



1500 Old Leonard Avenue
 Columbus, OH 43219
 Phone: 614.253.1500
 Fax: 614.253.9101
 email: columbus@fernexpo.com

PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH
 02-08788-16

Discount Deadline:
March 25, 2016

Booth Equipment

Please refer to the following page for booth equipment

Move-in Dates & Times

Monday, April 18, 2016	3:00 PM - 6:00 PM
Tuesday, April 19, 2016	7:00 AM - 8:30 AM

Hall Flooring

The exhibit hall and booth space floors are carpeted in multi-color facility carpet.

Show Dates & Times

Tuesday, April 19, 2016	9:00 AM - 2:00 PM
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Telephone, Sound, Lighting, and Audio Visual

These services are handled exclusively through OKI, please refer to their forms in "Additional Show Services".

Electricity and Sign Hanging

These services are handled exclusively through the Ohio Expo Center, please refer to their forms in "Additional Show Services".

Move-out Dates & Times

Tuesday, April 19, 2016	2:00 PM - 5:00 PM
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Advance Warehouse Shipments

Must Arrive By:
 Friday, April 15, 2016

Show Site Shipments

Cannot Arrive Before:
 Monday, April 18, 2016

Carriers must be checked in at event site for move-out by:

Tuesday, April 19, 2016	3:30 PM
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About this Exhibitor Kit

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

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

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:
oe.fernexpo.com

FAX*

Send completed forms to:
 Fax: 614.253.9101

MAIL

Send completed forms to:
 Fern
 1500 Old Leonard Avenue
 Columbus, OH 43219

*Credit Card Transactions Only

show information

110515-123441



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Show Dates

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Booth Equipment for Sponsors 8' x 20' booths

- 8' high white & gold back drapery
- 3' high white & gold side drapery
- 2 - 6'l x 30"h gold skirted table
- 4 - black folding chairs
- 2 - wastebasket
- 1 - 7"x44" identification sign

Booth Equipment for 8' x 10' booths

- 8' high black & white back drapery
- 3' high black & white side drapery
- 1 - 6'l x 30"h black skirted table
- 2 - black folding chairs
- 1 - wastebasket
- 1 - 7"x44" identification sign

Booth Equipment for Tabletops

- 1 - 6'l x 30"h black skirted table
- 2 - black folding chairs
- 1 - wastebasket
- 1 - 7"x44" identification sign

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SHOW SERVICES & EQUIPMENT ORDERED

Exhibit Display Rental	\$ _____
Furniture Rental	\$ _____
Carpet Rental	\$ _____
Cleaning Services	\$ _____
Panelboard Rental	\$ _____
Graphics	\$ _____
Display Labor Services‡	\$ _____
In Booth Forklift Services‡	\$ _____
Material Handling‡*	\$ _____
Fern Transportation**	\$ _____
Sub Total:	\$ _____
Sub Total Taxable	\$ _____
Sub Total Non Taxable	\$ _____
Sales Tax 7.500%	\$ _____
Grand Total:	\$ _____

* Non taxable

‡ Pay Estimated Cost

CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

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

CHECK INFORMATION:

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

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

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

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

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

EXHIBITOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

payment authorization

072915-75509



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EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

Services to be provided by Third Party:

Exhibit Display Rental	\$	_____
Furniture Rental	\$	_____
Carpet Rental	\$	_____
Cleaning Services	\$	_____
Panelboard Rental	\$	_____
Graphics	\$	_____
Display Labor Services‡	\$	_____
In Booth Forklift Services‡	\$	_____
Material Handling‡*	\$	_____
Fern Transportation**	\$	_____
Sales Tax 7.500%	\$	_____
Grand Total	\$	_____

THIRD PARTY CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____

Zip Code: _____

Cardholder's

Signature: _____

X

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* Non taxable

‡ Pay Estimated Cost

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

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

THIRD PARTY PAYOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

third party payment authorization



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FERN TERMS AND CONDITIONS

PAYMENT TERMS: Our terms require 100% payment with order for rentals, services, tax and anticipated freight. The Payment Authorization form with your credit card information for payment of advance and show site orders must be forwarded to Fern 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 the deadline date to qualify for the discounted rates. PLEASE NOTE THAT PO'S ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after deadline (indicated on each form) or on show site will be charged at standard rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

TERMS: due upon receipt. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day, annual interest rate of 21%. You will be responsible for all fees connected with the collection of your accounts. Credit card information is required for all material handling, freight services (if applicable), additional services or rentals ordered on site which will be invoiced to your credit card. Advance charges may be paid by company check but credit card information is still required to cover any unanticipated charges incurred. Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received.

SALES TAX RATES: Tax rates are subject to change based on changing tax laws. The exhibitor is responsible for the sales tax rate at time services are rendered.

THIRD PARTY BILLING: The exhibiting firm is primarily responsible for the payment of charges. In the event the exhibiting firm has arranged for an exhibit house or other party to handle the exhibitor display and be billed for all services, the exhibiting company will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the exhibitor agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the exhibiting firm on demand, including any and all fees connected with the collection of this account.

RE-ROUTED FREIGHT: If exhibitor's requested carrier fails to pick-up shipment, Fern reserves the right to re-route/re-consign freight to carrier of Fern's choice. Any freight left or abandoned on the show floor will be returned to warehouse and/or consigned to carrier of Fern's choice at exhibitor's expense. Additional COD charge will apply. Fern reserves the right to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

BOOTH SHIPMENT/PROPERTY RESPONSIBILITY: Fern is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Exhibitors must insure themselves against loss or theft.

NONNEGOTIABLE STRAIGHT BILL OF LADING: RECEIVED, subject to the classification and tariffs in effect on the date of the issue of this Bill of Lading the property described above, in apparent good order, except as noted (contents and condition of contents of package unknown), marked, consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by shipper and accepted for himself and his assigns.



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LIMITS OF LIABILITY

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become part of the agreement between FERN and you, the EXHIBITOR (the "Agreement"). Acceptance of said terms and conditions will be construed when any order for service or rental equipment is placed by EXHIBITOR with FERN or when EXHIBITOR'S materials are delivered to FERN'S warehouse or to a show site for which FERN is the official contractor.

1. DEFINITIONS: For purpose of this contract, "FERN" means Fern Exposition and Event Services, and their respective employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors FERN may appoint, The term "EXHIBITOR" means the EXHIBITOR, it's employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

2. FERN'S RESPONSIBILITIES: FERN shall be responsible only for those services which it directly provides. FERN assumes no responsibility for any persons, parties or other contracting firms not under FERN'S direct supervision and control. FERN'S performance hereunder is subject to, and FERN shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, Acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond FERN'S reasonable control, nor for ordinary wear and tear in the handling of materials. FERN will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and EXHIBITOR accepts responsibility thereof.

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

4. STORAGE: FERN assumes no liability for loss or damage to crates or containers or the contents therein while containers are in storage.

- **Empty Storage:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the EXHIBITOR or its representatives. All previous labels should be removed or obliterated. FERN assumes no responsibility for EXHIBITOR's failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of EMPTY containers only and FERN shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.

- **Accessible Storage:** FERN shall have no liability for loss or damage to EXHIBITOR'S materials while in accessible storage. It is understood that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

- **Cold Storage:** Goods requiring cold storage are stored at EXHIBITOR'S own risk. FERN shall not be liable or responsible for items in cold storage.

5. INBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. FERN will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S booth at the show site. FERN shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and FERN'S receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt.

6. OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. FERN will not be responsible or liable for loading onto a carrier, and during such time the materials before same have been picked up for reloading at the conclusion of the event. FERN recommends that the EXHIBITOR engage security services from the facility or show management. All Material Handling Forms submitted to FERN by EXHIBITOR will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FERN and the actual count of such items at the booth at the time of pick-up. FERN retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled.

7. DELIVERY TO THE CARRIER FOR RELOADING: FERN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper or agent for transportation after the conclusion of the show. FERN loads materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FERN assumes no responsibility or liability for loss, damage, theft or disappearance of EXHIBITOR'S materials that is caused by, arises out of or related to improperly loaded materials.



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8. DESIGNATED CARRIERS: In order to expedite removal of materials from show site as required by show management and/or the facility, FERN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions, and/or consigned to carrier of Fern's choice and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FERN be responsible for any loss resulting from such rerouting designation.

9. INSURANCE: It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third-party insurance provider. EXHIBITOR agrees to provide FERN with a release of subrogation to the extent of any insurance settlement received.

10. CLAIMS FOR LOSS: EXHIBITOR agrees that in order to have a valid claim, notice of loss or damage to materials must be given to FERN or its agent within 24 hours of occurrence of the incident or prior to show close/removal, whichever is later. All claims, must be submitted in writing within 60 days of the Close of the show and include facts sufficient to identify the materials, asserting liability for alleged loss or damage and documentation of a specified or determinable amount of money. All claims reported after 60 days will be rejected. In no event shall suit or action be brought against FERN more than one (1) year after the date of loss or damage occurred. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim. (a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and FERN relative to any loss, damage or claim, EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due FERN for its services as an offset against the amount of any alleged loss or damage. Any claims against FERN shall be considered separate transactions and shall be resolved on their own merits. (b) **MAXIMUM RECOVERY.** If found liable for any loss, FERN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.10 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000 (USD) per shipment, whichever is less. (c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FERN'S liability shall be limited to any loss or damage which results solely from FERN'S gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FERN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FERN or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FERN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

11. DECLARED VALUE: Declarations of declared value are between the EXHIBITOR and the selected carrier ONLY and are in no way an extension of FERN'S maximum liability stated herein. FERN will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, FERN will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

12. JURISDICTION: This contract shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts having jurisdiction over Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of the Agreement.

13. INDEMNIFICATION: EXHIBITOR agrees to indemnify, defend and forever hold harmless FERN and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following: EXHIBITOR'S negligent supervision of any labor secured through FERN or the negligent supervision of such labor by any of the EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC.

- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of the EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of FERN'S equipment.
- EXHIBITOR'S violation of federal, state, county or local ordinances.
- EXHIBITOR'S violation of show regulation and/or rules as published and set forth by the facility and/or show management.
- **WAIVER AND RELEASE.** EXHIBITOR, as a material part of the consideration to FERN for material handling services, waives and releases all claims against FERN with respect to all matters for which FERN disclaimed liability pursuant to the provisions of this Agreement.



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FERN TRANSPORTATION SERVICES

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Fern Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Fern.

- 1. DEFINITIONS:** In this Contract, "Fern" means Fern , and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Fern. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Fern. "Property" is all objects of any type received from the Shipper for transport by Fern as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.
- 2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Fern's services, which the parties have specified in this Contract, Fern and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Fern for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Fern under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.
- 3. FERN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Fern shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Fern. Fern shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Fern. Fern shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Fern. Fern shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.
- 4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Fern makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Fern shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.
- 5. PERISHABLE GOODS:** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Fern and before the trailer is received by Fern. Fern is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Fern. When a loaded trailer is received, Fern will verify that the thermostatic controls are set to maintain trailer temperature as requested. Fern is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Fern. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.



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6. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Fern is unable to deliver a shipment because of fault or mistake of Fern, Fern's liability shall then become that of a warehouseman. (a) Fern shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice. (b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Fern's option, in any location that provides reasonable protection against loss or damage. Fern may place the shipment in public storage at the owner's expense and without liability to Fern. (c) If Fern does not receive disposition instructions within 48 hours of the time of Fern's attempted first notification, Fern will attempt to issue a second and final confirmed notification. Such notice shall advise that if Fern does not receive disposition instructions within 10 days of that notification, Fern may offer the shipment for sale at a public auction and Fern has the right to offer the shipment for sale. The amount of sale will be applied to Fern's invoice for transportation, storage and other lawful charges. Shipper 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. (d) Where Fern has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Fern, at its option, to sell the property under such circumstances and in such manner as may be authorized by law. (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Fern may dispose of property to the best advantage. When Fern 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, Fern's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE: Fern IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Fern provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Shipper understands that even if Shipper's property is lost, stolen, or damaged, Fern does not pay replacement or restoration cost of any property. **FERN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00 (USD) PER POUND (SHIPMENTS MOVING VIA GROUND) AND \$.50 (USD) PER POUND (SHIPMENTS MOVING VIA SECOND/NEXT DAY AIR) AND SHALL NOT EXCEED \$100.00 PER PIECE OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. 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 Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD): (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Fern for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **FERN'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Fern shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FERN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**



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9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION: (a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Fern relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Fern unless Shipper's account is current. (b) Shipper understands and acknowledges that Fern does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Fern persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation. (c) Shipper shall defend and indemnify Fern, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Fern.

10. CLAIMS: Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Fern no later than two (2) years and one (1) day from the day when written notice is given by Fern to the claimant that Fern has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Fern Transportation: 645 Linn Street, Cincinnati, OH 45203, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Fern within 15 calendar days of the receipt of the property, it is agreed between Fern and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. CHOICE OF FORUM / ARBITRATION: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF OHIO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN CINCINNATI, OHIO. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS: (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Fern pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Fern to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

BILL OF LADING LISTED TERMS

SHIPMENTS MOVING VIA NEXT DAY/SECOND DAY: Liability will be limited to \$0.50 per pound and shall not exceed \$100.00 per piece under any circumstances.

SHIPMENTS MOVING VIA GROUND TRANSPORTATION: Exhibitor agrees (i) Forwarder's liability to Exhibitor shall be limited to \$25.00 per pound per package and shall not exceed \$100,000 under any circumstances; and (ii) Forwarder shall have no liability for special, incidental, PUNITIVE or consequential damages arising from any loss, damage, mis-delivery or delay of shipment HOWEVER CAUSED.

DECLARED VALUE: Available at the exhibitor's expense at the rate of \$4.25 per \$100.00 of value declared. Minimum charge of \$100.00.

RE-ROUTED FREIGHT: If exhibitor's requested carrier fails to pick-up shipment Fern reserves the right to re-route/re-consign freight to carrier of Fern's choice. Any freight left or abandoned on the show floor will be returned to warehouse and/or consigned to carrier of Fern's choice at exhibitor's expense. Additional COD charges will apply. Fern reserves the right to use any payment method on file (including credit cards). All Shipping charges and weights are estimates until the shipment is delivered.

Fern is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find shipment when we remove from exhibit hall. Exhibitors must insure themselves against loss or theft.



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10' x 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4024	Premium Package (select Exhibit options below)	\$ 6,337.50	\$ 8,555.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4010	Standard Package (select Exhibit options below)	\$ 4,290.00	\$ 5,792.50	\$ _____
		Panel Color: <input type="checkbox"/> black PVC (04) <input type="checkbox"/> white PVC (16) <input type="checkbox"/> blue velcro (55) <input type="checkbox"/> gray velcro (56)			
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20) <input type="checkbox"/> plum (19) <input type="checkbox"/> madison (80)			

Header Sign Copy: _____

Sign Lettering Color: black blue red

20' x 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4026	Enhanced Package (select Exhibit options below)	\$ 12,347.50	\$ 16,670.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4012	Standard Package (select Exhibit options below)	\$ 8,800.00	\$ 11,880.00	\$ _____
		Panel Color: <input type="checkbox"/> black PVC (04) <input type="checkbox"/> white PVC (16) <input type="checkbox"/> blue velcro (55) <input type="checkbox"/> gray velcro (56)			
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20) <input type="checkbox"/> plum (19) <input type="checkbox"/> madison (80)			

Header Sign Copy: _____

Sign Lettering Color: black blue red

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.500%	\$ _____
	Grand Total	\$ _____

No refunds on orders cancelled after the deadline date.

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TABLETOP EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4014	Premium Package (select Exhibit options below)	\$ 1,290.00	\$ 1,742.50	\$ _____
Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)					
Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)					
Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.					

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4002	Standard Package (select Exhibit options below)	\$ 910.00	\$ 1,227.50	\$ _____
Panel Color: <input type="checkbox"/> black PVC (04) <input type="checkbox"/> white PVC (16) <input type="checkbox"/> blue velcro (55) <input type="checkbox"/> gray velcro (56)					
Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09) <input type="checkbox"/> maroon (11) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20) <input type="checkbox"/> plum (19) <input type="checkbox"/> madison (80)					
Table Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (80) <input type="checkbox"/> white (16)					
Header Sign Copy: _____					
Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red					

10' x 10' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4016	Premium Package (select Exhibit options below)	\$ 2,790.00	\$ 3,767.50	\$ _____
Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)					
Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.					

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4004	Standard Package (select Exhibit options below)	\$ 1,595.00	\$ 2,152.50	\$ _____
Panel Color: <input type="checkbox"/> black PVC (04) <input type="checkbox"/> white PVC (16) <input type="checkbox"/> blue velcro (55) <input type="checkbox"/> gray velcro (56)					
Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09) <input type="checkbox"/> maroon (11) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20) <input type="checkbox"/> plum (19) <input type="checkbox"/> madison (80)					
Header Sign Copy: _____					
Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red					

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.500%	\$ _____
	Grand Total	\$ _____

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10' x 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4018	Premium Package (select Exhibit options below)	\$ 2,787.50	\$ 3,762.50	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4006	Standard Package (select Exhibit options below)	\$ 1,980.00	\$ 2,672.50	\$ _____
		Panel Color: <input type="checkbox"/> black PVC (04) <input type="checkbox"/> white PVC (16) <input type="checkbox"/> blue velcro (55) <input type="checkbox"/> gray velcro (56)			
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20) <input type="checkbox"/> plum (19) <input type="checkbox"/> madison (80)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

10' X 10' INLINE EXHIBIT WITH PEDESTAL

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4020	Premium Package (select Exhibit options below)	\$ 3,330.00	\$ 4,495.00	\$ _____
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
_____	4008	Standard Package (select Exhibit options below)	\$ 1,925.00	\$ 2,600.00	\$ _____
		Panel Color: <input type="checkbox"/> black PVC (04) <input type="checkbox"/> white PVC (16) <input type="checkbox"/> blue velcro (55) <input type="checkbox"/> gray velcro (56)			
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> blue-jay (81) <input type="checkbox"/> cayenne (82) <input type="checkbox"/> gray (09)			
		<input type="checkbox"/> maroon (11) <input type="checkbox"/> red (14) <input type="checkbox"/> seafoam (20) <input type="checkbox"/> plum (19) <input type="checkbox"/> madison (80)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.500%	\$ _____
	Grand Total	\$ _____

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COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4041	1 M x 1/2 M x 30"h	\$ 330.00	\$ 445.00	\$ _____
___	4043	1 M x 1/2 M x 40"h	\$ 385.00	\$ 520.00	\$ _____
___	4042	2 M x 1/2 M x 30"h	\$ 550.00	\$ 742.50	\$ _____
___	4044	2 M x 1/2 M x 40"h	\$ 605.00	\$ 817.50	\$ _____
___	4080	Full View Showcase	\$ 725.00	\$ 980.00	\$ _____

FREESTANDING UNITS

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

KIOSKS & TOWERS

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

SHELVING UNITS & PEDESTALS

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

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

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Sub Total	\$ _____
Tax 7.500%	\$ _____
Grand Total	\$ _____

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ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	4071	1 M Straight Shelf	\$ 45.00	\$ 60.00	\$ _____
___	4072	1 M Angled Shelf	\$ 45.00	\$ 60.00	\$ _____
___	4082	Halogen Arm Light	\$ 90.00	\$ 122.50	\$ _____
___	4073	Pamphlet Pocket (5" x 9")	\$ 22.50	\$ 30.00	\$ _____
___	4074	Letter Pocket (9" x 9")	\$ 30.00	\$ 40.00	\$ _____
___	4075	Brochure Pocket (9" x 11")	\$ 37.50	\$ 50.00	\$ _____

OFFICE / STORAGE CLOSETS

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

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

Sub Total	\$ _____
Tax 7.500%	\$ _____
Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____



1500 Old Leonard Avenue
 Columbus, OH 43219
 Phone: 614.253.1500
 Fax: 614.253.9101
 email: columbus@fernexpo.com

PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH
 02-08788-16

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

Discount Deadline:
March 25, 2016

CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	101	Armless Side Chair	\$ 45.50	\$ 68.25	\$ _____
___	103	Upholstered Armless Chair	\$ 53.00	\$ 79.50	\$ _____
___	105	Upholstered Arm Chair	\$ 63.50	\$ 95.25	\$ _____
___	109	Samsonite Folding Chair	\$ 32.25	\$ 48.50	\$ _____
___	131	Stool - Padded with Back	\$ 71.75	\$ 107.75	\$ _____

PEDESTAL TABLES (Gray Nebula top)

24" Diameter ****CANNOT BE SKIRTED****

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	204	18"h Pedestal Table	\$ 59.50	\$ 89.25	\$ _____
___	206	30"h Pedestal Table	\$ 66.00	\$ 99.00	\$ _____
___	208	40"h Pedestal Table	\$ 77.00	\$ 115.50	\$ _____

30" Diameter ****CANNOT BE SKIRTED****

___	207	18"h Pedestal Table	\$ 66.00	\$ 99.00	\$ _____
___	215	30"h Pedestal Table	\$ 71.75	\$ 107.75	\$ _____
___	216	40"h Pedestal Table	\$ 86.75	\$ 130.25	\$ _____

36" Diameter ****CANNOT BE SKIRTED****

___	209	18"h Pedestal Table	\$ 71.25	\$ 107.00	\$ _____
___	224	30"h Pedestal Table	\$ 78.75	\$ 118.25	\$ _____
___	225	40"h Pedestal Table	\$ 93.50	\$ 140.25	\$ _____

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.500%	\$ _____
	Grand Total	\$ _____

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

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

All orders are subject to the terms and conditions as outlined on the Payment Terms & Conditions Form (TC-03) in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

standard furniture rental (chairs & pedestal tables)



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

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

Discount Deadline:
March 25, 2016

DISPLAY TABLES - 30" high X 2' wide

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

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

DISPLAY TABLE COUNTERS - 40" high x 2' wide

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

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

TABLETOP RISERS - 12" wide, Covered White

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 41.25	\$ 62.00	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 59.50	\$ 89.25	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 77.25	\$ 116.00	\$ _____

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

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Sub Total	\$ _____
Tax 7.500%	\$ _____
Grand Total	\$ _____

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Exhibiting Company Name: _____ Booth # _____

standard furniture rental (tables & table risers)



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02-08788-16

[Click here](#) to view the Accessories Rental Brochure

Discount Deadline:
March 25, 2016

ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 20.50	\$ 30.75	\$ _____
___	407	Easel, Tripod	\$ 45.75	\$ 68.75	\$ _____
___	430	Tensa Stanchion	\$ 73.00	\$ 109.50	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 53.75	\$ 80.75	\$ _____
___	479	2-Arm Bag Stand	\$ 91.50	\$ 137.25	\$ _____
___	480	4-Arm Bag Stand	\$ 118.75	\$ 178.25	\$ _____
___	413	Chrome Clothes Tree	\$ 73.00	\$ 109.50	\$ _____
___	475	2'x8' Grid Panel	\$ 82.50	\$ 123.75	\$ _____
___	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 11.00	\$ 16.50	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 9.75	\$ 14.75	\$ _____

CUSTOM BOOTH DRAPING and SKIRTING

[Click here](#) to view skirting and drape colors

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	505	Vinyl Table Cover	\$ 23.50	\$ 35.25	\$ _____
___	507	30" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 7.75	\$ 11.75	\$ _____
___	509	40" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 9.00	\$ 13.50	\$ _____
___	541	Custom Color Side rail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 9.75	\$ 14.75	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 15.25	\$ 23.00	\$ _____

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

Sub Total \$ _____

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Tax 7.500% \$ _____

Grand Total \$ _____

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Deadline to Return this Form:
March 25, 2016

PREMIUM VINYL FLOORING

*Orders received after the deadline date will not be honored.
 100 sq. ft. minimum order required.*

FernFlex is a PVC encapsulated fiberglass floor which has superior strength and stability. FernFlex is a 125 gauge thick product which has a 10 mil wear layer and can be used inside or outside. If running electrical, AV cords, etc. under the flooring, it is highly suggested to order vinyl floor padding.

ITEM #	DESCRIPTION	RATE	AMOUNT
380	Premium Vinyl Flooring _____ ft. x _____ ft. = _____ sq. ft.	\$ 3.70	\$ _____
381	Vinyl Floor Padding _____ ft. x _____ ft. = _____ sq. ft.	\$ 1.75	\$ _____

Please select color below:



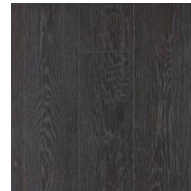
Barnwood (BA)



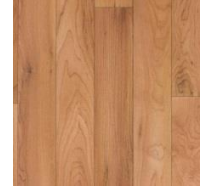
Rustic Cherry (RC)



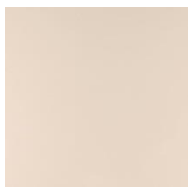
Brazilian Walnut (BW)



Blackwood (BC)



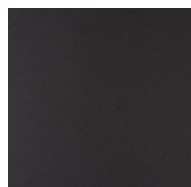
Dark Maple (DM)



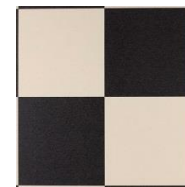
Ecru (EC)



Slate Gray (SG)



Onyx



Checkerboard (CK)

Yes, I have completed and included the Payment Authorization Form.
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Sub Total	\$ _____
Tax 7.500%	\$ _____
Grand Total	\$ _____

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Discount Deadline:
March 25, 2016

[Click here](#) to view carpet color samples

CUSTOM PLUSH CARPET (requires a minimum order of 100 sq. ft.)

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

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

CUSTOM PLUSH CARPET PACKAGE

Custom Plush Carpet Package includes carpet and padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 414.00	\$ 621.00	\$ _____
___	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 828.00	\$ 1,242.00	\$ _____
___	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,242.00	\$ 1,863.00	\$ _____
___	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,656.00	\$ 2,484.00	\$ _____

CUSTOM PLUSH CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 344.00	\$ 516.00	\$ _____
___	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 688.00	\$ 1,032.00	\$ _____
___	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 1,032.00	\$ 1,548.00	\$ _____
___	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,376.00	\$ 2,064.00	\$ _____

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	328	Custom Plush Carpet	___ ft. x ___ ft. = ___ sq. ft.	\$ 4.42	\$ 6.63	\$ _____
___	350	Padded Area Size	___ ft. x ___ ft. = ___ sq. ft.	\$ 1.22	\$ 1.82	\$ _____
___	360	Plastic Covering	___ ft. x ___ ft. = ___ sq. ft.	\$ 0.66	\$ 0.99	\$ _____

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

Sub Total \$ _____

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Tax 7.500% \$ _____

Grand Total \$ _____

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Exhibiting Company Name: _____ Booth # _____

custom plush carpet rental



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Discount Deadline:
March 25, 2016

[Click here](#) to view carpet color samples

STANDARD CARPET

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

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

STANDARD CARPET PACKAGE

Standard Carpet Package includes carpet & padding

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	309	9 ft. x 10 ft. Standard Carpet & Padding	\$ 230.00	\$ 345.00	\$ _____
___	310	9 ft. x 20 ft. Standard Carpet & Padding	\$ 460.00	\$ 690.00	\$ _____
___	311	9 ft. x 30 ft. Standard Carpet & Padding	\$ 690.00	\$ 1,035.00	\$ _____
___	312	9 ft. x 40 ft. Standard Carpet & Padding	\$ 920.00	\$ 1,380.00	\$ _____

STANDARD CARPET ONLY

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	301	9 ft. x 10 ft. Standard Carpet	\$ 145.50	\$ 218.25	\$ _____
___	302	9 ft. x 20 ft. Standard Carpet	\$ 290.50	\$ 435.75	\$ _____
___	303	9 ft. x 30 ft. Standard Carpet	\$ 435.25	\$ 653.00	\$ _____
___	304	9 ft. x 40 ft. Standard Carpet	\$ 580.50	\$ 870.75	\$ _____

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

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

Prices below are per sq. ft.

QTY	ITEM #	DESCRIPTION	SQUARE FOOTAGE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	314	Standard Carpet	_____ft. x _____ft. = _____sq. ft.	\$ 3.72	\$ 5.57	\$ _____
___	350	Padded Area Size	_____ft. x _____ft. = _____sq. ft.	\$ 1.22	\$ 1.82	\$ _____
___	360	Plastic Covering	_____ft. x _____ft. = _____sq. ft.	\$ 0.66	\$ 0.99	\$ _____

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

Sub Total \$ _____

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Tax 7.500% \$ _____

Grand Total \$ _____

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02-08788-16

Discount Deadline:
March 25, 2016

CLEANING SERVICES

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

VACUUM/SHAMPOO/MOP

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

Prices below are per
 square foot

<input type="checkbox"/>	903	Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.	\$	(Per Day)	0.34
<input type="checkbox"/>	901	Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.	\$		0.36
<input type="checkbox"/>	931	DAILY Vacuum of carpet, empty wastebaskets for space more than 1,000 sq. ft.	\$		0.32
<input type="checkbox"/>	905	Shampoo - ONCE before initial opening of exhibit.	\$		0.72
<input type="checkbox"/>	909	Mopping - tile / linoleum / floor covering	\$		0.72

PORTER SERVICE

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

Price is per day

\$ 303.00

DISPLAY WIPE DOWN

<input type="checkbox"/>	911	Display wipe down before initial opening (4 hr minimum)	\$ 79.75 per hr ST	\$ 119.75 per hr OT	\$ 159.50 per hr DT
<input type="checkbox"/>	913	Display wipe down daily (4 hr minimum)	\$ 79.75 per hr ST	\$ 119.75 per hr OT	\$ 159.50 per hr DT

Please indicate any special instructions: _____

ESTIMATED CLEANING SERVICE COST

Exhibit Space: _____ ft. X _____ ft. = _____ sq. ft. (100 sq. ft. minimum) X \$ _____ per sq. ft. X _____ days = \$ _____

Porter Service: \$ 303.00 X _____ days = \$ _____

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

<input type="checkbox"/>	Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
	If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.500%	\$ _____
		Grand Total	\$ _____

Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.

Requests made after the deadline will be filled as work force is available.

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

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[Click here](#) to view the Panelboard Brochure

Discount Deadline:
March 25, 2016

BULLETIN BOARDS

QTY	ITEM #	DESCRIPTION	STYLE	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	603	4' x 8' Velcro Board (gray only)	Horizontal	\$ 148.75	\$ 223.25	\$ _____

PERFORATED BOARD

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

Perforated board hooks are NOT provided

Standard perforated board is white. Other colors are available upon request at additional cost.

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

Please specify color _____

SHELVING (for Perforated Board)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	631	4' long x 6" deep - white	\$ 17.25	\$ 26.00	\$ _____
___	635	8' long x 6" deep - white	\$ 29.25	\$ 44.00	\$ _____
___	637	Special color (per shelf)	\$ 17.25	\$ 26.00	\$ _____

Please specify color _____

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

Yes, I have completed and included the Payment Authorization Form.
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Sub Total	\$ _____
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Grand Total	\$ _____

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FOUR COLOR DIGITAL SIGNS

[Click here](#) for Graphics Submission Guidelines

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

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

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

Sign Copy: _____

Color of Background: _____

Color of Lettering: _____

Sign Orientation: Vertical Horizontal

<input type="checkbox"/> Yes, I have completed and included the Payment Authorization Form.	Sub Total	\$ _____
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Tax 7.500%	\$ _____
	Grand Total	\$ _____

*No refund on orders cancelled after the deadline date.
 Requests made after the deadline will be filled, as available, at the standard rate.
 All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.*

Exhibiting Company Name: _____ Booth # _____



1500 Old Leonard Avenue
 Columbus, OH 43219
 Phone: 614.253.1500
 Fax: 614.253.9101
 email: columbus@fernexpo.com

PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH
 02-08788-16

Deadline to Return this Form:
March 25, 2016

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern) **the labor questionnaire must be completed

1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____

1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

35% charge for Fern Supervised services with a minimum of **\$ 79.75**

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

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____

Start time*: _____ End Time: _____ Start Date: _____

1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Estimated Display Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Over Time hours Estimated Cost

Double time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **35%** for Fern Exposition Supervision \$ _____

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Over Time hours Estimated Cost

Double time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **35%** for Fern Supervision \$ _____

Installation Labor Rate		
Straight Time	\$	79.75
Over Time	\$	119.75
Double Time	\$	159.50

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 AM and after 4:00 PM weekdays and all hours Saturday will be charged at over time rate. Sundays and holidays will be charged at double time rate. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour.

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

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

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

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

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

Sub Total	\$	_____
Tax 7.500%	\$	_____
Grand Total	\$	_____

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

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

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

Exhibiting Company Name: _____ Booth # _____



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PTO Today's Parents Group Expo

April 19, 2016

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 02-08788-16

Deadline to Return This Form:
March 25, 2016

This form must be completed and submitted if your display is to be set-up and/or dismantled by Fern under Fern supervision.

INBOUND SHIPPING AND SET-UP INFORMATION

Shipment being sent to: Advance Warehouse Show Site Date of shipment: _____ Carrier: _____

Number of: Crates _____ Cartons _____ Cases _____ Set-up Instructions/Photos: Attached With Exhibit / Crate number _____

Carpet: Rented from Fern With Exhibit Size: _____ Color: _____

Electrical Placement Drawing: Attached With Exhibit Electric Run Under Carpet? Yes No

Additional information: _____

Graphics: With Exhibit Shipped Separately

Additional information: _____

Tools and Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

Carrier: Fern Transportation Other _____

Level of Service: Ground 2nd Day Next Day

SHIP TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email: _____

Phone: _____

BILL TO ADDRESS Prepaid Collect

Company Name: _____

Contact Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email: _____

Phone: _____

In the event your selected carrier fails to show on final move-out day, please select on of the following options:

Re-route on Fern Transportation Deliver back to warehouse at exhibitors expense (if available)

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

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

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

Exhibiting Company Name: _____ **Booth #** _____

fern supervised labor questionnaire

110515-123744



1500 Old Leonard Avenue
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 Fax: 614.253.9101
 email: columbus@fernexpo.com

PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH

02-08788-16

**Deadline to Return this Form:
 March 25, 2016**

FORKLIFT TO RIG IN BOOTH

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

4000 lb forklift

1005 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

1007 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

6000 lb forklift

1006 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

1008 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

4000 lb forklift		
Straight Time	\$	145.50
Over Time	\$	218.25
Double Time	\$	291.00
6000 lb forklift		
Straight Time	\$	161.75
Over Time	\$	242.75
Double Time	\$	323.50

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. Straight time rates prevail from 8:00AM to 4:00PM Monday through Friday. Over time rates prevail prior to 8:00AM and after 4:00PM Monday through Friday, and all day Saturday. All hours on Sunday and holidays will be charged Double Time rates

Estimated Rigging Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Double time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Double time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

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

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

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.	Sub Total	\$ _____
	Tax 7.500%	\$ _____
	Grand Total	\$ _____

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

Exhibiting Company Name: _____ Booth # _____

forklift to rig in booth

110515-123744



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PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH
 02-08788-16

**Deadline to Return this Form:
 March 25, 2016**

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

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

Name of Display House: _____

Address: _____
Street City/State Zip Code

Telephone: _____ Fax: _____

Email: _____

Display House Contact Name: _____

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

 Print or Type Name

 Signature

 Date

Exhibiting Company Name: _____ **Booth #** _____

independent display house contractors



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PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH

02-08788-16

Policy Regarding Official Service Contractor and Regulation for Exhibitor Appointed Display House Contractors to Install and Dismantle Displays

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

The Official Service Contractor is appointed to:

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

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

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

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

1. The Exhibitor, in writing, must notify Show Management and Fern Exposition and Event Services of their intention to utilize an independent contractor no later than the given deadline date, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badges as specified in the following article.
3. The independent contractor must furnish Show Management and Fern Exposition and Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name, and Exhibitor company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City government and the Convention Center Management prior to commencing work and shall provide Show Management and Fern Exposition and Event Services with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000.00 in Commercial General Liability Insurance and shall provide Show Management and Fern Exposition and Event Services with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern Exposition and Convention Center as coinsured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

independent display house rules & regulations

fern



WE'RE IN YOUR ZONE

Fern Transportation has teamed up with national freight carriers to offer a special rate for shipping your exhibit to and from the show site. We specialize in timely loading and unloading of freight, as well as transportation and storage of materials. We excel at providing superior transportation solutions for all your tradeshow needs.

Fern Transportation services **TEN SHIPPING ZONES NATIONWIDE** by offering competitive rates to every tradeshow market in the North America.



Latest Technology

Our cutting-edge freight management technology lets you take control of your shipments by providing instant online quotes, shipping status and e-mail confirmations.



Reliable Service

We offer 24/7 tracking and tracing service for all shipments and provide competitive rates for domestic and international shipping.



Comprehensive Solution

Our Transportation Services include Next Day, Second Day, Ground, Air Ride Trailers, Caravan Service, Truckload, Van line & International Shipping.

Take advantage of our unparalleled combination of price, value, and service by contacting us today. Call **(800) 774-1251** or **Click Here** for a free quote.

Fern Transportation
WE'RE IN YOUR ZONE

(513) 297-2371 | fernexpo.com



1500 Old Leonard Avenue
 Columbus, OH 43219
 Phone: 614.253.1500
 Fax: 614.253.9101
 email: columbus@fernexpo.com

PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH
 02-08788-16

**This form is not subject
to a deadline date**

FERN TRANSPORTATION

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

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

SERVICE SELECTION (select the following)

Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Pick-up	<input type="checkbox"/> Inside Pick-up	
Declared Value:	<input type="text"/>	Insurance cost (min. \$100): \$4.25 per \$100.00		

For a quote, please contact Fern Transportation at: Toll Free: 800.513.1209 / Local: 513.297.2374 / Fax: 513.297.2377

SHIPMENT BEING SENT TO (please check one): Advance Warehouse Show Site

PICK UP ADDRESS PICK-UP DATE: _____ FACILITY HOURS: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

PACKAGE DESCRIPTION

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

SPECIAL INSTRUCTIONS

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

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

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

Exhibiting Company Name: _____ Booth # _____

inbound exhibit transportation - fern transportation



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PTO Today's Parents Group Expo

April 19, 2016

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 02-08788-16

Deadline to Return this Form:
March 25, 2016

MATERIAL HANDLING

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

A 200 lb. minimum charge per shipment applies.

ADVANCE WAREHOUSE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
A	Crated or skidded shipment via common carrier	\$ 0.62	\$ 124.00
B	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 0.78	\$ 156.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 0.93	\$ 186.00
L	Shipment received late to warehouse	\$ 1.09	\$ 218.00

DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 0.57	\$ 114.00
E	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 0.71	\$ 142.00
F	Loose or uncrated shipment or shipment requiring special handling	\$ 0.86	\$ 172.00
M	Shipment received early to event site	\$ 1.00	\$ 200.00
P	0	First Package	Each Additional
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$ 40.00	\$ 25.00

OTHER SERVICES

R	For delivery of shipment at the close of show back to Fern warehouse, for loading on to outbound carriers or for post-show storage	\$ 0.15	\$ 75.00
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**PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND
 SUBMIT WITH PAYMENT BY DEADLINE DATE.**

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

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

Exhibiting Company Name: _____ **Booth #** _____

material handling



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PTO Today's Parents Group Expo

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 02-08788-16

Deadline to Return this Form:
March 25, 2016

MATERIAL HANDLING GUIDELINES

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

SHIPPING ADDRESSES

ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

1500 Old Leonard Avenue
 Columbus, OH 43219

PTO Today's Parents Group Expo (Booth #)

Shipments must arrive by:
Friday, April 15, 2016

DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

Ohio Expo Center - Lausche Building
 717 E. 17th Ave
 Columbus, OH 43211

PTO Today's Parents Group Expo (Booth #)

Shipments cannot arrive before:
Monday, April 18, 2016

ESTIMATED FREIGHT PAYMENT CALCULATION

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

	Category	# of pieces	Weight (200 lb Min.)	Rate	Estimated Total
Shipment 1	_____	_____	_____ X _____	= \$ _____	
Shipment 2	_____	_____	_____ X _____	= \$ _____	
Shipment 3	_____	_____	_____ X _____	= \$ _____	
Shipment 4	_____	_____	_____ X _____	= \$ _____	
Shipment 5	_____	_____	_____ X _____	= \$ _____	

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

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

Sub Total \$ _____

Grand Total \$ _____

All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

material handling payment calculation



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PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH

02-08788-16

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:00pm. Freight handled on OVERTIME, before 8:00am and after 4:00pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at \$2.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$55.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$160.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event 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 wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A \$10.00 MINIMUM fee will apply to this service

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate weight charges for services rendered in accordance with the freight rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a co-ordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of \$0.05/lb per month, with a minimum monthly rate of \$30.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 14 days prior to the show.

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

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

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

material handling terms & conditions

What is Special Handling?

Shipments loaded or unloaded in any of the below examples requiring additional time, labor, and/or equipment

Shipment requiring special handling:

Stacked Shipments & Side Door Loading/Unloading

- Unstacking/stacking, unstrapping/strapping, or loadbars to be removed/installed during the load or unload process.
- Freight loaded to full capacity of trailer; top to bottom, side-to-side, "high and tight", cubed-out.
- Shipments loaded in such a manner requiring items to be removed to ground level.
- Loose items placed on top of crates and/or pallets.
- Designated piece loading/unloading - Freight loaded in certain manner to ensure all items fit or per driver's instructions.
- Shipments loaded for delivery in such a manner as to prevent access from the rear of the trailer.



Stacked Loading

Uncrated Shipments

- Material that is shipped loose, pad-wrapped, unskidded without proper lifting bars or hooks, or shrink wrapped with no other protection.
- Shrink wrapped and padded freight are not considered crated. This includes freight that could be skidded, banded, shrink wrapped, or pad wrapped.
- Loose furniture, even if skidded and/or shrink wrapped/padded.



Uncrated, even if Skidded

Shipments Containing Carpet

- Carpet and/or carpet padding shipments require additional labor and equipment to load/unload if the carpet is shipped "loose".
- In order to qualify for the lower material handling rates, these items must be banded to a skid AND floor loaded, or in a carpet pig, so it can be picked up by a forklift without additional labor.



Carpet & Padding (shipped "loose")



Carpet/Padding is not additional handled if skidded & floor loaded

Improper Delivery Receipts

- Shipment that are received without individual Bill of Lading and/or certified weight tickets.

Crated or skidded shipment via van lines, POV or specialized carrier

Ground Loading/Unloading & Improper Delivery Receipts

- Vehicles that are not dock height, preventing the use of loading docks.
- Shipments that are received from van lines or small package carriers including, but not limited to, Atlas Van Lines, United Van Lines, Bekins, UPS, Fed Ex, DHL, USPS.

Material Handling Services include the unloading of your exhibit materials, storage of up to 14 days at the advance warehouse prior to show move-in, delivery to the booth, moving empty containers to and from empty storage and moving exhibit materials from booth to reload onto outbound carriers.

How do I ship to the advanced warehouse?

Typically, freight will be received at the advance warehouse beginning 30 days prior to exhibitor move-in. Refer to the Exhibitor Services Manual (ESM) or contact a Fern Exhibitor Services Representative at the phone number or e-mail address listed in the ESM for the time frame in which freight will be received at the advance warehouse. To ensure the arrival of your material at show site, freight should arrive by the deadline date noted on the Material Handling and Freight Services Order form. For your convenience, labels with the warehouse address are included in the ESM. The warehouse will accept crates, cartons, skids, cases and carpets. Loose or pad wrapped material must be sent direct to show site. All shipments must have bill of lading and a certified weight ticket. Freight received at the advance warehouse will be delivered to your booth prior to your arrival at show site.

How do I ship to show site?

Freight will be accepted during exhibitor move-in. Please refer to show move-in dates and times on the Show Information page in the ESM. Shipping address can be found on the Material Handling and Freight Services Order form and the Show Site shipping labels. All shipments must have bill of lading and a certified weight ticket.

Can I ship my materials collect?

Collect shipments will not be accepted. Please be sure to mark your bill of lading "prepaid". This will designate that the shipping charges will be paid by the exhibitor or a third party.

What do I do with my empty containers during the show?

Empty labels are available at the Exhibitor Service Desk. Place a label on each container. Containers with these empty labels will be picked up and stored in a non-accessible area.

Are my materials secure after they are delivered to the show or before they are picked up after the show?

Consistent with trade show industry practices, your materials may be left unattended between the delivery of your shipment to your booth and your arrival, as well as the time between the close of the show and leaving your booth and the pick-up of your materials. It is recommended that arrangements for a representative to stay with your materials during these times. It is recommended to insure your materials from the time they leave your company to when they are returned. All materials handled by Fern are subject to the Terms & Conditions included in the ESM.

How do I ship my materials after the close of the show?

An Outbound Bill of Lading Request form is included in the ESM. To save time, complete and submit this form to Fern Exposition & Event Services prior to exhibitor move-in. Your BOL and labels will be available at the Exhibitor Service Desk prior to the close of the show. If you do not submit the form ahead of time, you can still receive your documents by visiting the Exhibitor Services Desk at show site. Once your materials are packed up and labeled, turn your BOL into the Exhibitor Services Desk before leaving the show floor.

For your shipping convenience, information or representatives from the official show carrier will be on site to handle outbound transportation. If you are shipping with a carrier other than the official show carrier, you will need to contact your carrier and provide them with pick-up information. Please refer to the Show Information page or contact Fern Exposition & Event Services for dates and times. If your designated carrier fails to show by the designated time, your freight will either be re-routed onto the official show carrier or returned to the warehouse at an additional expense to the exhibitor.

Do I need to order forklift services to have my materials loaded or unloaded?

Forklift services are for installing or dismantling of your booth. If you need your materials loaded and/or unloaded to/from your booth you will need to complete the Material Handling and Freight Services order form located in the ESM.

material handling frequently asked questions

fern

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern

**1500 Old Leonard Avenue
Columbus, OH 43219**

PTO Today's Parents Group Expo

Booth Number: _____

**Must Arrive By:
Friday, April 15, 2016**

fern

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern

**1500 Old Leonard Avenue
Columbus, OH 43219**

PTO Today's Parents Group Expo

Booth Number: _____

**Must Arrive By:
Friday, April 15, 2016**

fern

EXHIBIT MATERIAL

RUSH

EVENT SITE

To: _____

(Exhibiting Company Name)

c/o Fern

Ohio Expo Center - Lausche Building

717 E. 17th Ave

Columbus, OH 43211

PTO Today's Parents Group Expo

Booth Number: _____

Cannot Arrive Before:

Monday, April 18, 2016

fern

EXHIBIT MATERIAL

RUSH

EVENT SITE

To: _____

(Exhibiting Company Name)

c/o Fern

Ohio Expo Center - Lausche Building

717 E. 17th Ave

Columbus, OH 43211

PTO Today's Parents Group Expo

Booth Number: _____

Cannot Arrive Before:

Monday, April 18, 2016

fern



1500 Old Leonard Avenue
 Columbus, OH 43219
 Phone: 614.253.1500
 Fax: 614.253.9101
 email: columbus@fernexpo.com

PTO Today's Parents Group Expo

April 19, 2016

Ohio Expo Center - Lausche Building, Columbus, OH

02-08788-16

IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

of Labels Needed

Carrier Requested

CARRIER SELECTION (select one of the following)

<input type="checkbox"/> Fern Transportation	<input type="checkbox"/> Common Carrier	<input type="checkbox"/> Expedited Carrier	<input type="checkbox"/> Company Truck/POV	<input type="checkbox"/> Van Line
Level of Service:	<input type="checkbox"/> Ground	<input type="checkbox"/> 2nd Day Air	<input type="checkbox"/> Next Day Air	<i>Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.</i>
Special Handling:	<input type="checkbox"/> Lift-Gate	<input type="checkbox"/> Residential Delivery	<input type="checkbox"/> Inside Delivery	
Declared Value (optional):	Insurance cost (min. \$100): \$4.25 per \$100.00			

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

SHIP TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

PACKAGE DIMENSIONS

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

SPECIAL INSTRUCTIONS

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

Exhibiting Company Name: _____ Booth # _____

outbound bill of lading request



OHIO EXPO CENTER
& STATE FAIR

SOUND / TELEPHONES

2015

O.K.I. INC. 248 ST LOUIS DR OWENSVILLE, OHIO

614-294-2555

LOCATION	1 ST DAY	ADDL DAYS
Coliseum - In House System Included	\$ 300.00	\$ 120.00
Cooper Arena - In House System Included	\$ 200.00	\$ 80.00
*Celeste Center - Trade Shows - Exponential Horns	\$ 150.00	\$ 60.00
*Congress Pavilion	\$ 100.00	\$ 40.00
*Bricker Building	\$ 150.00	\$ 60.00
Voinovich Livestock & Trade Center		
Arena System - Full Range System	\$ 300.00	\$ 120.00
*Arena Trade Show -- Exponential Horn Speakers	\$ 150.00	\$ 60.00
*Concourse System	\$ 50.00	\$ 20.00
*Annex System	\$ 50.00	\$ 20.00
*Warm-Up Area -- Covered Paddock	\$ 60.00	\$ 25.00
*Gilligan Complex -- Horse Complex - North	\$ 120.00	\$ 50.00
Cattle Complex - South	\$ 60.00	\$ 25.00
*Cattle Pens -- Up to 4 Exponential Horn Type Speakers	\$ 100.00	\$ 40.00
*Commercial Buildings -- Per Building	\$ 50.00	\$ 20.00
*O'Neil Building	\$ 150.00	\$ 60.00
*HALES ARENA	\$ 100.00	\$ 40.00
*Sheep Building - 10 Exponential Horn Type Speakers	\$ 150.00	\$ 60.00
*Buckeye Building	\$ 150.00	\$ 60.00
*IN HOUSE SYSTEMS ABOVE USING EXISTING BLDG. SPKRS.	\$ 50.00	\$ 20.00
Outside West or East Coliseum - per System	\$ 60.00	\$ 25.00
South and Central Mall	\$ 60.00	\$ 25.00
Outside West Gilligan Building	\$ 50.00	\$ 20.00
SMALL PORTABLE SYSTEM: 1 Mic. 1 Spkr. 1 Amp	\$ 100.00	Set Up
LARGE EQUALIZED SYSTEM: 2 Mics, 2 SX 300 Speakers		
Power Amp, 2 Tri Pods, 100' Spkr. Cable - 2 50' Mic Cables	\$ 200.00	Set Up
Paddock Call System	\$ 60.00	\$ 25.00
Additional Microphone with Stand	\$ 25.00	\$ 10.00
Additional Exponential Speaker (Plus Amplification)	\$ 25.00	\$ 10.00
Paging Microphone with Pre Amp	\$ 50.00	\$ 20.00
Monitor Speaker - 8" with Volume Control	\$ 10.00	\$ 5.00
Wireless Microphone -- plus Batteries @\$2.50	\$ 100.00	\$ 50.00
Organ Input - Coliseum	\$ 50.00	\$ 20.00

TELEPHONE SYSTEMS

(Contingent Upon Providing Sound Service)

Telephone Inter / Communication System, Ohio Expo Center / Station	\$ 50.00	Station	10 Day Max
OUTSIDE TELEPHONE LINES: Per C O Line / 614-294-	\$ 225.00		10 Day Max
Includes: 80 Outgoing Local Calls / Each add'l .10			

SPECIAL PRODUCTION REQUIREMENTS

RIGGING POINTS

#LIGHTING -- ARENAS -- SALE RING Lites 12K -1K Par Lites	\$ 500.00	UPON	REQUEST
#Lycian Follow Spots - 1200watt HMI	\$ 150.00		4-Hr. Show
#Par 64 - 1K Quartz Fixtures	\$50.00 Min	Show	5-Day Max
#LABOR: INSTALLATION & REMOVAL AS REQUIRED			
ELECTRIC - In Floor &/or Cluster, Coliseum-Celeste-Voinovich	120 Volt	20 AMP	\$ 100.00

LABOR

SHOW: Set Up, Operation & Removal \$50.00/hr. 12am/8am \$100.00/hr.\$250.00/Day Min. Rigging Labor\$75.00/hr.

NEW INSTALLATIONS -Changes & Wiring \$60.00/hr. TECHNICAL - Electronic Modification & Service

AERIAL -- Pole Line - Cable Installation \$60.00 Hr. / LIFT TRUCK (35') Inc./Opr - 1 Hr Min \$80.00

REVISED 9-30-2014



**OHIO EXPO CENTER
& STATE FAIR**

CELESTE CENTER

**2015 O.K.I. INC. 248 ST LOUIS DR OWENSVILLE, OHIO
614-294-2555**

SOUND

Per Day

*Basic 3 Way House Sound System Celeste Center (ADAMSON) Includes one (1) Microphone	\$	1,000.00
*House Console: Console sizes from: 6 X 2	\$	150.00
Up to: 40 X 8	\$	800.00
*Front of House and Effects Units Pricing are available per Equipment Rider Requirements		
*Sub Bass System: 4 Units / 10,000 Watts	\$	500.00

MONITOR SYSTEMS

Six Mix - 20 Input	\$	600.00
Eight Mix - 24 or 30 Input	\$	800.00
PM 3500 M 44 Input	\$	1,200.00

Special Processing Units and Effects pricing is available per Equipment Rider Requirements

LIGHTING

Thomas Truss Lighting System - Standard Building Location:

*SINGLE TRUSS SYSTEM

12 Instrument (12K) System	\$	400.00
24 Instrument (24K) System	\$	600.00
36 Instrument (36K) System	\$	800.00
48 Instrument (48K) System	\$	1,000.00
60 Instrument (60K) System	\$	1,200.00

*DOUBLE TRUSS SYSTEM

60 Instrument (60K) System	\$	1,400.00
96 Instrument (96K) System	\$	1,700.00
120 Instrument (120K) System	\$	2,000.00
144 Instrument (144K) System	\$	2,500.00

Note: Relocation of Above Truss System at an Additional Cost

Special Effects Lighting available upon request /or per Rider Requirements

2000 Watt Xenon Spot Lights	\$	200.00
Black Velour Draping 24' x 8' Per Panel	\$	200.00
*FOG MACHINE - F100 OR HAZER - DF 50 High Output Units	\$	100.00

*INTERCOM SYSTEM

Base Station	\$	50.00
Belt Pack and Head Set / Station	\$	50.00

RIGGING POINTS

Rigging Points Minimum Eight (8) Points @\$125.00 - Min	\$	1,000.00
C M Chain Motors -- Per Motor	\$	100.00
Man Lift 35' to 65' -- Available	UPON REQUEST	

*STAGING

Stage Right Staging \$2.00/Sq. Ft. - Min 20' X 40' / Height 8" THRU 78" CARPETED = \$3.00/Sq. Ft

*PLUS LABOR

Above items require labor at \$50.00 Per Hour

SPECIALITY LIGHTING: (INTELLIGENT LIGHTING SYSTEMS)

Moving Light System / Controller (Labor Add'l)

NOTE: ABOVE RATES CONTINGENT UPON 3 HOUR PERFORMANCE

REVISED 9-30-2014



**OHIO EXPO CENTER
& STATE FAIR**

VIDEO EQUIPMENT

2015 O.K.I. INC. 248 ST LOUIS DR OWENSVILLE, OHIO

614-294-2555

POINTERS

LASER POINTERS		PER DAY
	\$	15.00

EASELS

FLIP CHARTS	(Includes: Pad & Variety of Markers)	\$	25.00
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SCREENS

70" X 70" SCREEN / TRI POD	\$	50.00
6' X 8' SCREEN	\$	60.00
7'6" X 10' SCREEN	\$	85.00
9' X 12' SCREEN	\$	110.00
10'6" X 14' SCREEN	\$	150.00
12' X 16' SCREEN	\$	300.00
18' X 24' SCREEN	\$	600.00

OVERHEAD PROJECTION

OVERHEAD PROJECTOR	\$	35.00
OVERHEAD HI-OUTPUT PROJECTOR	\$	50.00
35MM SLIDE PROJECTOR - STANDARD	\$	35.00
35MM SLIDE PROJECTOR -HIGH OUTPUT	\$	50.00

FLAT SCREEN MONITORS

42" MONITOR	HIGH DEFINITION	\$	300.00
50" MONITOR	HIGH DEFINITION	\$	450.00
65" MONITOR	HIGH DEFINITION	\$	650.00
75" MONITOR	HIGH DEFINITION	\$	750.00
DECORATOR STAND	"FOR 42" OR 50" MONITOR	\$	175.00

VIDEO PROJECTOR UNITS

2,200 LUMEN LCD VIDEO PROJECTOR	\$	150.00
3,500 LUMEN LCD VIDEO PROJECTOR	\$	400.00
5,000 LUMEN LCD VIDEO PROJECTOR	\$	800.00
8,000 LUMEN LCD VIDEO PROJECTOR	\$	1,000.00
12,000 LUMEN LCD VIDEO PROJECTOR		UPON REQ

CARTS:

AV CART SMALL / LARGE	\$	25.00 / 45.00
PROJECTOR STAND	\$	30.00

DVD UNITS:

DVD UNIT (Includes Cabling)	\$	50.00
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DELIVERY/SETUP/REMOVAL LABOR AS REQUIRED @\$50.00 PER HOUR
VIDEO TECH / CAMERA OP-SWITCHER UPON REQ

REVISED 9-30-2014

EXPO SERVICES LLC

CORPORATE OFFICE:
 P O Box 2969
 ZANESVILLE, OH 43702
 PHONE: 740-454-1201
 FAX: 740-454-4809

OHIO EXPO CENTER
Exhibitor Services: Sign & Banner, Rigging, & Labor Request

Name of Event: _____ Booth Number: _____

Firm Name: _____ Tel. No. _____

Ordered by: _____ Signature: _____ Date: _____

RIGGING INFORMATION

Set-up Date _____ Time: _____ Take Down Date: _____ Time: _____

Location of Services: _____

Description of Services: _____

Special Instructions: _____

RIGGING COST ESTIMATE

RIGGING MATERIALS EXTRA

Sign & Banner Hanging:	<u>Rate</u>	<u># Men</u>	<u>Hours/man</u>	<u>Total</u>
Move-in Move-Out:				
Mon-Fri - 1 hour Minimum				
8:00AM - 5:00PM	\$35/hr	_____	_____	_____
5:00PM - 12:00AM	\$45/hr	_____	_____	_____
12:00AM - 8:00AM	\$70/hr	_____	_____	_____
Sat-Sun - 1 hour Minimum				
8:00AM - 5:00PM	\$45/hr	_____	_____	_____
5:00PM - 12:00AM	\$55/hr	_____	_____	_____
12:00AM - 8:00AM	\$90/hr	_____	_____	_____
Scissor Lift (when needed)	\$25/hr	_____	_____	_____
Fork Lift Service	\$60/hr.	_____	_____	_____

SALES TAX - ADD 7% _____

Add 30% to all orders not received at least two weeks prior to show date TOTAL _____

- (1) No Exhibitors or Decorators are permitted to hang any material from OEC buildings
- (2) A drawing for placement of signs or banners must be shipped with item for advanced rigging to EXPO SERVICES

By Check:		By Credit Card:			
Check No. _____	Amount \$ _____	Credit Card Information: (CIRCLE ONE) VISA M/C AM EX DI			
Card Number: _____		Exp. Date _____	I.D. Number: _____		
Signature: _____		Card member: _____			
Company: _____					
Address: _____		City: _____	ST: _____	Zip: _____	



CORPORATE OFFICE:
 P O Box 2969
 Zanesville, OH 43702
 Phone: 740-454-1201
 Fax: 740-454-4809

EXHIBITOR'S SHIPPING INSTRUCTIONS, INFORMATION & RATES

ADVANCE SHIPMENTS:

To assure that your materials arrive on time we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our location and allowed 30 days free storage. These should be consigned and the bill of lading made out as follows:

Name of Event _____

Name of Exhibiting Company _____

Booth No. _____

c/o Expo Services & Professionals
 717 East 17th Ave.
 Columbus, Oh 43211

Special Markings:
 Shipments will be accepted Mondays
 through Fridays - 9:30am - 2:30pm
 Call 740-607-9500 to arrange off-loading

ESTIMATED ADVANCE PAYMENT AMOUNT \$ _____ FOR _____ LBS.

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT
 SHOWING THE NUMBER OF PIECES, WEIGHT AND TYPE OF MERCHANDISE

A copy should be mailed immediately to Expo Services, PO Box 2969, Zanesville, OH 43702. A copy should also be provided to the person responsible for installing your area should they require assistance in tracing shipments.

In order to assure expeditious handling of exhibit material, exhibitors must clear all movement of material with Expo Services. We suggest that exhibitors contact Expo Services to schedule for unloading at the show site.

RATES: UNLESS SPECIFIED OTHERWISE, THESE RATES ARE ROUND TRIP BASED ON INCOMING WEIGHT
 MINIMUM CHARGE all classification.....200 lbs.

CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE:

Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$32.00 for each 100 lbs. or fraction there of per shipment

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING:

This classification shall be applied to, but not limited to, van shipments or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot, 20 assorted pieces, etc.) Material will unloaded and stored at the show site for up to 30 days prior to Show Date, delivered to exhibitor's booth, picked up from exhibitor's booth at close of show, moved to the loading area, and reloaded on truck.

\$42.00 for each 100 lbs. or fraction there of per shipment.

OVERTIME CHARGES:

Overtime charges will be invoiced on INBOUND FREIGHT received after 3:00 P.M. weekdays or any time Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on OUTBOUND FREIGHT loaded after 5:00 P.M. weekdays or any time Saturday, Sunday, or Holidays

MOBILE EQUIPMENT:

Wheeled vehicles will be handled on an hourly basis at prevailing labor rates (straight time and/or overtime) with a minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged for at a hourly rate basis. Charges will be invoiced for both inbound and outbound movement.

PAYMENT TERMS: Payment due a time of service. Solely at the discretion of Expo Services, terms may be allowed as follows. Net 10 days. Service charges of 2% per month, or fraction thereof, will be applied to PAST DUE ACCOUNTS. The annual rate for SERVICE CHARGES is 24%. Payment for ALL services and labor, whether ordered by the exhibitor, display builders, or other parties, shall be the responsibility of the EXHIBITOR. All payments must be in U.S. FUNDS.

ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AT THE CONCLUSION OF THE SHOW.

EXPO SERVICES AND IT'S SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, IMPROPERLY PACKED MATERIALS, GLASS BREAKAGE OR CONCEALED DAMAGE. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT AND CAN NOT BE HELD RESPONSIBLE FOR LOSS OR THEFT OF MATERIALS ONCE THEY HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH SPACE. SIMILARLY THEY CAN NOT BE HELD RESPONSIBLE FOR DISAPPEARANCE OF MATERIALS PRIOR TO BEING PICKED UP FOR LOADING OUT AT THE CONCLUSION OF THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS

.FURNISHED EXPO SERVICES FOR EXHIBITOR'S SHIPMENT WILL BE CHECKED AT TIME OF LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST. EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL NOT HELD RESPONSIBLE FOR LOSS, DELAY OR DAMAGE DUE TO STRIKE, LOCKOUT, OR WORK STOPPAGES OF ANY KIND.

EXPO SERVICES AND IT'S SUBCONTRACTORS SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED BY LAW AS WAREHOUSEMEN TO PROTECT EXHIBITORS EQUIPMENT WHEN IT IS RECEIVED UNTIL IT IS PLACED IN EXHIBITORS BOOTH, AND SHALL EXERCISE THE SAME DEGREE OF REASONABLE CARE WHEN REMOVING EQUIPMENT FROM EXHIBITOR'S BOOTH AND LOADING ON A TRUCK. EXPO SERVICES AND IT'S SUBCONTRACTORS ARE NOT RESPONSIBLE FOR ORDINARY WEAR AND TEAR IN HANDLING OF EQUIPMENT, NOR FOR LOSS OR DAMAGE DUE TO FIRE, THEFT, WINDSTORM, VANDALISM, ACTS OF GOD, OR OTHER CAUSES BEYOND ITS CONTROL.

Freight handling charges are the responsibility of the exhibitor TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. Also charges for loading out of freight shipments are the responsibility of the exhibitor FROM WHOSE BOOTH SHIPMENTS ARE MADE. Exhibitor may not assign this responsibility to supplier or customer.

CHECKS - Please complete the following:	CREDIT CARD - Please complete the following: VISA M/C AM EX DIS <small>(CIRCLE ONE)</small>
Check Number: _____ Dated _____	Acct. Number _____
Amount \$ _____	Exp. Date _____ I.D. Number _____ <small>3 or 4 digit no. on back of card</small>
NOTE: All Checks are deposited upon receipt. Do not postdate! There is a \$25.00 charge for all checks returned by the bank.	Card Holder _____
	Signature _____

PLEASE COMPLETE THIS PORTION - (For CREDIT CARD PAYMENTS - Provide C.C. billing address)

Name of Event _____ Booth Number(s) _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____ Tel. No. _____	PAYMENT MUST BE
RECEIVED Address _____ City _____ State _____ Zip _____	BEFORE SERVICE IS PROVIDED
Print Your Name _____ Signature _____	

Credit Cards unprocessed due to insufficient information or funds may not be eligible for Advance Rates
THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED.
KEEP A COPY FOR YOUR RECORDS

EXPO SERVICES

CORPORATE OFFICE:
 P O Box 2969
 Zanesville, Ohio 43702
 Phone 740-454-1201
 Fax 740-454-4809

EXHIBITOR ORDER FORM
OHIO EXPO CENTER ELECTRICAL SERVICES
 ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW
 ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

RATES	SPECIAL WIRING
Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor!	Electrical labor rate is \$50.00 per hour between 8:00AM and 5:00PM. Double time rate applies after 5:30PM and on Saturday, Sunday, and Holidays. Labor billed at 1 hour minimum. Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only. Additional charges may apply for outdoor exhibitor spaces. ELECTRICAL OUTLET MAY BE ON PILLER BEHIND BOOTH IF NOT IN BOOTH. FOR QUOTE CALL 740-454-1201

ELECTRICITY AND ACCESSORIES				
QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$ 50.00 per outlet	\$ 75.00 per outlet	
	120 Volt 1000- 2000W	\$ 55.00 per outlet	\$ 80.00 per outlet	
	208 Volt 20 Amp	\$ 75.00 per outlet	\$ 110.00 per outlet	
	208 Volt 30 Amp	\$ 95.00 per outlet	\$ 135.00 per outlet	
	208 Volt 50 Amp	\$ 125.00 per outlet	\$ 175.00 per outlet	
	THREE PHASE			
	208 Volt 20 Amp	\$ 125.00 per outlet	\$ 185.00 per outlet	
	208 Volt 30 Amp	\$ 140.00 per outlet	\$ 200.00 per outlet	
	208 Volt 50 Amp	\$ 165.00 per outlet	\$ 235.00 per outlet	
	EQUIPMENT			
	Extension Cord (one receptacle)	\$ 20.00 each	\$ 30.00 each	
	3-Way Cube Tap (three receptacle)	\$ 20.00 each	\$ 30.00 each	
	4-Way Quad Box	\$ 25.00 each	\$ 35.00 each	
	LABOR			
	LABOR IN Straight time	*****	\$ 50.00 per hour	
	LABOR IN Over time	*****	\$ 100.00 per hour	
	LABOR OUT Straight time	*****	\$ 50.00 per hour	
	LABOR OUT Over time	*****	\$ 100.00 per hour	

PAYMENT	PLEASE MAKE CHECKS PAYABLE TO: EXPO SERVICES	TOTAL
CHECKS - Please complete the following:	CREDIT CARD - Please complete the following: VISA M/C AM EX DIS <small>(CIRCLE ONE)</small>	
Check Number: _____ Dated _____	Acct. Number _____	
Amount \$ _____	Exp. Date _____ I.D. Number _____ <small>3 or 4 digit no. on back of card</small>	
NOTE: All Checks are deposited upon receipt. Do not postdate! There is a \$25.00 charge for all checks returned by the bank.	Card Holder _____	
	Signature _____	

PLEASE COMPLETE THIS PORTION - (For CREDIT CARD PAYMENTS - Provide C.C. billing address)

Name of Event _____	Booth Number(s) _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____	Tel. No. _____	
Address _____	City _____ State _____ Zip _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED
Print Your Name _____	Signature _____	

Credit Cards unprocessed due to insufficient information or funds may not be eligible for Advance Rates
 THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. **KEEP A COPY FOR YOUR RECORDS**

“Ohio State Fair – Division of State Fire Marshal Ohio Fire Code Rules”

Fire Marshal Inspection of Concession and Exhibit Areas

The Division of State Fire Marshal Code Enforcement Bureau staff conducts fire safety inspections to verify compliance with the following Ohio Fire Code rules. Full compliance with all applicable regulations must be achieved to provide a safe environment for the Ohio State Fair. Your cooperation is requested to have someone available at your exhibit or concession to allow access to the inspector. If you have questions regarding any of the following Ohio Fire Code rules, contact the Division of State Fire Marshal at (614) 728-5460.

Important items to remember:

Inside Buildings: exits must remain clear and free for travel. This includes the area immediately outside the exits. No displays, trash or other items are permit in this area. The manual fire alarm pull box at each exit must also be visible, clear of any storage or displays, and be accessible.

Fire extinguishers are mounted on support columns and walls throughout the buildings and must remain visible, clear of any storage or displays, and accessible.

Fire alarm visual and audible warning devices (A/V's) on the walls must also remain visible and not be covered by banners or other decorations.

Flammable and combustibles nor open flames (see section OFC 308 below) are not allowed to be in the building. If motor vehicles are brought into the building, see OFC 314.4 below on this item.

Open or exposed flame in a tent, canopy or temporary membrane structure (Conditions of Approval)

- This approval is applicable only to this event.
- The flame resistance of the tent material and all other fire safety requirements must be strictly adhered to.
- There must be a minimum clearance of at least three (3) feet between the tent materials and the cooking device.
- At least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum rating of 40-BC shall be available for the cooking operation.
- The open flame cooking device shall be substantially separated from the public and public seating.
- The tent material shall be checked daily for accumulations of grease and any such accumulation shall be immediately removed.
- The presence of combustible materials shall be prohibited within three (3) feet of the open flame.

Referenced OFC sections;

OAC 1301:7-7-01 (E)(1)(a)(i)(b); OFC 105.1.1.1.2 Flammable and combustible liquid tanks. A permit is required to install, alter, place temporarily out of service, remove, abandon or otherwise dispose of a flammable or combustible liquid tank or any line or dispensing device connected thereto. Permits to install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank or any line or dispensing device connected thereto shall be obtained from the fire marshal when such permits are not issued by the local fire code official.

OAC 1301:7-7-01 (E)(1)(a)(i)(e); OFC 105.1.1.1.5 Temporary membrane structures, tents and canopies. A permit is required for the construction of an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²) or a canopy in excess of 400 square feet (37 m²) when such structure, tent or canopy is erected on state property. Permits required for the construction of an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²) or a canopy in excess of 400 square feet (37 m²) when such structure, tent or canopy is erected on state owned property or on a licensed premises as defined in 1301:7-7-02 shall be obtained from the fire marshal when such permits are not issued by the local fire code official.

OAC 1301:7-7-01 (E)(1)(a)(i)(f); OFC 105.1.1.1.6 Exhibition of fireworks. A permit is required for the temporary storage and exhibition of fireworks as set forth in Revised Code Chapter 3743. and rule 1301:7-7-33 of the Administrative Code. Permits required for the temporary storage and exhibition of fireworks shall be obtained from the local fire code official in accordance with the provisions of the Revised Code and rule 1301:7-7-33 of the Administrative Code.

OAC 1301:7-7-01 (E)(3)(e); OFC 105.3.5 Posting the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official.

OAC 1301:7-7-01 (G)(6); OFC 107.6 Overcrowding. Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, upon finding any overcrowding conditions or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.

OAC 1301:7-7-03 (D)(1); OFC 304.1 Waste accumulation prohibited. Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.

OAC 1301:7-7-03 (D)(1)(a); OFC 304.1.1 Waste material. Accumulations of wastepaper, wood, hay, straw, weeds, litter or combustible or flammable waste or rubbish of any type shall not be permitted to remain on a roof or in any court, yard, vacant lot, alley, parking lot, open space, or beneath a grandstand, bleacher, pier, wharf, manufactured home, recreational vehicle or other similar structure.

OAC 1301:7-7-03 (D)(3)(a); OFC 304.3.1 Spontaneous ignition. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents of such containers shall be removed and disposed of daily.

OAC 1301:7-7-03 (E)(2); OFC 305.2 Hot ashes and spontaneous ignition sources. Hot ashes, cinders, smoldering coals or greasy or oily materials subject to spontaneous ignition shall not be deposited in a combustible receptacle, within 10 feet (3048 mm) of other combustible material including combustible walls and partitions or within 2 feet (610 mm) of openings to buildings.

Exception: The minimum required separation distance to other combustible materials shall be 2 feet (610 mm) where the material is deposited in a covered, noncombustible receptacle placed on a noncombustible floor, ground surface or stand.

OAC 1301:7-7-03 (H)(3); OFC 308.3 Open flame. A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose ~~in Group A or E occupancies~~ without first obtaining a permit in accordance with rule 1301:7-7-01 of the Administrative Code.

OAC 1301:7-7-03 (H)(3)(g); OFC 308.3.7 Group A occupancies. Open-flame devices shall not be used in a Group A occupancy.

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
 - 1.1 Where necessary for ceremonial or religious purposes in accordance with paragraph (H)(3)(e)(308.3.5) of this rule.
 - 1.2 On stages and platforms as a necessary part of a performance in accordance with paragraph (H)(3)(f)(308.3.6) of this rule.
 - 1.3 Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
2. Heat-producing equipment complying with rule 1301:7-7-06 of the Administrative Code and the mechanical code as listed in rule 1301:7-7-45 of the Administrative Code.

3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.

OAC 1301:7-7-03 (J)(2); OFC 310.2 Prohibited areas. Smoking shall be prohibited where conditions are such as to make smoking a hazard, and in spaces where flammable or combustible materials are stored or handled.

OAC 1301:7-7-03 (J)(4); OFC 310.4 Removal of signs prohibited. A posted "No Smoking" sign shall not be obscured, removed, defaced, mutilated or destroyed.

OAC 1301:7-7-03 (J)(5); OFC 310.5 Compliance with "No Smoking" signs. Smoking shall not be permitted nor shall a person smoke, throw or deposit any lighted or smoldering substance in any place where "No Smoking" signs are posted.

OAC 1301:7-7-03 (N)(2); OFC 314.2 Fixtures and displays. Fixtures and displays of goods for sale to the public shall be arranged so as to maintain free, immediate and unobstructed access to exits as required by rule 1301:7-7-10 of the Administrative Code.

OAC 1301:7-7-03 (N)(3); OFC 314.3 Highly combustible goods. The display of highly combustible goods, including but not limited to flammable or combustible liquids, liquefied flammable gases, oxidizing materials, pyroxylin plastics and agricultural goods in main exit access aisles, corridors, covered malls, or within 5 feet (1524 mm) of entrances to exits and exterior exit doors is prohibited when a fire involving such goods would rapidly prevent or obstruct egress.

OAC 1301:7-7-03 (N)(4); OFC 314.4 Vehicles. Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- (a) Batteries are disconnected.
- (b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- (c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
- (d) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

OAC 1301:7-7-03 (O)(2); OFC 315.2 Storage in buildings. Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.

OAC 1301:7-7-03 (O)(2)(a); OFC 315.2.1 Ceiling clearance. Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.

OAC 1301:7-7-03 (O)(2)(b); OFC 315.2.2 Means of egress. Combustible materials shall not be stored in exits or exit enclosures.

OAC 1301:7-7-04 (F)(1); OFC 406.1 General. Employees in the occupancies listed in paragraph (D)(2)(404.2) of this rule shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in paragraph (D)(3)(404.3) of this rule.

OAC 1301:7-7-04 (H)(2)(a); OFC 408.2.1 Seating plan. The fire safety and evacuation plans for assembly occupancies shall include the information required by paragraph (D)(3)(404.3) of this rule and a detailed seating plan, occupant load, and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit access ways remain unobstructed.

OAC 1301:7-7-04 (H)(2)(b); OFC 408.2.2 Announcements. In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for non-continuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

OAC 1301:7-7-05 (C)(4); OFC 503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in paragraph (C)(2)(a)(503.2.1) of this rule shall be maintained at all times.

OAC 1301:7-7-06 (E)(1); OFC 605.1 Abatement of electrical hazards. Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the code official responsible for enforcement of the building code and NFPA 70 as listed in rule 1301:7-7-45 of the Administrative Code. Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.

OAC 1301:7-7-06 (E)(4); OFC 605.4 Multiplug adapters. Multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with the building code and NFPA 70 as listed in rule 1301:7-7-45 of the Administrative Code shall be prohibited.

OAC 1301:7-7-06 (E)(4)(a); OFC 605.4.1 Power tap design. Relocatable power taps shall be of the polarized or grounded type, equipped with overcurrent protection, and shall be listed in accordance with UL 1363 as listed in rule 1301:7-7-45 of the Administrative Code.

OAC 1301:7-7-06 (E)(4)(b); OFC 605.4.2 Power supply. Relocatable power taps shall be directly connected to a permanently installed receptacle.

OAC 1301:7-7-06 (E)(4)(c); OFC 605.4.3 Installation. Relocatable power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage.

OAC 1301:7-7-06 (E)(5); OFC 605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

OAC 1301:7-7-06 (E)(6); OFC 605.6 Unapproved conditions. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

OAC 1301:7-7-06 (E)(7); OFC 605.7 Appliances. Electrical appliances and fixtures shall be tested and listed in published reports of inspected electrical equipment by an approved agency and installed and maintained in accordance with all instructions included as part of such listing.

OAC 1301:7-7-06 (E)(9); OFC 605.9 Temporary wiring. Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days. Temporary wiring methods shall meet the applicable provisions of the building code and NFPA 70 as listed in rule 1301:7-7-45 of the Administrative Code.

Exception: Temporary wiring for electrical power and lighting installations is allowed during periods of construction, remodeling, repair or demolition of buildings, structures, equipment or similar activities.

OAC 1301:7-7-06 (E)(9)(a); OFC 605.9.1 Attachment to structures. Temporary wiring attached to a structure shall be attached in an approved manner.

OAC 1301:7-7-06 (E)(10); OFC 605.10 Portable, electric space heaters. Portable, electric space heaters shall comply with paragraphs (E)(10)(a)(605.10.1) to (E)(10)(d)(605.10.4) of this rule.

OAC 1301:7-7-06 (E)(10)(a); OFC 605.10.1 Listed and labeled. Only listed and labeled portable, electric space heaters shall be used.

OAC 1301:7-7-06 (E)(10)(b); OFC 605.10.2 Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle.

OAC 1301:7-7-06 (E)(10)(c); OFC 605.10.3 Extension cords. Portable, electric space heaters shall not be plugged into extension cords.

OAC 1301:7-7-06 (E)(10)(d); OFC 605.10.4 Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed.

OAC 1301:7-7-08 (F)(1); OFC 806.1 Natural cut trees. Natural cut trees, where allowed by this paragraph, shall have the trunk bottoms cut off at least 0.5 inch (12.7 mm) above the original cut and shall be placed in a support device complying with paragraph (F)(1)(b)(806.1.2) of this rule.

OAC 1301:7-7-08 (F)(1)(a); OFC 806.1.1 Restricted occupancies. Natural cut trees shall be prohibited in Group A, E, I-1, I-2, I-3, I-4, M, R-1, R-2 and R-4 occupancies.

Exceptions:

1. Trees located in areas protected by an approved automatic sprinkler system installed in accordance with paragraph (C)(3)(a)(i)(903.3.1.1) or (C)(3)(a)(ii)(903.3.1.2) of rule 1301:7-7-09 of the Administrative Code shall not be prohibited in Groups A, E, M, R-1 and R-2.
2. Trees shall be allowed within dwelling units in Group R-2 occupancies.

OAC 1301:7-7-08 (F)(2); OFC 806.2 Artificial vegetation. Artificial decorative vegetation shall meet the flame propagation performance criteria of NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code. Meeting the flame propagation performance criteria of NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code shall be documented and certified by the manufacturer in an approved manner.

OAC 1301:7-7-08 (F)(4); OFC 806.4 Open flame. Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat-producing devices at least equal to the height of the tree.

OAC 1301:7-7-08 (F)(5); OFC 806.5 Electrical fixtures and wiring. The use of unlisted electrical wiring and lighting on natural trees and artificial decorative vegetation shall be prohibited. The use of electrical wiring and lighting on artificial trees constructed entirely of metal shall be prohibited.

OAC 1301:7-7-08 (G)(1); OFC 807.1 General requirements. In occupancies of Groups A, E, I and R-1 and dormitories in Group R-2, curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code in accordance with paragraph (F)(2)(806.2) of this rule or be noncombustible.

OAC 1301:7-7-08 (G)(1)(a); OFC 807.1.1 Noncombustible materials. The permissible amount of noncombustible decorative material shall not be limited.

OAC 1301:7-7-08 (G)(1)(b); OFC 807.1.2 Combustible decorative materials. The permissible amount of decorative materials meeting the flame propagation performance criteria of NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code shall not exceed 10 per cent of the aggregate area of walls and ceilings.

Exceptions:

1. In auditoriums of Group A, the permissible amount of decorative material meeting the flame propagation performance criteria of NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code shall not exceed 50 per cent of the aggregate area of walls and ceilings where the building is equipped throughout with an approved automatic sprinkler system in accordance with paragraph (C)(3)(a)(i)(903.3.1.1) of rule 1301:7-7-09 of the Administrative Code, and where the material is installed in accordance with Section 803.4 of the building code as listed in rule 1301:7-7-45 of the Administrative Code.
2. The amount of fabric partitions suspended from the ceiling and not supported by the floor in Group B and M occupancies shall not be limited.

OAC 1301:7-7-08 (G)(2); OFC 807.2 Acceptance criteria and reports. Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet the flame propagation performance criteria of NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code, or such materials shall be noncombustible. Reports of test results shall be prepared in accordance with NFPA 701 as listed in rule 1301:7-7-45 of the Administrative Code and furnished to the fire code official upon request.

OAC 1301:7-7-08 (G)(4)(a); OFC 807.4.1 General. All of the following requirements shall apply to all Group A and E occupancies and Group I-4 day care facilities regulated by paragraphs (G)(4)(b)(807.4.2) to (G)(4)(d)(807.4.4) of this rule:

- (i) Explosive or highly flammable materials. Furnishings or decorative materials of an explosive or highly flammable character shall not be used.
- (ii) Fire-retardant coatings. Fire-retardant coatings in existing buildings shall be maintained so as to retain the effectiveness of the treatment under service conditions encountered in actual use.
- (iii) Obstructions. Furnishings or other objects shall not be placed to obstruct exits, access thereto, egress therefrom or visibility thereof.

OAC 1301:7-7-08 (G)(4)(b); OFC 807.4.2 Group A. The requirements in paragraphs (G)(4)(b)(i)(807.4.2.1) to (G)(4)(b)(iii)(807.4.2.3) of this rule shall apply to occupancies in Group A.

OAC 1301:7-7-08 (G)(4)(b)(i); OFC 807.4.2.1 Foam plastics. Exposed foam plastic materials and unprotected materials containing foam plastic used for decorative purposes or stage scenery or exhibit booths shall have a maximum heat release rate of 100 kilowatts (kW) when tested in accordance with UL 1975 as listed in rule 1301:7-7-45 of the Administrative Code.

Exceptions:

1. Individual foam plastic items or items containing foam plastic where the foam plastic does not exceed 1 pound (0.45 kg) in weight.
2. Cellular or foam plastic shall be allowed for trim not in excess of 10 per cent of the wall or ceiling area, provided it is not less than 20 pounds per cubic foot (320 kg per cubic meter) in density, is limited to 0.5 inch (12.7 mm) in thickness and 4 inches (102 mm) in width, and complies with the requirements for Class B interior wall and ceiling finish, except that the smoke-developed index shall not be limited.

OAC 1301:7-7-09 (D)(11)(e); OFC 904.11.5 Portable fire extinguishers for commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.

OAC 1301:7-7-09 (F)(1); OFC 906.1 Where required. Portable fire extinguishers shall be installed in the following locations:

- (a) In all new and existing Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies.
- (b) Within 30 feet (9144 mm) of commercial cooking equipment.
- (c) In areas where flammable or combustible liquids are stored, used or dispensed.
- (d) On each floor of structures under construction, except Group R-3 occupancies, in accordance with paragraph (O)(1)(1415.1) of rule 1301:7-7-14 of the Administrative Code.
- (e) Where required by the paragraphs indicated in Table 906.1 of this rule.
- (f) Special-hazard areas, including but not limited to laboratories, computer rooms, and generator rooms, where required by the fire code official.

OAC 1301:7-7-09 (F)(4); OFC 906.4 Cooking grease fires. Fire extinguishers provided for the protection of cooking grease fires shall be of an approved type compatible with the automatic fire-extinguishing system agent and in accordance with paragraph (D)(11)(e)(904.11.5) of this rule.

OAC 1301:7-7-09 (F)(6); OFC 906.6 Unobstructed and unobscured. Fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the locations of extinguishers.

OAC 1301:7-7-10 (A)(2); OFC 1001.2 Minimum requirements. It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.

OAC 1301:7-7-10 (D)(3); OFC 1004.3 Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.

OAC 1301:7-7-10 (K)(1); OFC 1011.1 Where required. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Access to exits shall be marked by readily visible exit signs in cases where the exit or the path of egress travel is not immediately visible to the occupants. Exit sign placement shall be such that no point in a corridor is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign.

Exceptions:

1. Exit signs are not required in rooms or areas which require only one exit or exit access.
2. Main exterior exit doors or gates which obviously and clearly are identifiable as exits need not have exit signs where approved by the fire code official pursuant to paragraph (A)(1)(1001.1) of this rule. At locations or in structures not regulated by the building code as listed in rule 1301:7-7-45 of the Administrative Code, main exterior exit doors or gates which obviously and clearly are identifiable as exits need not have exit signs where approved by the fire code official.
3. Exit signs are not required in occupancies in Group U and individual sleeping units or dwelling units in Group R-1, R-2 or R-3.
4. Exit signs are not required in sleeping room areas in occupancies in Group I-3.

5. In occupancies in Groups A-4 and A-5 that include grandstand seating arrangements, exit signs are not required on the seating side of vomitories or openings into seating areas where exit signs are provided in the concourse that are readily apparent from the vomitories. Egress lighting is provided to identify each vomitory or opening within the seating area in an emergency.

OAC 1301:7-7-10 (N)(4)(c)(i); OFC 1014.4.3.1 Aisle accessway for tables and seating. Aisle accessways serving arrangements of seating at tables or counters shall have sufficient clear width to conform to the capacity requirements of paragraph (E)(1)(1005.1) of this rule, but shall not have less than the appropriate minimum clear width specified in paragraph (N)(4)(c)(ii)(1014.4.3.2) of this rule.

OAC 1301:7-7-10 (BB)(2); OFC 1028.2 Reliability. Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency when the areas served by such exits are occupied. Security devices affecting means of egress shall be subject to approval of the fire code official.

OAC 1301:7-7-10 (BB)(3); OFC 1028.3 Obstructions. A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice.

OAC 1301:7-7-10 (BB)(5); OFC 1028.5 Furnishings and decorations. Furnishings, decorations or other objects shall not be placed so as to obstruct exits, access thereto, egress therefrom, or visibility thereof. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.

OAC 1301:7-7-24 (C)(2); OFC 2403.2 Approval required. Tents and membrane structures having an area in excess of 200 square feet (19 m²) and canopies in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions:

1. Tents used exclusively for recreational camping purposes
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1 Individual canopies having a maximum size of 700 square feet (65 m²).
 - 2.2 The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m²) total.
 - 2.3 A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

OAC 1301:7-7-24 (C)(6); OFC 2403.6 Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

OAC 1301:7-7-24 (D)(5); OFC 2404.5 Combustible materials. Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for public performance or exhibit shall not be prohibited provided the sawdust and shaving are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or air-supported structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet (6096 mm) from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

OAC 1301:7-7-24 (D)(6); OFC 2404.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with paragraph (J)(310) of rule 1301:7-7-03 of the Administrative Code.

OAC 1301:7-7-24 (D)(7); OFC 2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

OAC 1301:7-7-24 (D)(12); OFC 2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by paragraph (F)(906) of rule 1301:7-7-09 of the Administrative Code.

OAC 1301:7-7-30 (C)(5)(c); OFC 3003.5.3 Securing compressed gas containers, cylinders and tanks. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

- (i) Securing containers, cylinders and tanks to a fixed object with one or more restraints.
- (ii) Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.

- (iii) Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in seller's warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress.
- (iv) Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use.

Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

OAC 1301:7-7-33 (H)(1); OFC 3308.1 Permit. A permit shall be obtained from the local fire official and law enforcement officer of the jurisdiction for a fireworks exhibition pursuant to the applicable provisions of section 3743.54 of the Revised Code. The permit shall bear the signatures of the fire official and law enforcement official having jurisdiction and the licensed exhibitor applying to conduct the fireworks exhibition. The permit shall identify the certified fire safety inspector, fire chief, or fire prevention officer who will be present before, during, and after the fireworks exhibition, where appropriate.

OAC 1301:7-7-33 (J)(1); OFC 3310.1 Storage. The storage of fireworks at the exhibition site shall comply with the requirements of this paragraph and NFPA 1123 as listed in rule 1301:7-7-45 of the Administrative Code. All 1.3G fireworks to be used at a fireworks exhibition shall be stored in an approved magazine at the exhibition site until immediately prior to their use. Such magazine shall be located in an area approved by the local fire official and shall meet the table of distances requirements of this rule. Magazines shall be constructed in accordance with this rule. No fireworks may be acquired or stored by an exhibitor until the permit for the specific exhibition that the fireworks will be used at has been issued. Such storage shall not exceed a period of seventy-two hours prior to the start of the fireworks exhibition as provided for in the approved permit unless all of the following apply:

- (a) The fire code official having jurisdiction over the exhibition approves the extended time period for storage as part of the exhibition permit.
- (b) All fireworks are stored at the exhibition site as that site is described in the permit.
- (c) The fireworks stored at the exhibition site in accordance with this rule shall only be those fireworks approved by the fire code official having jurisdiction as necessary for the specific exhibition listed in the exhibition permit that describes the extended storage period.
- (d) The extended time period for storage shall not exceed a maximum of fourteen days.

OAC 1301:7-7-33 (K)(1); OFC 3311.1 A permit for pyrotechnic exhibition shall be obtained from the local fire official of the jurisdiction for all indoor or outdoor use of pyrotechnic special effects at least five days in advance of the pyrotechnics exhibition. Failure to submit the permit application prior to five days in advance of the pyrotechnics exhibition may result in denial of the application.

OAC 1301:7-7-34 (D)(3)(d)(ii); OFC 3404.3.4.2 Occupancy quantity limits. The following limits for quantities of stored flammable or combustible liquids shall not be exceeded:

- (a) Group A occupancies: Quantities in Group A occupancies shall not exceed that necessary for demonstration, treatment, laboratory work, maintenance purposes and operation of equipment, and shall not exceed quantities set forth in Table 2703.1.1(1) of rule 1301:7-7-27 of the Administrative Code.

OAC 1301:7-7-38 (C)(2)(a); OFC 3803.2.1 Portable containers. Portable LP-gas containers, as defined in NFPA 58 as listed in rule 1301:7-7-45 of the Administrative Code, shall not be used in buildings except as specified in NFPA 58 as listed in rule 1301:7-7-45 of the Administrative Code and paragraphs (C)(2)(a)(i)(3803.2.1.1) to (C)(2)(a)(vii)(3803.2.1.7) of this rule.