



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, 2016

**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.

**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.

**\*\*\*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 YOU 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: 2016 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!\*\*\***



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, 2016\*

**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.

**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.

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	

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	Siderall Drape, 36" Ht./per Linear Ft.	\$3.00	\$4.00	
Ft	Siderall Drape, 96" Ht./per Linear Ft.	\$5.00	\$7.00	

**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	

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

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 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: \_\_\_\_\_ 2016 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 B  
**CARPET RENTAL ORDER FORM**

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

**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.

DEADLINE FOR RETURN OF FORM: \*Sept. 1, 2016\*

**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.

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

Silver Grey   
  Berry   
  Emerald   
  Black   
  Plum  
 French Beige   
 Charcoal   
 White   
 Colony Blue   
 Peacock  
 Grey Pearl   
 Burgundy   
 Blue Mist   
 Red   
 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: \_\_\_\_\_ 2016 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

DEADLINE FOR RETURN OF FORM: \*Sept 1, 2016\*

**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.

**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 RECEIVED 10 DAYS PRIOR TO SHOW DATE. ANY ORDERS AFTER 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:

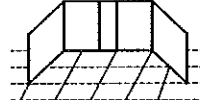
- H       C\*\*       V
- \*\*Style "C" requires two 4' x 8' panels and one 2' x 8' panel per 10' of brickwall. Please indicate depth of side wings if desired.
- 2' DEEP      4' DEEP**



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 received. 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: \_\_\_\_\_ 2016 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!\*\*\***



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

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

DEALINE FOR RETURN OF FORM: \*Sept 1, 2016\*

**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.

**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.

**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 (\_\_\_\_\_)\_\_\_\_\_

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

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

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.

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

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

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: \_\_\_\_\_ 2016 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!\*\*\***



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

DEADLINE FOR RETURN OF FORM: \*Sept 1, 2016\*

**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.

**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.

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 received. 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: \_\_\_\_\_ 2016 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!\*\*\*



**IMPORTANT:**  
IT IS THE RESPONSIBILITY OF THE SHIPPER/EXHIBITOR TO PROPERLY LABEL  
ALL SHIPMENTS (AS SHOWN) A.G. Exhibitions, INC.  
WE WILL NOT ACCEPT ANY SHIPMENTS WITHOUT ALL NECESSARY  
INFORMATION LISTED ON ALL LABELS.

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

DEALINE FOR RETURN OF FORM: \*Sept 1, 2016\*

A.G. Exhibitions, INC. must be advised (2) two 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.

**A.G. Exhibitions HAS BEEN SELECTED AS THE OFFICIAL DRAYAGE CONTRACTOR FOR THIS EVENT**

**INSTRUCTIONS**

1. Mail this form with advance payment to above A.G. Exhibitions, INC. Address by above deadline.
2. All shipments must be prepaid. Collect shipments will not be accepted.
3. All advance to warehouse shipments must be targeted to arrive BETWEEN: \*Sept 12-19\*
4. All inbound shipments direct to event site must be targeted to arrive on or after: \*Call for details\*
5. All charges for freight services in accordance with rate schedule below are due in advance.

**Advance Receiving**

Label each piece of your shipment(s) as follows:

**TO:**

A.G. Exhibitions, INC.  
642 Barret Ave.  
Louisville, KY 40204

**FOR:**

EXHIBIT BOOTH #

**Direct to Event Site**

Label each piece of your shipment(s) as follows:

**TO:**

Galt House c/o A.G. Exhibitions  
4th street Dock  
140 N. Fourth St.  
Louisville, KY 40202

**FOR:**

EXHIBIT BOOTH #

**Rate Schedule**

**RATES APPLY** to each 100lbs. or fraction thereof and are based on the actual or estimated **INBOUND** weight. No allowance will be made for attachments during the event. Each shipment is considered seperately. **NO** cumulative weights will be allowed on minumums, split shipments, free astray, etc. Charges are based on 100 lb. minimum per shipment.

**SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING** will be subject to a 50% surcharge in addition to the rates listed above. 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 flatbed truck, etc). Material will be unloaded from vans, exhibitor's truck, or trucks of others. Dellvered to the exhibitors 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.

**EXHIBITS TO BE STORED** will be charged at a minimum monthly rate of \$12.00 cwt. per month or fraction thereof. No additional charge will be made for inbound shipments to advance warehouse when recieved 14 days prior to the show.

**RATE SCHEDULE**

1. Shipments recieved at advance warehouse, unloaded, stored up to 14 days, delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the event, moved to the unloading area and reloaded on truck. **THIS SERVICE WILL BE PROVIDED FOR \$50.00 PER CWT, BOTH IN & OUT FREIGHT HANDLING.**

2. Shipments as abover but recieved at the exhibit facility. **THIS SERVICE WILL BE PROVIDED FOR \$50.00 PER CWT, BOTH IN & OUT FREIGHT HANDLING.**

**Estimate Drayage Services Cost For Advance Payment**

Enter total pounds below of all your shipments by rounding up each total shipment weight to the next nearest 100 pounds (i.e. One 253 lbs. Shipment of any number of pieces would be figured as 300 lbs., 518 lbs. of any number of pieces would be figured as 600 lbs., 795 lbs. as 800 lbs., etc). Any shipment with a total of less than 100 lbs. should be calculated at 100 lbs. minimum.

**ADVANCE WAREHOUSE SHIPMENTS 100 LBS. MINIMUM**

Total Combined Weight of ALL Shipments (rounded up) divided by 100 lbs. = \_\_\_\_\_ TTL cwt. X \$50.00 per cwt. = Cost \$\_\_\_\_\_

Special notice to Exhibitions: ABF is the preferred handler for the out. Any freight brought back to A.G. Exhibitions where house will be shipped out ABF. You are responsible to have your shipping company, if not ABF, to have your freight off show floor at close of show.

**\*\*Transfer total to Line G on the Payment Information Page\*\***

**Total \$ \_\_\_\_\_**

Name of Event: \_\_\_\_\_ 2016 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

**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.

**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.

DEADLINE FOR RETURN OF FORM: \*Sept 1, 2016\*

## 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: \_\_\_\_\_ 2016 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!\*\*\*