



P.O. Box 21245 - Louisville, KY 40221
 Ph. (502) 969-8588 - Fax (502) 968-4788

PAYMENT INFORMATION FORM

DEADLINE FOR RETURN OF FORM: Sept 1, 2017

Payment Policy -
 Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -
 Cancellation after the deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.
 VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -
 Requests after deadline will be filled as available at the standard rates.

Color/Size Selection -
 Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

***** THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER *****

Services and Equipment Ordered

* NOTE: ONLY COMPLETE INFORMATION ASSOCIATED WITH ENCLOSED FORMS*

- A) Furniture Rental Order Form _____ \$ _____
- B) Carpet Rental Order Form _____ \$ _____
- C) Chrome Grid Wall and Panel Board Order Form _____ \$ _____
- D) Hanging Sign Information _____ Non Taxable \$ N/A
- E) Display Labor In Booth Forklift Service Order Form _____ Non Taxable \$ _____
- F) Special Furniture _____ \$ _____
- G) Freight _____ Non Taxable \$ _____

NOTE: ALL SALES/RENTALS ARE SUBJECT TO KENTUCKY SALES TAX
 IF EXEMPT FROM SALES/USE TAX WITHIN THE STATE OF KENTUCKY
 WE MUST HAVE A COPY OF YOUR CERTIFICATE OF EXEMPTION FORM
 FOR OUR FILES OR YOU MUST PAY APPLICABLE TAX.

Subtotal: _____
 6.00% State Sales Tax: _____
 Non-Taxable Total: _____
TOTAL: _____

Payment By Check

PLEASE MAKE CHECK TO:
A.G. Exhibitions

Please Complete The Following:

Check Number _____ Dated _____ In Amount Of \$ _____

NOTE: All checks are deposited upon receipt. Do not post date. There is a \$35.00 for all checks returned by bank.

Payment By Credit Card

Please complete ALL information. Note: All charges are processed thru our Louisville, Ky office.

Card Member Name: _____

Card Type: VISA MASTERCARD AMEX

Account Number:

Expiration Date: Signature: _____

NOTE: PLEASE INCLUDE THE ID NUMBER AS SHOWN ON THE BACK OF CARD

NOTE: ORDERS RECEIVED WITHOUT PAYMENT, IN FULL (TAX INCLUDED) WILL NOT BE PROCESSED AND WILL NOT BE ENTITLED TO ADVANCE DISCOUNT RATE

Name of Event: 2017 KLA Booth # _____ Firm Name: _____

Phone: (____) _____ Fax: (____) _____

Print/Type Name: _____ Signature: _____ Date: _____

Address (Street, City, State, Zip): _____

Date Received: _____ Invoice # _____ Check # _____ Amount: _____

*****THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED*****
*****PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!*****



CARPET RENTAL ORDER FORM

Payment Policy -

Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -

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

VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection -

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588 - Fax (502) 968-4788

DEADLINE FOR RETURN OF FORM: *Sept. 1, 2017*

Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area exhibit carpet is desired, see selection below.

CHECK ONE		DISCOUNT RATE	STANDARD RATE	CHECK ONE		DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/>	9 Ft. X 10 Ft.	\$120.00	\$155.00	<input type="checkbox"/>	9 Ft. X 30 Ft.	\$345.00	\$395.00
<input type="checkbox"/>	9 Ft. X 20 Ft.	\$230.00	\$270.00	<input type="checkbox"/>	9 Ft. X 40 Ft.	\$460.00	\$520.00

Please check color desired for standard carpet.

- Blue
 Grey
 Red
 Hunter Green
 Black
 Burgandy
 Teal

Complete Exhibit Area Carpet

Complete exhibit area carpet price includes laying, trimming, seaming, wastage, edge, taping rental and removal for carpet specifically cut to your exact measurements.

Complete Area Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/>	\$1.95/Sq. Ft.	\$2.35/Sq. Ft.	

Please check color desired for standard carpet.

- Blue
 Grey
 Red
 Hunter Green
 Black
 Burgandy
 Teal

Custom Decorators Plush Carpet

Custom carpet is an upgrade 34oz. Carpet in 15 decorator colors. Minimum order is 300 Sq. Ft. Orders must be received in our office 4 weeks prior to show.

Custom Carpet Size _____ Ft. x _____ Ft. = _____ Sq. Ft. @ \$2.65/Sq. Ft. = \$ _____

Check color desired for custom carpet (Samples available upon request).

- | | | | | |
|---------------------------------------|-----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Silver Grey | <input type="checkbox"/> Berry | <input type="checkbox"/> Emerald | <input type="checkbox"/> Black | <input type="checkbox"/> Plum |
| <input type="checkbox"/> French Beige | <input type="checkbox"/> Charcoal | <input type="checkbox"/> White | <input type="checkbox"/> Colony Blue | <input type="checkbox"/> Peacock |
| <input type="checkbox"/> Grey Pearl | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Red | <input type="checkbox"/> Cream |

Padding - Protective Plastic Covering - Tape

_____ 6 lb. Padding Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$1.05/Sq. Ft. = \$ _____

_____ Plastic Area Size _____ Ft. x _____ Ft. _____ Sq. Ft. @ \$0.20/Sq. Ft. = \$ _____

Vacuuming / Shampoo

DAILY VACUUM Carpet is vacuumed ONCE before initial opening of exhibit and DAILY thereafter.

Per Day - Carpet Size _____ x _____ = _____ Total Sq. Ft. x \$0.20 per Sq. Ft. _____ x # of Days = Total \$ _____

Over 1000 Sq. Ft. - Carpet Size _____ x _____ = _____ Total Sq. Ft. x \$0.15 per Sq. Ft. _____ x # of Days = Total \$ _____

ONE TIME VACUUM - Carpet is vacuumed ONCE before initial opening of exhibit: Total Sq. Ft. _____ X \$0.25 per Sq. Ft. = Total \$ _____

There will be an additional charge for cleaning carpets that are subjected to excessive wear and such as wood shavings, food sampling, landscape, etc.

Name of Event: _____ 2017 KLA _____ Booth # _____ Firm Name: _____ Phone: (____) _____

Address _____
(street) (City) (State) (Zip)

Fax: (____) _____

Subtotal \$ _____

TRANSFER THIS AMOUNT TO LINE A ON THE PAYMENT INFORMATION PAGE

Print/Type Name: _____ Signature: _____ Date: _____

THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED
PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!



CHROME GRID WALL AND PANEL BOARD ORDER FORM Form C

P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588 - Fax (502) 968-4788

DEALINE FOR RETURN OF FORM: *Sept 1, 2017*

Payment Policy -

Payment in full, including tax, must accompany order and be recieved by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancelation Policy -

Cancelation after the deadline will be charged at 50% of prevailing rate. Cancelation after installation will be 100% of prevailing rate.
VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection -

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

TO INSURE AVAILABILITY ALL ORDERS ON ITEMS LISTED BELOW MUST BE RECIEVED 10 DAYS PRIOR TO SHOW DATE. ANY ORDERS ARFTER THIS DATE WILL CARRY A %25 INCREASE, PER ITEM.

PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED.

TYPE:

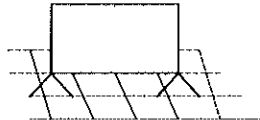
- Chrome Grid Wall Tackboard Panel
 Perforated board Velcro Panel

STYLE:

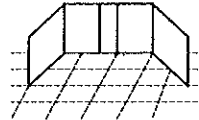
- H C** V
**Style "C" requires two 4' x 8' panels and one 2' x 8' panel per 10' of brickwall. Please indicate depth of side wings if desired.
2' DEEP 4' DEEP



CHROME GRID WALLS ACCORDION STYLE
Using four 2' x 8' grid walls



STYLE "H" Horizontal



STYLE "C" Complete Coverage



STYLE "V" Vertical

CHROME GRID WALLS are available in 2' x 8' sections that can be linked together accordion style to for a free standing display.

QUANTITY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
_____	2' x 8' Chrome Grid Wall	\$35.00	\$50.00	_____

TACKBOARD OR VELCRO PANELS

COLORS: BLACK WHITE BLUE RED

QUANTITY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
_____	4' x 8' Tackboard Panel.....	\$90.00	\$117.00	_____
_____	2' x 8' Tackboard Panel.....	\$75.00	\$97.50	_____
_____	4' x 8' Velcro (loop fabric) Panel.....	\$125.00	\$156.50	_____
_____	2' x 8' Velcro (loop fabric) Panel.....	\$105.00	\$130.50	_____

PERFORATED BOARD

COLOR: BLACK WHITE SINGLE FACE PANEL DOUBLE FACE PANEL

QUANTITY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
_____	4' x 8' Perforated Board Panel.....	\$75.00	\$97.50	_____
_____	2' x 8' Perforate Board Panel.....	\$60.00	\$78.00	_____

No credit will be given after close of event on items or services ordered but not recieved. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

NOTE: NO EXHIBITOR MATERIAL CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING.

Subtotal \$ _____
TRANSFER AMOUNT TO LINE D ON PAYMENT INFORMATION PAGE

Name of Event: _____ 2017 KLA _____ Booth # _____ Firm Name: _____
Phone: (____) _____ Fax: (____) _____ Address _____ (street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

*****THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED***
PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!**



Form A FUNITURE RENTAL ORDER FORM

P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588 - Fax (502) 968-4788

DEALINE FOR RETURN OF FORM: *Sept. 1, 2017*

Payment Policy -

Payment in full, including tax, must accompany order and be recieved by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancelation Policy -

Cancelation after the deadline will be charged at 50% of prevailing rate. Cancelation after installation will be 100% of prevailing rate.
VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

Miscellaneous Accessories				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	Stack Chair, Gray/Padded, No Arms	\$30.00	\$35.00	
	Stool 30" Gray w/ back	\$45.00	\$50.00	
	Wastebasket w/ Liner	\$10.00	\$12.00	
	Easel, Chrome/Tripod	\$20.00	\$25.00	
	Stanchion, Chrome	\$25.00	\$30.00	
	Stanchion Rope, Blue/Padded	\$20.00	\$25.00	
	White Plastic Chain (per Ft.)	\$2.00	\$3.00	
	Stanchioan, Black/Metal	\$10.00	\$15.00	

Display Tables - 30" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$65.00	\$75.00	
	6' Long Table SKIRTED 3 SIDES	\$75.00	\$90.00	
	8' Long Table SKIRTED 3 SIDES	\$85.00	\$100.00	
	4' Long Table NOT SKIRTED	\$25.00	\$30.00	
	6' Long Table NOT SKIRTED	\$30.00	\$35.00	
	8' Long Table NOT SKIRTED	\$35.00	\$40.00	
	4th Side Skirted 6' or 8' (30" or 40")	\$25.00	\$30.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Special Booth Draping				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	White Vinyl Table Cover	\$6.00	\$8.00	
Ft	Special Skirting, 30" Ht./per Linear Ft.	\$3.00	\$5.00	
Ft	Special Skirting, 40" Ht./per Linear Ft.	\$5.00	\$7.00	
Ft	Siderail Drape, 36" Ht./per Linear Ft.	\$3.00	\$4.00	
Ft	Siderail Drape, 96" Ht./per Linear Ft.	\$5.00	\$7.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
	Gray	Red	White	Hunter Green

Display Tables - 40" High x 2' Wide				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long Table SKIRTED 3 SIDES	\$75.00	\$85.00	
	6' Long Table SKIRTED 3 SIDES	\$85.00	\$100.00	
	8' Long Table SKIRTED 3 SIDES	\$95.00	\$110.00	
	4' Long Table NOT SKIRTED	\$35.00	\$40.00	
	6' Long Table NOT SKIRTED	\$40.00	\$45.00	
	8' Long Table NOT SKIRTED	\$45.00	\$50.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

Wood Risers (No Draping)				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long, 12" Wide x 12" High	\$15.00	\$20.00	
	6' Long, 12" Wide x 12" High	\$20.00	\$25.00	
	8' Long, 12" Wide x 12" High	\$25.00	\$30.00	

Wood Risers With Draping				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	4' Long, 12" Wide x 12" High	\$30.00	\$40.00	
	6' Long, 12" Wide x 12" High	\$40.00	\$50.00	
	8' Long, 12" Wide x 12" High	\$50.00	\$60.00	

Circle Color Selection

Black	Blue	Burgandy	Gold	Teal
Hunter Green	Gray	Red	White	Expo Green

No credit will be given after close of event on items or services ordered but not recieved. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental(not sale) during the event, and removal.

NOTE: NO EXHIBITOR MATERIAL CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING.

NO RENTAL ITEMS/MATERIAL(S) may be ALTERED in any way. ANY and ALL DAMAGES /ALTERATIONS WILL BE CHARGED at REPLACEMENT COST (rental rate will not apply as credit) and will be the RESPONSIBILITY of the EXHIBITOR.

Subtotal \$ _____

****TRANSFER THIS AMOUNT TO LINE A ON THE PAYMENT INFORMATION PAGE****

Name of Event: _____ 2017 KLA _____ Booth # _____ Firm Name: _____

Phone :() _____ Fax: () _____ Address _____

(street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

*****THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED******

*****PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!*****



INBOUND SHIPMENT FORM

P.O. Box 21245 - Louisville, KY 40221
 Ph. (502) 969-8588 - Fax (502) 968-4788

DEALINE FOR RETURN OF FORM: *Sept 1, 2017*

Payment Policy -

Payment in full, including tax, must accompany order and be recieved by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancelation Policy -

Cancelation after the deadline will be charged at 50% of prevailing rate. Cancelation after installation will be 100% of prevailing rate.
 VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

INBOUND SHIPMENT - FOR EVENT

A.G. Exhibitions must be advised (2) weeks in advance of delivery date of any oversized freight (single pieces over 3,500 lbs or odd shaped pieces) which will require unloading / reloading.

Shipper _____
 From (City / State) _____
 Carrier _____
 Total # of pieces _____

Date Shipped _____
 Estimated Arrival Date _____
 Pro # _____
 Total Weight _____

CHECK ONE: to advance Receiving Warehouse

direct to Show Site

OUTBOUND

Shipper _____
 From (City / State) _____
 Carrier _____
 Total # of pieces _____

Date Shipped _____
 Estimated Arrival Date _____
 Pro # _____
 Total Weight _____

CHECK ONE: to advance Receiving Warehouse

direct to Show Site

EXPLANATION OF DRAYAGE

When you pay A.G. Exhibitions for drayage, you are paying A.G. Exhibitions to handle your freight from your shipping company to your booth, and back to your shipping company after the show. You are allowed to use any shipping company of your choice. But you must make all the shipping arrangements and notify A.G. Exhibitions which company will drop off your freight, and which company will handle your freight after the show. Any freight left on the show floor after move out time becomes A.G. Exhibitions responsibility. This freight will be shipped through, at their rates and billed to you, **ABF** unless prior arrangements have been made with A.G. Exhibitions.

Name of Event: _____ 2017 KLA _____ Booth # _____ Firm Name: _____
 Phone: (____) _____ Fax: (____) _____ Address _____
 (street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED
 PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!



Payment Policy -

Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -

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

VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

P.O. Box 21245 - Louisville, KY 40221
Ph. (502) 969-8588 - Fax (502) 968-4788

DEALINE FOR RETURN OF FORM: *Sept 1, 2017*

BOOTH ESSENTIALS				
Qty	DESCRIPTION	Discount Rate	Standard Rate	Amount
	Swivel Desk Chair	\$60.00	\$80.00	
	*Black Leather Loveseat	\$450.00	\$590.00	
	*Black Leather Chair	\$280.00	\$360.00	
	*Leather Sofa	\$475.00	\$600.00	
	**Pedestal Table - 36" Dia. 30" ht.	\$80.00	\$110.00	
	**Pedestal Table - 36" Dia. 40" ht.	\$80.00	\$110.00	
	Black-top Bistro 36"W x 42"H	\$185.00	\$240.00	
	Black Table Lamp	\$75.00	\$95.00	
	Cherry Cocktail Table	\$125.00	\$160.00	
	Cherry End Table	\$100.00	\$130.00	
	Chrome Bag Stand	\$30.00	\$40.00	
	** 60" Round Table	\$90.00	\$115.00	

* - Call (502-375-5811) for more color options

** - Add \$30.00 for table cloth

No credit will be given after close of event on items or services ordered but not recieved. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

Charges listed above include delivery to your booth, rental(not sale) during the event, and removal.

NOTE: NO EXHIBITOR MATERIAL CAN BE ATTACHED TO BOOTH DRAPERY, SUPPORTING METAL OR TABLE SKIRTING.

NO RENTAL ITEMS/MATERIAL(S) may be ALTERED in any way. ANY and ALL DAMAGES /ALTERATIONS WILL BE CHARGED at REPLACEMENT COST (rental rate will not apply as credit) and will be the RESPONSIBILITY of the EXHIBITOR.

Subtotal \$ _____

TRANSFER THIS AMOUNT TO LINE A ON THE PAYMENT INFORMATION PAGE*

Name of Event: _____ 2017 KLA _____ Booth # _____ Firm Name: _____
 Phone: (____) _____ Fax: (____) _____ Address _____
 (street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED
 PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!



Form E
**DISPLAY LABOR AND IN BOOTH
 FORKLIFT SERVICE ORDER FORM**

P.O. Box 21245 - Louisville, KY 40221
 Ph. (502) 969-8588 - Fax (502) 968-4788

DEADLINE FOR RETURN OF FORM: *Sept 1, 2017*

Payment Policy -

Payment in full, including tax, must accompany order and be received by our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy -

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

VALID REFUNDS WILL BE ISSUED AFTER CLOSE OF SHOW

Late Request -

Requests after deadline will be filled as available at the standard rates.

Color/Size Selection-

Choices not indicated will be selected by AG Exhibitions, INC to coordinate with the show colors and size of exhibit.

PLAN A - Supervision by A.G. Exhibitions, INC

To save time and alleviate exhibitor supervision, PLAN A (supervised by A.G. Exhibitions) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation/dismantles, and where possible, all work is performed on straight time. Charge for supervised service is 30% with a minimum of \$25.00 of the total labor bill. Please provide an emergency contact telephone number (____)_____.

ORDER	NUMBER OF MEN REQUIRED	EST. HRS (1 HR. INCRIMENTS) EACH MAN
Labor For Installation		
Labor For Dismantle		

Please indicate if in booth forklift/Operator is needed for installation of exhibit (not unloading):

1. Number of forklifts needed: _____
2. Date Needed: _____
3. Est. Starting Time: _____ AM / PM
4. Est Finishing Time: _____ AM / PM
5. Comments: _____

PLAN B- Supervision by Exhibitor Personnel

Starting time can be guaranteed only in those instances where men are requested to start at the official setup time. While every attempt will be made to provide men at later times, their starting time must be approximate since men assigned to jobs at the start of the day can not gauge exact completion time of first job assignment. It is important that the exhibit representative check in at the service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work will be done under supervision of the exhibitor representative.

ORDER	NUMBER OF MEN REQUIRED	EST. HRS (1 HR. INCRIMENTS) EACH MAN	START TIME	START DATE	# OF DAYS
Labor For Installation					
Labor For Dismantle					

Please indicate if in booth forklift/Operator is needed for installation of exhibit (not unloading):

1. Number of forklifts needed: _____
2. Date Needed: _____
3. Est. Starting Time: _____ AM / PM
4. Est Finishing Time: _____ AM / PM
5. Comments: _____

Rates: Estimate Labor Services Cost for Advance Payment

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00AM and after 5:00 PM weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. Minimum charge one (1) hour per man. Rates are as follow:

INSTALLATION

Number Of Men _____ x Number of hours per man _____ x Number of Days _____ = Total Straight Time Hours x \$35.00/Hr. = \$ _____
 Number Of Men _____ x Number of hours per man _____ x Number of Days _____ = Total Overtime Hours x \$77.00/Hr. = \$ _____
 Number Of Fork / Operators _____ x Number of hours per man _____ x Number of Days _____ = Total Straight Time Hours x \$69.00/Hr. = \$ _____
 Number Of Fork / Operators _____ x Number of hours per man _____ x Number of Days _____ = Total Overtime Hours x \$108.00/Hr. = \$ _____

DISMANTLE

Number Of Men _____ x Number of hours per man _____ x Number of Days _____ = Total Straight Time Hours x \$35.00/Hr. = \$ _____
 Number Of Men _____ x Number of hours per man _____ x Number of Days _____ = Total Overtime Hours x \$77.00/Hr. = \$ _____
 Number Of Fork / Operators _____ x Number of hours per man _____ x Number of Days _____ = Total Straight Time Hours x \$69.00/Hr. = \$ _____
 Number Of Fork / Operators _____ x Number of hours per man _____ x Number of Days _____ = Total Overtime Hours x \$108.00/Hr. = \$ _____

Add 30% if supervised by A.G. Exhibitions, INC. (\$25.00 min) = \$ _____

No credit will be given after close of event on items or services ordered but not received.

Subtotal \$ _____

If you have a problem, please see the A.G. Exhibitions Desk Personnel at the event site prior to opening. *TRANSFER AMOUNT TO LINE D ON PAYMENT INFORMATION PAGE**

Name of Event: _____ 2017 KLA _____ Booth # _____ Firm Name: _____

Phone : (____) _____ Fax: (____) _____ Address _____ (street) (City) (State) (Zip)

Print/Type Name: _____ Signature: _____ Date: _____

THIS FORM MUST BE COMPLETELY FILLED OUT AND RETURNED FOR YOUR ORDER TO BE PROCESSED
 PLEASE KEEP A COPY FOR YOUR RECORDS, AS WE DO NOT SEND CONFIRMATION OF ORDERS!