT DIRECTORY – Program book for attendees listing exhibitors and exhibit booth location. (also **SHOW GUIDE**).

EXHIBIT MANAGER – Person in charge of individual exhibit booth.

FIRE EXIT – Door, clear of obstructions, designated by local authorities to egress.

FIRE RETARDANT – Term used to describe a finish (usually liquid) which coats materials with a fire-resistant cover.

FLAME PROOF – Term used to describe material which is, or has been treated to be, fire-retardant.

FLOOR MANAGER – Person retained by show management to supervise exhibit area and assist exhibitors.

FLOOR MARKING – Method of marking booth space.

FLOOR ORDER – Goods and/or services ordered on-site.

FLOOR PLAN – A map showing layout of exhibit spaces.

FOAM CORE – Lightweight material with a Styrofoam center used for signs, decorating and exhibit construction.

FORK LIFT – Vehicle with power-operated pronged platform for lifting and carrying loads.

FOUR HOUR CALL – Minimum work period for which union labor must be paid.

FREIGHT – Exhibit properties, products and other materials shipped for an exhibit.

FREIGHT FORWARDER – Shipping company.

FULL BOOTH COVERAGE – Carpet covering entire area of booth.

GARMENT RACK – Frame which holds apparel.

GENERAL CONTRACTOR – Company which provides all services to exhibition management and exhibitors.

GUARANTEE – the number of servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance.

HAND-CARRYABLE – Items that one person can carry unaided (meaning, no hand trucks or dollies).

HAND TRUCK – Small hand-propelled implement with two wheels and two handles for transporting small loads.

HARDWALL BOOTH – Booth constructed with plywood or similar material as opposed to a booth formed by drapery only.

HEADER – 1. Fascia 2. Overhead illuminated display sign.

HOSPITALITY SUITE – Room or suite of rooms used to entertain guests.

I & D – Install and dismantle.

ID SIGN – Booth identification sign.

ILLUMINATIONS – Lighting available in hall, built into exhibit, or available on a rental basis.

INFRINGEMENT – Use of floor space outside exclusive booth area.

INHERENT FLAME PROOF – Material that is permanently flame resistant without chemical treatment.

INSTALLATION – Setting up exhibit booth and materials according to instructions and drawings.

ISLAND BOOTH - An exhibit space with aisles on all four sides.

JOB FOREMAN – One who is in charge of specific projects.

KIOSK – Freestanding pavilion or light structure.

LABOR – Refers to contracted workers who perform services.

LABOR CALL – Method of securing union employees

LABOR DESK – On-site area from which service personnel are dispatched.

LIGHT BOX – Enclosure with lighting and translucent face of plastic or glass.

LOADING DOCK – Area on premises where goods are received.

LOBBY – Public area which serves as an entrance or waiting area.

LOCK-UP – Storage area which can be locked up.

MARSHALLING YARD – Check-in area for trucks delivering exhibit material.

MODULAR EXHIBIT – Exhibit constructed with interchangeable components.

MOVE-IN – Date set for installation. Process of setting up exhibits.

MOVE-OUT – Date set for dismantling. Process of dismantling exhibits.

MYLAR – Trade name for plastic material.

NET SQUARE FEET – The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.

NO FREIGHT AISLE – Aisle that must be left clear at all times during set-up and dismantle. Used to delivery freight, remove empty boxes and trash, and in case of emergency.

OFFICIAL CONTRACTOR – General contractor or decorator.

ON-SITE ORDER - Floor order placed at show site.

ON-SITE REGISTRATION – Process of signing up for an event on the day of, or at the site of, the event.

O.T. LABOR – Work performed on overtime, before 8:00 am and after 4:30 pm Monday-Friday, and all hours Saturday, Sunday and holidays.

PACKAGE PLAN – Management providing furniture and/or services to exhibitors for a single fee.

PADDED VAN SHIPMENT – Shipment of goods such as product or display materials (also **Van Shipment, Air Ride**).

PALLET – Wooden platform used to carry goods. (also **SKID**).

PEGBOARD PANEL – Framed panel of perforated hardboard.

PENINSULA BOOTH – Exhibit space located on an outside wall.

PERIMETER BOOTH – Exhibit space located on an outside wall.

PIPE & DRAPE – Tubing with drapes which separate exhibit booths.

PLANTING – Floral décor to enhance the appearance of exhibit.

PRE-REGISTERED – Reservation which has been made in advance with necessary paperwork.

PRESS ROOM – Space reserved for media representatives.

POV – A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, use the POV line. (see the following).

POV LINE – Special loading dock reserved for POV's where materials unloading at prevailing drayage rates. To get on a POV line, driver reports first to marshalling yard.

PRIVATE SECURITY – Security personnel hired from a privately operated company. (also **BOOTH SECURITY**)

PRO-NUMBER – Number designated by the freight forwarders to a single shipment, used in all cases where the shipment must be referred to.

QUAD BOX – Four electrical outlets in one box.

RAIL – Low drape divider between exhibit booths. (also **SIDE RAIL**)

REAR-LIT – Method of lighting transparency from behind.

REGISTRATION – Process by which an individual indicates their intent to attend a trade show.

RENTAL BOOTH – Complete booth package offered to exhibitors on a rental basis.

RIGGER – Union that is responsible for uncrating, unskidding, positioning, and reskidding of all machinery.

RISER – A platform for people or product.

SECURITY CAGES – Cages rented by exhibitors to lock up materials.

SERVICE CHARGE – Charge for the services of technicians, waiters/waitresses, housemen, and other food function personnel.

SHOP – Service contractor's main office and warehouse.

SHOWCARD – Material used for signs.

SHOWCASE – Glass-enclosed case to display articles.

SHOW MANAGER – Person responsible for all aspects of exhibition.

SHOW OFFICE – Management office at exhibition.

SHRINK WRAP – Process of wrapping loose items on pallet with transparent plastic wrapping.

SIDE RAIL – Low divider wall in exhibit area.

SKIRTING – Decorative covering around tables & risers.

SMOKER – Ash stand.

SPACE ASSIGNMENT – Booth space assigned to exhibiting companies.

SPACE RATE – Cost per square foot for exhibit area.

SPECIAL HANDLING – Applies to display and/or product shipment requiring extra labor, equipment or time in delivery to booth area.

STAGING AREA – Area adjacent to main event area for setup, dismantling and temporary storage.

STANCHIONS – Decorative posts which hold markers or flags to define traffic areas. Robes or chains may be attached.

STOP JOB – When an exhibitor is doing some type of work in booth which is claimed by a union, that unions' steward will request that you to go the service desk so that the contractor can supply the exhibitor union labor.

S.T. Labor – Work performed on straight-time, 8:00 am to 4:30 pm, Monday-Friday.

STRIKE – Dismantle exhibits.

TARGET DATE – Move-in date assigned to exhibitors over 300 square feet by the general contractor and show management.

TEAMSTER – Union that handles all material in and out of the hall, except machinery. Exhibitors are permitted to carry small packages into hall.

TENT – Portable canvas shelter for outside.

TIME & MATERIALS – Method for charging services on a cost-plus basis. (also **T&M**)

TRAFFIC FLOW – Movement of people throughout an area.

UNION – An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions, and other matters pertaining to their employment.

UNION STEWARD – On-site union official.

VELCRO – Material used for fastening.

WASTE REMOVAL – Removal of trash from the building.

SECTION 5

OFFICIAL CONTRACTOR INFORMATION



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102

Railway Interchange Conference & Exhibition October 4 - 6, 2015

Show Management:

Railway Systems Suppliers, Inc.
13133 Professional Drive, Suite 100
Jacksonville, FL 32225
904-379-3366
904-379-3941 Fax
rssi@rssi.org

Booth Equipment:

Each 10' X 10' Booth to include:
8' high draped back wall
3' high draped siderail
1 - 7" X 44" Booth ID Sign

Show Colors:

Booth Drape- Black
Aisle Carpet- Pepper

New Member Area:

Aisle Carpet - TBD

Deadline to Order Services:

Friday, September 11, 2015

Show Location:

Minneapolis Convention Center
Minneapolis, MN

Move-in Dates & Hours:

Thursday, October 1, 2015	8:00 AM - 5:00 PM
Large Exhibit Set-Up Only - with prior written approval from RSSI	
Friday, October 2, 2015	8:00 AM - 5:00 PM
Large Exhibit Set-Up Only - with prior written approval from RSSI	
Saturday, October 3, 2015	8:00 AM - 5:00 PM
Set-Up and Move-In for ALL Exhibitors	
Sunday, October 4, 2015	8:00 AM - 11:00 AM
Set-Up and Move-In for ALL Exhibitors	

Show Dates & Hours:

Sunday, October 4, 2015	1:00 PM - 6:00 PM
Monday, October 5, 2015	10:00 AM - 6:00 PM
Tuesday, October 6, 2015	8:00 AM - 4:00 PM

Move-out Dates & Hours:

Tuesday, October 6, 2015	4:30 PM - 10:00 PM
Wednesday, October 7, 2015	8:00 AM - 12:00 PM

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 Genesis Exposition Services forms, you may find forms enclosed for services performed by the Convention facility or other suppliers. Please give special attention to see that forms and payments are directed to address indicated on each order form. Some services may *not* be provided by Genesis Exposition Services, LLC.

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact our Exhibitor Services Department at (502) 266-5101. We look forward to serving you.

Genesis Exposition Services, LLC

WAYS TO ORDER:

Mail Forms To:
Genesis Exposition Services
11001 Decimal Drive
Louisville, Kentucky 40299

Fax Forms To:
(502) 266-5102

Email Forms To:
orders@gen-expo.com

Call:
(502) 266-5101

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Railway Interchange #7774-15

Payment Authorization Form

THIS FORM MUST BE COMPLETED & RECEIVED WITH YOUR ORDER AND PAYMENT BY DEADLINE DATE

Discount Deadline Date: Friday, September 11, 2015

1 Exhibiting Company Information:

Booth Number
Company Name
Street Address
City, State & Zip
Phone
Fax
E-Mail
Print Name
Signature

Third Party Billing:

(Please note that the Exhibiting company is ultimately responsible for all charges)

Company Name
Street Address
City, State & Zip
Phone
Fax
E-Mail
Print Name
Signature

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to this third party payment if they supply the appropriate credit card information below. Advance payment in full must accompany order including estimated labor and drayage charges. Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from 3rd party representative in advance with order or at show site before services can be rendered. We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay; all charges will be paid by the exhibiting company on demand.

2 Order Summary:

Table with columns for item name, quantity, and price. Includes sections for RENTALS (Exhibit Solutions Booth, Furniture, Carpet, Custom Furniture, Panelboard, Custom Graphics, Floral) and SERVICES (Install/Dismantle, In-Booth Forklift, Highlift, Material Handling). Total includes Taxable Total and Order Grand Total.

3 Payment Policy, Authorization & Terms:

PAYMENT POLICY: Advance charges may be paid by company check but credit card information is required for hassle free ordering of additional services on-site. All outstanding balances will be charged to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. Any issues you may have with any equipment or services ordered, need to be addressed on-site at the Genesis Exposition Services exhibitor services center prior to show closing. No checks drawn on a foreign bank will be accepted, nor checks marked "Payable in U.S. Funds". Please issue on a U.S. Bank or a U.S. Money Order or American Express International Money Order. We will also accept Visa, Mastercard and American Express charges. Please write the appropriate charge account number and sign below. By providing your credit card #, you are authorizing Genesis to charge your card for all outstanding balances. A \$20.00 declined charge fee will be added to your account for any attempted credit card processings that are declined. If any checks are returned for insufficient funds, a \$40.00 returned check fee will be added to your account.

PAYMENT TERMS: We require 100% payment with order for service, tax, and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the Genesis Exposition Services, LLC in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. A \$40.00 surcharge will be added to your account if any credit charges for services rendered are disputed by the cardholder and/or denied by the merchant.

COLLECTION TERMS: Due upon receipt. Unpaid balance at the close of the show will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees, including attorneys fees, connected with the collection of your accounts.

By signing this form you are accepting the terms, conditions, and limits of liability as stated on various forms and agreements pertaining to services rendered by Genesis Exposition Services, LLC.

Payment options: Visa, Mastercard, American Express, Check. Fields for Card #, Expiration Date, Security Code, Cardmember Name, Card Holder Signature, and Billing Address.

Please note: Incorrect or incomplete Cardmember address information could result in the credit card being declined. All delined credit cards will result in a \$20.00 surcharge being added to your invoice.

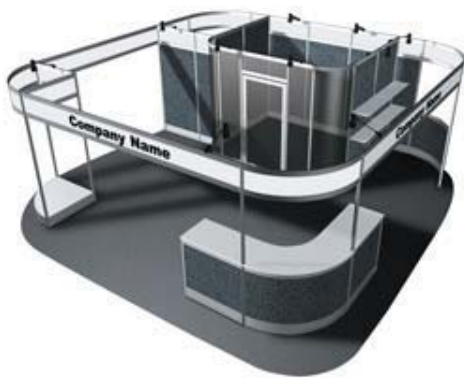


Standard Exhibits

With several Genesis standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, please call your Genesis Customer Service Representative at 502.266.5101.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet w/o padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet w/o padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet w/o padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet w/o padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



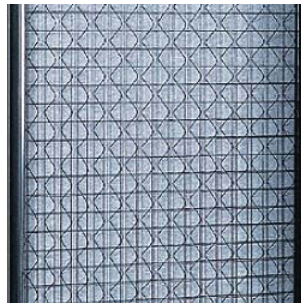
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black



Coated: Oxford White



Coated: Prism Blue



Coated: Silver Gray



Fabric: Black



Fabric: Blue



Fabric: Gray

Trim Color



Black



Silver

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15 Exhibit Solutions Booth Rental Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation after deadline will be at 100% of prevailing rate.
Late Request: Request after deadline will be filled as available.

20' x 20' Exhibits

Item #	Item Description	Qty	Discount	Standard	Total
600005	Exhibit GEM #5, 20' x 20'		\$10,290.00	\$15,440.00	

10' x 20' Exhibits

Item #	Item Description	Qty	Discount	Standard	Total
600004	Exhibit GEM #4, 10' x 20'		\$ 6,930.00	\$10,400.00	

10' x 10' Exhibits

Item #	Item Description	Qty	Discount	Standard	Total
600002	Exhibit GEM#2, 10' x 10' Inline		\$ 1,670.00	\$ 2,510.00	
600003	Exhibit GEM#3, 10' x 10' Inline		\$ 3,150.00	\$ 4,730.00	
600001	Exhibit GEM#1, 6' Table Top		\$1,570.00	\$2,360.00	

Indicate Carpet / Skirt Choice

Please select desired standard carpet color (for 20 x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits only). Gray will be provided if no carpet color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Pepper | <input type="checkbox"/> Red | |

Please select desired skirt color (for 600001 - 6' Table Top Display). Black will be provided if no skirt color is indicated below:

- | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Yellowgold |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Expo Green | <input type="checkbox"/> White |
| <input type="checkbox"/> Gray/Silver | <input type="checkbox"/> Plum | |
| <input type="checkbox"/> Red | <input type="checkbox"/> Seafoam | |

Indicate Panel Type & Color Choice

Please select desired panel type & color (for 20 x 20 Exhibits, 10 x 20 Exhibits, 10 x 10 Exhibits & 600410, 600103, 600101, 600102, 600221, 600222, 600223 Accessories).

Coated Oxford White will be provided if no panel type/color is indicated below:

- | | |
|---|--|
| <input type="checkbox"/> Coated: Black | <input type="checkbox"/> Fabric: Black |
| <input type="checkbox"/> Coated: Oxford White | <input type="checkbox"/> Fabric: Blue |
| <input type="checkbox"/> Coated: Prism Blue | <input type="checkbox"/> Fabric: Gray |
| <input type="checkbox"/> Coated: Silver Gray | |

Accessories

Item #	Item Description	Qty	Discount	Standard	Total
600410	Exhibit, Ad Board		\$544.00	\$816.00	
600110	Exhibit, Armlight Black		\$ 81.00	\$122.00	
600103	Exhibit, Counter, 1M Curved		\$ 752.00	\$1,130.00	
600101	Exhibit, Counter, 1Mx1/2Mx40"		\$ 380.00	\$ 570.00	
600102	Exhibit, Counter, 2Mx1/2Mx40"		\$ 520.00	\$ 780.00	
600221	Exhibit, Light Box, Large		\$ 692.00	\$1,040.00	
600222	Exhibit, Light Box, Medium		\$ 546.00	\$ 819.00	
600223	Exhibit, Light Box, Small		\$ 337.00	\$ 506.00	
661931	Exhibit, Panel, Slatwall 1M x 8'		\$ 477.00	\$ 716.00	
600291	Exhibit, Panel, Wirewall 1M		\$ 464.00	\$ 696.00	
600243	Exhibit, Shelf, 1M x 10" deep		\$ 63.50	\$ 95.25	
600262	Tackboard, GEM, 4' x 8'		\$ 544.00	\$ 816.00	

Electrical or Utilities Under Carpet?

- Yes No

If yes, please submit a diagram indicating adjacent booth numbers to show orientation to insure proper placement before installing your exhibit. If a diagram is not submitted and services are installed in the improper location, Genesis will not be held responsible and labor fees will be applied to dismantle/move the structure.

Standard ID Sign Copy

Signs will be black text on white background. If Custom ID is not required, please indicate ID copy. Print or type below.

Custom ID Sign / Full Panel Graphics

Custom ID Signs and Full Panel Digital Graphics are available at an additional cost. Please submit your artwork to megan@gen-expo.com for pricing. An EPS Vector format file, with all fonts converted to outline is required, as well as a hard copy with the order to receive custom graphics.

Sub Total This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **7.775% SALES TAX** will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____



Chairs



103- Chair, Padded Armless



131- Stool, Padded

Tables



216 - Table, Starbase,
30" Diameter x 40" High



215 - Table, Starbase,
30" Diameter x 30" High



225 - Table, Starbase,
36" Diameter x 40" High



224 - Table, Starbase,
36" Diameter x 30" High

Skirted Tables



223 - Table 4', Skirted 4
Sides, 24" x 30" High



233 - Table 6', Skirted 3
Sides, 24" x 30" High



253 - Table 8', Skirted 3
Sides, 24" x 30" High



522 - Skirt 4th Side of 30" Table
530 - Skirt 4th Side of 40" Table

Table Skirt Colors



Black (04)



Blue (06)



Burgundy (11)



Expo Green (10)



Yellowgold (08)



Plum (19)



Red (14)



Seafoam (17)



Silver (07)



White (16)

Style of item may vary based upon availability.
Colors may vary due to facility lighting, printing limitations and dye lot differences.
See order form for additional offerings not pictured.



Accessories



437 - Stanchion Chain
White Plastic, Per In/ft



435 - Chrome Stanchion
Chain not included



407 - Easel, Tripod



401 - Wastebasket w/liner



413 - Coat Rack



415 - Garment Rack



408 - Waterfall Stand



409 - Bag Stand



425 - Sign Frame,
Chrome, 22"x28"



Ticket Tumbler,
2615 - Small, Table Top
2617 - Medium, Table Top



615 - Pegboard, 4'x8'
Refer to Panelboard Rental
Order Form



603 - Tackboard, 4'x8'
Refer to Panelboard Rental
Order Form

Style of item and color may vary based upon availability.
See order form for additional offerings not pictured.

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

Furniture & Accessories

Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate.
Late Request: Request after deadline will be filled as available.

2' wide x 30" high Display Tables

Item #	Item Description	Qty	Discount	Standard	Total
223	4' x 30" ht. Skirted table (4 sides)		\$ 84.50	\$114.00	
233	6' x 30" ht. Skirted table		\$94.00	\$127.00	
253	8' x 30" ht. Skirted table		\$110.75	\$149.50	
522	4th Side Skirting for 6' & 8' table		\$ 47.50	\$ 64.00	
222	4' x 30" ht. Non-skirted table		\$ 34.50	\$ 46.50	
232	6' x 30" ht. Non-skirted table		\$ 45.25	\$ 61.25	
252	8' x 30" ht. Non-skirted table		\$ 50.00	\$ 67.50	

Circle Skirt Black Blue Burgundy Expo Green Red
 Color: Yellowgold Grey/Silver Plum White Seafoam
Choice not indicated will be selected by Genesis Exposition Services.

Round Pedestal Tables

Item #	Item Description	Qty	Discount	Standard	Total
204	Pedestal Table - 24" dia. - 18" ht.		\$ 73.25	\$ 98.75	
206	Pedestal Table - 24" dia. - 30" ht.		\$ 82.50	\$111.25	
208	Pedestal Table - 24" dia. - 40" ht.		\$ 93.00	\$125.50	
207	Pedestal Table - 30" dia. - 18" ht.		\$ 82.50	\$111.25	
215	Pedestal Table - 30" dia. - 30" ht.		\$ 93.00	\$125.50	
216	Pedestal Table - 30" dia. - 40" ht.		\$ 102.00	\$137.75	

Chairs

Item #	Item Description	Qty	Discount	Standard	Total
105	Padded Arm Chair		\$ 65.00	\$ 87.75	
103	Padded Side Chair - Armless		\$ 44.50	\$ 60.00	
131	Padded Stool		\$ 52.25	\$ 70.50	

Table Top Risers

Item #	Item Description	Qty	Discount	Standard	Total
270	4' Single Step Riser, 12" ht.		\$ 20.25	\$ 27.50	
272	6' Single Step Riser, 12" ht.		\$ 31.75	\$ 42.75	
274	8' Single Step Riser, 12" ht.		\$ 45.25	\$ 61.25	

2' wide x 40" high Display Counters

Item #	Item Description	Qty	Discount	Standard	Total
229	4' x 40" ht. Skirted counter (4 sides)		\$102.00	\$137.75	
239	6' x 40" ht. Skirted counter		\$105.00	\$141.75	
259	8' x 40" ht. Skirted counter		\$116.50	\$157.25	
530	4th Side Skrtg. for 6' & 8' Counter		\$ 62.50	\$ 84.50	
228	4' x 40" ht. Non-skirted counter		\$ 45.00	\$ 60.75	
238	6' x 40" ht. Non-skirted counter		\$ 57.75	\$ 77.75	
258	8' x 40" ht. Non-skirted counter		\$ 62.50	\$ 84.50	

Circle Skirt Black Blue Burgundy Expo Green Red
 Color: Yellowgold Grey/Silver Plum White Seafoam
Choices not indicated will be selected by Genesis Exposition Services.

Accessories

Item #	Item Description	Qty	Discount	Standard	Total
401	Wastebasket w/liner		\$ 15.75	\$ 21.25	
409	Bag Stand		\$ 85.00	\$ 114.75	
407	Easel, tripod		\$ 26.25	\$ 35.50	
408	Waterfall Stand		\$ 95.00	\$128.25	
413	Clothes Tree		\$ 39.25	\$ 52.75	
415	Garment Rack		\$ 65.00	\$ 87.50	
435	Chrome Stanchion		\$ 26.00	\$ 35.00	
437	Stanchion Chain		\$ 2.84	\$ 3.84	
439	Retractable Stanchion		\$ 77.25	\$ 104.25	

Special Draping / Skirting

Item #	Item Description	Qty	Discount	Standard	Total
541	3' ht. siderail drapery		\$ 10.50	\$ 14.25	
543	8' ht. backwall drapery		\$ 15.50	\$ 20.75	
545	12' ht. backwall drapery		\$ 20.50	\$ 27.75	
507	30" ht. Skirt - <small>(Does not include labor to install)</small>		\$ 57.75	\$ 77.75	
509	40" ht. Skirt - <small>(Does not include labor to install)</small>		\$ 73.25	\$ 98.75	

Circle Black Blue Burgundy Gold Expo Green
 Color: Grey/Silver Red Plum White Seafoam
Choices not indicated will be selected by Genesis Exposition Services.

Sub Total This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **7.775% SALES TAX** will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____



2015 TRADE SHOW FURNISHINGS KIT CATALOG



WHISPER



Whisper Sofa

White Leather
87"L x 37"D x 35"H



Whisper Loveseat

White Leather
61"L x 37"D x 35"H



Whisper Chair

White Leather
35"L x 37"D x 35"H



Whisper Bench Ottoman

White Leather
60"L x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION



Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H

CONTINENTAL



Continental Curved Loveseat

White Leather
82"L x 34"D x 31"H



Continental Reverse Curved Loveseat

White Leather
72"L x 34"D x 31"H



Continental Wedge Ottoman

White Leather
30"L x 34"D x 19"H



Continental Curved Bench Ottoman

White Leather
70"L x 26"D x 19"H



Continental Half Moon Ottoman

White Leather
33"L x 19"D x 19"H

SOPHISTICATION



Sophistication Sofa

White Leather
72"L x 31"D x 48"H



Sophistication Loveseat

White Leather
48"L x 31"D x 48"H



Sophistication Chair

White Leather
24"L x 31"D x 48"H

SOPHISTICATION



Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H

BOCA



Boca Corner

Black Leather
 White Leather
 28"D x 22"W x 30.7"H



Boca Armless

Black Leather
 White Leather
 28"D x 22"W x 30.7"H

METRO



Metro Sofa

Black Leather
85"L x 35"D x 35"H



Metro Loveseat

Black Leather
60"L x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"L x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"L x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"L x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"L x 36"D x 33"H

GRAMMERCY

*See page 9 & 10 for additional Grammercy product available



Grammercy Sofa

Charcoal Leather
82"L x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"L x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"L x 36"D x 36"H

PARMA



Parma Sofa

Brown Leather
79"L x 37"D x 36"H



Parma Loveseat

Brown Leather
56"L x 37"D x 36"H



Parma Chair

Brown Leather
33"L x 37"D x 38"H



Parma Bench Ottoman

Brown Leather
60"L x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa

Mocha Tan Fabric
79"L x 35"D x 34"H



Montana Mocha Loveseat

Mocha Tan Fabric
57"L x 35"D x 34"H



Montana Mocha Chair

Mocha Tan Fabric
35"Square x 34"H

CHANDLER



Chandler Sofa

Red Leather
76"L x 37"D x 35"H



Chandler Loveseat

Red Leather
53"L x 37"D x 35"H



Chandler Chair

Red Leather
31"L x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"L x 24"D x 17"H

IMPERIAL



Imperial Sofa

Purple Microfiber
82"L x 36"D x 36"H



Imperial Chair

Purple Microfiber
28"L x 36"D x 36"H



Imperial Bench Ottoman

Purple Microfiber
48"L x 21"D x 18"H

TANGERINE



Tangerine Sofa

Orange Microfiber
84"L x 36"D x 33"H



Tangerine Chair

Orange Microfiber
40"L x 36"D x 33"H



Tangerine Bench Ottoman

Orange Microfiber
62"L x 24"D x 18"H

EVOKE



Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"L x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"L x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"L x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"L x 28"D x 25"H



Evoke Cube

Coffee Resin Frame
18"Square

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"L x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"L x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"L x 26"D x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"L x 32"D x 32"H



Ibiza Chair

■ Black Leather
□ White Leather
31"L x 35"D x 32"H



Tulip Chair

Black Fabric/Tilt Back/Caster Feet
27"L x 26"D x 35"H

OTTOMANS & BENCHES



Square Ottoman

■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Grammercy Charcoal Leather
60"L x 24"D x 17"H

OTTOMANS & BENCHES



Hayden Bench

Black Wood
67"L x 16"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
48"L x 24"D x 20"H
Lock Not Included



Round Ottoman

■ Grammercy Charcoal Leather
46"Round x 17"H



1/4 Round Ottoman

■ Grammercy Charcoal Leather
□ Whisper White Leather
34"L x 19"D x 17"H

BANQUETTES



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Whisper Banquette

White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

White Leather
96"L x 48"D x 34"H



Essentials Turning Bed with Charging Insert

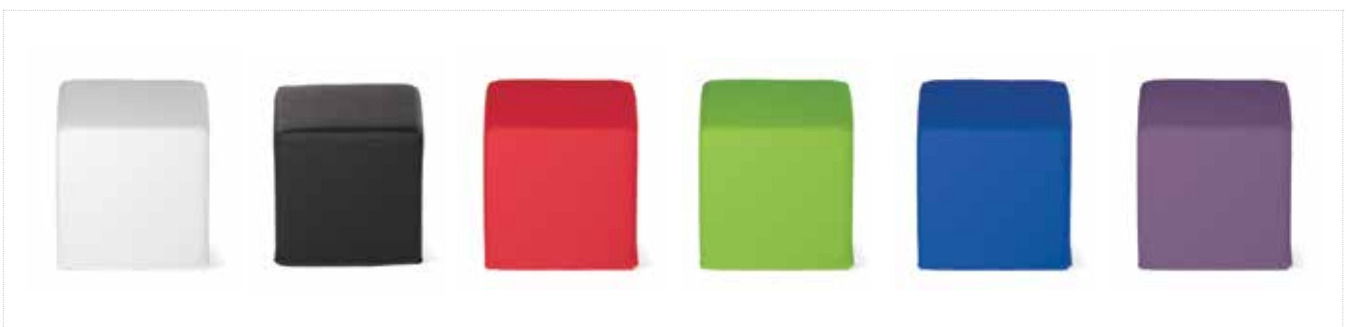
White Leather
96"L x 48"D x 19"H

CUBE OTTOMANS



Regency Cube Ottomans

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18" Square



Cube Ottomans

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18" Square

OCCASIONAL TABLES



Princeton Tables

End Table Clear Glass/Black
21" L x 22" D x 21" H
Cocktail Table Clear Glass/Black
45" L x 21" D x 16" H



Tribeca Tables

End Table Wood/Black
24" L x 28" D x 22" H
Cocktail Table Wood/Black
48" L x 28" D x 19" H
Sofa Table Wood/Black
48" L x 18" D x 30" H



Harmony Tables

End Table Wood/Esspresso
24" Round x 22" H
Cocktail Table Wood/Esspresso
51" L x 28" D x 18" H
Sofa Table Wood/Esspresso
52" L x 18" D x 30" H



Aria Tables Red

End Table Red/Brushed Steel
24" L x 20" D x 22" H
Cocktail Table Red/Brushed Steel
44" L x 20" D x 18" H



Aria Tables Green

End Table Green/Brushed Steel
24" L x 20" D x 22" H
Cocktail Table Green/Brushed Steel
44" L x 20" D x 18" H



Aria Tables Blue

End Table Blue/Brushed Steel
24" L x 20" D x 22" H
Cocktail Table Blue/Brushed Steel
44" L x 20" D x 18" H



Aria Tables Purple

End Table Purple/Brushed Steel
24" L x 20" D x 22" H
Cocktail Table Purple/Brushed Steel
44" L x 20" D x 18" H



Aria Tables White

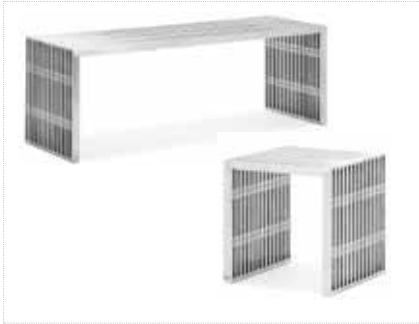
End Table White/Brushed Steel
24" L x 20" D x 22" H
Cocktail Table White/Brushed Steel
44" L x 20" D x 18" H
Sofa Table White/Brushed Steel
44" L x 20" D x 30" H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
24" L x 20" D x 22" H
Cocktail Table Storm Grey/Brushed Steel
44" L x 20" D x 18" H
Sofa Table Storm Grey/Brushed Steel
44" L x 20" D x 30" H

OCCASIONAL TABLES



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"L x 15"D x 16"H



Reno Tables

End Table Chrome
25"Round x 21"H
Cocktail Table Chrome
45"L x 32"D x 18"H
Sofa Table Chrome
46"L x 17"D x 29"H



Vivid Tables

End Table Smoked Powder Coat Finish
26"Square x 21"H
Cocktail Table Smoked Powder Coat Finish
50"L x 24"D x 16"H
Sofa Table Smoked Powder Coat Finish
50"L x 24"D x 30"H



Club Cocktail Table

44"L x 22"D x 18"H
(Includes built in Wireless LED Lighting)



Club End Table

22"Square x 18"H
(Includes built in Wireless LED Lighting)



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

■ Black 24"
□ White 24"
24"Square x 21"H



Cube Cocktail Tables

■ Black 30"
□ White 30"
30"Square x 16"H
■ Black 24"
□ White 24"
24"Square x 16"H

OCCASIONAL TABLES



Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal
17"Round x 22"H



Hylton Tablet Table

White/Brushed Steel
18"L x 12"D x 28"H

BARS & BAR BACKS



Manhattan Bar

Black/Chrome
63"L x 29"D x 42"H



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
72"L x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
48"L x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

BARS & BAR BACKS



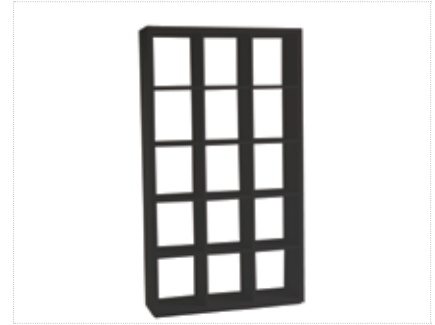
Bar

- Black with 2 shelves in back
 - White with 2 shelves in back
- 48"L x 16"D x 42"H



Shanti Bar Back White

- White
- 44"W x 12"D x 78"H
13"W x 14.25"H (Inside Shelf)



Shanti Bar Back Espresso

- Espresso
- 44"W x 12"D x 78"H
13"W x 14.25"H (Inside Shelf)

BAR STOOLS



Park Avenue Bar Stool

- Maple/Chrome
- 16"L x 19"D x 43"H



Criss Cross Bar Stool

- Espresso Leather
 - White Leather
- 15"W x 19"D x 41"H



Escape Stool

- Natural Maple
- 16"Square x 41"H



Silk Back Bar Stool

- Black
 - Green
 - White
 - Purple
 - Blue
 - Red
- 17"L x 18"D x 42"H



Euro Bar Stool

- Black
- 21"W x 23"D x 43"H



Hourglass Bar Stool

- Black
 - White
- 18"W x 20"D x 43"H

BAR STOOLS



Vienna Stool

Gray Acrylic
 Orange Acrylic
 Teal Acrylic
 17"W x 17"D x 39"H



Equino Stool

Black
 White
 15"W x 13"D x 35"H



Caprice Stool

Black Fabric
 25"W x 26"D x 44"H



Sonic Stool

Black
 22"W x 23"D x 42"H



Marcus Bar Stool

18"W (at footbase) x 29"H



Regal Stool

Brown Leather
 19"W x 24"D x 45"H

CAFE CHAIRS



Silk Back Chair

Black
 White
 Blue
 Green
 Purple
 Red
 17"W x 18"D x 34"H
 (Also Available With Arms, 20.5"W x 18"D x 34"H)



Escape Chair

Natural Maple
 17"W x 16"D x 32"H



Park Avenue Chair

Maple
 16"W x 18"D x 31"H

CAFE CHAIRS



Vienna Chair

■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Leslie Chair

White
 17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
 □ White Leather
 17"W x 21"D x 35"H



Sonic Chair

Black
 20"W x 21"D x 32"H



Caprice Chair

Black
 25"W x 24"D x 32"H



Comet Chair

Black
 23"W x 22"D x 32"H (With Arms)
 19"W x 22"D x 32"H (Without Arms)



Trend Chair

■ Black
 □ White
 ■ Lime
 ■ Natural
 ■ Orange
 19"W x 18"D x 33"H



Elio Chair

17"Square x 33"H



Regal Dining Chair

Brown Leather
 19"W x 23"D x 38"H

BAR TABLES



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Chardonnay Bar Table

Clear Glass/Chrome
31"Round x 42"H



Aspen Pub Table

White/Brushed Steel
72"L x 26"D x 42"H



Blanco Bar Table

White/Chrome 30" 30"Round x 42"H	White/Chrome Square 24"Square x 42"H
White/Chrome 36" 36"Round x 42"H	White/Chrome Rectangle 72"L x 24"D x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Spectrum Bar Tables

- Blue/Chrome
- Green/Chrome
- Purple/Chrome
- Red/Chrome

24"Square x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 29"H
Black/Black 36"
36"Round x 29"H



Silk Café Table

Black/Chrome 30"
30"Round x 29"H
Black/Chrome 36"
36"Round x 29"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 29"H
Maple/Chrome 36"
36"Round x 29"H



City Café Table

Maple/Black 30"
30"Round x 29"H
Maple/Black 36"
36"Round x 29"H



Summit Café Table

White/Black 30"
30"Round x 29"H
White/Black 36"
36"Round x 29"H



Blanco Café Table

White/Chrome 30"
30"Round x 29"H
White/Chrome 36"
36"Round x 29"H



Blanco Café Table

White/Chrome Rectangle
72"L x 24"D x 29"H
White/Chrome Square
24"Square x 29"H



Spectrum Café Tables

■ Blue/Chrome
■ Green/Chrome
■ Purple/Chrome
■ Red/Chrome
24"Square x 29"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
27"Square x 41"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

Black
 White
 25"Square x 44"H



Goal Task Chair

Black
25"Square x 39"H



Goal Task Chair Armless

Black
21"W x 25"D x 39"H



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
27"W x 26"D x 41"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Rectangle

- Black 6'
- Mahogany 6'
- Maple 6'

72"L x 36"D x 30"H

- Black 8'
- Mahogany 8'
- Maple 8'

96"L x 48"D x 30"H



Conference Table Racetrack

- Black 8'
- Mahogany 8'

96"L x 48"D x 30"H

- Black 6'
- Mahogany 6'

72"L x 36"D x 30"H



Conference Table Round

Mahogany
42"Round x 29"H



Chrome & Glass Table Rectangle

Clear Glass/Chrome
60"L x 36"D x 29"H



Chrome & Glass Table Round

Clear Glass/Chrome
42"Round x 29"H



Chrome & Glass Table Square

Clear Glass/Chrome
32"Square x 29"H

CONFERENCE TABLES



Chrome & Glass Trestle Table

Clear Glass/Chrome
48"L x 32"D x 29"H

OFFICE FURNITURE



Computer Kiosk

■ Black
□ White
24"Square x 42"H



Computer Counter

Graphite
48"L x 24"D x 42"H



Computer Desk

Graphite
48"L x 24"D x 29"H



5 Shelf Bookcase

■ Black
■ Mahogany
36"L x 12"D x 72"H



Black Credenza

Black
60"L x 20"D x 29"H



Black Double Pedestal

Black
60"L x 30"D x 29"H

OFFICE FURNITURE



Credenza Maple

Maple
72"L x 20"D x 29"H



Desk Maple

Double Pedestal
60"L x 30"D x 29"H



Lateral File Maple

2 Drawer with Lock
36"L x 20"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"L x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
66"L x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
72"L x 36"D x 29"H



Presidential Kneespace Credenza

Mahogany
24"L x 66"L x 29"H



Presidential Executive Desk

Mahogany
36"L x 72"L x 29"H



Presidential File Cabinet

Mahogany
24"L x 36"L x 29"H

OFFICE FURNITURE



Hayden Table

Black Wood
78"L x 36"D x 30"H



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"L x 25"D x 29"H
Black Legal
18"L x 25"D x 29"H



4-Drawer File

Black Letter
15"L x 25"D x 52"H
Black Legal
18"L x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"L x 18"D x 27"H
Black (Not Pictured)
36"L x 20"D x 29"H



4-Drawer Lateral File

Black
36"L x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



Display Pedestals 36"

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



Display Pedestals 30"

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
- White
- 24"Square x 42"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Literature Stand

■ Black
■ Aluminum
14.75"W x 12"D x 53.5"H



Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H



Refrigerator Compact

White 4 Cu Ft
19"W x 21"D x 33.5"H



Plexi Display Unit

18"Square x 68"H
(Height Includes Top Piece)



iPad® Stand

■ Black
■ Silver
14.25"W x 41.75"H
(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

**Apple® and iPad® are registered trademarks of Apple Inc.*

LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
26"H
Floor Lamp White/Steel
66"H



Brushed Nickel Lamps

Table Lamp White/Nickel
29"H
Floor Lamp White/Nickel
60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
28"H
Floor Lamp White/Bronze
60"H



Brushed Steel Lamps

Table Lamp Red/Steel
26"H
Floor Lamp Red/Steel
66"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE YOUR WAY



10x20 Booth Footprint

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table • Literature Stand



10x10 Booth Footprint

Whisper Sofa & Chair • Reno Cocktail & End Tables
Equino Stools • Chardonnay Bar Table



10x10 Booth Footprint

Metro Sofa & Chair • Novel End Tables
Equino Stools • Bar Table



10x20 Booth Footprint

Bella Chocolate Sofa • Harmony Cocktail & End Tables • Stage Chairs • Escape Chairs • Café Tables • Literature Rack

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

Custom Furniture Rental Order Form - Page 1 of 3

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation after the deadline will be at 75% of prevailing rate.
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Brochure Pages 8 - 12

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Qty.	Description	Discount	Standard
___ (4641)	Whisper Sofa - White Leather	\$ 718.75	\$ 970.25
___ (4642)	Whisper Loveseat - White Leather	\$ 687.50	\$ 928.25
___ (4643)	Whisper Chair - White Leather	\$ 562.50	\$ 759.50
___ (4644)	Whisper Bench Ottoman - White Leather	\$ 312.50	\$ 422.00
___ (4645)	Whisper Square Ottoman - White Leather	\$ 312.50	\$ 422.00
___ (4646)	Whisper Round Ottoman - White Leather	\$ 312.50	\$ 422.00
___ (4647)	Function Armless Chair - White Leather	\$ 375.00	\$ 506.25
___ (4648)	Function Corner - White Leather	\$ 406.25	\$ 548.50
___ (4649)	Continental Curved Loveseat - White Leather	\$ 743.75	\$ 1004.00
___ (4650)	Continental Reverse Loveseat - White Leather	\$ 718.75	\$ 970.25
___ (4651)	Continental Wedge Ottoman - White Leather	\$ 312.50	\$ 422.00
___ (4652)	Continental Curved Bench - White Leather	\$ 368.75	\$ 497.75
___ (4653)	Continental Half Moon Ottoman - White Leather	\$ 312.50	\$ 422.00
___ (4654)	Sophistication Sofa - White Leather	\$ 743.75	\$ 1004.00
___ (4655)	Sophistication Loveseat - White Leather	\$ 493.75	\$ 666.50
___ (4656)	Sophistication Chair - White Leather	\$ 368.75	\$ 497.75
___ (4657)	Sophistication Corner - White Leather	\$ 368.75	\$ 497.75
___ (4658)	Sophistication Ottoman - White Leather	\$ 281.25	\$ 379.75
___ (4487)	Boca Corner - Leather	\$ 436.25	\$ 589.00
___ (4488)	Boca Armless - Leather	\$ 406.25	\$ 548.50
___ (4659)	Metro Sofa - Black Leather	\$ 618.75	\$ 835.25
___ (4660)	Metro Loveseat - Black Leather	\$ 587.50	\$ 793.25
___ (4661)	Metro Chair - Black Leather	\$ 462.50	\$ 624.50
___ (4662)	Metro Square Ottoman - Black Leather	\$ 312.50	\$ 422.00
___ (4663)	Metro Bench Ottoman - Black Leather	\$ 312.50	\$ 422.00
___ (4664)	Suave Midnight Sofa - Midnight Suede	\$ 531.25	\$ 717.25
___ (4665)	Suave Midnight Loveseat - Midnight Suede	\$ 468.75	\$ 632.75
___ (4666)	Suave Midnight Chair - Midnight Suede	\$ 343.75	\$ 464.00
___ (4667)	Grammercy Sofa - Charcoal Leather	\$ 687.50	\$ 928.25
___ (4668)	Grammercy Loveseat - Charcoal Leather	\$ 593.75	\$ 801.50
___ (4669)	Grammercy Chair - Charcoal Leather	\$ 375.00	\$ 506.25
___ (4670)	Parma Sofa - Brown Leather	\$ 618.75	\$ 835.25
___ (4671)	Parma Loveseat - Brown Leather	\$ 587.50	\$ 793.25
___ (4672)	Parma Chair - Brown Leather	\$ 462.50	\$ 624.50
___ (4673)	Parma Bench Ottoman - Brown Leather	\$ 312.50	\$ 422.00
___ (4674)	Montana Mocha Sofa - Mocha Tan Fabric	\$ 575.00	\$ 776.25
___ (4675)	Montana Mocha Loveseat - Mocha Tan Fabric	\$ 500.00	\$ 675.00
___ (4676)	Montana Mocha Chair - Mocha Tan Fabric	\$ 387.50	\$ 523.25
___ (4677)	Chandler Sofa - Red Leather	\$ 618.75	\$ 835.25
___ (4678)	Chandler Loveseat - Red Leather	\$ 587.50	\$ 793.25
___ (4679)	Chandler Chair - Red Leather	\$ 462.50	\$ 624.50
___ (4680)	Chandler Bench Ottoman - Red Leather	\$ 312.50	\$ 422.00
___ (4681)	Imperial Sofa - Purple Microfiber	\$ 531.25	\$ 717.25
___ (4682)	Imperial Chair - Purple Microfiber	\$ 312.50	\$ 422.00
___ (4683)	Imperial Bench Ottoman - Purple Microfiber	\$ 243.75	\$ 329.00
___ (4684)	Tangerine Sofa - Orange Microfiber	\$ 531.25	\$ 717.25
___ (4685)	Tangerine Chair - Orange Microfiber	\$ 375.00	\$ 506.25

Qty.	Description	Discount	Standard
___ (4686)	Tangerine Bench Ottoman - Orange Microfiber	\$ 243.75	\$ 329.00
___ (4504)	Evoke Sofa - Coffee Resin Frame w/ Tan Cushions ..	\$ 937.50	\$ 1265.75
___ (4505)	Evoke Chair - Coffee Resin Frame w/Tan Cushions	\$ 493.75	\$ 666.50
___ (4506)	Evoke Cocktail Table - Coffee Resin Frame	\$ 312.50	\$ 422.00
___ (4507)	Evoke End Table - Coffee Resin Frame	\$ 281.25	\$ 379.75
___ (4508)	Evoke Cube - Coffee Resin Frame	\$ 187.50	\$ 253.25
___ (4512)	Midnight Stage Chair - Midnight Microfiber	\$ 218.75	\$ 295.25
___ (4513)	Chamois Stage Chair - Beige Microfiber	\$ 218.75	\$ 295.25
___ (4514)	Buckskin Stage Chair - Tan Microfiber	\$ 218.75	\$ 295.25
___ (4515)	Empire Chair - Leather	\$ 406.25	\$ 548.50
___ (4687)	Ibiza Chair - Leather	\$ 562.50	\$ 759.50
___ (4509)	Tulip Chair - Black Fabric/Tilt Back/Caster Feet ...	\$ 243.75	\$ 329.00
___ (4688)	Grammercy Square Ottoman - Charcoal Leather	\$ 312.50	\$ 422.00
___ (4689)	Grammercy Bench Ottoman - Charcoal Leather	\$ 312.50	\$ 422.00
___ (4690)	Hayden Bench - Black Wood	\$ 156.25	\$ 211.00
___ (4529)	Essentials Storage Ottoman - White Leather	\$ 437.50	\$ 590.75
___ (4691)	Grammercy Round Ottoman - Charcoal Leather	\$ 312.50	\$ 422.00
___ (4692)	Grammercy 1/4 Round Ottoman - Charcoal Leather	\$ 181.25	\$ 244.75
___ (4693)	Whisper 1/4 Round Ottoman - White Leather	\$ 181.25	\$ 244.75
___ (4528)	Essentials Banquette - White Leather (2 pcs.)	\$ 937.50	\$ 1265.75
___ (4694)	Whisper Banquette - White Leather (2 pcs.)	\$ 937.50	\$ 1265.75
___ (4695)	Grammercy Banquette - Charcoal Leather (2 pcs.) ..	\$ 937.50	\$ 1265.75
___ (4530)	Essentials Turning Bed - White Leather	\$ 1118.75	\$ 1510.25
___ (4696)	Essentials Turning Bed w/Charging Insert - Wht.	\$ 1250.00	\$ 1687.50
___ (4697)	Regency Cube Ottoman - Orange Fabric	\$ 118.75	\$ 160.25
___ (4698)	Regency Cube Ottoman - Teal Fabric	\$ 118.75	\$ 160.25
___ (4699)	Regency Cube Ottoman - Ruby Fabric	\$ 118.75	\$ 160.25
___ (4700)	Regency Cube Ottoman - Camel Fabric	\$ 118.75	\$ 160.25
___ (4701)	Regency Cube Ottoman - Apple Fabric	\$ 118.75	\$ 160.25
___ (4702)	Regency Cube Ottoman - Fuchsia Fabric	\$ 118.75	\$ 160.25
___ (4703)	Cube Ottoman - White Leather	\$ 118.75	\$ 160.25
___ (4704)	Cube Ottoman - Black Leather	\$ 118.75	\$ 160.25
___ (4705)	Cube Ottoman - Red Vinyl	\$ 118.75	\$ 160.25
___ (4706)	Cube Ottoman - Green Vinyl	\$ 118.75	\$ 160.25
___ (4707)	Cube Ottoman - Blue Vinyl	\$ 118.75	\$ 160.25
___ (4708)	Cube Ottoman - Purple Vinyl	\$ 118.75	\$ 160.25
___ (4324)	Princeton End Table - Clear Glass/Black	\$ 206.25	\$ 278.50
___ (4323)	Princeton Cocktail Table - Clear Glass/Black	\$ 212.50	\$ 287.00
___ (4531)	Tribeca End Table - Wood/Black	\$ 212.50	\$ 287.00
___ (4532)	Tribeca Cocktail Table - Wood/Black	\$ 225.00	\$ 303.75
___ (4533)	Tribeca Sofa Table - Wood/Black	\$ 237.50	\$ 320.75
___ (4545)	Harmony End Table - Wood/Espresso	\$ 212.50	\$ 287.00
___ (4546)	Harmony Cocktail Table - Wood/Espresso	\$ 225.00	\$ 303.75
___ (4547)	Harmony Sofa Table - Wood/Espresso	\$ 237.50	\$ 320.75

Sub Total This Form: \$ _____

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Booth Number: _____

Company Name _____ Phone _____
 Street Address _____ Fax _____
 City / State / Zip _____ Print Name _____
 Email _____ Signature _____ Date _____

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Railway Interchange #7774-15

Custom Furniture Rental

Order Form - Page 2 of 3

Discount Deadline Date: September 11, 2015

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Qty.	Description	Discount	Standard
___ (4709)	Aria End Table - Brushed Steel	\$ 212.50	\$ 287.00
___ (4710)	Aria Cocktail Table - Brushed Steel	\$ 225.00	\$ 303.75
	Circle Color: Red, Green, Blue, Purple, White, or Charcoal		
___ (4711)	Aria Sofa Table - Brushed Steel	\$ 237.50	\$ 320.75
	Circle Color: White or Grey		
___ (4543)	Novel End Table - Satin Steel	\$ 281.25	\$ 379.75
___ (4544)	Novel Cocktail Table - Satin Steel	\$ 312.50	\$ 422.00
___ (4712)	Reno End Table - Chrome/Glass	\$ 193.75	\$ 261.50
___ (4713)	Reno Cocktail Table - Chrome/Glass	\$ 218.75	\$ 295.25
___ (4714)	Reno Sofa Table - Chrome/Glass	\$ 243.75	\$ 329.00
___ (4534)	Vivid End Table - Smoked Powder Coat/Glass	\$ 212.50	\$ 287.00
___ (4535)	Vivid Cocktail Table - Smoked Powder Coat/Glass	\$ 225.00	\$ 303.75
___ (4536)	Vivid Sofa Table - Smoked Powder Coat/Glass	\$ 237.50	\$ 320.75
___ (4715)	Club Cocktail Table w/ built in LED lighting	\$ 312.50	\$ 422.00
___ (4716)	Club End Table w/ built in LED lighting	\$ 281.25	\$ 379.75
___ (4717)	Rose Table	\$ 243.75	\$ 329.00
___ (4718)	Zanzibar Table	\$ 243.75	\$ 329.00
___ (4472)	Cube End Table - 24"sq. x 21"h	\$ 218.75	\$ 295.25
	Circle Color: Black or White		
___ (4474)	Cube Cocktail Table - 30"sq. x 16"h	\$ 218.75	\$ 295.25
	Circle Color: Black or White		
___ (4473)	Cube Cocktail Table - 24"sq. x 16"h	\$ 212.50	\$ 287.00
	Circle Color: Black or White		
___ (4719)	Phoebe Table - Yellow - 17"dia. x 22"h	\$ 143.75	\$ 194.00
___ (4720)	Phoebe Table - Lime Green - 17"dia. x 22"h	\$ 143.75	\$ 194.00
___ (4721)	Phoebe Table - Rose - 17"dia. x 22"h	\$ 143.75	\$ 194.00
___ (4722)	Phoebe Table - Gold - 17"dia. x 22"h	\$ 143.75	\$ 194.00
___ (4723)	Phoebe Table - Teal - 17"dia. x 22"h	\$ 143.75	\$ 194.00
___ (4724)	Hylton Tablet Table - White/Brushed Steel	\$ 187.50	\$ 253.25
___ (4725)	Manhattan Bar - Black/Chrome	\$ 812.50	\$ 1097.00
___ (4726)	VIP Glow Bar 6' - Frosted Plexi w/LED Kit	\$ 812.50	\$ 1097.00
___ (4727)	VIP Glow Bar 4' - Frosted Plexi w/ LED Kit	\$ 687.50	\$ 928.25
___ (4459)	Bar - 2 Shelf - 48"l x 16"d x 42"h	\$ 368.75	\$ 497.75
	Circle Color: Black or White		
___ (4554)	Shanti Bar Back - White	\$ 437.50	\$ 590.75
___ (4728)	Shanti Bar Back - Espresso	\$ 437.50	\$ 590.75
___ (4403)	Park Avenue Bar Stool - Maple/Chrome	\$ 187.50	\$ 253.25
___ (4556)	Criss Cross Bar Stool - Espresso Leather	\$ 200.00	\$ 270.00
___ (4555)	Criss Cross Bar Stool - White Leather	\$ 200.00	\$ 270.00
___ (4567)	Escape Stool - Natural Maple	\$ 168.75	\$ 227.75
___ (4729)	Silk Back Bar Stool	\$ 187.50	\$ 253.25
	Circle Color: Black, White, Blue, Green, Purple or Red		
___ (4386)	Euro Bar Stool - Black	\$ 187.50	\$ 253.25
___ (4497)	Hourglass Bar Stool	\$ 206.25	\$ 278.50
	Circle Color: Black or White		
___ (4730)	Vienna Stool - Gray Acrylic	\$ 225.00	\$ 303.75
___ (4731)	Vienna Stool - Orange Acrylic	\$ 225.00	\$ 303.75
___ (4732)	Vienna Stool - Teal Acrylic	\$ 225.00	\$ 303.75
___ (4733)	Equino Stool	\$ 206.25	\$ 278.50
	Circle Color: Black or White		
___ (4568)	Caprice Stool - Black Fabric	\$ 206.25	\$ 278.50

Qty.	Description	Discount	Standard
___ (4569)	Sonic Stool - Black	\$ 168.75	\$ 227.75
___ (4734)	Marcus Bar Stool	\$ 156.25	\$ 211.00
___ (4566)	Regal Stool - Brown Leather	\$ 206.25	\$ 278.50
___ (4735)	Silk Back Chair - Armless	\$ 118.75	\$ 160.25
	Circle Color: Black, White, Blue, Green, Purple or Red		
___ (4736)	Silk Back Arm Chair	\$ 125.00	\$ 168.75
	Circle Color: Black, White, Blue, Green, Purple or Red		
___ (4592)	Escape Chair - Natural Maple	\$ 118.75	\$ 160.25
___ (4402)	Park Avenue Chair - Maple	\$ 168.75	\$ 227.75
___ (4737)	Vienna Chair - Gray Acrylic	\$ 143.75	\$ 194.00
___ (4738)	Vienna Chair - Orange Acrylic	\$ 143.75	\$ 194.00
___ (4739)	Vienna Chair - Teal Acrylic	\$ 143.75	\$ 194.00
___ (4588)	Leslie Chair - White	\$ 106.25	\$ 143.50
___ (4596)	Criss Cross Chair - Espresso Leather	\$ 137.50	\$ 185.75
___ (4595)	Criss Cross Chair - White Leather	\$ 137.50	\$ 185.75
___ (4593)	Sonic Chair - Black	\$ 118.75	\$ 160.25
___ (4594)	Caprice Chair - Black	\$ 118.75	\$ 160.25
___ (4589)	Comet Chair w/Arms - Black	\$ 162.50	\$ 219.50
___ (4590)	Comet Chair w/out Arms - Black	\$ 156.25	\$ 211.00
___ (4597)	Trend Chair - Black	\$ 156.25	\$ 211.00
___ (4598)	Trend Chair - White	\$ 156.25	\$ 211.00
___ (4599)	Trend Chair - Lime	\$ 156.25	\$ 211.00
___ (4601)	Trend Chair - Natural	\$ 156.25	\$ 211.00
___ (4600)	Trend Chair - Orange	\$ 156.25	\$ 211.00
___ (4740)	Elio Chair	\$ 118.75	\$ 160.25
___ (4591)	Regal Dining Chair - Brown Leather	\$ 168.75	\$ 227.75
___ (4395)	Euro Bar Table - 30"dia. x 42"h - Black/Black	\$ 212.50	\$ 287.00
___ (4396)	Euro Bar Table - 36"dia. x 42"h - Black/Black	\$ 218.75	\$ 295.25
___ (4371)	Silk Bar Table - 30"dia. x 42"h - Black/Chrome	\$ 212.50	\$ 287.00
___ (4372)	Silk Bar Table - 36"dia. x 42"h - Black/Chrome	\$ 218.75	\$ 295.25
___ (4406)	Park Ave. Bar Table -30"dia. x 42"h - Maple/Chr. .	\$ 212.50	\$ 287.00
___ (4407)	Park Ave. Bar Table -36"dia. x 42"h - Maple/Chr. .	\$ 218.75	\$ 295.25
___ (4374)	Chardonnay Bar Table - 31"dia. x 42"h - Glass/Chr\$	\$ 312.50	\$ 422.00
___ (4741)	Aspen Pub Table - White/Brushed Steel	\$ 868.75	\$ 1172.75
___ (4603)	Blanco Bar Table - 30"dia. x 42"h - White/Chrome	\$ 212.50	\$ 287.00
___ (4604)	Blanco Bar Table - 36"dia. x 42"h - White/Chrome	\$ 218.75	\$ 295.25
___ (4742)	Blanco Square Bar Table - 24" sq. - White/Chrome	\$ 212.50	\$ 287.00
___ (4743)	Blanco Rectangle Bar Table - White/Chrome	\$ 337.50	\$ 455.75
___ (4744)	City Bar Table - 30"dia. x 42"h - Maple/Black	\$ 212.50	\$ 287.00
___ (4745)	City Bar Table - 36"dia. x 42"h - Maple/Black	\$ 218.75	\$ 295.25
___ (4746)	Summit Bar Table - 30"dia. x 42"h - White/Black ..	\$ 212.50	\$ 287.00
___ (4747)	Summit Bar Table - 36"dia. x 42"h - White/Black ..	\$ 218.75	\$ 295.25
___ (4748)	Spectrum Bar Table - Colored Top/Chrome Base ...	\$ 237.50	\$ 320.75
	Circle Color: Blue, Green, Purple or Red		
___ (4392)	Euro Cafe Table - 30"dia. x 29"h - Black/Black	\$ 212.50	\$ 287.00
___ (4393)	Euro Cafe Table - 36"dia. x 29"h - Black/Black	\$ 218.75	\$ 295.25
___ (4389)	Silk Cafe Table - 30"dia. x 29"h Black/Chrome	\$ 212.50	\$ 287.00

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Sub Total This Form: \$ _____

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Yes, I have reviewed the Payment Policy and enclosed the Payment Form.
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Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Railway Interchange #7774-15
Custom Furniture Rental
Order Form - Page 3 of 3

Discount Deadline Date: September 11, 2015

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Late Request: Request after deadline will be filled as available.

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Brochure Pages 23 - 27

Table with columns: Qty., Description, Discount, Standard. Includes items like Silk Cafe Table, Park Ave. Cafe Table, etc.

Table with columns: Qty., Description, Discount, Standard. Includes items like Genoa Storage Credenza, Hayden Table, etc.

Sub Total This Form: \$

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Booth Number:

Form fields for Company Name, Street Address, City / State / Zip, Email, Phone, Fax, Print Name, Signature, Date.

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Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

Panelboard Rental Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate.
Late Request: Request after deadline will be filled as available.

Pegboard Panels				Tackboard Panels (Freestanding only)			
-----------------	--	--	--	--------------------------------------	--	--	--

Quantity	Description	Discount Rate	Standard Rate
____ (615)	4' x 8' Pegboard panels	\$ 90.00 ea	\$117.00 ea
____ (613)	2' x 8' Pegboard panels	\$ 75.00 ea	\$97.50 ea

Quantity	Description	Discount Rate	Standard Rate
____ (603)	4' x 8' Grey Velcro tackboard	\$ 90.00 ea	\$117.00 ea

Pegboard is painted white but may be painted in a solid color of your selection at an additional cost of:

____ (619)	Special color for 4'x8'	\$ 50.00 ea	\$ 65.00 ea
____ (617)	Special color for 2'x8'	\$ 50.00 ea	\$ 65.00 ea

Specify color _____

Pegboard hooks are NOT provided. 1/4" size hooks required.

Grid Wall Panels			
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Quantity	Description	Discount Rate	Standard Rate
____ (475)	2' x 8' Grid Panel	\$ 65.00 ea	\$ 87.75 ea
____ (476)	Grid Panel Legs	\$ 10.00 ea	\$ 13.50 ea
____ (477)	4-way panel connector	\$ 2.00 ea	\$ 2.75 ea
____ (478)	7 tier waterfall	\$ 8.00 ea	\$ 10.75 ea

Please select style of Pegboard panel configuration

Horizontal

Requires:
 (1) 4' x 8'
 or
 (1) 2' x 8'

Vertical

Requires:
 (1) 4' x 8'
 or
 (1) 2' x 8'

Backwall

Requires:
 (2) 4' x 8' panels
 and (1) 2' x 8' panel
 per 10' wide backboard.
 *Plus labor to install
 minimum 1 hour

Backwall w>Returns

Requires:
 (2) 4' x 8' panels and
 (1) 2' x 8' panel per 10'
 backwall. Side returns
 can be ordered as either
 (2) 4' x 8' panels or
 (2) 2' x 8' panels.
 *Plus labor to install
 minimum 1 hour

Please indicate below the desired depth of side returns and be sure to include side wing returns in your order.

2' deep 4' deep

Shelving for Pegboard			
-----------------------	--	--	--

Quantity	Description	Discount Rate	Standard Rate
____ (631)	4' long x 6" deep-white	\$ 12.00 ea.	\$ 15.50 ea
____ (635)	8' long x 6" deep-white	\$ 21.00 ea	\$ 27.50 ea
____ (637)	Special color (per shelf addition)	\$ 12.00 ea	\$ 15.50 ea

Specify color _____

Installation/Assembly Labor			
-----------------------------	--	--	--

Labor is required for the installation/set-up of pegboard in a backwall or backwall w/returns style and for all multi-panel gridwall installations. All labor will be billed in one-hour minimums in increments of one-hour thereafter.

____ (1036)	____ hr. labor s/t		\$ 70.00 hr.
____ (1036)	____ hr. labor o/t		\$105.00 hr.

Sub Total This Form: \$ _____

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Booth Number: _____

Company Name _____	Phone _____
Street Address _____	Fax _____
City / State / Zip _____	Print Name _____
Email _____	Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Railway Interchange #7774-15
Custom Graphics
Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation after the deadline will be at 100% of prevailing rate.
Late Request: Request after deadline will be filled as available.

Please use this form for ordering graphics and signage. Please select from Vinyl Graphics or Digital Graphics. Vinyl graphics are good for simple signs in one, two, or three color solid colors. Digital graphics are for more elaborate artwork with color gradients, process color logos, etc. Prices indicated below are based on preparation of sign from customer copy or, if digital, computerized artwork supplied. Additional charges may apply for artwork design and layout.

Vinyl Graphics

Digital Graphics

Vinyl Graphics prices are based upon 10 words per card and one color copy on white background. Costs for additional colors and copy are listed and will be assessed. Please contact us for quotes for non-standard sized signs. Minimum order - \$ 35.00.

Digital Graphics prices include printing, mounting, and laminating (from your artwork) on showcard or foamcore. Signs other than sizes listed below will be prepared on a sq/ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order - \$ 45.00

Table with 6 columns: Qty., Code, Description, Discount Rate, Standard Rate, Amount. Lists items like 7" x 11" Card, 11" x 14" Card, etc.

Table with 6 columns: Qty., Code, Description, Discount Rate, Standard Rate, Amount. Lists items like 7" x 11" Card, 11" x 14" Card, etc.

Emblems, trademarks, logos, special style lettering, etc., can be prepared at extra cost depending on size and amount of work involved in production. Advance quotations can be provided upon submission of copy.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices, if provided to us in digital format. Please provide in a PC vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please call.

Sign Copy

Grid area for drawing or pasting sign copy.

Enter desired sign copy in the box to the left.

Please print and attach a separate form if necessary.

Background

Color: _____

Lettering

Color: _____

Select Orientation:

Vertical

Horizontal

*Please send digital artwork files to megan@gen-expo.com, accompanying this completed form.

Sub Total This Form: \$ _____

Copy this subtotal to the Payment Authorization Form where 7.775% SALES TAX will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Railway Interchange #7774-15
Floral Rental
Order Form

Discount Deadline Date: September 11, 2015
Cancellation: Cancellation after the deadline will be at 75% of prevailing rate.
Late Request: Request after deadline will be filled as available.

POTTED PLANTS - Indicate Color Selection DISCOUNT STANDARD COST

Please indicate color and floor/hanging selections by circling

Table with 4 columns: Qty., Description, Discount, Standard, Cost. Rows include (1501) Azaleas, (1502) Bromeliads, (1503) Chrysanthemums, (1505) Ferns.

TROPICAL GREEN PLANTS DISCOUNT STANDARD COST

Please indicate slim / full selections by circling

Table with 4 columns: Qty., Description, Discount, Standard, Cost. Rows include (1507) 3 ft. ht. Tropical, (1509) 4 ft. ht. Tropical, (1511) 5 ft. ht. Tropical, (1513) 6 ft. ht. Tropical, (1515) 7 ft. ht. Tropical.

ALL CONTAINERS FOR TROPICAL GREEN PLANTS WILL BE PROVIDED IN A WHITE WICKER OR DARK RATTAN
PLEASE CIRCLE CHOICE: WHITE DARK

FLOWER ARRANGEMENTS - Indicate Color Selection DISCOUNT STANDARD COST

Please indicate style and desired colors by circling

Table with 4 columns: Qty., Description, Discount, Standard, Cost. Row includes (1545) Table Top, 10" Baskets of cut flowers.

SPECIAL REQUIRMENTS AND LANDSCAPING - other than items listed above

Prices on bark, moss, fencing, fountains, (1573) hedge plants, (1599) general landscaping are available when submitting "To Scale Layout of Desired".

COMPLETE THE FOLLOWING ONLY IF YOU HAVE REQUIREMENTS OTHER THAN THOSE LISTED ABOVE:

* (1599) Please have florist come to our Booth No. at A.M. / P.M. on and see our Representative for instructions. Please provide telephone # where representative can be reached in advance.

Sub Total This Form: \$

Copy this subtotal to the Payment Authorization Form where 7.775% SALES TAX will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form. Booth Number:

Form fields for Company Name, Street Address, City / State / Zip, Email, Phone, Fax, Print Name, Signature, Date.

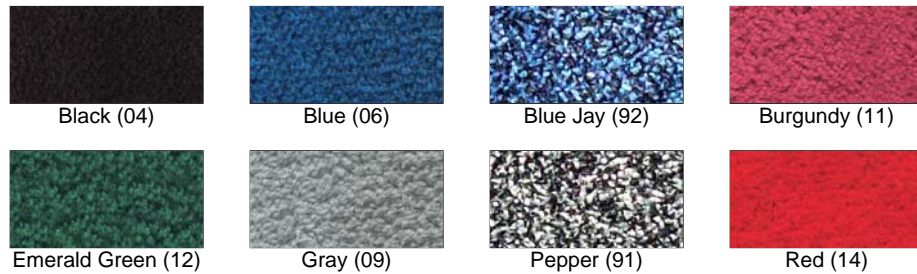
SECTION 6

CARPET

Plush



Standard



PlushColorCodes

- Cement (77)	- Charcoal (741)	- Cobalt (712)	- Dove (78)
- Lava Rock (79)	- Navy (72)	- Onyx (47)	- Red (46)
- Royal Blue (45)	- Silky Beige (49)	- Silver (70)	- Snow (43)

StandardColorCodes

- Black (04)	- Blue (06)
- Blue Jay (92)	- Burgundy (11)
- Emerald Green (12)	- Gray (09)
- Pepper (91)	- Red (14)

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

Carpet Rental Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate.
Late Request: Request after deadline will be filled as available.

Premium Carpet & Padding Packages

Plush carpet is a 34 ounce carpet that is more luxurious than standard exposition grade carpet. Cut carpet is designed for installation in standard in-line exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. Multiples of plush carpet packages will not be provided.

Item #	Item Description	Select	Discount	Standard	Total
335	10' x 10' Premium Carpet & Pad	<input type="checkbox"/>	\$ 243.00	\$ 328.00	
336	10' x 20' Premium Carpet & Pad	<input type="checkbox"/>	\$ 486.00	\$ 656.25	
337	10' x 30' Premium Carpet & Pad	<input type="checkbox"/>	\$ 729.00	\$ 984.25	
338	10' x 40' Premium Carpet & Pad	<input type="checkbox"/>	\$ 972.00	\$1312.25	

Circle Color: Dove (78) Cobalt (71) Onyx (47) Snow (43) Silver (70) Silky Beige (49)

Standard Carpet & Padding Packages

Cut carpet is designed for installation in standard in-line exhibit booths, not for bulk area booths. If complete area carpet is desired, please use the Area Carpet section below to place your order. Multiples of standard carpet packages will not be provided.

Item #	Item Description	Select	Discount	Standard	Total
309	10' x 10' Carpet & Pad	<input type="checkbox"/>	\$ 178.00	\$ 240.50	
310	10' x 20' Carpet & Pad	<input type="checkbox"/>	\$ 356.00	\$ 480.75	
311	10' x 30' Carpet & Pad	<input type="checkbox"/>	\$ 534.00	\$ 721.00	
312	10' x 40' Carpet & Pad	<input type="checkbox"/>	\$ 712.00	\$ 961.25	

Circle Color: Black (04) Blue (06) Emerald Green (12) Gray (09) Red (14) Blue Jay (92) Burgundy (11) Pepper (91)

Area Carpet, Padding & Visqueen

Area carpet is custom cut and designed for bulk area spaces. Simply order the total square footage of carpet using the square footage calculation section and select your color. If you desire additional items, such as borders or inlaid designs, please contact Genesis Exposition Services directly for a detailed quote. The custom cut carpet price includes trimming, seaming, all necessary taping, drayage, installation and removal.

Item #	Item Description	Square Footage Calculation	Multiply	Discount	Standard	Total
328	Premium Area Carpet	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 3.00	\$ 4.05	
314	Standard Area Carpet	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 2.60	\$ 3.51	
350	Padded Area	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 0.70	\$.95	
360	Plastic Covering Area	_____ ft. wide x _____ ft. long = _____ sq/ft. total	multiply by rate	\$ 0.20	\$ 0.27	

Circle Color: Plush: Dove Cobalt Onyx Snow Silver Silky Beige Cement Lava Rock Charcoal Red Navy Royal
 Standard: Black Blue Emerald Green Gray Red Blue Jay Burgundy Pepper

Sub Total This Form: \$ _____

Copy this subtotal to the **Payment Authorization Form** where **7.775% SALES TAX** will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

SECTION 7

EXHIBITOR APPOINTED SUB-CONTRACTORS

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Exhibitor Appointed Contractor Notification Form

Deadline to Return this Form:
SEPTEMBER 3, 2015

Railway Interchange Conference & Exhibition

EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION FORM

An Exhibitor Appointed Contractor (EAC) is a contractor hired by an exhibitor to perform trade show services independently of the show management appointed Official Contractor (Genesis Exposition Services), or the facility.

Exhibitors who choose to use EAC's must complete this form and comply with the EAC responsibilities and the show regulations. You are required to use this form ONLY if you are planning to have an Independent Exhibitor Appointed Contractor install and/or dismantle your exhibit. Please refer to the following page for Rules and Regulations.

For insurance and security reasons, the Official Contractor (Genesis) and the facility must be used for the following services: *drayage & rigging* (Genesis); *booth cleaning, electrical, telephone, plumbing and security* (Facility).

Exhibiting

Company: _____ Booth Number: _____ Booth Size: _____

Name of Exhibitor Appointed Contractor: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email: _____

Outline of Services to be provided by EAC: _____

I have read the Rules & Regulations that accompany this form and have notified our EAC of the same. By signing below, we the exhibiting company, as well as our EAC, agree to adhere to the Rules and Regulations. We further understand that our EAC is required to submit a certificate of insurance to the Official Contractor, Genesis Exposition Services, by the deadline date shown above. Failure to submit the required insurance certificate may result in the EAC from being permitted to service my exhibit. A copy of this form and the Certificate of Insurance must also be sent to Show Management: Railway Systems Suppliers, Inc., Attention Mike Drudy or Dot Frenette, 13133 Professional Drive, Suite 100, Jacksonville, FL 32225. Phone: 904-379-3366 Fax: 904-379-3941. Email: rssi@rssi.org.

Print Name of Exhibiting Company Representative

Signature

Date



11001 Decimal Drive, Louisville, Kentucky 40299-6367

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

Exhibitor Appointed Contractor Rules & Regulations

Railway Interchange Conference & Exhibition

POLICY REGARDING THE OFFICIAL SERVICE CONTRACTOR

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

The Official Service Contractor is appointed to:

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

The Official Service Contractor (*or facility*) will provide all usual trade show service, including labor. Exceptions are:

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

RULES & REGULATIONS REGARDING EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their display, providing that the Exhibitor and the Exhibitor Appointed Contractor (EAC) comply with the following Rules and Regulations:

1. The Exhibitor, in writing, must notify Show Management and Genesis Exposition 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 badged as specified in the following article.
3. The independent contractor must furnish Show Management and Genesis Exposition 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 Genesis Exposition 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 Genesis Exposition Services with a certificate of insurance showing coverage's and amounts and naming the sponsor, Genesis Exposition Services 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, Genesis Exposition Services. The independent contractors must coordinate all of their activities with Genesis.
11. For services such as electrical, plumbing, telephone, booth cleaning and drayage, and hanging signs, 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.

SECTION 8

DISPLAY LABOR & UNION REGULATIONS

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

Install / Dismantle Display Labor Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation within 48 hours of scheduled start will be charged a one-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Request after deadline will be filled as available.

Labor Policies, Terms & Conditions

Exhibitors can save time by electing to have Genesis Exposition Services supervise the installation of exhibits prior to the exhibitor's arrival and/or after the exhibitor's departure by completing the Supervision Information Factsheet. All Genesis supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Drayage Information and Service Order Form enclosed.

NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Genesis provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor's supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Straight Time	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays. In addition, any hours worked on non-published move-in / move-out days will be charged at overtime, with a 5 hour minimum charge.

- There is a one hour minimum charge per person ordered, with billing in one hour increments thereafter.
- Exhibit representative must check in at service desk to pick up labor, as well as check the labor back in at the service desk upon completion of work (unless Genesis Supervision is ordered)
- Failure to pick up labor at time requested will result in a one hour per person no-show charge
- Every attempt will be made to provide labor at the time requested, however, start time guaranteed only at start of work day
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Labor Rates

Item	Item Description	Straight Time	Overtime
1017	Install Display Labor (per person)	\$70.00 per hr.	\$105.00 per hr.
1019	Dismantle Display Labor (per person)	\$70.00 per hr.	\$105.00 per hr.
Genesis Supervision - Installation and/or Dismantle of exhibitor's exhibit prior to exhibitor's arrival and/or after exhibitor's departure. *Must Complete attached Supervision Info. Fact Sheet		Add 30% to total estimated labor cost, with minimum of \$50.00 per installation /dismantle	

Labor Order & Calculation of Costs

Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per man	Est. O/T hrs. per man	Total Hours x Rate (# of Men x # of Hrs. = Total Hours x Rate)	Estimated Cost	Genesis Supv.
1017	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 70.00 = \$ 280.00	\$ 280.00	<input type="checkbox"/>
			PM				2 Total O/T Hours x \$ 105.00 = \$ 210.00		
			AM				Total S/T Hours x \$ = \$		<input type="checkbox"/>
			PM				Total O/T Hours x \$ = \$		<input type="checkbox"/>
			AM				Total S/T Hours x \$ = \$		<input type="checkbox"/>
			PM				Total O/T Hours x \$ = \$		<input type="checkbox"/>
			AM				Total S/T Hours x \$ = \$		<input type="checkbox"/>
			PM				Total O/T Hours x \$ = \$		<input type="checkbox"/>

(If you have more than four labor orders, please make copies of this form.)

Add 30% if supervised by Genesis = \$ _____

Supervisor will be: _____

Sub Total = \$ _____

Cell Phone: _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the **Payment Policy** and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102

Railway Interchange #7774-15

Genesis Labor Supervision Information Fact Sheet

Discount Deadline Date: September 11, 2015
**Please note that completion of this form is not necessary if someone from your company will be present to supervise your requested labor.*

Only when provided the complete information requested below, will we be able to install/dismantle your booth in a timely fashion. Lack of this information may result in costly delays and or damages to your booth due to improper installation or packing, for which we will not be held responsible. Failure to provide the information requested will result in this order being processed as a customer supervised installation/dismantle. (Copies of this form are acceptable if you have more than two inbound/outbound shipments.)

Inbound Freight Information

INBOUND SHIPMENT: Shipped To: (Check One) Warehouse Showsite Copy of Bill of Lading Attached
Carrier: _____ Shipped By: _____ Ship Date: _____
Number of Pieces: _____ Weight: _____ Tracking Number: _____
Estimated Arrival Date: _____ Description/Color of Case/Crate: _____

Required Installation / Dismantle Information

- Packing List of all materials shipped including crate/case numbers. Also include copies of inbound Bills of Lading(s) if possible.
- Complete set-up instructions.
- Set-up drawings/pictures, including front view, top view, and side view. If your booth is a bulk area, please provide an overview showing the location of neighboring booths. Also, please include a listing of all graphics and their placement on these diagrams.
- Packing instructions for the proper re-packing of all booth properties.
- Contact name and 24 hour emergency phone number: _____

Outbound Freight Information

Our preferred carrier is UPS Freight. You may use the carrier of your choice, however you are responsible for scheduling the pick-up. All freight carriers must be checked in no later than: **10:00 AM on Wednesday, October 7, 2015**

CARRIER SCHEDULED: _____	SCHEDULED PICK-UP DATE & TIME: _____
Ship To: Company Name: _____ Address 1: _____ Address 2: _____ City: _____ St: _____ Zip: _____ Attn: _____ Phone: _____	Bill Freight Charges To: (Complete only if different) Company Name: _____ Address 1: _____ Address 2: _____ City: _____ St: _____ Zip: _____ Attn: _____ Phone: _____

**If any of your outbound shipping information changes, please notify us as soon as possible.
Genesis Exposition Services will not be responsible for shipments shipped out incorrectly.**

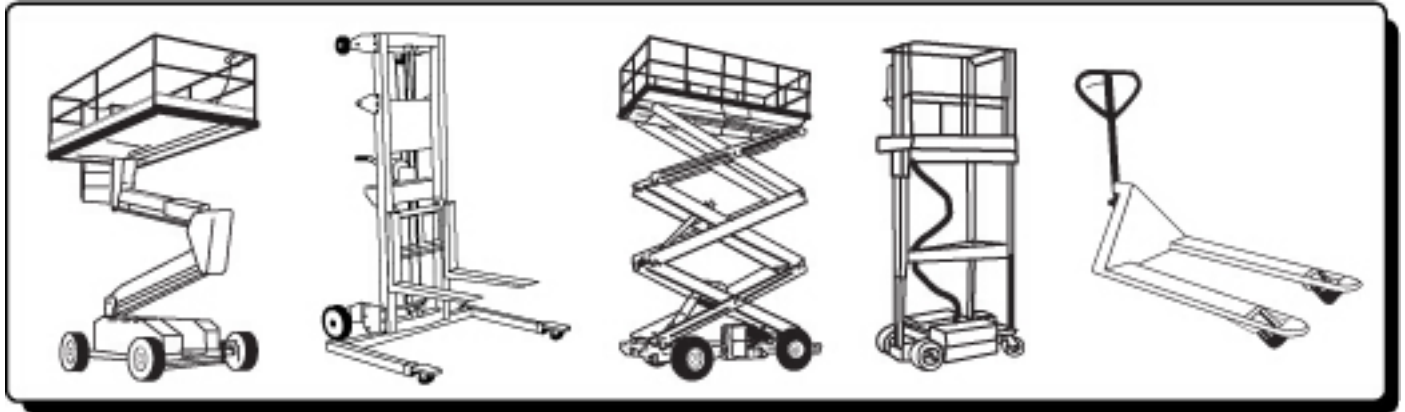
Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form. **Booth Number:** _____

Company Name _____ Phone _____
Street Address _____ Fax _____
City / State / Zip _____ Print Name _____
Email _____ Signature _____ Date _____



ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters.

ALL LIFTS, SCOOTERS, AND MOTORIZED EQUIPMENT MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. Genesis equipment is for use by Genesis employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

NEED ASSISTANCE? Please call Genesis Exposition Services at 502.266.5101

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

In-Booth Forklift w/Operator

Order Form

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a one-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Request after deadline will be filled as available.

Labor Policies, Terms & Conditions

If your exhibit includes large headers, overhanging structures, heavy machinery or display components (in excess of 70 pounds per person) which can not be lifted in place by display labor, you will require a forklift w/ operator for your installation and dismantle. The forklift comes with one operator. If additional labor is required, they may be ordered with the Install and Dismantle Display Labor Order Form, and will be billed at the published rates on that form. This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Drayage Information and Service Order Form enclosed.

NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Genesis provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor's supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Straight Time	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays. In addition, any hours worked on non-published move-in / move-out days will be charged at overtime, with a 5 hour minimum charge.

- There is a one hour minimum charge per forklift w/operator ordered, with billing in one hour increments thereafter.
- Exhibit representative must check in at service desk to pick up labor, as well as check the labor back in at the service desk upon completion of work
- Failure to pick up labor at time requested will result in a one hour per forklift w/operator no-show charge
- Every attempt will be made to provide labor at the time requested, however, start time guaranteed only at start of work day
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Labor Rates

Item	Item Description	Straight Time	Overtime
1005	Install - Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 15'	\$170.00 per hr.	\$205.00 per hr.
1007	Dismantle - Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 15'	\$170.00 per hr.	\$205.00 per hr.
1001	Install - 4-Stage Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 20'	\$375.00 per hr.	\$507.00 per hr.
1003	Dismantle - 4-Stage Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 20'	\$375.00 per hr.	\$507.00 per hr.
1004	Man Cage for Forklift, in addition to the cost of the forklift w/operator for actual hours used	\$55.00 per hr.	\$ 55.00 per hr.

Labor Order & Calculation of Costs

Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per man	Est. O/T hrs. per man	Total Hours x Rate (___ # of Men x ___ # of Hrs. = ___ Total Hours x Rate)	Estimated Cost	Genesis Supv.
1005	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 170.00 = \$ 680.00	\$ 680.00	<input type="checkbox"/>
			PM				2 Total O/T Hours x \$ 205.00 = \$ 410.00		
			AM				Total S/T Hours x \$	= \$	<input type="checkbox"/>
			PM				Total O/T Hours x \$	= \$	<input type="checkbox"/>
			AM				Total S/T Hours x \$	= \$	<input type="checkbox"/>
			PM				Total O/T Hours x \$	= \$	<input type="checkbox"/>
			AM				Total S/T Hours x \$	= \$	<input type="checkbox"/>
			PM				Total O/T Hours x \$	= \$	<input type="checkbox"/>

(If you have more than four labor orders, please make copies of this form.)

Add 30% if supervised by Genesis = \$ _____

Supervisor will be: _____

Sub Total = \$ _____

Cell Phone: _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15

Highlift / Rigging Labor Order Form - Page 1 of 2

Discount Deadline Date: September 11, 2015

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a one-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing.
Late Request: Request after deadline will be filled as available.

Labor Policies, Terms & Conditions

If your exhibit includes overhead signs, lighting, or other fixtures that require hanging from the ceiling, you will require a highlift and operator for your installation and dismantle. The highlift comes with one operator. Please complete the attached Overhead Hanging Information Fact Sheet to show placement as well as provide particulars of your overhead hanging properties. **NOTE:** Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Genesis provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor's supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Straight Time	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays. In addition, any hours worked on non-published move-in / move-out days will be charged at overtime, with a 5 hour minimum charge.

- There is a one hour minimum charge per highlift w/operator ordered, with billing in one hour increments thereafter.
- There is an eight hour minimum charge per Rigger ordered, with billing in one hour increments thereafter, in addition to the cost of the highlift w/operator for actual hrs. used.
- Exhibit representative must check in at service desk to pick up labor, as well as check the labor back in at the service desk upon completion of work
- Failure to pick up labor at time requested will result in a one hour per highlift w/operator no-show charge and an 8 hour minimum no-show charge per rigger.
- Every attempt will be made to provide labor at the time requested, however, start time guaranteed only at start of work day
- Any highlift and/or rigging labor requested to be performed on day prior to show opening, cannot be guaranteed to be performed on straight time.
- Exhibitor is responsible for rental costs of any hanging sign hardware/rigging materials required, as determined at time of installation.

Labor Rates

Item	Item Description	Straight Time	Overtime
1051	Install - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	\$375.00 per hr.	\$507.00 per hr.
1053	Dismantle - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	\$375.00 per hr.	\$507.00 per hr.
1021	Install - Rigger - only required for overhead signs, lighting, truss or other fixtures requiring mechanical hoists or chain motors due to size or weight. There is an 8 hour minimum per rigger , in addition to cost of highlift w/operator for hours used.	\$124.00 per hr.	\$248.00 per hr.
1023	Dismantle - Rigger - only required for overhead signs, lighting, truss or other fixtures requiring mechanical hoists or chain motors due to size or weight. There is an 8 hour minimum per rigger , in addition to cost of highlift w/operator for hours used.	\$124.00 per hr.	\$248.00 per hr.

Labor Order & Calculation of Costs

Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per man	Est. O/T hrs. per man	Total Hours x Rate (___ # of Men x ___ # of Hrs. = ___ Total Hours x Rate)	Estimated Cost	Genesis Supv.
1051	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 375.00 = \$ 1,500.00	\$ 1,014.00	<input type="checkbox"/>
			PM				2 Total O/T Hours x \$ 507.00 = \$		
			AM				Total S/T Hours x \$ = \$		<input type="checkbox"/>
			PM				Total O/T Hours x \$ = \$		<input type="checkbox"/>
			AM				Total S/T Hours x \$ = \$		<input type="checkbox"/>
			PM				Total O/T Hours x \$ = \$		<input type="checkbox"/>
			AM				Total S/T Hours x \$ = \$		<input type="checkbox"/>
			PM				Total O/T Hours x \$ = \$		<input type="checkbox"/>

(If you have more than four labor orders, please make copies of this form.)

Add 30% if supervised by Genesis = \$ _____

Supervisor will be: _____

Sub Total = \$ _____

Cell Phone: _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Railway Interchange #7774-15

Overhead Hanging Sign Information Fact Sheet - 2 of 2

Discount Deadline Date: September 11, 2015

Only when provided the complete information requested below, will we be able to install your overhead hanging sign properties. This form must be completed and submitted prior to the deadline date in order to ensure that your properties can be installed. Facility limitations and other exhibitors requirements may dictate restrictions to what may be hung overhead. Lack of this information may result in costly delays such as overtime installation, or no installation, for which we will not be held responsible.

Hanging Properties Facts

Shipping Information: Advance Direct to Show

Type of Sign (Complete separate form for each type of sign)

Banner Structural Signage Truss Systems

Shape of Sign:

Square Rectangle Triangle
 Circle Other _____

of feet from floor to top of sign: _____

Does your signage require electrical: Yes No

(if yes, please complete the Electrical Service Order Form)

Dimensions & Weight of Sign:

Width: _____ Length: _____ Height: _____
Weight: _____ # of Structural Pick Points: _____
Pounds @ each point: _____

Does your sign require assembly by Genesis? Yes No

Please provide engineer approved assembly and hanging instructions. Genesis assumes no liability for any claims arising out of the the installation of any sign without approved drawings.

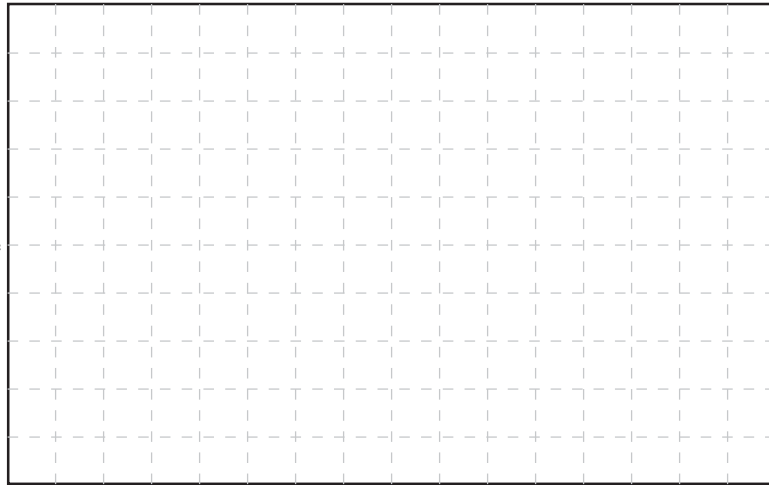
Required Installation / Dismantle Information

Please use this grid to show placement of your hanging properties.

To use this grid:

1. Use bold lines to indicate the outside of your booth.
2. List dimensions for your booth, as well as your hanging items.
3. Indicate the adjacent booth numbers to show proper orientation.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)



FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

SECTION 9

SHIPPING AND MATERIAL HANDLING

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

Railway Interchange #7774-15 Material Handling Order Form

Discount Deadline Date: September 11, 2015

Advance Warehouse

Ship To:	Class	Description	Price Per CWT	200# Min
(YOUR COMPANY NAME) UPS Freight c/o Genesis 8500 Naples Street NE Blaine, MN 55449 Railway Interchange 2015 (YOUR BOOTH NUMBER) <u>Must Arrive Between:</u> September 14 - 28, 2015	A	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$82.00	\$164.00
	B	Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail etc.	\$102.50	\$205.00
	C	Shipments requiring Special Handling, i.e. loose, uncrated or late to the warehouse.	\$123.00	\$246.00

Direct to Show-Site

Ship To:	Class	Description	Price Per CWT	200# Min
(YOUR COMPANY NAME) Minneapolis Convention Center c/o Genesis 1301 2nd Avenue S. Minneapolis, MN 55403 Railway Interchange 2015 (YOUR BOOTH NUMBER) <u>Target Arrival for:</u> Thursday, October 1, 2015	D	Crated or skidded shipments via Common Carriers with certified weight tickets.	\$80.00	\$160.00
	E	Shipments via Van Lines or Specialized Carriers such as FedEx, UPS, US Mail etc.	\$100.00	\$200.00
	F	Shipments requiring Special Handling, i.e. loose, uncrated or early to the show site.	\$120.00	\$240.00

Material Handling Costs Calculation

Shipments	Class	Number of Pieces	Estimated CWT's	Total Cost
<i>EXAMPLE</i>	D	3	575 lbs. = 6 CWT's x \$80 ea.=	\$480.00
#1				
#2				

Please copy this subtotal to the *Payment Authorization Form* Subtotal This Form:\$ _____

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**.
 All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-6367
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

Railway Interchange #7774-15

Material Handling Information Form

Discount Deadline Date: September 11, 2015

MISCELLANEOUS DRAYAGE SERVICES / COST AND GENERAL INFORMATION

SPECIAL SERVICES AND RATES - (2201) Steel banding or (1039) shrink wrap for the packaging of displays and equipment is available at the Genesis Exposition Services service desk for \$.75 per lin. ft. plus (1037) labor at prevailing rates. (702) Fork lifts and drivers are available for particular spotting of equipment with-in your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see **"Install & Dismantle Labor and In-Booth Forklift w/ Operator Order Forms"**. (9997) Mobile equipment will be moved into and out of the exhibit facility for \$ 100.00 per round trip. This service MUST be scheduled in advance - **PLEASE CALL**.

COLLECT SHIPMENTS may be refused or accepted at the option of Genesis Exposition Services. In cases where Genesis Exposition Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be made to Genesis Exposition Services within 24 hours. A twenty-five (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$100.00 MINIMUM fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES - (706) Local delivery/pick-up will be charged at prevailing rates; *In addition to appropriate cwt. charges for drayage services rendered.*

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Genesis Exposition Services / the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a co-ordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Genesis Exposition Services at the Service desk during the Exposition or Immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to Genesis Exposition Services. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$ 50.00 per item, and a maximum of \$ 1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

EXHIBITS LOSS OR DISAPPEARANCE Genesis Exposition Services and its subcontractors are not, and cannot be, responsible for loss or disappearance of the material of the exhibitor after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by Genesis Exposition Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. Genesis Exposition Services and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, Genesis Exposition Services Company and its subcontractors cannot be responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipments that are given to Genesis Exposition Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up of material from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. Genesis Exposition Services and its subcontractors shall not be responsible of any loss or damage that may occur during such period. Genesis Exposition Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to Genesis Exposition Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

DISPUTES In the event of any dispute between an Exhibitor and Genesis Exposition Services relative to any loss of or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to Genesis Exposition Services for any services provided by Genesis Exposition Services as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay Genesis Exposition Services within thirty days from the close of the exhibition to which Exhibitor's shipment(s) relates(s) for all service, and such Exhibitor shall pursue any claim against Genesis Exposition Services independently as a completely separate transaction to be resolved on its own merits. No claims for loss or damage will be considered until payment in full for all services performed by Genesis Exposition Services has been received.

INSURANCE Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

Payment Policy: Advance Discount: To obtain the discount pricing, your order, with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment (by the deadline date) will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form.
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

ADVANCED WAREHOUSE ONLY

Must Arrive Between: September 14 - 28, 2015

To: _____

UPS Freight c/o Genesis Exposition Services

8500 Naples Street NE

Blaine, MN 55449

Attn: Railway Interchange 2015

Booth # _____ # _____ of _____ total pieces

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

ADVANCED WAREHOUSE ONLY

Must Arrive Between: September 14 - 28, 2015

To: _____

UPS Freight c/o Genesis Exposition Services

8500 Naples Street NE

Blaine, MN 55449

Attn: Railway Interchange 2015

Booth # _____ # _____ of _____ total pieces

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

Direct to Show-Site

Target Arrival for: Thursday, October 1, 2015

To: _____

Minneapolis Convention Center c/o Genesis

1301 2nd Avenue S.

Minneapolis, MN 55403

Attn: Railway Interchange 2015

Booth # _____

_____ **of** _____ **total pieces**

RUSH

CONVENTION EXHIBIT MATERIAL

FROM:

Direct to Show-Site

Target Arrival for: Thursday, October 1, 2015

To: _____

Minneapolis Convention Center c/o Genesis

1301 2nd Avenue S.

Minneapolis, MN 55403

Attn: Railway Interchange 2015

Booth # _____

_____ **of** _____ **total pieces**



SIMPLIFY YOUR SHIPPING SOLUTIONS WITH UPS ENTERPRISE TRADE SHOW SERVICES

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.
- On-time performance guarantee ensures that your shipment will arrive at the trade show event or it's free*.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite expedited services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

* Based on standard LTL service. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Customized rate shipments are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See UPS Freight's rules tariff for more information.



UPS Enterprise Trade Show Services

Full range of services

Expedited

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

A complete range of services from the carrier you know and trust

Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

Package services:

- Ground
- Air
- International

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

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Contact Trade Show Services at 800.988.9889 or via e-mail at upsfreighttradeshow@ups.com

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

UPS FreightSM



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance
800-988-9889
www.upsfreight.com

DATE _____ B/L NO. _____ KEYWORD SHOW

1 SHIPPER: COMPLETE BLOCKS 1-8
FROM: SHIPPER NAME (EXHIBITOR)

C/O _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SHOW NAME _____ BOOTH # _____

2 TO: CONSIGNEE NAME

C/O _____

ADDRESS _____

DESTINATION CITY _____ STATE _____ ZIP CODE _____

SHOW NAME _____ BOOTH # _____

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ATTN: _____ PHONE NUMBER _____

4 FREIGHT CHARGES ARE COLLECT PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE
 ADVANCE WAREHOUSE → DELIVER BY _____
 SHOW SITE → TARGET/MOVE-IN DATE _____

# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125

HAZARDOUS MATERIALS
EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____ **Shipper requests Excess Declared Value Coverage in the amount of \$ _____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) _____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8 EXHIBITOR/COMPANY NAME _____ CARRIER _____

SIGNATURE _____ PRINT NAME _____ DRIVER _____ DATE _____ PIECES RECEIVED _____

CARRIER COPY

UPS FreightSM



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance
800-988-9889
www.upsfreight.com

DATE _____ B/L NO. _____ KEYWORD SHOW

1 SHIPPER: COMPLETE BLOCKS 1-8
FROM: SHIPPER NAME (EXHIBITOR)

C/O _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SHOW NAME _____ BOOTH # _____

2 TO: CONSIGNEE NAME

C/O _____

ADDRESS _____

DESTINATION CITY _____ STATE _____ ZIP CODE _____

SHOW NAME _____ BOOTH # _____

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ATTN: _____ PHONE NUMBER _____

4 FREIGHT CHARGES ARE COLLECT PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE
 ADVANCE WAREHOUSE → DELIVER BY _____
 SHOW SITE → TARGET/MOVE-IN DATE _____

# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____.

***Shipper requests Excess Declared Value Coverage in the amount of \$ _____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) _____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8 EXHIBITOR/COMPANY NAME		CARRIER		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

FILE / CONTROL COPY

UPS FreightSM



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance

800-988-9889

www.upsfreight.com

DATE _____ B/L NO. _____ KEYWORD SHOW

1 SHIPPER: COMPLETE BLOCKS 1-8
FROM: SHIPPER NAME (EXHIBITOR)

C/O _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SHOW NAME _____ BOOTH # _____

2 TO: CONSIGNEE NAME

C/O _____

ADDRESS _____

DESTINATION CITY _____ STATE _____ ZIP CODE _____

SHOW NAME _____ BOOTH # _____

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ATTN: _____ PHONE NUMBER _____

4 FREIGHT CHARGES ARE COLLECT PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE

ADVANCE WAREHOUSE → DELIVER BY _____

SHOW SITE → TARGET/MOVE-IN DATE _____

# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125

HAZARDOUS MATERIALS

EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____.

**Shipper requests Excess Declared Value Coverage in the amount of \$ _____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) _____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8 EXHIBITOR/COMPANY NAME		CARRIER		
SIGNATURE	PRINT NAME	DRIVER	DATE	PIECES RECEIVED

EXHIBITOR COPY

UPS FreightSM



Place Pro Label Here

EXHIBITION MATERIALS

Exhibit Transportation Assistance
800-988-9889
www.upsfreight.com

DATE _____ B/L NO. _____ KEYWORD SHOW

1 SHIPPER: COMPLETE BLOCKS 1-8
FROM: SHIPPER NAME (EXHIBITOR)

C/O

ADDRESS

CITY STATE ZIP CODE

SHOW NAME BOOTH #

2 TO: CONSIGNEE NAME

C/O

ADDRESS

DESTINATION CITY STATE ZIP CODE

SHOW NAME BOOTH #

3 INVOICE CHARGES TO (THIRD PARTY)

ADDRESS

CITY STATE ZIP CODE

ATTN: PHONE NUMBER

4 FREIGHT CHARGES ARE COLLECT PREPAID

5 SPECIAL INSTRUCTIONS

6 IF GOING TO SHOW, CHECK ONE
 ADVANCE WAREHOUSE → DELIVER BY _____
 SHOW SITE → TARGET/MOVE-IN DATE _____

# OF PIECES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	CLASS
		CRATE EXHIBITION MATERIALS, BOOTHS, ETC. (154630)		125
		CARTON EXHIBITION PARAPHERNALIA (154630)		125
		SKID EXHIBITION PARAPHERNALIA (STC _____ CTNS) (154630)		125
		ROLL EXHIBIT MATERIAL/CARPET (COLOR _____) (154630)		125
		FIBER CASE/TRUNK (COLOR _____) (154630)		125

HAZARDOUS MATERIALS
EMERGENCY CONTACT NUMBER: _____

CARRIER LIABILITY: Carrier liability for loss or damage will be the lesser of (1) the actual invoice value of the commodities or article(s) lost, damaged or destroyed; or * (2) the amount determined from applicable limited liability provisions of the NMFC; or (3) the limited liability as stated in the applicable governing tariffs, unless **Excess Declared Value Coverage is specifically requested along with the amount of coverage needed in writing on the bill of lading at the time of shipment and applicable charges are paid. Maximum carrier liability is limited to \$25.00 per pound per package and \$100,000 per shipment. Liability for commodities or articles other than new is limited to \$.10 per pound per package (and up to a maximum \$2.50 per pound per package when Excess Declared Value Coverage is requested). Liability for specific commodities or articles described in the UPGF 102 rules tariff item 166 section 5 is limited to \$2.00 per pound per package. Liability for commodities or articles subject to an exception rating (FAK) is limited as described in the tariff. Certain items may be subject to a limited declared value, with a choice of rates under the tariff. You are advised to review the applicable tariff provisions before stating a value. *** Refer to the current tariff UPGF 102 series for complete details. *Where a "rate" is dependent on a released, declared or actual value in the NMFC, the released, declared or actual value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____ **Shipper requests Excess Declared Value Coverage in the amount of \$ _____

By accepting this Bill of Lading, the General Contractor assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request; *** the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignees liable for freight charges.

Subject to Section 7 Terms and Conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier may decline to make delivery of the shipment without payment of freight and all other lawful charges.

(Signature) _____

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

8 EXHIBITOR/COMPANY NAME CARRIER

SIGNATURE PRINT NAME DRIVER DATE PIECES RECEIVED

RULES

▲ UNIFORM BILL OF LADING TERMS AND CONDITIONS

Sec. 1. (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassable highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec. 2. Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec. 3. (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec. 4. (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec. 5. (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

Sec. 6. Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec. 7. (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. § 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec. 8. If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec. 9. If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

SECTION 10

OTHER SERVICES AND FORMS

Lead Management Services

Lead Retrieval Unit Descriptions

All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud for up to 3 months after the event.



ExpoSmart is a lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the QR code on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.



ExpoAccess is a lead retrieval device which includes a high speed pistol grip scanner linked to a Blackberry smart phone via Bluetooth. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoAccess, qualifiers are optional and you can add notes to each lead. Leads are automatically uploaded to the cloud in real time for immediate access.



ExpoScan is an Android device with a lead retrieval app, perfect for those that don't want to use their own phone. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoScan, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud at the end of the event once the unit is returned.



ExpoPrint is a battery powered handheld device that is connected via Bluetooth to a small portable printer. By scanning the bar code on the attendee badge you can quickly capture leads that immediately print. With ExpoPrint notes can be hand written directly on the paper. Leads are uploaded to the cloud at the end of the event once the unit is returned.

Upgrade/Add On Options to Devices for Increased ROI:

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails can be sent immediately as you scan or at a chosen future time.
(Real time emails only available with ExpoSmart and ExpoAccess)

For Additional Information and to Save Order Online Now: www.rcsreg.com/leads/ri2015



Lead Retrieval Order Form

ITEM	UNIT PRICE			QUANTITY	TOTAL
SMART PHONE APPLICATION:	Early Bird	Advance	On-Site	(Prices quoted in U.S. dollars only)	
	Thru 8/16	8/17-9/20	9/21-10/7		
<input type="checkbox"/> ExpoSmart - Single Phone Access	\$ 179.00	\$ 229.00	\$ 279.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoSmart - Up to 5 Phone Access (Compatible with Blackberry 6.0, Android 2.2, and iPhone with autofocus camera)	\$ 349.00	\$ 449.00	\$ 549.00	X _____ =	\$ _____
HAND HELD UNITS:					
<input type="checkbox"/> ExpoAccess - Real time leads (Includes real time leads online - no download required)	\$ 275.00	\$ 360.00	\$ 440.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoScan - Post show leads (Data is available online after the event)	\$ 250.00	\$ 325.00	\$ 400.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoPrint - Scanner & Printer (Data is available online after the event)	\$ 425.00	\$ 550.00	\$ 680.00	X _____ =	\$ _____
OPTIONAL SERVICES:					
<input type="checkbox"/> Custom qualify mode (Available for ExpoSmart, ExpoAccess, and ExpoScan only)	\$ 100.00	\$ 130.00	\$ 160.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoAction email (Available for all units)	\$ 100.00	\$ 200.00	\$ 300.00	X _____ =	\$ _____
<input type="checkbox"/> Delivery & pick-up (Please provide an on-site mobile phone number below to schedule your delivery)			\$ 125.00	X _____ =	\$ _____
			Processing Fee		\$ 10.00
			Avoid processing fee and order online		
			TOTAL		\$ _____

CONTACT INFORMATION	
Name _____	Booth # _____
Company _____	Mobile Phone _____
Address _____	email _____
City, ST, Zip _____	(email receipt will be sent once order is processed)
Country _____	email _____
	(email confirmation will be sent once order is processed)

ORDER ONLINE FOR SECURE INSTANT PROCESSING OF YOUR ORDER

www.rcsreg.com/leads/ri2015

PAYMENT:	
- a confirmation will be sent when order is processed if email provided -	
Credit Card - Orders must be processed online or sign and fax this form to 805-477-0592 , then call 805-654-0171 to complete your payment	
Check (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS	
Mail completed form with check to:	Phone: 805-654-0171
EXHIBITOR SERVICES DESK	email: exhibitorserv@rcsreg.com
REGISTRATION CONTROL SYSTEMS	Orders must be pre-paid.
1833 Portola Rd., Suite C	No purchase orders will be accepted.
Ventura, CA 93003	

To ensure availability, order early.
 No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.
 Please return units within one hour of the close of the event.
 Non-returned units recovered by RCS will be charged a full delivery charge.
 Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
 (signature required for faxed or mailed in orders)

PLEASE RETAIN A COPY FOR YOUR RECORDS



Phone: 513-360-0031
 info@ttrents.com
 Fax: 513-360-2912



SHOW NAME: **RSSI 2015 C & S Exhibition
with Railway Interchange**
 VENUE: **Minneapolis Convention Center
Minneapolis, MN**
 START DATE: **'October 4, 2015**
 END DATE: **'October 6, 2015**

*** Prices are for duration of show ***

Qty	LCD, LED and Plasma Displays: (Include table top stand & wall mount bracket)	Ten day advance rate	Floor order show rate	Extended Totals
	22" Wide Screen LCD display (1920X1080) VGA / HDMI	\$ 135.00	\$ 160.00	\$
	26" LED display (1366X768) 720p w/ small built in speakers	\$ 185.00	\$ 235.00	\$
	32" LCD display (1366X768) 720p w/ built in speakers	\$ 250.00	\$ 310.00	\$
	40" HDTV 1080p LED display (1920X1080) w/ built in speakers	\$ 395.00	\$ 450.00	\$
	46" HDTV 1080p LED display (1920X1080) w/ built in speakers	\$ 525.00	\$ 595.00	\$
	50" HDTV 1080p LED display (1920X1080) w/ built in speakers	\$ 575.00	\$ 675.00	\$
	60" HDTV 1080p LED display (1920X1080) w/ built in speakers	\$ 695.00	\$ 825.00	\$
	70" HDTV 1080p LED display (1920X1080) w/ built in speakers	\$ 895.00	\$ 1,050.00	\$
Qty	Display Floor Stands & Accessories:			
	72" Dual Pole Stand for LCD / LED when rented w/ above display	\$ 80.00	\$ 130.00	\$
	72" Dual Pole Stand alone (exhibitor provides LED/LCD display)	\$ 210.00	\$ 275.00	\$
	Shelf for Dual Pole Stand	\$ 30.00	\$ 40.00	\$
	Spandex Cover for Dual Pole Stand (black)	\$ 40.00	\$ 45.00	\$
Qty	Friendlyway Kiosks (call for branding & other options):			
	Friendlyway 15" touchscreen w/ P4 3.0 2GB/40GB	\$ 575.00	\$ 695.00	\$
Qty	Laptop and Desktop Computers:			
	HP Desktop Core 2 Duo 3GHz 4GB/100GB/DVD & 19" LCD	\$ 185.00	\$ 225.00	\$
	HP Laptop Core 2 Duo 2.2GHz 3GB/80GB/DVD-RW 14" widescn	\$ 175.00	\$ 210.00	\$
	i5 Laptop 2.4GHz 6GB/160GB/DVD-RW/15.1" widescreen	\$ 225.00	\$ 275.00	\$
Qty	DVD Players, Projectors & Screens:			
	DVD Player with remote and AV cables	\$ 45.00	\$ 75.00	\$
	Blue Ray Player with remote and HDMI cable	\$ 55.00	\$ 85.00	\$
	LCD or DLP Projector (XGA) 3000+ lumen w/ stand & cables	\$ 325.00	\$ 395.00	\$
	Tripod Projection Screen (6'X6') or (8'X8') w/ skirt	\$ 75.00	\$ 90.00	\$
Qty	Audio & Lighting:			
	Booth Sound Package - 2 JBL 10" 175 watt powered speakers, 1 wireless mic (Lav or HH), 1 wired HH mic & 4 channel mixer	\$ 395.00	\$ 450.00	\$
	JBL EON-10 175 watt powered speaker w/ stand	\$ 125.00	\$ 165.00	\$
	Anchor AN-1000X 50 watt powered speaker w/ laptop audio adpdr	\$ 75.00	\$ 95.00	\$
	Wired Handheld microphone with stand & cables	\$ 40.00	\$ 50.00	\$
	Wireless UHF microphone - Headset, Lavalieri or Hand Held	\$ 175.00	\$ 210.00	\$
	4 channel audio mixer w/ cables	\$ 50.00	\$ 60.00	\$
	Desktop Computer Speakers	\$ 15.00	\$ 20.00	\$
	Par 56 LED Color Up-light w/ floor stand (add controller for \$20)	\$ 75.00	\$ 90.00	\$

HAVE A QUESTION? NEED GEAR NOT LISTED? CALL TTI @ (513) 360-0031

Order Info:	Name: _____	Equipment Total	\$ _____	
	Company: _____	6.5% Sales Tax	\$ _____	
	Address: _____	Delivery/Installation/Pickup	\$ 75.00	
	City,State, Zip: _____	Total Due	\$ _____	
Phone / Fax: _____ / _____	Payment Method (circle one)			
Booth Name & Booth # _____ / _____	Visa	MC	AMEX	Check
Delivery date & time: _____ / _____	Account #:	_____		
On Site Contact & Cell #: _____ / _____	Exp Date:	_____		
e-mail address: _____	Signature:	_____		

Payment is required to reserve equipment - Cancellation fees may apply - Thank you for your business!



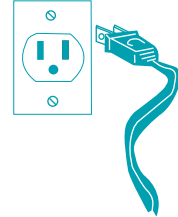
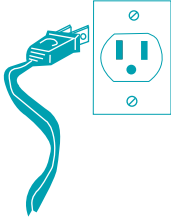
Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500

ELECTRICAL SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **“Minneapolis Convention Center”**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:

- Telephone Service
- Cleaning and Porter Service
- Plumbing/Compressed Air Service
- AV Services/Cable Service
- Guest Services



See enclosed forms

Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center Call our Sales Department at (612) 335-6035

**Questions
Contact Exhibitor Services
(612) 335-6550**





Minneapolis Convention Center
 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
 (612) 335-6000 FAX (612) 335-6600
 Exhibitor Service Information (612) 335-6550

Electrical Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event _____	Date of Event _____	Booth Number(s) _____
Firm Name _____	E-Mail Address _____	
<input type="checkbox"/> Check if new address		
Street Address _____	Contact Person _____	
City _____	State _____	Zip _____ Phone # _____

Payment Notice: Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Standard Electrical Service (Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

24 hour Service Required? Add 50% to Service Connection Charge

\$ _____

Special Electrical Service (Tax does not apply)

Special electrical service will require labor. Please call for labor estimate.

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase - per single connection

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00	10 amp (3600 watts) _____	173.00	\$217.00
20 amp (4160 watts) _____	198.00	240.00	20 amp (7200 watts) _____	309.00	388.00
30 amp (6240 watts) _____	226.00	280.00	30 amp (10,800 watts) _____	346.00	436.00
40 amp (8320 watts) _____	294.00	365.00	40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable

Total

\$ _____

Labor for Special Electrical Work (Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

Rate * Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	111.00/hr.
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	167.00/hr.
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	222.00/hr.

Non-Taxable

Total

\$ _____

Service Accessories (Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

	Qty.	
Extension Cord (25 Feet)	_____	35.00
Triple Tap (3 Outlets)	_____	16.00
Power Strip with surge protection	_____	35.00

Total

\$ _____

Tax 7.775%

\$ _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Money Order # _____ Company Check # _____

MasterCard Discover Credit Card # _____

VISA Cardholders Name _____ Exp. Date _____

American Express Authorized Signature _____

Order Total \$ _____

For MCC Use Only	
ID No.	\$ _____
Entered	Date
P.O. No.	
P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Electrical Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎(612) 335-6550 📠

Standard Electrical Services	120 Volt, A.C., Single Phase, 60 Cycle
	208 Volt, A.C., Single Phase, 60 Cycle
	208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request	480 Volt, A.C., Three Phase, 60 Cycle
	240 Volt, A.C., Three Phase, 60 Cycle



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



CLEANING AND PORTER SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **“Minneapolis Convention Center”**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Electrical Service



Telephone Service



Plumbing/Compressed Air Service



AV Services/Cable Service



Guest Services



See enclosed forms



Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center

Call our Sales Department at (612) 335-6035

**Questions
Contact Exhibitor Services
(612) 335-6550**





Minneapolis Convention Center
 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
 (612) 335-6000 FAX (612) 335-6600
 Exhibitor Service Information (612) 335-6550

Cleaning and Porter Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event _____	Date of Event _____	Booth Number(s) _____
Firm Name _____ <small><input type="checkbox"/> Check if new address</small>	E-Mail Address _____	
Street Address _____	Contact Person _____	
City _____	State _____	Zip _____ Phone # _____

Payment Notice: **Advance Rates** apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

Notice: Cost of vacuuming and / or shampooing will be invoiced on the total area of your booth. **100 sq. ft. minimum**
 Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.
 Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.
 Should you require trash removal from your booth during show hours, please order porter service below.

Vacuuming		
Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)		
COST PER DAY	Advance Rate 27¢/sq. ft.	Standard Rate 32¢/sq. ft.
Number of Days _____ x _____ sq. ft. x rate \$ _____	(100 sq. ft. min.)	Total \$ _____

Damp Mop		
COST PER SQUARE FOOT	Advance Rate 45¢	Standard Rate 55¢
_____ sq. ft. x rate \$ _____	(100 sq. ft. min.)	
Number of Days _____ x _____ sq. ft. x rate \$ _____	(100 sq. ft. min.)	Total \$ _____

Shampooing		
COST PER SQUARE FOOT	Advance Rate 45¢	Standard Rate 55¢
_____ sq. ft. x rate \$ _____	(100 sq. ft. min.)	
NOTICE: Booth area must be picked up and ready for shampoo at least 12 hours prior to show opening to allow for shampoo and drying.		Total \$ _____

Convention Center staff will remove trash from Convention Center aisle containers on an daily basis.
Should you require trash removal from your booth during show hours, please order porter service below.

Periodic Porter Service		
Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.		
COST PER DAY		
	Advance Rate	Standard Rate
<input type="checkbox"/> 0-600 sq. ft.	\$ 52.00 per day	\$ 57.00 per day
<input type="checkbox"/> 600+ sq. ft.	\$ 100.00 per day	\$ 110.00 per day
Specify dates for service & number of days _____ x rate \$ _____		Total \$ _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Money Order # _____ Company Check # _____

MasterCard Discover Credit Card # _____

VISA Cardholders Name _____ Exp. Date _____

American Express Authorized Signature _____

Grand Total _____

Order Total	\$
For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Cleaning and Porter Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service completion.
 - d. No service will be completed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After service - **NO REFUND.**
 2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. Prices are based upon current wage rates and are subject to change without notice.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 ☎



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



TELEPHONE SERVICE

ONLINE ORDERING AVAILABLE AT:

www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **Minneapolis Convention Center**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center

DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:



Electrical Service



Cleaning and Porter Service



Plumbing/Compressed Air Service



AV Services/Cable Service



Guest Services



See enclosed forms



Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center Call our Sales Department at (612) 335-6035



**Questions
Contact Exhibitor Services
(612) 335-6550**



Minneapolis Convention Center
 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
 (612) 335-6000 FAX (612) 335-6600
 Exhibitor Service Information (612) 335-6550

Telephone Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event _____		Date of Event _____	Booth Number(s) _____
Firm Name _____		E-Mail Address _____	
<input type="checkbox"/> Check if new address			
Street Address _____		Contact Person _____	
City _____	State _____	Zip _____	Phone # _____

Payment Notice: Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Telephone Service

Includes: Telephone line, labor for normal installation, unlimited access to local calls and 1-800 numbers. Need to dial "9" for outside calls, credit card machines need to be programmed to dial "9".
Standard Telephone Service

		Cost Per Line			
		Advance Rate	Standard Rate		
		\$247.00/line	\$305.00/line		
Number of lines required _____	x rate \$ _____			Total	\$ _____
Deposit Items				Tax 7.775%	
Please indicate if long distance access is required <input type="checkbox"/> No <input type="checkbox"/> Yes					
Number of lines with long distance _____	x \$75.00/line deposit				
Please indicate if a phone set is required <input type="checkbox"/> No <input type="checkbox"/> Yes					
Number of lines with phone sets _____	x \$75.00/line deposit				
<small>NOTE: Phone sets must be picked up and returned to the EXHIBITOR SERVICE DESK.</small>					
<small>All deposits are refundable upon return of phone sets and/or minus long distance usage. Please see reverse side of form for Conditions and Instructions regarding long distance service and refunds.</small>					
To speed processing of refunds, we recommend a separate check for your deposit.				Deposit Total	\$ _____

Voice Mail Service	Total	\$ _____
Available on ADVANCE orders only. \$55.00/line x _____ lines	Tax 7.775%	

Speaker Phone

Speaker phone service is available for an additional \$30.00/set x _____ # sets = \$ _____	Total	\$ _____
	Tax 7.775%	

Multi-line sets are available by special request. Please call Exhibitor Services at 612-335-6550 for pricing and availability.

Telephone Technician Labor

Special placement, wiring, repairs, special cable runs, etc. will require pre-paid labor. Labor will be assessed in 1/2 hour increments.		
Description		
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	\$ 85.00/hr.	
Monday through Friday, 4:30 p.m. - Midnight (except Holidays).....	\$ 128.00/hr.	
Monday through Friday, Midnight - 7:00 a.m., Saturday, Sunday and Holidays	\$ 170.00/hr.	
	Total	\$ _____
	Tax 7.775%	

Comments/Additional Requirements: _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Money Order # _____ Company Check # _____

MasterCard Discover Credit Card # _____

VISA Cardholders Name _____ Exp. Date _____

American Express Authorized Signature _____

Order Total	\$ _____
For MCC Use Only	
ID No.	\$ _____
Entered	Date
P.O. No.	
P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Telephone/Cable Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain Minneapolis Convention Center property and shall not be removed from the Minneapolis Convention Center.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Technical Personnel are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all connections cover the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center.
9. A labor charge will be assessed for relocating service after initial installation has been completed.

Service Installation And Equipment Use:

1. **TELEPHONES MUST BE PICKED UP AND RETURNED TO EXHIBITOR SERVICE DESK.**
2. Deposits for telephone sets and long distance service must be paid prior to issuance of telephone and activation of long distance service. Deposits may be included with order, although a separate payment is recommended to speed up the deposit refund process.
3. The exhibitor is responsible for all telephone calls charged to their line.
4. The exhibitor will be responsible for all telephone equipment while in his/her possession. Equipment not returned or equipment damaged while in the possession of exhibitor will result in forfeiture of deposit.

Type Of Service:

Please Note: (1) Telephone service is Centrex based. Call Forwarding, Call Waiting, and Speed Dialing are not available. (2) Lines are suitable for dial up data transmission. (3) We do not guarantee higher transmission speeds. (4) Standard connection is RJ-11C plug.

1. *Single Line* - Basic service includes one touch tone line installed in booth. Unlimited local calls within area calling zone are included.
2. *Multi-Line Telephone Requirements* - A multi-button, touch tone telephone set provides **up to three individual lines.** Individual line rates apply.

Long Distance Service:

1. Direct Dial Long Distance calls billed on a per minute basis.
2. Payment for Long Distance calls will be subtracted from deposit. If additional money is owed, it must be paid prior to show close.
3. Exhibitors are responsible for all calls made on their assigned lines.
4. Long Distance calls and other services will be billed at the prevailing rate.
5. Phones are restricted from 976 calling.

Telephone Sets Supplied By Exhibitors Must Be Touch Tone And Meet FCC Regulations.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 📠



Minneapolis

Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2015

Prices effective
1/1/15 thru 12/31/15



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500

COMPRESSED AIR - WATER - DRAIN - GAS SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (15) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **“Minneapolis Convention Center”**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms






Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the Convention Center


DID YOU KNOW ??

OTHER SERVICES OFFERED AT THE MINNEAPOLIS CONVENTION CENTER:

-  Electrical Service
-  Telephone Service
-  Cleaning and Porter Service
-  AV Services/Cable Service
-  Guest Services



See enclosed forms

 **Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045**

Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center

Call our Sales Department at (612) 335-6035

**Questions
Contact Exhibitor Services
(612) 335-6550**





Minneapolis Convention Center
 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
 (612) 335-6000 FAX (612) 335-6600
 Exhibitor Service Information (612) 335-6550

Compressed Air - Water - Drain - Gas Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

Payment Notice: Advance Rates apply only to orders paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Compressed Air

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for 1st connection	_____	\$ 248.00	\$ 273.00	
Each additional connection	_____	100.00	152.00	
Lines above 1/2" in size, add 50% to service connection charge	_____	\$ _____		
Size of air line required: _____ CFM required: _____				Total \$

24 hour Service Required? Add 50% to Service Connection Charge \$

Water Supply & Drain Connections

Note: Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

Description	Qty.	Advance Rate	Standard Rate	
Water (prices based on 1/2" line).				
Service charge for 1st 10 ft. of supply line (Drain not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 1/2" in size, add 50% to service charge	_____	\$ _____		
Size of water line required: _____				Total \$

NOTE: Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Description	Qty.	Advance Rate	Standard Rate	
Drainage (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 3/4" in size, add 50% to service charge	_____	\$ _____		
Size of drainage line required: _____				Total \$

One-Time Water Fill and Drain

Description	Qty.	Advance Rate	Standard Rate	
Service charge for one time Fill and drain (< 500 gallon unit)	_____	\$ 138.00	\$ 179.00 each	
Fill and Drain (500 < 1,000 gallon unit)	_____	\$ 195.00	\$ 225.00 each	
Additional Units in same booth (< 500 gallon)	_____	\$ 70.00	\$ 85.00 each	
Additional Units in same booth (500 < 1,000 gallon unit)	_____	\$ 100.00	\$ 110.00 each	
Daily Top-off (< 500 gallon unit)	_____	\$ 25.00	\$ 35.00 each	
Daily Top-off (500 < 1,000 gallon unit)	_____	\$ 40.00	\$ 50.00 each	
**Services over 1,000 gallons				Total \$

Labor

Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)

Description	Rate
Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays)	\$ 113.00/hr.
Monday through Friday, 3:30 p.m. - Midnight (except Holidays)	\$ 170.00/hr.
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays	\$ 226.00/hr.
Total	\$

Natural Gas

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter. Your cost will consist of our connection fee plus your payment to the pipefitter.

Description	Qty.	Advance Rate	Standard Rate	
Service charge for access	_____	\$ 234.00	\$ 354.00	Total \$

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card.

Please DO NOT email credit card #

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

Money Order # _____ Company Check # _____

MasterCard Discover Credit Card # _____

VISA Cardholders Name _____ Exp. Date _____

American Express Authorized Signature _____

Order Total \$

For MCC Use Only	
ID No.	\$
Entered	Date
P.O. No. P.O. needs to accompany order	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Compressed Air - Water - Drain - Gas Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 15 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5.
 - a. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
 - b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
 - c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
9. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
15. All equipment using water must have inlet and outlet properly tagged.
16. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
18. Service Outlet size will be determined by the volume required.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 📠

Network Security Declaration

Center: **MINNEAPOLIS CC (024) - MN**

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: **2015 - 024 -**

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

Network Security Policy:

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

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

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

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

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

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

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

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

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

Signature _____

Date _____

Printed Name _____

Title _____



Floor Plan – Communications Cable

Center: **MINNEAPOLIS CC – (024) MN**

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: **2015 - 024 -**

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

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

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

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

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



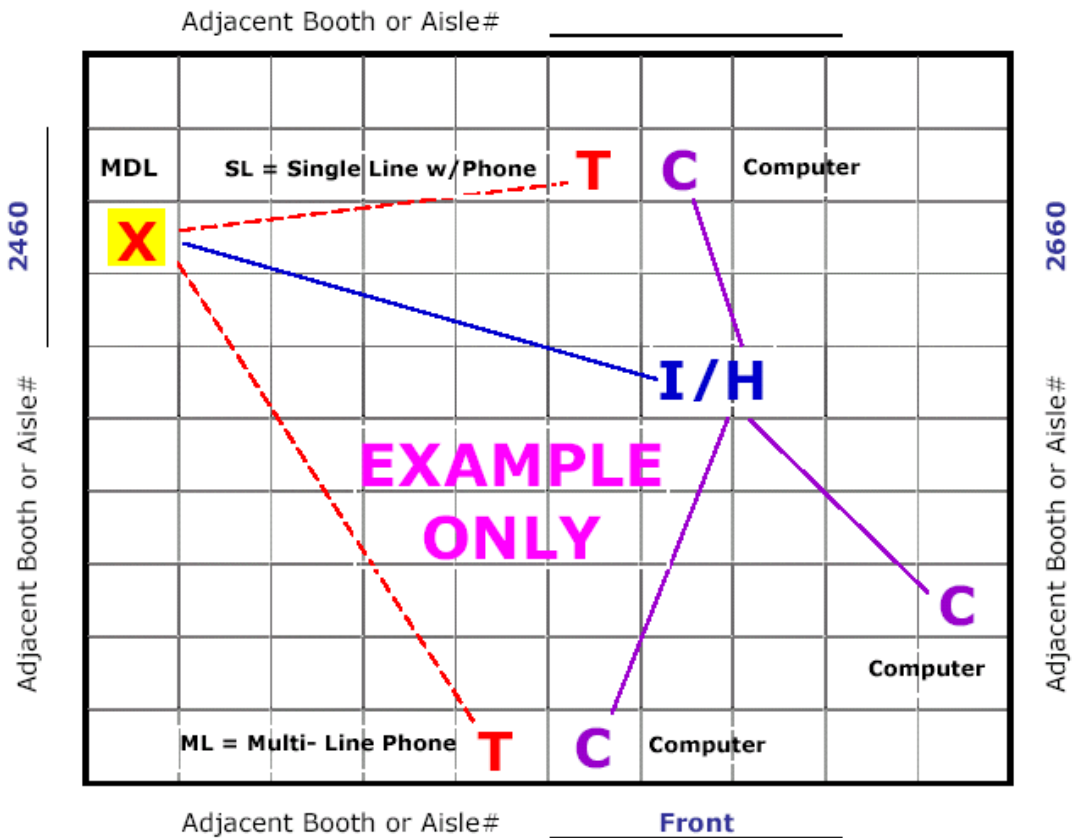
Floor Plan – Communications Cable

Center: MINNEAPOLIS CC (024) – MN
 Show: A B C E X A M P L E S H O W

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 024 - XXX - XXXX

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

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



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

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

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

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

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



RAINPROTECTION.NET
WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance
Supplier for Railway Systems Suppliers, Inc.



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Railway Systems Suppliers, Inc., City of Minneapolis and Genesis Exposition Services shall be named as additional Insured. This insurance must be in force during the lease dates of the event, October 1 – 8, 2015.

Purchase your Insurance Now

There are no applications to fill out. Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=1c4c34e73dad>

Your Insurance Certificate is instantly emailed to you and a copy is sent to show management.

This \$84 program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory

Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth.

If you already have compliant coverage, please forward your proof of insurance to Sales@rainprotection.net.

If you do not have coverage, it can easily be secured through the link provided above.

We also offer affordable short term Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)

[Click Here for Brochure which explains this coverage](#)

If you are an International Company (exhibitor), please read further instructions on Page 2.



INTERNATIONAL EXHIBITORS - Address and Phone Number instructions:

If you are a non U.S. company, please read the following instructions:

When you are filling in your company information it will ask for a phone number and address. Please use our phone number and the address of the Venue (Minneapolis Convention Center).

Here is the address you should use:

1301 2nd Ave. S
Minneapolis, MN 55403

Here is the phone number you should use:

800-528-7975

Please feel free to direct all insurance questions to Rainprotection Insurance:

(800)528-7975

sales@rainprotection.net

www.Rainprotection.net