



EXHIBITOR SERVICE MANUAL

CLEAN WATERWAYS 2019 | April 16-18, 2019

Hyatt Regency | 151 W Fifth Street, Cincinnati, OH 45202

General Show Information

Event Dates:	April 16-18, 2019
Location:	Hyatt Regency 151 W Fifth Street Cincinnati, OH 45202
Sponsor Display Room:	Regency Ballroom
Event Goals:	<p>The goal of this event is to serve the spill response industry by hosting a forum that facilitates an open exchange of ideas, case studies and best practices for stakeholders from industry, government, environmental, emergency planning and response industries throughout maritime, facilities, rail and pipeline. Further, to improve working relationships between industry and agencies prior to an incident occurring.</p>
How CLEAN WATERWAYS Started:	<p>The Ohio River spans 15 states and is one of the heaviest industrial rivers in the country. When a spill or hazardous event occurs, it doesn't stay in one place which means multiple States and Federal Agencies must get involved. CLEAN WATERWAYS' birth came about with a realization that there was no conference for the inland river systems that brought together all of the above-mentioned stakeholders.</p>
Who Should Attend:	<p>Anyone involved in spill prevention and response along inland river systems will benefit from attending CLEAN WATERWAYS. The conference content will cover all spill prevention and response issues along inland rivers and extended to facilities, pipeline, rail and barges/tankers.</p>
Show Management:	Access Intelligence, LLC. 11000 Richmond Ave, Ste. 690 Houston, TX, 77042
Website:	2019.cleanwaterwaysevent.org
Conference Dress Code:	Business Casual
Exhibitor Discount Deadline:	April 5 th
Show Colors:	Royal blue and Gray
General Service Contractor:	FERN Expositions

EXHIBITOR IMPORTANT INFORMATION

- Booth Equipment Info:** Each 8' x 10' Booth Includes:
8' high background drapery
3' high side division drapery
Two (2) Side chairs
One (1) 6' table draped gray
One (1) ID sign
- Move In:** Tuesday, April 16, 2019 - 9:00 AM – 5:00 PM
- Key Networking Hours:** Wednesday April 17, 2019
8:00 AM – 9:00 AM Continental Breakfast & Exhibits
10:00 AM – 10:30 AM Networking Break and Exhibits
12:00 PM – 1:00 PM Networking Luncheon and Exhibits
2:30 PM – 3:00 PM Networking Break and Exhibits
4:30 PM – 6:00 PM Reception
Thursday, April 18, 2019
8:00 AM – 8:30 AM Breakfast and Exhibits
10:00 AM – 10:30 AM Networking Break and Exhibits
12:00 PM – 1:00 PM Luncheon and Exhibits
- Move Out:** Thursday, April 18, 2019 – 2:30 PM – 6:30 PM
- Shipping Address:** Exhibitors have the option to ship items directly to show site, or to the advanced warehouse for Fern.

Show site: *Items can arrive starting on April 16th*

Label each piece of shipment(s) as follows:
(Exhibiting Company Name)
c/o Fern Exposition
Hyatt Regency Hotel
151 West 5th Street
Cincinnati, OH 45202
CLEAN WATERWAYS 2019 (Booth #)

Advanced Warehouse: *Items may arrive between March 17th -April 9th*

Label each piece of shipment(s) as follows:
(Exhibiting Company Name)
645 Linn Street
Cincinnati, OH 45203
CLEAN WATERWAYS 2019 (Booth #)

Show Management Contact Information	
Kayla Sparks, Show Director	ksparks@accessintel.com
Anastasia Bisson, Sales Manager	abisson@accessintel.com
Kristina Rivera, Coordinator, Operations	krivera@accessintel.com
Carey Buchholtz, Marketing Director	cbuchholtz@accessintel.com
Cassie Davie, Sr. Conference Manager	cdavie@accessintel.com
Jill Dean, Group Attendance Sales Manager	jidean@accessintel.com
Melissa Helms, Registration Administrator	Mhelms@accessintel.com

HOTEL & TRAVEL INFORMATION



***Deadline to book at a discounted rate: March 26, 2019**

Hotel Accommodations:

A block of rooms has been secured for CLEAN WATERWAYS attendees at the Hyatt Regency Cincinnati, located on 151 W Fifth Street in Cincinnati, Ohio. As our meeting and exhibit hall location, this property will be the most convenient place to stay for our 2019 event. The Hyatt puts you in the heart of downtown's action and provides a comfortable, vibrant place to stay.

Rooms are available at the discounted rate until March 26, 2019. A small block of government rated rooms are also available while supplies last.

Standard hotel room – \$179 + Book [here](#).

Government hotel room – \$141+ Book [here](#)

Parking:

Parking at the Hyatt Regency Cincinnati is \$30/day with in and out privileges. Self-parking is in the same garage and is \$17/day with no in and out privileges. For your convenience, there are also various parking garages throughout the city with various rates.

Airline Discounts:

Delta Airlines is offering savings of up to 10%: Reservations and ticketing are available via www.delta.com. When booking online, select Book a Trip, click on More Search Options and enter the meeting code, NMSMC in the box provided on the Search Flight page. The Group Ticket Designator, if prompted, is NGKDN.

Reservations may also be made by calling Delta Meeting reservations at (800) 328-1111 Monday – Friday from 7 a.m. – 7 p.m. CDT. Additional fees may apply.

DELTA BOOKING CLASS – PERCENTAGE OFF

F / J / C / D / Y / P / I – 10%

B / M / H / Q / K / L – 5%

U / T / V / X – 2%

United Airlines is pleased to offer discounts off published fares to our 2019 event attendees. You may book online at www.united.com and enter your offer code (ZFXK882468) in the Offer Code box when searching for your flights. If booking through a travel professional or United Meetings at 800-426-1122, please give them the following information:

Agreement Code: 519410

Z Code: ZFZU

Outside of the United States, please call your local United Airlines Reservation Office.

Experience dependable, first-rate service and earn miles in MileagePlus®, United's award-winning frequent flyer program. To enroll in MileagePlus®, log on to www.united.com.

Shuttle Services

For 2019, we have secured a traveler discount for SuperShuttle for our CLEAN WATERWAYS attendees. Attendees traveling in via airport locations can book via SuperShuttle for a 12% discount on airport rides. To book, please follow this group booking link. Simply enter your airport and destination information, and click "continue" to see transportation options and quotes. For a full list of airports served via SuperShuttle, click [here](#).

Registration Instructions

	Loyalty Rate	Early Bird Rate	Advance Rate	Onsite Rate
	Ended 11/2/2019	11/3/18 – 2/1/19	2/2/19 – 4/12/19	Starts 4/13/19
Conference Attendee (Facilities, Operators, Shipping Companies)	\$499	\$599	\$699	\$749
Conference Attendee – Government	\$349	\$449	\$549	\$599
Conference Attendee (Supplier/Manufacturer or Service Company)	\$599	\$699	\$799	\$849
Conference Attendee – Exhibitor	\$399	\$399	\$399	\$399

Signing up for an exhibit display does not register your personnel for the conference. As an exhibitor you receive one free conference pass which allows you access to the exhibit area, as well as admission to the conference sessions. *(If you are also a sponsor, or have a larger exhibit space you may have more than one complimentary pass).* If you need assistance registering, please contact Melissa Helms at mhelms@accessintel.com.

Registration includes:

- Access to all conference sessions
- Entrance to exhibit display area
- Breakfast and lunch both days
- Networking reception(s)
- Online access to the conference archives

Cancellation Policy: The cancellation deadline is March 7, 2019. Cancellations must be made in writing by March 7, 2019 to receive a refund, minus a \$95 cancellation fee. Registrations who do not cancel prior to March 7, 2019 will be liable for the full registration fee. Non-payment or non-attendance does not constitute cancellation. If for any reason, Access Intelligence decides to cancel or postpone this event, Access Intelligence is not responsible for covering airfare and other travel costs incurred by registrants. No refunds will be processed prior to the event.

CLEAN WATERWAYS 2019 SPONSOR & EXHIBITOR RULES AND REGULATIONS

Clean Waterways* April 16-18, 2019

Clean Waterways 2019 is produced and presented by Access Intelligence.

Access Intelligence and the presenting association are hereinafter referred to as "Show Management"

TERMS AND CONDITIONS

1. Contract for Space: The contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and Access Intelligence, hereinafter known as Show Management, for the right to use space for the Show. The contract is based upon the plan of exhibit rates shown thereon and general information contained in the exposition prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.

2. Minors and Children: Persons under 18 years of age will not be permitted in the conference area.

3. Sharing/Subletting Space: No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space. Show Management policy prohibits subcontracting of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.

4. Contractors Services: Exhibition services of shipping, electric, and internet will be provided by the Seelbach hotel and affiliated providers. Order forms can be found within this manual. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges. Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by show management, show management is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor.

5. Character of Literature Tables: It is the desire of Show Management that each sponsor design and create a table-top display of an attractive nature which will enhance the overall appearance of the conference and be a credit to the industry. Table-top Displays must be in good taste as determined by Show Management. It is the Sponsor's responsibility to create an attractive display area. Show Management reserves the unilateral right to correct any unsightly literature table and the Sponsor agrees to pay Show Management for expenses incurred in making the necessary alterations.

6. Gadgets, Gimmicks, Demonstrations, Music and Sound: Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Sponsors are asked to observe the "good neighbor" policy at all times. Table-top Displays should be conducted in a manner not to be objectionable or offensive to neighboring tables. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are not permitted. Show Management reserves the right to determine when such items become objectionable. Balloons, horns, and odors are not permitted. Give-away, demonstrations and/or entertaining the attendees at Table-top Displays is permitted, so long as neighboring tables are not blocked. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30) days prior to the first day of the show. Exhibitors may take photos or videos of their table, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed. Sponsors must respect the privacy of other sponsors and not intrude or disrupt another sponsor while they are conducting business.

7. Other Exhibits: The Sponsor agrees that not they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to exhibitor's regular place of business or show room. Violation of this provision by a Sponsor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and sponsor will remove their display and any equipment contained in the Sponsor Foyer and forfeit all payments to Access Intelligence pursuant to this contract.

8. Soliciting – Access to Lists, Samples & Prizes: No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to engage in direct selling in the Sponsor Foyer area. No soliciting of registrants shall be permitted. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only at their own table. No sponsor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of it must not be displayed. Access Intelligence reserves the right to limit access to attendee, sponsor and any other list or information gathered by Access Intelligence, or its contractors. Sponsors that publish industry publications may distribute their publications outside their booths only to the other sponsors and only during show hours. Show sponsors that produce industry publications may distribute their publications to other sponsors at times designated by show management.

9. Flammable Materials: Flammable fluids, substances, or material of any nature are prohibited in the Sponsor Table Foyer and in the storage area behind the table. All decorative materials must be flame proofed before being taken into the Foyer, and must comply with local fire regulations. Transferring of flammable liquids while in the Sponsor Foyer is expressly prohibited. There will be no electrical equipment and wiring permitted.

10. Beverages and Foods: Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages may not be served in the Sponsor Foyer. Note: Corkage fees to the Facility may be required.

11. Liability: Show Management will not be responsible for the safety or property of exhibitors from theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions with the Hotel to protect Sponsor Tables from such loss. All property of the Sponsor is understood to remain in the sponsor's custody and control in transit to or from or within the confines of the Sponsor Foyer and subject to the rules and regulations for the conference. Note: Sponsors are advised to carry insurance to cover sponsor materials if the feel necessary against damage and loss and public liability insurance against injury to the person and property of others. Sponsor must comply with all federal, state, local and exposition facilities' safety regulations. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications. Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, employees, and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Sponsor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The sponsor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting his participation in the conference. Compliance with such laws is mandatory for all sponsors and is the sole responsibility of the sponsor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations. Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each Sponsor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.

12. Damage: Sponsors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the hotel and for any damage to equipment furnished by Show Management or service suppliers designated by them.

13. Violation: The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the sponsor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon written notice of such cancellation, Show Management shall have the right to take possession of the sponsor's space, remove all persons and properties of the exhibitor and hold the sponsor accountable for all risks and expenses incurred in such removal.

14. Social Functions/Special Events: Any social function or special event during the Show in the host city is reserved for sponsoring companies and must be approved by Show Management.

15. Show Rules: In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made known promptly to each exhibitor. Show rules are promulgated separately and are tailored to the individual exhibit hall.

16. Good Standing with Sponsor Publications: If exhibitor is also an advertiser with Access Intelligence, the presenting publication of the show, their advertising account balance must be current or within 30 days of billing date to retain their space.

CLEAN WATERWAYS

Deadline	Action Item
Feb 15	<p>Submit your 50-word company listing to be included in the onsite show guide and on the CW website. Please use below format.</p> <p>Company Name Address City, State, Zip Phone, Fax Website 50 Word Company Description</p> <p><i>Send company listing to Kristina Rivera at krivera@accessintel.com</i></p>
March 26	<p>If you haven't already, don't forget to book your room at the Hyatt Regency for our exclusive CLEAN WATERWAYS room block.</p> <p><i>Available only until 3/26/2019 or until sold out.</i></p>
April 5	FERN Discount Deadline Cut off
April 9	<p>Shipments must arrive at Fern's Advance Warehouse by April 9. Address below—</p> <p>645 Linn Street Cincinnati, OH 45203 Phone: 513.333.7060 Fax: 513.333.7067 email: cincinnati@fernexpo.com</p>
April 16	Hyatt Regency begins accepting shipments



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

Discount Deadline:
April 05, 2019

Booth Equipment

Each 8' x 10' Booth Includes:
8' high background drapery
3' high side division drapery
Two (2) Side chairs
One (1) 6' table draped gray
One (1) ID sign

Show Colors

8' high background drapery will be royal blue
3' high side division drapery will be royal blue

Carpet

The exhibit space is carpeted

Move-in Dates & Times

Tuesday, April 16, 2019 9:00 AM - 5:00 PM

Show Dates & Times

Wednesday, April 17, 2019

Continental Breakfast & Exhibits	8:00 AM - 9:00 AM
Networking Break & Exhibits	10:00 AM - 10:30 AM
Networking Luncheon/Exhibits	12:00 PM - 1:00 PM
Networking Break & Exhibits	2:30 PM - 3:00 PM
Reception	4:30 PM - 6:00 PM

Thursday, April 18, 2019

Breakfast and Exhibits	8:00 AM - 8:30 AM
Networking Break & Exhibits	10:00 AM - 10:30 AM
Luncheon and Exhibits	12:00 PM - 1:00 PM

Move-out Dates & Times

Thursday, April 18, 2019 2:30 PM - 6:30 PM

Advance Warehouse Shipments

Must Arrive By:
3pm Tuesday, April 9

Show Site Shipments

Cannot Arrive Before:
9am Tuesday, April 16

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: 513.333.7067

MAIL

Send completed forms to:
Fern
645 Linn Street
Cincinnati, OH 45203

**Credit Card Transactions Only*

show information

012519-133111



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

Discount Deadline:
April 5, 2019

SHOW SERVICES & EQUIPMENT ORDERED

Exhibit Display Rental	\$
Furniture Rental	\$
Carpet Rental	\$
Graphics	\$
Plants & Floral	\$
Cleaning Services	\$
Display Labor Services‡	\$
Material Handling‡*	\$
Fern Transportation**	\$

Sub Total:	\$
Sub Total Taxable	\$
Sub Total Non Taxable	\$
Sales Tax 7.000%	\$
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

011119-132136



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

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Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

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	\$
Graphics	\$
Plants & Floral	\$
Cleaning Services	\$
Display Labor Services‡	\$
Material Handling‡*	\$
Fern Transportation**	\$

Sales Tax 7.000% \$
Grand Total \$

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

Discount Deadline:
April 05, 2019

THIRD PARTY CREDIT CARD INFORMATION

Card Type: ☐ VISA ☐ MC ☐ AMEX ☐ DISC

Card Number:

Expiration: /

Card Holder's Name:

Card Holder's Address:

City:

State: Zip Code:

Cardholder's

Signature:

X

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

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

Check #:

Date:

Amount:

\$

BANK WIRE INFORMATION

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

* Non taxable

‡ Pay Estimated Cost

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

THIRD PARTY PAYOR INFORMATION

Company Name: Booth#:

Address:

City: State: Zip Code:

Contact Name: Phone:

Fax: Email:

Signature: Date:

third party payment authorization

011119-132136



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH

01-12788-19

EXHIBITOR TERMS & CONDITIONS

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

DEFINITIONS:

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

PAYMENT TERMS:

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

To Pay by Check - Please mail check including show, booth, and company name, to:

Fern, 645 Linn Street, Cincinnati, OH 45203

We cannot accept checks drawn on foreign banks.

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

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

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR's display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

FERN'S RESPONSIBILITIES:

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

PACKAGING AND CRATES:

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

STORAGE:

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

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



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Cincinnati, OH 45203
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Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH

01-12788-19

SHOW SITE:

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

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

INBOUND SHIPMENTS:

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

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

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:

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

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

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

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

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

RE-ROUTED FREIGHT:

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

INSURANCE:

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

CLAIMS FOR LOSS:

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

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

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

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items compromising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.



645 Linn Street
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Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

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DECLARED VALUE:

Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:

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

TERMINATION:

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

INDEMNIFICATION:

You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:

- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

WAIVER AND RELEASE:

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

SEVERABILITY:

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

WAIVER:

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

ASSIGNMENT:

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

RELATIONSHIP OF THE PARTIES:

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

NO THIRD-PARTY BENEFICIARIES:

This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

SURVIVAL:

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

AMENDMENT AND MODIFICATION:

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

GOVERNING LAW, JURISDICTION:

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



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March 22, 2019

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Premium package graphics panels are printed on foam core. Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Item availability and styles may vary per location. Please order furniture, floral and electrical separately.

10' x 20' INLINE EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4024	Premium Package (select Exhibit options below)	\$ 7,106.00	\$ 9,592.00	\$
		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)	\$ 4,956.00	\$ 6,691.50	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

20' x 20' ISLAND EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4026	Enhanced Package (select Exhibit options below)	\$ 13,889.00	\$ 18,750.50	\$
		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
	4012	Standard Package (select Exhibit options below)	\$ 10,164.00	\$ 13,721.00	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

☐ 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 7.000%	\$
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)	\$ 1,449.00	\$ 1,956.00	\$
		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)			
		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)	\$ 1,050.00	\$ 1,417.50	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		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)	\$ 3,097.50	\$ 4,182.00	\$
		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
	4004	Standard Package (select Exhibit options below)	\$ 1,843.00	\$ 2,488.50	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

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Sub Total \$

Tax 7.000% \$

Grand Total \$

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10' x 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4018	Premium Package (select Exhibit options below)	\$ 3,137.00	\$ 4,234.50	\$
		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)	\$ 2,289.00	\$ 3,090.00	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		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)	\$ 3,701.50	\$ 4,998.00	\$
		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)	\$ 2,226.00	\$ 3,006.00	\$
		Standard Carpet: <input type="checkbox"/> black (04) <input type="checkbox"/> ocean (OC) <input type="checkbox"/> ruby (RU) <input type="checkbox"/> gray (09) <input type="checkbox"/> madison (80) <input type="checkbox"/> denim (DE) <input type="checkbox"/> indigo (IN) <input type="checkbox"/> red (14) <input type="checkbox"/> evergreen (41)			
		Header Sign Copy: _____			
		Sign Lettering Color: <input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> red			

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Sub Total \$

Tax 7.000% \$

Grand Total \$

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Non-graphic infill panels come standard in white PVC. For additional panel options and cost, contact a Fern representative. Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

COUNTERS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	4041	1 M x $\frac{1}{2}$ M x 30"h, locking	\$ 383.50	\$ 517.50	\$ _____
_____	4043	1 M x $\frac{1}{2}$ M x 40"h, locking	\$ 446.50	\$ 604.00	\$ _____
_____	4042	2 M x $\frac{1}{2}$ M x 30"h, locking	\$ 635.50	\$ 858.50	\$ _____
_____	4044	2 M x $\frac{1}{2}$ M x 40"h, locking	\$ 698.50	\$ 942.50	\$ _____
_____	4080	Full View Showcase, locking	\$ 840.00	\$ 1,134.00	\$ _____

FREESTANDING UNITS

_____	4031	8' x 1 M Freestanding Panel	\$ 289.00	\$ 391.50	\$ _____
_____	4055	One Sided Gondola w/2 shelves	\$ 383.50	\$ 517.50	\$ _____
_____	4056	Two Sided Gondola w/4 shelves	\$ 462.00	\$ 625.00	\$ _____

KIOSKS & TOWERS

_____	4033	8' Triangle Kiosk	\$ 630.00	\$ 850.50	\$ _____
_____	4034	8' Square Kiosk	\$ 840.00	\$ 1,134.00	\$ _____
_____	4035	Wire-wall Kiosk	\$ 336.00	\$ 454.50	\$ _____
_____	4036	Media Cabinet	\$ 840.00	\$ 1,134.00	\$ _____
_____	4037	12' Triangle Tower	\$ 761.50	\$ 1,029.00	\$ _____
_____	4038	12' Square Tower	\$ 1,013.50	\$ 1,368.00	\$ _____

SHELVING UNITS & PEDESTALS

_____	4003	Shelf Cabinet Unit w/30" cabinet, locking	\$ 840.00	\$ 1,134.00	\$ _____
_____	4005	Shelf Cabinet Unit w/40" cabinet, locking	\$ 924.00	\$ 1,247.00	\$ _____
_____	4053	$\frac{1}{2}$ M x 1 M Planter Box	\$ 126.00	\$ 171.00	\$ _____
_____	4063	$\frac{1}{2}$ M x 30" h Pedestal	\$ 252.00	\$ 341.50	\$ _____
_____	4064	$\frac{1}{2}$ M x 40" h Pedestal	\$ 336.00	\$ 454.50	\$ _____

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Sub Total

\$ _____

Tax 7.000%

\$ _____

Grand Total

\$ _____

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Styles and sizes may vary depending on location. Contact Fern for exact dimensions.

ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	4071	1 M Straight Shelf	\$ 52.50	\$ 71.00	\$ _____
_____	4072	1 M Angled Shelf	\$ 52.50	\$ 71.00	\$ _____
_____	4082	Halogen Arm Light	\$ 105.00	\$ 142.00	\$ _____
_____	4073	Pamphlet Pocket (5" x 9")	\$ 26.50	\$ 37.00	\$ _____
_____	4074	Letter Pocket (9" x 9")	\$ 34.50	\$ 47.50	\$ _____
_____	4075	Brochure Pocket (9" x 11")	\$ 45.00	\$ 60.50	\$ _____

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 7.000%	\$ _____
Grand Total	\$ _____

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Discount Deadline:
April 05, 2019

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

CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	110	Sled Base Armless Side Chair	\$ 63.00	\$ 85.50	\$ _____
___	103	Upholstered Armless Chair	\$ 75.00	\$ 101.00	\$ _____
___	105	Upholstered Arm Chair	\$ 78.50	\$ 106.00	\$ _____
___	121	Swivel Desk Chair	\$ 103.00	\$ 139.00	\$ _____
___	131	Stool - Padded with Back	\$ 78.50	\$ 106.50	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
		24" Diameter **CANNOT BE SKIRTED**			
___	204	18"h Pedestal Table	\$ 70.00	\$ 94.00	\$ _____
___	206	30"h Pedestal Table	\$ 82.00	\$ 111.50	\$ _____
___	208	40"h Pedestal Table	\$ 97.00	\$ 130.50	\$ _____
		30" Diameter **CANNOT BE SKIRTED**			
___	207	18"h Pedestal Table	\$ 82.00	\$ 111.50	\$ _____
___	215	30"h Pedestal Table	\$ 97.00	\$ 130.50	\$ _____
___	216	40"h Pedestal Table	\$ 111.00	\$ 149.50	\$ _____
		36" Diameter **CANNOT BE SKIRTED**			
___	209	18"h Pedestal Table	\$ 97.00	\$ 130.50	\$ _____
___	224	30"h Pedestal Table	\$ 111.00	\$ 149.50	\$ _____
___	225	40"h Pedestal Table	\$ 124.00	\$ 167.00	\$ _____

<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 7.000%	\$ _____
	Grand Total	\$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____



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Fax: 513.333.7067
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Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH

01-12788-19

Discount Deadline:
April 05, 2019

[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.

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)	\$ 117.00	\$ 157.50	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 136.00	\$ 184.50	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 157.50	\$ 212.50	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 65.50	\$ 88.50	\$ _____
_____	222	4'x30" h table not skirted	\$ 49.00	\$ 66.00	\$ _____
_____	232	6'x30" h table not skirted	\$ 56.00	\$ 75.50	\$ _____
_____	252	8'x30" h table not skirted	\$ 63.00	\$ 85.50	\$ _____
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 (18) <input type="checkbox"/> 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)	\$ 131.00	\$ 176.50	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 152.00	\$ 205.00	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 171.00	\$ 230.50	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 72.50	\$ 97.50	\$ _____
_____	228	4'x40" h table not skirted	\$ 56.00	\$ 75.50	\$ _____
_____	238	6'x40" h table not skirted	\$ 63.00	\$ 85.50	\$ _____
_____	258	8'x40" h table not skirted	\$ 70.00	\$ 94.00	\$ _____
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 (18) <input type="checkbox"/> white (16)					

TABLETOP RISERS - 12" wide, Covered White

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 49.00	\$ 66.00	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 63.00	\$ 85.50	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 76.50	\$ 103.00	\$ _____
<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 7.000% \$ _____
					Grand Total \$ _____

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

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

Discount Deadline:
April 05, 2019

ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	401	Wastebasket with Liner	\$ 21.00	\$ 28.50	\$ _____
_____	407	Easel, Tripod	\$ 43.00	\$ 57.50	\$ _____
_____	430	Tensa Stanchion	\$ 72.50	\$ 97.50	\$ _____
_____	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 57.50	\$ 77.50	\$ _____
_____	479	2-Arm Bag Stand	\$ 88.50	\$ 119.00	\$ _____
_____	413	Chrome Clothes Tree	\$ 57.50	\$ 77.50	\$ _____
_____	475	2'x8' Grid Panel	\$ 89.50	\$ 120.50	\$ _____
_____	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 18.00	\$ 24.00	\$ _____
_____	478	7-way Waterfall (for Grid Panels)	\$ 18.00	\$ 24.00	\$ _____

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	\$ 20.00	\$ 26.50	\$ _____
_____	507	30" skirting (per linear foot)	\$ 12.50	\$ 17.50	\$ _____
		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)			
_____	509	40" skirting (per linear foot)	\$ 13.00	\$ 18.00	\$ _____
		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)			
_____	541	Custom Color Side rail Drape, 36" high (per linear foot)	\$ 11.50	\$ 16.00	\$ _____
		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)			
_____	543	Custom Color Background Drape, 8' high (per linear foot)	\$ 16.00	\$ 21.00	\$ _____
		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)			

☐ 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 7.000%

\$ _____

Grand Total

\$ _____

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

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

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[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 - **INLINE BOOTHS ONLY**

Custom Plush Carpet Package includes carpet and padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	335	10 ft. x 10 ft. Custom Plush Carpet & Padding	\$ 323.50	\$ 436.50	\$
<input type="checkbox"/>	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 647.00	\$ 873.00	\$
<input type="checkbox"/>	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 969.50	\$ 1,309.00	\$
<input type="checkbox"/>	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,292.50	\$ 1,745.00	\$

CUSTOM PLUSH CARPET ONLY - **INLINE BOOTHS ONLY**

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	331	10 ft. x 10 ft. Custom Plush Carpet	\$ 241.00	\$ 325.50	\$
<input type="checkbox"/>	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 482.00	\$ 651.00	\$
<input type="checkbox"/>	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 722.50	\$ 976.00	\$
<input type="checkbox"/>	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 963.50	\$ 1,301.00	\$

COMPLETE AREA (requires a minimum order of 100 sq. ft.) - **ISLAND AND PENINSULA BOOTHS**

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.	\$ 4.04	\$ 5.46	\$
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 0.95	\$ 1.28	\$
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 0.18	\$ 0.25	\$

- ☐ 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 7.000%	\$
Grand Total	\$

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

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

STANDARD CARPET

- ☐ Black (04) ☐ Ocean (OC) ☐ Ruby (RU) ☐ Gray (09) ☐ Madison (80)
☐ Denim (DE) ☐ Indigo (IN) ☐ Red (14) ☐ Evergreen (41)

Standard carpet is a 13 oz. carpet available in 10 colors in 10 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 - **INLINE BOOTHS ONLY**

Standard Carpet Package includes carpet & padding

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	309	10 ft. x 10 ft. Standard Carpet & Padding	\$ 240.50	\$ 325.00	\$
<input type="checkbox"/>	310	10 ft. x 20 ft. Standard Carpet & Padding	\$ 480.50	\$ 648.50	\$
<input type="checkbox"/>	311	10 ft. x 30 ft. Standard Carpet & Padding	\$ 719.50	\$ 972.00	\$
<input type="checkbox"/>	312	10 ft. x 40 ft. Standard Carpet & Padding	\$ 959.50	\$ 1,295.00	\$

STANDARD CARPET ONLY - **INLINE BOOTHS ONLY**

SELECT ONE	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
<input type="checkbox"/>	301	10 ft. x 10 ft. Standard Carpet	\$ 167.00	\$ 225.50	\$
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 333.50	\$ 450.00	\$
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 500.00	\$ 675.50	\$
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 666.00	\$ 900.00	\$

COMPLETE AREA (requires a minimum order of 100 sq. ft.) - **ISLAND AND PENINSULA BOOTHS**

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.	\$ 3.55	\$ 4.80	\$
	350	Padded Area Size	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.95	\$ 1.28	\$
	360	Plastic Covering	____ ft. x ____ ft. = ____ sq. ft.	\$ 0.18	\$ 0.25	\$

- ☐ 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 7.000%

Grand Total

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

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

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

Exhibiting Company Name: _____ Booth # _____



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Discount Deadline:
April 05, 2019

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.	\$	0.35 (Per Day)
<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.	\$	0.33
<input type="checkbox"/>	905	Shampoo - ONCE before initial opening of exhibit.	\$	0.49

PORTER SERVICE

Price is per day

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

\$ 130.50

ESTIMATED CLEANING SERVICE COST

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

Porter Service: \$ 130.50 X _____ days = \$ _____

☐ 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 7.000%	\$ _____
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.

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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	\$ 66.00	\$ 89.50	\$ _____
___	863	11" x 14" Digital	\$ 78.00	\$ 105.00	\$ _____
___	865	14" x 22" Digital	\$ 91.00	\$ 122.50	\$ _____
___	867	7" x 44" Digital	\$ 72.50	\$ 97.50	\$ _____
___	871	14" x 44" Digital	\$ 117.00	\$ 157.50	\$ _____
___	873	22" x 28" Digital	\$ 117.00	\$ 157.50	\$ _____
___	875	28" x 44" Digital	\$ 193.50	\$ 261.00	\$ _____
___	879	24" x 96" Digital	\$ 385.00	\$ 519.00	\$ _____
___	881	48" x 96" Digital	\$ 480.50	\$ 648.50	\$ _____
___	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$25.50/sq ft	\$35.00/sq ft	\$ _____
___	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$25.50/sq ft	\$35.00/sq ft	\$ _____
___	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$25.50/sq ft	\$35.00/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 7.000%	\$ _____
	Grand Total	\$ _____

No refund on orders cancelled after the deadline date.

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Discount Deadline:
April 05, 2019

FLORAL and PLANTS

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

POTTED PLANTS - Please select color or type

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1502	Bromeliads - Select color: Red / Orange / Pink	\$ 44.00	\$ 59.00	\$ _____
_____	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 31.00	\$ 42.00	\$ _____
_____	1505	Ferns - Select type: Floor / Hanging	\$ 44.00	\$ 59.00	\$ _____
_____	1549	Ivy	\$ 37.00	\$ 50.00	\$ _____
_____	1506	Seasonal Flowering Plants	\$ 38.00	\$ 51.50	\$ _____
Please specify: _____					

TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1507	3 FT - Select type: Slim / Full	\$ 49.50	\$ 67.00	\$ _____
_____	1509	4 FT - Select type: Slim / Full	\$ 62.00	\$ 84.00	\$ _____
_____	1511	5 FT - Select type: Slim / Full	\$ 73.50	\$ 99.50	\$ _____
_____	1513	6 FT - Select type: Slim / Full	\$ 86.00	\$ 115.50	\$ _____
_____	1515	7 FT - Select type: Slim / Full	\$ 109.50	\$ 148.00	\$ _____

FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1545	Small - Color _____	\$ 62.00	\$ 84.00	\$ _____
_____	1546	Medium - Color _____	\$ 86.00	\$ 115.50	\$ _____
_____	1548	Large - Color _____	\$ 120.50	\$ 163.00	\$ _____

FLORAL PACKAGES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	1521	Floral Package A - Two 3' Tropical Green Plants and One Flowering Plant	\$ 130.50	\$ 176.00	\$ _____
_____	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 180.00	\$ 243.00	\$ _____

<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 7.000%	\$ _____
	Grand Total	\$ _____

*No refunds on orders cancelled after the deadline date.
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Exhibiting Company Name: _____ Booth # _____



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April 17 - 18, 2019

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Deadline to Return this Form:
March 22, 2019

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

011119-132630



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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.



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

Deadline to Return this Form:
April 05, 2019

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern)

- ☐ 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
- ☐ 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____

30% charge for Fern Supervised services with a minimum of **\$ 81.00**

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

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

- ☐ 1001 Labor for Installation # of Laborers Req: _____ Est. Hours: _____
Start time*: _____ End Time: _____ Start Date: _____
- ☐ 1003 Labor for Dismantle # of Laborers Req: _____ Est. Hours: _____
Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Estimated Display Labor Cost for Advanced Payment

Installation:

Straight time _____ 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

Plan A - Add **30%** 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

Plan A - Add **30%** for Fern Supervision \$ _____

* 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 7.000%	\$
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 # _____

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, Sundays and holidays will be charged at over 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.

display labor service



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Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

Deadline to Return This Form:
April 05, 2019

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 one 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

011119-131347



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Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH

01-12788-19

Deadline to Return this Form:

April 05, 2019

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	\$ 0.64	\$ 128.00
B	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 0.84	\$ 168.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 0.98	\$ 196.00
			-

DIRECT TO SHOW SITE SHIPMENTS

Category	Description	Rate per lb.	Minimum Charge
D	Crated or skidded shipment via common carrier	\$ 0.62	\$ 124.00
E	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$ 0.78	\$ 156.00
F	Loose or uncrated shipment or shipment requiring special handling	\$ 0.94	\$ 188.00
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$ 46.00 1st ctn	\$ 20.00 ea addl ctn

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	\$ 0.42	\$ 200.00
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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

011119-133541



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

Deadline to Return this Form:
April 05, 2019

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

645 Linn Street
Cincinnati, OH 45203

Clean Waterways 2019 (Booth #)

Shipments must arrive by:
3pm Tuesday, April 9

DIRECT TO SHOW SITE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition
Hyatt Regency Hotel
151 West 5th Street
Cincinnati, OH 45202

Clean Waterways 2019 (Booth #)

Shipments cannot arrive before:
9am Tuesday, April 16

ESTIMATED FREIGHT PAYMENT CALCULATION

	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

011119-133541



645 Linn Street
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Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH

01-12788-19

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 \$1.50 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$54.50 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 \$150.00 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.



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Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

Deadline to Return this Form:
April 05, 2019

INBOUND SHIPMENT INFORMATION - FOR EVENT

Shipment 1

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): ☐ Advance Warehouse ☐ Direct to Show Site

Shipment 2

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): ☐ Advance Warehouse ☐ Direct to Show Site

Shipment 3

Shipper: _____

City: _____ State: _____ Zip Code: _____

Date Shipped: _____ Arrival Date: _____

Carrier: _____ PRO #: _____

Total # of pieces: _____ Total weight: _____

Shipped to (check one): ☐ Advance Warehouse ☐ Direct to Show Site

☐ 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 Kit.

Exhibiting Company Name: _____ Booth # _____

inbound shipment information

011119-133541



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH
01-12788-19

**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

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☐ 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

011119-132630

ROUND-TRIP SHIPPING

WITH MATERIAL HANDLING

★ ONLY FROM FERN ★

SAVE
UP TO
30%



Freedom Shipping

The only package that includes **Material Handling** and **Priority Empty Return**, so you can get home as fast as possible.



HOME
PICKUP



SHOW SITE
DROPOFF



SHOW FLOOR
DELIVERY



PRIORITY
EMPTY
RETURN



RELOAD &
SEND HOME

Book your shipment now!

Call 317-918-8241 Email pdevine@fernexpo.com

fern

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern

**645 Linn Street
Cincinnati, OH 45203**

Clean Waterways 2019

Booth Number: _____

**Must Arrive By:
3pm Tuesday, April 9**

fern

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: _____
(Exhibiting Company Name)

c/o Fern

**645 Linn Street
Cincinnati, OH 45203**

Clean Waterways 2019

Booth Number: _____

**Must Arrive By:
3pm Tuesday, April 9**

fern

EXHIBIT MATERIAL

RUSH

EVENT SITE

To: _____

(Exhibiting Company Name)

c/o Fern

Hyatt Regency Hotel

151 West 5th Street

Cincinnati, OH 45202

Clean Waterways 2019

Booth Number: _____

Cannot Arrive Before:

9am Tuesday, April 16

fern

EXHIBIT MATERIAL

RUSH

EVENT SITE

To: _____

(Exhibiting Company Name)

c/o Fern

Hyatt Regency Hotel

151 West 5th Street

Cincinnati, OH 45202

Clean Waterways 2019

Booth Number: _____

Cannot Arrive Before:

9am Tuesday, April 16

fern



645 Linn Street
Cincinnati, OH 45203
Phone: 513.333.7060
Fax: 513.333.7067
email: cincinnati@fernexpo.com

Clean Waterways 2019

April 17 - 18, 2019

Hyatt Regency Cincinnati, Cincinnati, OH

01-12788-19

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

011119-132630

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



HYATT
REGENCY
CINCINNATI

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Hyatt Regency Cincinnati, 151 West 5th Street, Cincinnati, OH 45202
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: apalmer@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 32" LCD monitor	\$			\$
□ Dual-post stand □ Table stand	□ Speakers			
■ 46" LCD monitor	\$			\$
□ Dual-post stand □ Table stand	□ Speakers			
■ 55" LCD monitor	\$			\$
□ Dual-post stand □ Table stand	□ Speakers			

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$			\$
■ Black-and-white printer	\$			\$

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wireless internet connection per login	\$			\$
■ Dedicated bandwidth	Please contact PSAV for quote			

POWER

	PRICE	QTY	DAYS	TOTAL
■ 120V – 5 AMP	\$			\$
■ 208V Single Phase – 20 AMP	\$			\$
■ Power strip package	\$			\$

Includes one AC cable and one power strip

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■	\$			\$
■	\$			\$
■	\$			\$
■	\$			\$
■	\$			\$

SPECIAL REQUESTS

Please add any items not listed above that you require.

AnnaMaria Palmer

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Hyatt Regency Cincinnati

151 West 5th Street, Cincinnati, OH 45202

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EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent
Booth
No. _____

Adjacent
Booth
No. _____

Adjacent Booth No. _____

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