



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

CCAO/CEAO Winter Conference

December 4-5, 2019

Hyatt Regency--Delaware & Franklin rooms, Columbus OH

02-00585-19

Discount Deadline:
November 22, 2019

Booth Equipment

8' high red, white and blue background drapery

3' high red and white siderail drapery

one - 6' long x 2' wide x 30" high table; skirted blue

****OR****

one - 30" diameter x 40" high pedestal table

two - side chairs ****OR**** two - stools

one - wastebasket

Move-in Dates & Times

Wednesday, December 4, 2019

2:00 PM - 4:00 PM

Show Dates & Times

Wednesday, December 4, 2019

5:00 PM - 7:00 PM

Thursday, December 5, 2019

7:30 AM - 3:30 PM

Hall Flooring

The exhibit area is carpeted.

Electrical Service and Internet Service

These services are provided by other suppliers and order forms can be found under the link "Additional Show Services".

Advance Warehouse Shipments

Must Arrive By:

Monday, December 2, 2019

Move-out Dates & Times

Thursday, December 5, 2019

3:30 PM - 5:30 PM

Show Site Shipments

**** not available ****

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

Thursday, December 5, 2019

4:30 PM

About this Exhibitor Kit

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

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

We look forward to serving you.

Ways to order:

ONLINE*

Login & Place Orders:

oe.fernexpo.com

FAX*

Send completed forms to:

Fax: 614.253.9101

MAIL

Send completed forms to:

Fern
1500 Old Leonard Avenue
Columbus, OH 43219

**Credit Card Transactions Only*

show information

110218-135741



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Deadline to return this form:

November 22, 2019

COMPLIMENTARY ITEMS:

Please select either a 6' table skirted in blue or a 30" diameter by 40" high pedestal table for your booth space.

PLEASE NOTE: If this form is not returned by the above listed Deadline date, no tables and chairs will be placed in your exhibit space. A representative from your company will need to come to the Fern Service Desk to request these items.

There are no exchanges for credit, cash or alternate items. **ANY EXTRA FURNISHINGS (OR CHANGES TO THE BOOTH PACKAGE) MAY BE ORDERED ON THE ENCLOSED FORMS AT AN ADDITIONAL COST TO THE EXHIBITOR.**

Quantity Allotted	Description	please only select one box
1	6' tables skirted in Blue & 2 folding chairs	
1	30" diameter x 40" high pedestal table & 2 stools	



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

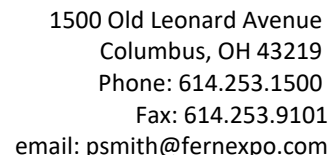
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

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

Exhibiting Company Name: _____ Booth # _____

table selection

110513-145752



Hyatt Regency-Delaware & Franklin rooms, Columbus, OH
02-00585-19

Discount Deadline:
November 22, 2019

<https://oe.fernexpo.com>

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 canceled 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.

We cannot accept checks drawn on foreign banks.

Send to: Fifth Third Bank, 38 Fountain Square Plaza, Cincinnati, OH 45202, Routing #042000314, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #01910004197. SWIFT code - #FTBCUS3C. Reference your Company Name/Show Name/and Booth Number. Add \$50.00 for processing wire transfer.

[illegible]

PYMT AUTH - 0019

payment authorization

082719-142231



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THIRD PARTY PAYMENT

If you wish to pay online or need to submit your credit card information for authorization, go to:

<https://oe.fernexpo.com>

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.

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.

EXHIBITING COMPANY THIRD PARTY PAYMENT AUTHORIZATION

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.

Exhibitor Signature

Date

Exhibitor Name (Please Print)

EXHIBITING COMPANY INFORMATION

Company Name

Booth #

Street Address

City

State

Zip/Country

Contact Name

Phone

email

Please indicate the services to be paid by the Third Party

☐ All Fern Services ☐ Labor ☐ Material Handling ☐ Furnishings/Flooring/Accessories ☐ Other _____

THIRD PARTY INFORMATION

Company Name

Booth #

Street Address

City

State

Zip/Country

Contact Name

Phone

email

THIRD PARTY CREDIT CARD INFORMATION

X

Cardholder Signature

By signing, party has accepted the Fern Payment and Exhibitor Terms and Conditions. Party also agrees that Fern may place credit card on file to be used for any additional services/products ordered for the duration of the event.

Cardholder Name - Please Print

Date

Billing Address

City

State

Zip/Country

☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Account Number

Exp Date

____/____

CVV Code

THIRD PARTY PYMT AUTH - 0019

payment authorization

082719-142231



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

Discount Deadline:
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CHAIRS & STOOLS

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	110	Sled Base Armless Side Chair	\$ 53.25	\$ 80.00	\$ _____
_____	103	Upholstered Armless Chair	\$ 61.75	\$ 92.75	\$ _____
_____	105	Upholstered Arm Chair	\$ 74.00	\$ 111.00	\$ _____
_____	121	Swivel Desk Chair	\$ 83.50	\$ 125.25	\$ _____
_____	131	Stool - Padded with Back	\$ 83.50	\$ 125.25	\$ _____

PEDESTAL TABLES (Gray Nebula top)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
		24" Diameter **CANNOT BE SKIRTED**			
_____	204	18"h Pedestal Table	\$ 69.25	\$ 104.00	\$ _____
_____	206	30"h Pedestal Table	\$ 76.75	\$ 115.25	\$ _____
_____	208	40"h Pedestal Table	\$ 89.75	\$ 134.75	\$ _____
		30" Diameter **CANNOT BE SKIRTED**			
_____	207	18"h Pedestal Table	\$ 76.75	\$ 115.25	\$ _____
_____	215	30"h Pedestal Table	\$ 83.50	\$ 125.25	\$ _____
_____	216	40"h Pedestal Table	\$ 101.00	\$ 151.50	\$ _____
		36" Diameter **CANNOT BE SKIRTED**			
_____	209	18"h Pedestal Table	\$ 82.75	\$ 124.25	\$ _____
_____	224	30"h Pedestal Table	\$ 91.50	\$ 137.25	\$ _____
_____	225	40"h Pedestal Table	\$ 108.50	\$ 162.75	\$ _____

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

Cancellation 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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Discount Deadline:
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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)	\$ 115.00	\$ 172.50	\$ _____
_____	233	6'x30" h table skirted 3 sides (select skirt color below)	\$ 140.75	\$ 211.25	\$ _____
_____	253	8'x30" h table skirted 3 sides (select skirt color below)	\$ 167.00	\$ 250.50	\$ _____
_____	522	Drape 4th side of 30"h table	\$ 53.50	\$ 80.25	\$ _____
_____	222	4'x30" h table not skirted	\$ 41.75	\$ 62.75	\$ _____
_____	232	6'x30" h table not skirted	\$ 58.75	\$ 88.25	\$ _____
_____	252	8'x30" h table not skirted	\$ 75.00	\$ 112.50	\$ _____

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)	\$ 135.75	\$ 203.75	\$ _____
_____	239	6'x40" h table skirted 3 sides (select skirt color below)	\$ 167.25	\$ 251.00	\$ _____
_____	259	8'x40" h table skirted 3 sides (select skirt color below)	\$ 197.75	\$ 296.75	\$ _____
_____	530	Drape 4th side of 40"h table	\$ 73.25	\$ 110.00	\$ _____
_____	228	4'x40" h table not skirted	\$ 63.50	\$ 95.25	\$ _____
_____	238	6'x40" h table not skirted	\$ 69.25	\$ 104.00	\$ _____
_____	258	8'x40" h table not skirted	\$ 83.50	\$ 125.25	\$ _____

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	\$ 48.25	\$ 72.50	\$ _____
_____	272	6' Undraped Riser w/Cover	\$ 68.25	\$ 104.00	\$ _____
_____	274	8' Undraped Riser w/Cover	\$ 90.00	\$ 135.00	\$ _____

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

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

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ACCESSORIES

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	401	Wastebasket with Liner	\$ 24.25	\$ 36.50	\$ _____
_____	407	Easel, Tripod	\$ 53.50	\$ 80.25	\$ _____
_____	430	Tensa Stanchion	\$ 85.00	\$ 127.50	\$ _____
_____	425	Chrome Vertical Sign Frame 22"W x 28"H	\$ 62.50	\$ 93.75	\$ _____
_____	479	2-Arm Bag Stand	\$ 106.50	\$ 159.75	\$ _____
_____	413	Chrome Clothes Tree	\$ 85.00	\$ 127.50	\$ _____
_____	475	2'x8' Grid Panel	\$ 96.00	\$ 144.00	\$ _____
_____	476	Chrome Grid Legs (for freestanding Grid Panel)	\$ 13.25	\$ 20.00	\$ _____
_____	478	7-way Waterfall (for Grid Panels)	\$ 11.75	\$ 17.75	\$ _____

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	\$ 27.50	\$ 41.25	\$ _____
_____	507	30" skirting (per linear foot)	\$ 9.25	\$ 14.00	\$ _____
		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)			
_____	509	40" skirting (per linear foot)	\$ 10.50	\$ 15.75	\$ _____
		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)	\$ 11.75	\$ 17.75	\$ _____
		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)	\$ 18.25	\$ 27.50	\$ _____
		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)			

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Sub Total	\$ _____
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Grand Total	\$ _____

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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)	\$ 6,337.50	\$ 8,555.00	\$
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4010	Standard Package (select Exhibit options below)	\$ 4,290.00	\$ 5,792.50	\$
		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)	\$ 12,347.50	\$ 16,670.00	\$
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66) <input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67) <input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4012	Standard Package (select Exhibit options below)	\$ 8,800.00	\$ 11,880.00	\$
		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 7.500%	\$
Grand Total	\$

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TABLETOP EXHIBIT

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4002	Standard Package (select Exhibit options below)	\$ 910.00	\$ 1,227.50	\$
		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)	\$ 2,790.00	\$ 3,767.50	\$
		Premium Carpet: <input type="checkbox"/> berry (51) <input type="checkbox"/> blue mist (68) <input type="checkbox"/> burgundy (48) <input type="checkbox"/> charcoal (66)			
		<input type="checkbox"/> cherry red (46) <input type="checkbox"/> colony blue (62) <input type="checkbox"/> ebony (47) <input type="checkbox"/> emerald (67)			
		<input type="checkbox"/> french beige (65) <input type="checkbox"/> gray pearl (64) <input type="checkbox"/> mocha (61) <input type="checkbox"/> white (63)			
		Please refer to the Graphic Submission Guidelines or contact Fern for instructions on submitting your graphics.			

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4004	Standard Package (select Exhibit options below)	\$ 1,595.00	\$ 2,152.50	\$
		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 7.500%	\$
Grand Total	\$

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

Exhibiting Company Name: _____ Booth # _____



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

CCAO/CEAO Annual Winter Conference

December 4-5, 2019

Hyatt Regency--Delaware & Franklin rooms, Columbus, Ohio

02-00585-19

Discount Deadline:

November 22, 2019

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

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 10' CENTER EXHIBIT

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4018	Premium Package (select Exhibit options below)	\$ 2,787.50	\$ 3,762.50	\$

Premium Carpet: ☐ 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)

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4006	Standard Package (select Exhibit options below)	\$ 1,980.00	\$ 2,672.50	\$

Standard Carpet: ☐ black (04) ☐ ocean (OC) ☐ ruby (RU) ☐ gray (09)
☐ madison (80) ☐ denim (DE) ☐ indigo (IN) ☐ red (14) ☐ evergreen (41)

Header Sign Copy: _____

Sign Lettering Color: ☐ black ☐ blue ☐ red

10' X 10' INLINE EXHIBIT WITH PEDESTAL

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4020	Premium Package (select Exhibit options below)	\$ 3,330.00	\$ 4,495.00	\$

Premium Carpet: ☐ 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)

Please refer to the [Graphic Submission Guidelines](#) or contact Fern for instructions on submitting your graphics.

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	4008	Standard Package (select Exhibit options below)	\$ 1,925.00	\$ 2,600.00	\$

Standard Carpet: ☐ black (04) ☐ ocean (OC) ☐ ruby (RU) ☐ gray (09)
☐ madison (80) ☐ denim (DE) ☐ indigo (IN) ☐ red (14) ☐ evergreen (41)

Header Sign Copy: _____

Sign Lettering Color: ☐ black ☐ blue ☐ 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 7.500%	\$
Grand Total	\$

No refunds on orders cancelled after the deadline date.

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

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

Exhibiting Company Name: _____ Booth # _____



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

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	\$ 330.00	\$ 445.00	\$ _____
_____	4043	1 M x $\frac{1}{2}$ M x 40"h, locking	\$ 385.00	\$ 520.00	\$ _____
_____	4042	2 M x $\frac{1}{2}$ M x 30"h, locking	\$ 550.00	\$ 742.50	\$ _____
_____	4044	2 M x $\frac{1}{2}$ M x 40"h, locking	\$ 605.00	\$ 817.50	\$ _____
_____	4080	Full View Showcase, locking	\$ 725.00	\$ 980.00	\$ _____

FREESTANDING UNITS

_____	4031	8' x 1 M Freestanding Panel	\$ 330.00	\$ 445.00	\$ _____
_____	4055	One Sided Gondola w/2 shelves	\$ 330.00	\$ 445.00	\$ _____
_____	4056	Two Sided Gondola w/4 shelves	\$ 400.00	\$ 540.00	\$ _____

KIOSKS & TOWERS

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

SHELVING UNITS & PEDESTALS

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

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

No refunds on orders cancelled after the deadline date

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

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

Exhibiting Company Name: _____ Booth # _____



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

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	\$ 45.00	\$ 60.00	\$ _____
_____	4072	1 M Angled Shelf	\$ 45.00	\$ 60.00	\$ _____
_____	4082	Halogen Arm Light	\$ 90.00	\$ 122.50	\$ _____
_____	4073	Pamphlet Pocket (5" x 9")	\$ 22.50	\$ 30.00	\$ _____
_____	4074	Letter Pocket (9" x 9")	\$ 30.00	\$ 40.00	\$ _____
_____	4075	Brochure Pocket (9" x 11")	\$ 37.50	\$ 50.00	\$ _____

OFFICE / STORAGE CLOSETS

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

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

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

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

Discount Deadline:
November 22, 2019

BULLETIN BOARDS

QTY	ITEM #	DESCRIPTION	STYLE	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	603	4' x 8' Velcro Board (gray only)	Horizontal	\$ 172.50	\$ 258.75	\$ _____

PERFORATED BOARD

QTY	ITEM #	DESCRIPTION	STYLE (Please circle selection)	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	613	2' x 8' Perforated board panel	V / H	\$ 115.00	\$ 172.50	\$ _____
_____	615	4' x 8' Perforated board panel	V / H	\$ 143.50	\$ 215.25	\$ _____
_____	622	10' Back Wall		\$ 277.50	\$ 416.25	\$ _____
_____	624	10' Back wall with two (2) 2'x8' side wings		\$ 563.50	\$ 845.25	\$ _____
_____	626	10' Back wall with two (2) 4'x8' side wings		\$ 411.25	\$ 617.00	\$ _____

Perforated board hooks are NOT provided

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

_____	617	Special color for 2' x 8' (per panel)		\$ 67.75	\$ 101.75	\$ _____
_____	619	Special color for 4' x 8' (per panel)		\$ 67.75	\$ 101.75	\$ _____

Please specify color _____

SHELVING (for Perforated Board)

QTY	ITEM #	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	631	4' long x 6" deep - white	\$ 20.25	\$ 30.50	\$ _____
_____	635	8' long x 6" deep - white	\$ 34.25	\$ 51.50	\$ _____
_____	637	Special color (per shelf)	\$ 20.25	\$ 30.50	\$ _____

Please specify color _____

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

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

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

Cancellation 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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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	\$ 44.25	\$ 66.50	\$ _____
_____	863	11" x 14" Digital	\$ 104.00	\$ 156.00	\$ _____
_____	865	14" x 22" Digital	\$ 119.75	\$ 179.25	\$ _____
_____	867	7" x 44" Digital	\$ 119.50	\$ 179.25	\$ _____
_____	871	14" x 44" Digital	\$ 147.50	\$ 221.25	\$ _____
_____	873	22" x 28" Digital	\$ 147.50	\$ 221.25	\$ _____
_____	875	28" x 44" Digital	\$ 275.50	\$ 413.25	\$ _____
_____	879	24" x 96" Digital	\$ 545.50	\$ 818.25	\$ _____
_____	881	48" x 96" Digital	\$ 1,099.50	\$ 1,649.25	\$ _____
_____	882	Foam core _____ x _____ = _____ sq ft (price is per sq ft)	\$ 34.75	\$ 52.25	\$ _____
_____	883	Sentra _____ x _____ = _____ sq ft (price is per sq ft)	\$ 38.50	\$ 57.75	\$ _____
_____	885	SGL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 35.00	\$ 52.50	\$ _____
_____	887	DBL Banner _____ x _____ = _____ sq ft (price is per sq ft)	\$ 60.50	\$ 90.75	\$ _____

Sign Copy: _____

Color of Background: _____

Color of Lettering: _____

Sign Orientation: ☐ Vertical ☐ Horizontal

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

No refund on orders cancelled after the deadline date.

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

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

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02-00585-19

Deadline to Return this Form:

November 22, 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: _____

35% charge for Fern Supervised services with a minimum of **\$ 97.25**

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

Emergency Contact: _____ Phone: _____

Plan B (Supervised by Exhibitor Personnel)

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

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

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

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

Supervisor will be: _____ Phone: _____

Estimated Display Labor Cost for Advanced Payment

Installation:

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

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

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

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

Dismantle:

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

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

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

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

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

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

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

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

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

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

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

Installation Labor Rate		
Straight Time	\$	97.25
Over Time	\$	146.00
Double Time	\$	194.50

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

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

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

display labor service

Exhibiting Company Name: _____ Booth # _____



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Phone: 614.253.1500
Fax: 614.253.9101
email: psmith@fernexpo.com

CCAO/CEAO Annual Winter Conference

December 4-5, 2019

Hyatt Regency--Delaware & Franklin room, Columbus OH
02-00585-19

Deadline to Return this Form:
November 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

101518-150531



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

CCAO/CEAO Annual Winter Conference

December 4-5, 2019

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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 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 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 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 with a certificate of insurance showing coverages and amounts and naming the sponsor, Fern, and Convention Center as co-insured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractors may not solicit business on the exhibit floor.
8. The independent contractors must confine their operation to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractors must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Fern Exposition and Event Services. The independent contractors must coordinate all of their activities with Fern Expositions.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

independent display house rules & regulations

101518-150531

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.



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PICKUP



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DROPOFF



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PRIORITY
EMPTY
RETURN



RELOAD &
SEND HOME

Book your shipment now!

Call 614-483-2542 Email jcain@fernexpo.com

fern



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Deadline to Return this Form:

November 22, 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	\$	0.74	\$	148.00
B	Crated or skidded shipment via van lines, POV or specialized carrier, Fed Ex, UPS or USPS	\$	0.93	\$	186.00
C	Loose or uncrated shipment or shipment requiring special handling	\$	1.11	\$	222.00
L	Shipment received late to warehouse	\$	1.30	\$	259.00

		First Package		Each Addl. Pkg.	
P	Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier	\$	50.00	\$	35.00

OTHER SERVICES

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



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

If

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

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

Exhibiting Company Name: _____ Booth # _____

material handling

101518-150656



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

CCAO/CEAO Annual Winter Conference

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MATERIAL HANDLING GUIDELINES

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

SHIPPING ADDRESSES

ADVANCE WAREHOUSE

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

1500 Old Leonard Avenue
Columbus, OH 43219

All Ohio Counselors Conference (Booth #)

Shipments must arrive by:
Monday, December 2, 2019

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

101518-150656



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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 will provide steel banding services at \$2.00 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at \$59.00 per skid-shrink wrap. Please see the Fern Service 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 \$176.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern. In cases where Fern 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 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. 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, 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.

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

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

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

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

material handling terms & conditions

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern

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

CCAO/CEAO Winter Conference

Booth Number: _____

**Must Arrive By:
Monday, December 2, 2019**

fern

EXHIBIT MATERIAL

RUSH

ADVANCE WAREHOUSE

To: _____

(Exhibiting Company Name)

c/o Fern

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

CCAO/CEAO Winter Conference

Booth Number: _____

**Must Arrive By:
Monday, December 2, 2019**

fern



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

CCAO/CEAO Annual Winter Conference

December 4-5, 2019

Hyatt Regency--Delaware & Franklin rooms, Columbus, OH
02-00585-19

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):	(min. \$100): \$4.25 per \$100.00			

All carriers must be checked-in by 4:30 p.m. on December 5, 2019 at event site

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

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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 # _____

outbound bill of lading request

101518-150554

EXHIBITOR SERVICES

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



COLUMBUS

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.

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

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.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 46" LCD monitor	\$ _____	_____	_____	\$ _____
□ Table stand				
■ 55" LCD monitor	\$ _____	_____	_____	\$ _____
□ Table stand				
■ 65" LCD monitor	\$ _____	_____	_____	\$ _____
□ Table stand				
■ 75" LCD monitor	\$ _____	_____	_____	\$ _____
□ Table stand				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired handheld microphone	\$ _____	_____	_____	\$ _____
■ Wireless microphone	\$ _____	_____	_____	\$ _____
□ Handheld □ Lavalier				
■ Powered speaker	\$ _____	_____	_____	\$ _____
Up to five people				
■ 10-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____

INTERNET

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

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

RIGGING

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

SPECIAL REQUESTS

Please add any items not listed above that you require.

Allasyn Hunter

Sales Manager - PSAV®

Hyatt Regency Columbus

350 N High Street, Columbus, OH 43215

■ office: 614.388.9356 ■ email: ahunter@psav.com



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



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

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.

AUDIOVISUAL SERVICES



At PSAV®, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

POPULAR PACKAGES

Meeting Room Projector Package - \$550

- AV cable lot
- Projection stand
- LCD projector
- Tripod screen

Podium Microphone Package - \$225

- Podium microphone
- 4-channel mixer
- Meeting room house sound

Projector Support Package - \$175

- AV cable lot
- Tripod screen
- Projection stand

Post-it® Flip Chart Package - \$81

- Flip chart easel
- Markers
- Post-it flip chart pad

Flip Chart Package - \$59

- Flip chart easel
- Markers
- Flip chart pad

STANDARD LABOR RATES*

- Setup/Strike \$80/hr
- Event Operation \$95/hr

*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

To learn about our creative and production services, please contact your PSAV representative.

SMALL MEETING

- Conference speaker phone \$145
- Laptop computer \$225

AUDIO

- Powered speaker \$100
- Catchbox throwable microphone \$355
- Presidential microphone \$70
- Wired microphone \$60
- Wireless microphone \$180
- 4-channel mixer \$65
- 12-channel mixer \$130

LIGHTING

- LED wash light \$80

SCENIC

- 16' Décor drapery \$165

VIDEO

- 46" LCD monitor \$405
- 55" LCD monitor \$560
- 65" LCD monitor \$665
- 8' tripod screen \$80
- Fast-Fold® screens
 - 6' x 10'5" \$365
 - 7'6" x 13'4" \$415
 - 9' x 16' \$460
 - 10'6" x 18'8" \$590

Allasyn Hunter

Senior Sales Manager - PSAV®

■ office: 614.388.9356

venuepartners.psav.com/hyattregencycolumbus



Hyatt Regency Columbus Electrical Form

Name of Conference:					Organization Name:						
Booth:		Function Room:					Name:				
Address:				City:				State:		Zip code:	
Phone #:					Email:						

SET-UP	
DATE	
TIME	

BREAK-DOWN	
DATE	
TIME	

ELECTRICAL - Exhibit and Staging

	ADVANCE ORDER	QUANTITY NEEDED	Additional Following Day at 50%	Number of Additional days	ON SITE FLOOR ORDER	QUANTITY NEEDED	Additional Following Day at 50%			TOTAL PRICE
120 VOLT/SINGLE PHASE SERVICES:										
20 Amp - includes extension cord and power strip if needed	\$125.00		\$ 62.50		\$150.00					
PDP (Power Distrubtion Panel)	\$300.00		\$ 150.00		\$350.00					
208 VOLT/SINGLE PHASE SERVICES:										
20 AMPS	\$200.00		\$ 100.00		\$230.00					
50 AMPS	\$250.00		\$ 125.00		\$300.00					
100 AMPS	\$450.00		\$ 225.00		\$500.00					
200 AMPS	\$900.00		\$ 450.00		\$1,000.00					
208 VOLT/THREE PHASE SERVICES:										
50 AMPS	\$375.00		\$ 187.50		\$400.00					
100 AMPS	\$525.00		\$ 262.50		\$550.00					
200 AMPS	\$1,000.00		\$ 500.00		\$1,075.00					
							SUB TOTAL			

[illegible]

SERVICES AVAILABLE:	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
BANNERS (less than 8ft)	\$75.00		\$100.00		
BANNERS (8ft and larger)	\$125.00		\$150.00		
COAX CABLE DROPS (for TV Hook-Ups)	\$275.00		\$300.00		
		SUB TOTAL			

Method of Payment	
1	100%
2	100%
3	100%
4	100%
5	100%
6	100%
7	100%
8	100%
9	100%
10	100%
11	100%
12	100%
13	100%
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93	100%
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95	100%
96	100%
97	100%
98	100%
99	100%
100	100%

Credit Card	Credit Card Payment - Email required to send secure CC information form					
Guest Room	Guest Name:					Room #:
Check	Check #:			Master Bill	Master Bill #:	
Signature:					Date:	

Hyatt Regency Columbus Fax: 614.280.3020