



125 Fernco Drive
 Nashville, TN 37207
 Phone: 615.256.0357
 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

Discount Deadline:
January 04, 2019

Booth Equipment

Each 10x10 Booth Includes:

- (1) 6'x30" Red Draped Table
- (2) Chairs
- (1) Wastebasket
- (1) Booth ID Sign

The exhibit hall is carpeted. You may order carpet in a color that complements your display.

Show Colors: Red/White/Blue/White/Red

Move-in Dates & Times

Thursday, January 17, 2019 8:00 AM - 11:30 AM

Show Dates & Times

Thursday, January 17, 2019 11:30 AM - 5:30 PM
 Friday, January 18, 2019 8:30 AM - 5:30 PM

Discount Deadlines:

Please pay special attention to all deadlines to take advantage of the best possible pricing.

Move-out Dates & Times

Friday, January 18, 2019 5:30 PM - 8:30 PM

Advance Warehouse Shipments

Must Arrive By:
 Wednesday, January 16, 2019

Show Site Shipments

Carriers must be checked in at event site for move-out by:
 Friday, January 18, 2019 7:00 PM

****CANNOT SHIP TO SHOW SITE****

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: 615.256.0490

MAIL

Send completed forms to:
 Fern
 125 Fernco Drive
 Nashville, TN 37207

**Credit Card Transactions Only*

show information

121718-114348



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Discount Deadline:
January 4, 2019

SHOW SERVICES & EQUIPMENT ORDERED

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

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.

Sub Total:	\$ _____
Sub Total Taxable	\$ _____
Sub Total Non Taxable	\$ _____
Sales Tax 10.000%	\$ _____
Grand Total:	\$ _____

* Non taxable

‡ Pay Estimated Cost

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

EXHIBITOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

payment authorization



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January 04, 2019

EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

Exhibitor Signature:

X

Services to be provided by Third Party:

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

Sales Tax 10.000% \$
 Grand Total \$

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

THIRD PARTY CREDIT CARD INFORMATION

Card Type: VISA MC AMEX DISC

Card Number: _____

Expiration: _____ / _____

Card Holder's Name: _____

Card Holder's Address: _____

City: _____

State: _____ Zip Code: _____

Cardholder's Signature: X

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

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

Check #: _____

Date: _____

Amount: \$ _____

BANK WIRE INFORMATION

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

* Non taxable

‡ Pay Estimated Cost

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

THIRD PARTY PAYOR INFORMATION

Company Name: _____ Booth#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

third party payment authorization



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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'S 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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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 comprising 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.



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

Discount Deadline:
January 04, 2019

CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	101	Armless Side Chair	\$ 76.50	\$ 107.25	\$ _____
___	103	Upholstered Armless Chair	\$ 81.25	\$ 113.75	\$ _____
___	105	Upholstered Arm Chair	\$ 97.25	\$ 136.25	\$ _____
___	121	Swivel Desk Chair	\$ 115.50	\$ 161.75	\$ _____
___	131	Stool - Padded with Back	\$ 82.75	\$ 116.00	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	204	24" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 86.50	\$ 121.25	\$ _____
___	206	30"h Pedestal Table	\$ 131.25	\$ 183.75	\$ _____
___	208	40"h Pedestal Table	\$ 145.75	\$ 204.25	\$ _____
___	207	30" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 108.25	\$ 151.75	\$ _____
___	215	30"h Pedestal Table	\$ 145.75	\$ 204.25	\$ _____
___	216	40"h Pedestal Table	\$ 158.75	\$ 222.25	\$ _____
___	209	36" Diameter **CANNOT BE SKIRTED** 18"h Pedestal Table	\$ 135.25	\$ 189.50	\$ _____
___	224	30"h Pedestal Table	\$ 181.50	\$ 254.25	\$ _____
___	225	40"h Pedestal Table	\$ 199.25	\$ 279.00	\$ _____

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 10.000%	\$ _____
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 # _____

standard furniture rental (chairs & pedestal tables)



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

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

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)	\$ 141.00	\$ 197.50	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 176.00	\$ 246.50	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 210.75	\$ 295.25	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 75.50	\$ 105.75	\$ _____
_____	222	4'x30" h table not skirted	\$ 53.25	\$ 74.75	\$ _____
_____	232	6'x30" h table not skirted	\$ 70.75	\$ 99.25	\$ _____
_____	252	8'x30" h table not skirted	\$ 79.25	\$ 111.00	\$ _____

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

DISPLAY TABLE COUNTERS - 40" high x 2' wide

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	229	4'X40" h table skirted 3 sides (select skirt color below)	\$ 176.00	\$ 246.50	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 210.75	\$ 295.25	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 246.50	\$ 345.25	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 98.00	\$ 137.25	\$ _____
_____	228	4'x40" h table not skirted	\$ 70.75	\$ 99.25	\$ _____
_____	238	6'x40" h table not skirted	\$ 90.50	\$ 126.75	\$ _____
_____	258	8'x40" h table not skirted	\$ 97.25	\$ 136.25	\$ _____

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

TABLETOP RISERS - 12" wide, Covered White

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	270	4' Undraped Riser w/Cover	\$ 31.25	\$ 43.75	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 51.00	\$ 71.50	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 70.75	\$ 99.25	\$ _____

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 10.000%	\$ _____
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 # _____

standard furniture rental (tables & table risers)



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

Discount Deadline:
January 04, 2019

ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	401	Wastebasket with Liner	\$ 35.50	\$ 49.75	\$ _____
___	407	Easel, Tripod	\$ 41.75	\$ 58.50	\$ _____
___	430	Tensa Stanchion	\$ 77.00	\$ 108.00	\$ _____
___	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 51.50	\$ 72.25	\$ _____
___	479	2-Arm Bag Stand	\$ 111.00	\$ 155.50	\$ _____
___	413	Chrome Clothes Tree	\$ 61.00	\$ 85.50	\$ _____
___	475	2'x8' Grid Panel	\$ 83.25	\$ 116.75	\$ _____
___	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 13.00	\$ 18.25	\$ _____
___	478	7-way Waterfall (for Grid Panels)	\$ 10.50	\$ 14.75	\$ _____

CUSTOM BOOTH DRAPING and SKIRTING

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

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

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	505	Vinyl Table Cover	\$ 13.00	\$ 18.25	\$ _____
___	507	30" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 12.50	\$ 17.50	\$ _____
___	509	40" skirting (per linear foot) Skirt Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 17.75	\$ 25.00	\$ _____
___	541	Custom Color Side rail Drape, 36" high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 17.75	\$ 25.00	\$ _____
___	543	Custom Color Background Drape, 8' high (per linear foot) Drape Color: <input type="checkbox"/> black (04) <input type="checkbox"/> blue (06) <input type="checkbox"/> gold (08) <input type="checkbox"/> gray (09) <input type="checkbox"/> green (10) <input type="checkbox"/> maroon (11) <input type="checkbox"/> plum (19) <input type="checkbox"/> red (14) <input type="checkbox"/> teal (18) <input type="checkbox"/> white (16)	\$ 23.50	\$ 33.00	\$ _____

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 10.000%	\$ _____
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 # _____

Form# 01-516

accessories

121718-114348



125 Fernco Drive
 Nashville, TN 37207
 Phone: 615.256.0357
 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

Discount Deadline:
January 04, 2019

[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	\$ 395.50	\$ 553.80	\$ _____
<input type="checkbox"/>	336	10 ft. x 20 ft. Custom Plush Carpet & Padding	\$ 833.60	\$ 1,167.15	\$ _____
<input type="checkbox"/>	337	10 ft. x 30 ft. Custom Plush Carpet & Padding	\$ 1,249.85	\$ 1,749.80	\$ _____
<input type="checkbox"/>	338	10 ft. x 40 ft. Custom Plush Carpet & Padding	\$ 1,665.85	\$ 2,332.20	\$ _____

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	\$ 303.95	\$ 425.65	\$ _____
<input type="checkbox"/>	332	10 ft. x 20 ft. Custom Plush Carpet	\$ 607.90	\$ 851.25	\$ _____
<input type="checkbox"/>	333	10 ft. x 30 ft. Custom Plush Carpet	\$ 910.80	\$ 1,275.30	\$ _____
<input type="checkbox"/>	334	10 ft. x 40 ft. Custom Plush Carpet	\$ 1,214.20	\$ 1,699.90	\$ _____

COMPLETE AREA (requires a minimum order of 100 sq. ft.) - **ISLAND AND PENNINSULA 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.	\$ 6.49	\$ 9.09	\$ _____
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 2.70	\$ 3.79	\$ _____
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.62	\$ 2.27	\$ _____

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 10.000%	\$ _____
Grand Total	\$ _____

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

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

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

Exhibiting Company Name: _____ Booth # _____

custom plush carpet rental



125 Fernco Drive
 Nashville, TN 37207
 Phone: 615.256.0357
 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

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Discount Deadline:
January 04, 2019

[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	\$ 330.50	\$ 462.80	\$ _____
<input type="checkbox"/>	310	10 ft. x 20 ft. Standard Carpet & Padding	\$ 659.40	\$ 923.30	\$ _____
<input type="checkbox"/>	311	10 ft. x 30 ft. Standard Carpet & Padding	\$ 988.30	\$ 1,383.75	\$ _____
<input type="checkbox"/>	312	10 ft. x 40 ft. Standard Carpet & Padding	\$ 1,317.45	\$ 1,844.45	\$ _____

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	\$ 226.20	\$ 316.70	\$ _____
<input type="checkbox"/>	302	10 ft. x 20 ft. Standard Carpet	\$ 451.10	\$ 631.55	\$ _____
<input type="checkbox"/>	303	10 ft. x 30 ft. Standard Carpet	\$ 669.80	\$ 937.85	\$ _____
<input type="checkbox"/>	304	10 ft. x 40 ft. Standard Carpet	\$ 913.15	\$ 1,278.45	\$ _____

COMPLETE AREA (requires a minimum order of 100 sq. ft.) - **ISLAND AND PENNINSULA 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.	\$ 5.95	\$ 8.33	\$ _____
_____	350	Padded Area Size	_____ ft. x _____ ft. = _____ sq. ft.	\$ 2.70	\$ 3.79	\$ _____
_____	360	Plastic Covering	_____ ft. x _____ ft. = _____ sq. ft.	\$ 1.62	\$ 2.27	\$ _____

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 10.000%	\$ _____
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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Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

**Deadline to Return this Form:
 January 04, 2019**

PREMIUM VINYL FLOORING

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

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

ITEM #	DESCRIPTION	RATE	AMOUNT
380	Premium Vinyl Flooring _____ ft. x _____ ft. = _____ sq. ft.	\$ 3.85	\$ _____
381	Vinyl Floor Padding _____ ft. x _____ ft. = _____ sq. ft.	\$ 1.82	\$ _____

Please select color below:



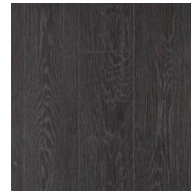
Barnwood (BA)



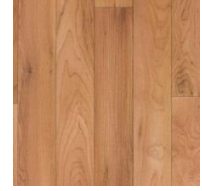
Rustic Cherry (RC)



Brazilian Walnut (BW)



Blackwood (BC)



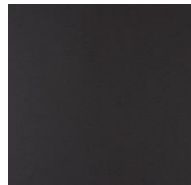
Dark Maple (DM)



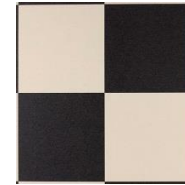
Snow (SN)



Concrete (CO)



Onyx



Checkerboard (CK)

Yes, I have completed and included the Payment Authorization Form.
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Sub Total	\$ _____
Tax 10.000%	\$ _____
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 # _____

Form# 03-516

premium vinyl flooring

121718-114348



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 Nashville, TN 37207
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 Fax: 615.256.0490
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Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

Discount Deadline:
January 04, 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	\$ 43.25	\$ 60.25	\$ _____
___	1503	Chrysanthemums - Select color: White / Yellow / Lavender	\$ 48.50	\$ 67.75	\$ _____
___	1505	Ferns - Select type: Floor / Hanging	\$ 56.50	\$ 79.25	\$ _____
___	1549	Ivy	\$ 53.75	\$ 75.25	\$ _____
___	1506	Seasonal Flowering Plants Please specify: _____	\$ 60.25	\$ 84.25	\$ _____

TROPICAL GREEN PLANT - Please select size and shape

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1507	3 FT - Select type: Slim / Full	\$ 70.00	\$ 98.25	\$ _____
___	1509	4 FT - Select type: Slim / Full	\$ 80.00	\$ 112.00	\$ _____
___	1511	5 FT - Select type: Slim / Full	\$ 100.50	\$ 140.50	\$ _____
___	1513	6 FT - Select type: Slim / Full	\$ 119.75	\$ 167.50	\$ _____
___	1515	7 FT - Select type: Slim / Full	\$ 179.50	\$ 251.25	\$ _____

FRESH CUT FLOWER ARRANGEMENTS - Please select size and specify color

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
___	1545	Small - Color _____	\$ 80.00	\$ 112.00	\$ _____
___	1546	Medium - Color _____	\$ 94.50	\$ 132.25	\$ _____
___	1548	Large - Color _____	\$ 116.25	\$ 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	\$ 181.50	\$ 254.50	\$ _____
___	1523	Floral Package B - Two 3' and One 4' Tropical Green Plants, and One Flowering Plant	\$ 261.50	\$ 366.00	\$ _____

<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 10.000%	\$ _____
	Grand Total	\$ _____

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

Exhibiting Company Name: _____ Booth # _____

floral & plant rental



125 Fernco Drive
 Nashville, TN 37207
 Phone: 615.256.0357
 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

Deadline to Return this Form:
January 04, 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 **\$ 45.00**

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

Double time _____ X _____ X _____ = _____ \$ _____
of Laborers # of Hours # of Days Total Double 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

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

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

Installation Labor Rate		
Straight Time	\$	78.00
Over Time	\$	117.00
Double Time	\$	156.00

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

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

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

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

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

display labor service



125 Fernco Drive
Nashville, TN 37207
Phone: 615.256.0357
Fax: 615.256.0490
email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
05-11230-19

**Deadline to Return this Form:
December 21, 2018**

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

121718-114348



125 Fernco Drive
Nashville, TN 37207
Phone: 615.256.0357
Fax: 615.256.0490
email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama

05-11230-19

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.



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 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

**Deadline to Return this Form:
 January 04, 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 cwt	Minimum Charge
A	Crated or skidded shipment via common carrier	\$ 78.00	\$ 156.00
B	Crated or skidded shipment via van lines or specialized carrier, Fed Ex, UPS or USPS	\$ 99.00	\$ 198.00
C	Loose or uncrated shipment or shipment requiring special handling	\$ 124.00	\$ 248.00
L	Shipment received late to warehouse	\$ 154.00	\$ 308.00

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

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

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

Exhibiting Company Name: _____ Booth # _____

material handling



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 Nashville, TN 37207
 Phone: 615.256.0357
 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama
 05-11230-19

Deadline to Return this Form:
January 04, 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
 Drayage Warehouse
 3625 1st Avenue South
 Birmingham, AL 35222

Alabama Music Education Conference (Booth #)

Shipments must arrive by:
Wednesday, January 16, 2019

ESTIMATED FREIGHT PAYMENT CALCULATION

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

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

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

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

Sub Total \$ _____

Grand Total \$ _____

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

Exhibiting Company Name: _____ Booth # _____

material handling payment calculation

121718-114348



125 Fernco Drive
Nashville, TN 37207
Phone: 615.256.0357
Fax: 615.256.0490
email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

Sheraton Birmingham Hotel, Birmingham, Alabama

05-11230-19

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 \$1.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$55.00 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for \$120.75.00 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 coordinated 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 \$200.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 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.

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern

Drayage Warehouse

3625 1st Avenue South

Birmingham, AL 35222

**Alabama Music Education
Conference**

Booth Number: _____

**Must Arrive By:
Wednesday, January 16, 2019**

fern

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fern



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 Nashville, TN 37207
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Alabama Music Education Conference

January 17 - 18, 2019

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 05-11230-19

**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:

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

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

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

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

PACKAGE DESCRIPTION

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

SPECIAL INSTRUCTIONS

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

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

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

Exhibiting Company Name: _____ Booth # _____

inbound exhibit transportation - fern transportation



125 Fernco Drive
 Nashville, TN 37207
 Phone: 615.256.0357
 Fax: 615.256.0490
 email: nashville@fernexpo.com

Alabama Music Education Conference

January 17 - 18, 2019

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IMPORTANT INSTRUCTIONS

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

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

of Labels Needed

Carrier Requested

CARRIER SELECTION (select one of the following)

Fern Transportation Common Carrier Expedited Carrier Company Truck/POV Van Line

Level of Service: Ground 2nd Day Air Next Day Air *Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.*

Special Handling: Lift-Gate Residential Delivery Inside Delivery

Declared Value (optional): Insurance cost (min. \$100): \$4.25 per \$100.00

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

SHIP TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

BILL TO ADDRESS

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

EXHIBITOR SHIPMENT AUTHORIZATION

Signature X
Printed Name
Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and 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.

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Exhibiting Company Name: _____ Booth # _____

outbound bill of lading request